

# Profit from Experience (PFE)

## Client Information Sheet

The Profit from Experience (PFE) program is funded by the Western Australian Department of Education and Training and aims to improve career development opportunities for mature aged people across the State. The gaining of career development skills will result in individuals being better equipped to match their expertise to the career opportunities arising within the labour market of the twenty-first century.

Through individual guidance, the program will assist people aged 40 plus (or 35 plus for Indigenous clients) with:

- Career guidance and action planning
- Access to accredited training opportunities
- Recognition of Current Competencies
- Emphasising the value of Work Experience; and
- Improving skills in overcoming impediments to obtaining employment
- Other training opportunities

This assistance is tailored to the conditions of the current labour market and will make workers more aware of opportunities and limitations presented. And, while the program will continue to be driven by individual client needs, clients will be encouraged to consider skills shortage areas within the labour market.

## PFE CAREER ACTION PLANNING

The major aim of PFE is to help clients gain the skills needed to manage their own careers and achieve their own career goals. The key elements to support this aim are;

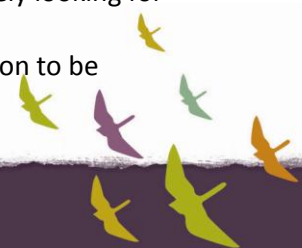
**Career Guidance:** career guidance and the obtaining of career development skills through action planning.

**Funded Training:** access to funded training assistance to help PFE clients meet their PFE career action plan goals.

The individual career guidance and career action planning is a key principle of the PFE program. It is the PFE Career Action Plan that assists the client to move towards fulfilling their career goals. Funded training assistance will only act as a secondary support to this. While funded training assistance is a feature of the PFE program not all clients can, or will, be eligible for funding. In addition, funds will not under any circumstances be made available retrospectively.

## PFE Client Eligibility Criteria:

- Must be aged 40 years or over (35 years or over for Indigenous clients) and actively looking for employment
- Be unemployed, underemployed (no more than approx 30 hours per week) or soon to be retrenched



- Be able to demonstrate that you are not eligible for any federal government or other funded training assistance – including Productivity Places Program (DEEWR funded. If in doubt, discuss with an EDN Project Officer)
- Not currently receiving Intensive Support Customised Assistance (ISCA) from the Commonwealth Government's Job Network Service
- Not be a recipient of CDEP, NEIS, CRS Australia, Abstudy or Austudy
- Not enrolled in on-going or full-time study
- Not accessed any other Profit from Experience (PFE) funding assistance from another Employment Directions Network office in the previous 12 months

### Process:

- Attend a PFE Information Session at the Leederville or Joondalup offices (please telephone to book your place at the nearest office). Joondalup; weekly (Wednesday); Leederville; weekly (Thursday)
- If it has been over 12 months since you last accessed the PFE program or you are transferring from another EDN office, you will need to re-attend a PFE Information Session with your current EDN provider
- Complete BJL Registration Form
- Complete and sign PFE Client Declaration Form
- Make an appointment to see an EDN Project Officer for a 1-1 follow-up appointment for career guidance and action planning. An EDN Project Officer and client are to work together on an individual assessment and planning process, which will include career guidance. Strategies developed to meet the client's career goals will be documented in the PFE Career Action Plan. The contents of the PFE Career Action Plan should be agreed to, and signed, by both the client and the EDN Project Officer.
- Register and access MyGuide Internet Portal

### Other Services Available:

EDN focuses on providing employability and career guidance services to clients. Services at all offices include;

career exploration through workshop activities and one to one guidance interviews, provide information on how to access employment and training information, referral to external specialist agencies, provide work experience insurance cover, internet access and job search support.

Résumé & Application Letter; Selection Criteria; Interview Techniques workshops are offered from both Leederville and Joondalup offices.

### Please Note:

- Understand that in registering for the program to receive services and access funding assistance your personal details will be recorded on a data base that may be accessed by EDN staff and the Western Australian Department of Education and Training (funding body).
- This information will not be used for any purpose other than the verification of services provided and funding accessed.
- Your personal details may also be used as part of a review process to gain confidential feedback on the value of the Profit from Experience program to yourself.



- By signing the PFE client declaration, you agree to participate in such a review process and any other review process determined by the WA Department of Education and Training as necessary
- Explore/access or register for any State or Federal Government programs/services that you are eligible for, including

Australian <b>Apprenticeships Access</b> Program	Jobs, Education & Training
Australian Job Search	Language, Literacy and Numeracy Programs
Business Enterprise Centre	Overseas Qualifications Uni
Career Info Centre	National Office of Overseas Skills Recognition
* CRS	New Enterprise Incentive Scheme (NEIS)
Employment Self Help	Productivity Places Program
Indigenous Employment Service	<i>TAFE course fee exemption (Cert I to Adv Dip)</i>
Job Services Australia - streamed services inc;	<i>Training Supplement (Centrelink)</i>
- <i>Employment Pathway Fund</i>	Wage Assistance
- <i>Job Matching</i>	Wage Subsidies
- <i>Job Search Support</i>	Workplace Modifications Scheme
- <i>Intensive Support Customised Assistance</i>	
- <i>Stream 4 services (Personal Support Program)</i>	

- I understand that I can not be assisted with PFE funds for any training activity where funding can be successfully secured through an alternative source. (*\* denotes other possible sources of funding – but only if eligibility criteria is met*)
- I agree to advise the EDN of any funding that I receive, or can access, to support the career development activities outlined in my personal PFE Career Action Plan.
- All training or services for which PFE funding is to be sought, will need to be in line with action plan and approved by an EDN officer as noted on the individual's PFE Career Action Plan **prior** to enrolment or commitment of funds. Payments will only be made directly to the service provider. **Retrospective reimbursements will not be possible.**
- Understand that any previous financial commitments that you have arranged in regards to training will not be funded through the PFE program. PFE funds cannot under any circumstances be allocated retrospectively.
- Understand that although once registered with the PFE program; this does not entitle you to a specific amount of funding. The amount of funding you receive is at the discretion of the relevant EDN Project Officer and is linked to your PFE Career Action Plan goals.
- If PFE funding has been approved for you to undertake training and enrolment into training course has been finalised and if the situation arises where you have to withdraw from the training course, we are unable to fund any other training until a refund (where applicable) from the training provider is finalised. Please note that most courses do incur a withdrawal fee, which is taken into account of any funds expended.
- Should you withdraw from PFE funded training on 2 separate occasions; further funding assistance will have to be approved by the Operations Manager.

*Employment Directions Network, is sponsored by the WA Department of Education and Training and LotteryWest*

