

# Get Linked



*A Directory of Employment, Education, Training  
and Support services for Young people in the  
Outer Eastern Region of Melbourne*



This resource has been developed by the Outer Eastern Local Learning and Employment Network (OELLEN) to help young people link to employment, education, training and other services in the Outer Eastern Region of Melbourne (Knox, Maroondah and Shire of Yarra Ranges).

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# Get Info

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***Here is a list of useful places to get information and help with jobs, education and training and other services.***

## GENERAL INFORMATION

**First Stop:** A youth information, employment, education, training and support service. First Stop can help you with information on courses, training, jobs, interviews, job search and other info you may need. First Stop is on the Croydon campus of Swinburne TAFE.

### **First Stop**

12 Norton Road, Croydon (Gate 1)

Ph. 9726 1432

Email [firststop@swin.edu.au](mailto:firststop@swin.edu.au)

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**Youth Connections:** Youth Connections provides young people with flexible and individualised assistance to improve their education, life skills and personal development.

### **Outer East Youth Connections**

244 Maroondah Hwy, Healesville

100 Maroondah Highway, Ringwood

2463 Warburton Highway, Yarra Junction

Ph. 1300 835 235

[www.uych.vic.edu.au](http://www.uych.vic.edu.au)

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**Local Government Youth Services:** Knox, Maroondah and Yarra Ranges Youth Services provide information, referral, support and programs for young people and their families.

### **Knox Youth Services**

[www.knox.vic.gov.au](http://www.knox.vic.gov.au)

Ph. 9298 8308

### **Knox Youth Information Centre**

Ground Level, Capital City Blvd, Knox Ozone, Wantirna South

Ph. 9298 8469

### **Maroondah Youth Services**

[www.maroondahyouthservices.com](http://www.maroondahyouthservices.com)

Ph. 9294 5709

### **EV's Youth Centre (Maroondah)**

212 Mount Dandenong Rd, Croydon

### **Yarra Ranges Youth Services**

[www.yrys.com](http://www.yrys.com)

Ph. 9294 6715

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## CENTRELINK

**Youth Allowance** can assist you if you are a young person who is studying, undertaking training or an Australian Apprenticeship or looking for work. If you are receiving Youth Allowance payments you may also be eligible for a Health Care Card to help with the cost of medicines and concessions.

### **Youth and Student Services**

[www.centrelink.gov.au](http://www.centrelink.gov.au)

Ph. 132 490

### *Centrelink Customer Service Centres*

- 1657-1661 Burwood Hwy Belgrave
- 3 William St, Boronia
- Cnr Chapel & Anderson Sts, Lilydale
- 2-6 Bond St, Ringwood
- 5/5 Fulham Rd, Rowville

# Get Support

## TRANSPORT

### Public Transport (Metlink)

To access information about public transport options and timetables

[www.victrip.com.au](http://www.victrip.com.au)

Ph. 131 638

### Travellers Aid

Transport information and support services.

Provides travel assistance to people in emergency situations and those with special needs

[www.travellersaid.org.au](http://www.travellersaid.org.au)

Ph. 9654 2600

### L2P program – Yarra Ranges

Mentoring program to assist young people who do not have access to a supervising driver or vehicle to gain driving experience

[www.yrys.com](http://www.yrys.com)

Ph. 9294 6716

## HOUSING

### Crisis accommodation:

Eastern Region Front Door Services

Ph. 1300 558 484 (24 hours)

Services for people who are homeless, at risk of homelessness or experiencing violence at home.

Centres open during office hours:

- **Wesley Mission:** 291A Maroondah Hwy, Ringwood
- **Harrison Community Services:** 1012 Little Burwood Hwy, Wantirna South
- **Anchor:** 7-9 John St, Lilydale
- **The Salvation Army Eastcare:** 16 Church St, Hawthorn

## Renting – Rights and Responsibilities:

### Consumer Affairs

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

Ph. 1300 558 181

### Tenants Union of Victoria

<http://www.tuv.org.au>

Ph. 9416 2577

## ENROLLING TO VOTE

### Australian Electoral Commission

It is compulsory to vote if you are an Australian citizen over 18 years of age. You may be fined if you do not vote. You can apply for enrolment from 17 years of age.

To find out how to apply for enrolment go to [www.aec.gov.au](http://www.aec.gov.au) or phone **132 326**.

## LEGAL ADVICE

### Eastern Community Legal Centre

<http://eclc.org.au>

Box Hill Ph. 9285 4822

Boronia Ph. 9762 6235

### Job Watch

[www.jobwatch.org.au](http://www.jobwatch.org.au)

Ph. 1800 3321 617

### National Children's & Youth Law Centre

Website providing legal info to young people

[www.lawstuff.org.au](http://www.lawstuff.org.au)

### Victoria Legal Aid

[www.legalaid.vic.gov.au](http://www.legalaid.vic.gov.au)

23 Ringwood St, Ringwood

Ph. 9295 5444

### Youth Law

[www.youthlaw.asn.au](http://www.youthlaw.asn.au)

Ph. 9611 2412

## HEALTH/COUNSELLING

### 24 hour emergency contacts:

**Direct Line – Drug & Alcohol Counselling**  
Ph. 1800 136 385

**Eastern Centre Against Sexual Assault**  
Ph. 1800 806 292

**Emergency Psychiatric Services**  
Ph. 1300 721 927

**Gamblers Helpline**  
Ph. 1800 156 789

**Kids Helpline**  
[www.kidshelp.org.au](http://www.kidshelp.org.au)  
Ph. 1800 551 800

**Lifeline**  
Ph. 131 114

**Mensline**  
[www.menslineaus.org.au](http://www.menslineaus.org.au)  
Ph. 1300 789 978

**Suicide Helpline**  
[www.suicideline.org.au](http://www.suicideline.org.au)  
Ph. 1300 651 251

**Youth Substance Abuse Service (YSAS)**  
Ph. 1800 014 446

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**EACH Youth Clinic (12-25 year olds)**  
Free service. Open Tuesday 3.30-5.30pm,  
Thursday 2-5.30pm and Friday 2-4pm.

Building B, 46 Warrandyte Road, Ringwood  
Ph. 9871 1800

**Eastern Health CAMHS(Child, Youth & Family  
Mental Health Service)**  
Specialist mental health service for children  
and young people up to the age of 18 years.

For referrals call **1300 721 927**.

**Local Government Youth Services:** Knox, Maroondah and Yarra Ranges Youth Services websites have info on health services in your local area.

**Knox Youth Services**  
[www.knox.vic.gov.au](http://www.knox.vic.gov.au)

**Maroondah Youth Services**  
[www.maroondahyouthservices.com](http://www.maroondahyouthservices.com)

**Yarra Ranges Youth Services**  
[www.yrys.com](http://www.yrys.com)

### Medicare

If you are 15 years of age or older you can get your own Medicare card for free/subsidised health care.

[www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)  
Ph. 132 011 (24 hours, seven days a week)

### Centrelink Health Care Card

If you are receiving Youth Allowance you may also be eligible for a Health Care Card to help with the cost of medicines and concessions.

For more information on applying for a Health Care Card, visit [www.centrelink.gov.au](http://www.centrelink.gov.au)

## USEFUL WEBSITES

### General health and wellbeing

Infoxchange: [www.infoxchange.net.au](http://www.infoxchange.net.au)  
Reach out: [www.reachout.com.au](http://www.reachout.com.au)  
Youth Central: [www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

### Mental health and depression

Beyond Blue: [www.beyond.blue.com.au](http://www.beyond.blue.com.au)  
Headroom: [www.headroom.net.au](http://www.headroom.net.au)  
Itsallright: [www.itsallright.org](http://www.itsallright.org)  
Sane: [www.sane.org.au](http://www.sane.org.au)

### Drug and alcohol abuse

Cannabis: [www.cautiouswithcannabis.com.au](http://www.cautiouswithcannabis.com.au)  
Family Drug Help: [www.familydrughelp.org.au](http://www.familydrughelp.org.au)  
Quitline: [www.quit.org.au](http://www.quit.org.au)  
Youth Drug Support Australia: [www.yds.org.au](http://www.yds.org.au)

# Get a Job

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## **CENTRELINK**

[www.centrelink.gov.au](http://www.centrelink.gov.au)

Centrelink has information about payments and services for individuals who are seeking employment, including specific services for Aboriginal, migrants and refugees.

### **Career Information Centre**

Centrelink's Career Information Centres provide free career assistance for students, or people who are unemployed or looking at changing jobs.

**Ph. 1800 048 525**

Email [cic.melbourne@centrelink.gov.au](mailto:cic.melbourne@centrelink.gov.au)

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## **JOB SEARCH WEBSITES**

### **Australia.gov.au**

<http://australia.gov.au/people/jobseekers>

Australian Government website for job seekers

### **Career one**

[www.careerone.com.au](http://www.careerone.com.au)

Job search website with vacancies from the Herald Sun and Leader newspapers

### **Australian Job Search**

[www.jobsearch.gov.au](http://www.jobsearch.gov.au)

Job search website that provides information on jobs as well as links to vacancies and training

### **My Career**

<http://mycareer.com.au>

Job search website with vacancies from The Age newspaper

### **Seek**

[www.seek.com](http://www.seek.com)

Job seeking website

## **Skills Victoria**

[www.skills.vic.gov.au](http://www.skills.vic.gov.au)

Information on training courses, education and employment outlooks

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## **RIGHTS AND RESPONSIBILITIES**

### **Australian Taxation Office**

To apply for a Tax File Number

[www.ato.gov.au](http://www.ato.gov.au)

**Ph. 132 861**

### **Fairwork**

Employment information and advice

[www.fairwork.gov.au](http://www.fairwork.gov.au)

**Ph. 131 394**

### **Job Watch**

Victorian community legal centre specialising in employment law

[www.jobwatch.org.au](http://www.jobwatch.org.au)

**Ph. 1300 363 264**

### **Wageline**

[www.wagenet.gov.au](http://www.wagenet.gov.au)

**Ph. 1300 363 264**

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## **OCCUPATIONAL HEALTH AND SAFETY**

### **Safe@Work**

[www.education.vic.gov.au/safe@work](http://www.education.vic.gov.au/safe@work)

Occupational Health and Safety Training modules

### **SafeT1**

[www.safe-t1.net.au](http://www.safe-t1.net.au)

Check out the resource centre for students and safety resources for young workers

### **Worksafe**

[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Safety tips and training checklists for young workers

## JOB SERVICES

**Job Services Australia providers** are able to help you with your employment and job search needs. They will help you to access the training and skills required to get a job.

The following Job Services Australia providers are located in the Outer Eastern region of Melbourne.

### **PVS Workfind**

[www.pvs.com.au](http://www.pvs.com.au)

1st Floor, Building 3, Knox O-Zone, 2 Capital City Boulevard, Wantirna South  
**Ph. 9881 6333**

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### **Mission Australia**

[www.missionaustralia.com.au](http://www.missionaustralia.com.au)

- Shop 1, 5-7 Clarke St, Lilydale  
**Ph. 9737 2788**
  - 19 Ringwood St, Ringwood  
**Ph. 9259 4666**
- .....

### **Reed in Partnership**

[www.reedinpartnership.com.au](http://www.reedinpartnership.com.au)

- 25 Ringwood St, Ringwood  
**Ph. 8644 9260**
  - Level 1, Suite 3, 420 Burwood Hwy, Wantirna  
**Ph. 8644 9280**
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### **Salvation Army Employment Plus**

[www.employmentplus.com.au](http://www.employmentplus.com.au)

- Level 1, 252A & B Maroondah Hwy, Healesville  
**Ph. 5969 9100**
- 1 Clarke Street, Lilydale  
**Ph. 9735 6900**

- Suite 6-8, 7 Fulham Rd, Rowville  
**Ph. 9757 3700**
  - 4 Rutherford Rd, Tecoma  
**Ph. 9757 0100**
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### **Sarina Russo Job Access (Australia)**

[www.sarinarusso.com.au](http://www.sarinarusso.com.au)

- Suite 2/5 Church Street, Healesville  
**Ph. 0437 632 142**
  - Unit 5, 9 Clarke St, Lilydale  
**Ph. 9735 7800**
  - Level 1, 41-43 Ringwood St, Ringwood  
**Ph. 9847 5600**
  - Suite 11, 21A Woods Point Rd, Warburton  
**Ph. 5966 4600**
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### **Working arrangements**

[www.workingarrangements.com.au](http://www.workingarrangements.com.au)

- 185 Mt Dandenong Rd, Croydon  
**Ph. 9735 9366**
- 211-A Main St, Lilydale  
**Ph. 9735 9366**
- 237 Maroondah Hwy, Healesville  
**Ph. 9735 9366**

# Get Experience

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## VOLUNTEERING

### Eastern Volunteers

Provides volunteer assistance to people living in the Maroondah and Yarra Ranges. Offices in Box Hill, Lilydale and Ringwood.

[www.eastervolunteers.org.au](http://www.eastervolunteers.org.au)

Ph. 9870 7822

### Volunteers4Knox

Website to provide support to volunteers and community organisations in the area of Knox.

[www.volunteers4knox.com.au](http://www.volunteers4knox.com.au)

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## USEFUL WEBSITES

### ActNow

<http://www.actnow.com.au>

The ActNow program provides young people with opportunities to take action on the issues that they care about. The website also includes advice on finding volunteer work.

### Go Volunteer

[www.govolunteer.com.au](http://www.govolunteer.com.au)

This website provides you with information on volunteering and volunteer opportunities in your local area.

### I Can Do That

[www.volunteer.vic.gov.au](http://www.volunteer.vic.gov.au)

List of organisations seeking volunteers, as well as tips about getting involved in volunteering

### My future

[www.myfuture.edu.au](http://www.myfuture.edu.au)

Information and links to Australian and international work experience information and opportunities.

### Seek Volunteer

[www.seekvolunteer.com.au](http://www.seekvolunteer.com.au)

Website includes a volunteer opportunity search and tools for volunteers

### Volunteering Australia

<http://volunteeringaustralia.org>

Provides information, news and events on volunteering across Australia. A fact sheet for young people involved in volunteering is available for download from the website.

### Worksite

[www.worksite.actu.org.au](http://www.worksite.actu.org.au)

This website has a downloadable diary to record your work experiences. This can be useful for adding skills and your range of work experiences to your resume.

### Youth Central

[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

This website includes advice on how to find work experience or volunteer work as well as a list of organisations that young people can volunteer for.

# Get an Apprenticeship or Traineeship

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## What are apprenticeships & traineeships?

An apprenticeship or traineeship is a combination of paid work and training. After successful completion the apprentice or trainee receives a national qualification. They can be full-time, part-time or school-based.

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## What are the differences between apprenticeships and traineeships?

**Apprenticeships** are available in many trade areas, including Building and Construction, Cooking, Hairdressing, Horticulture, Automotive and Engineering. Apprenticeships usually take between 3-4 years to complete.

An **apprentice** is trained in a skill trade and will become a qualified tradesperson upon completion.

**Traineeships** are available in hundreds of areas, including Business, Retail, Community Health, Childcare and Hospitality. Traineeships usually take between 12-24 months to complete.

A **trainee** is trained in a vocational area and will receive a minimum of a Certificate II in this area upon completion.

## How do I find an Apprenticeship or Traineeship?

There are two ways of finding an apprenticeship. One is through a Group Training organisation (they become your employer and take care of wages, superannuation and training) and you work with a host employer. You may also be employed directly by a company who takes care of all the above themselves.

You can find a job through a Group Training organisation through the Group Training website (these vacancies are often listed on career websites also). If you would like to be employed directly by a company you can find job vacancies through newspaper advertisements, job websites and contacting employers where you would like to work.

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## Where can I find out further information?

**Australian Apprenticeships website**  
[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

**Australian Apprenticeships pathways**  
[www.aajobpathways.com.au](http://www.aajobpathways.com.au)

**Australian Apprenticeships referral line**  
**Ph. 133 873**

**Contact your local Group Training Organisation:** [www.grouptraining.com.au](http://www.grouptraining.com.au)

# Adult & Community Education

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**Adult & Community Education (A.C.E.)** providers offer a wide range of courses to help you find work, improve your English and/or maths (Literacy/Numeracy), VCAL, VCE, General Education and general interest courses.

## **Arrabi Community House**

Allambanan Dve, Bayswater North

**Ph. 9294 7530**

[www.arrabri.org](http://www.arrabri.org)

## **Central Ringwood Community Centre**

Bedford Road, Ringwood

**Ph. 9870 2602**

[www.crcinc.org.au](http://www.crcinc.org.au)

## **Coonara Community House**

22 Willow Rd, Upper Ferntree Gully

**Ph. 9758 7081**

[www.coonarahouse.org.au](http://www.coonarahouse.org.au)

## **Emerald Community House**

Main Rd, Emerald

**Ph. 9754 2274**

[emeraldcommunityhouse.org.au](http://emeraldcommunityhouse.org.au)

## **Glen Park Community Centre**

Glen Park Road, Bayswater

**Ph. 9294 7525**

[www.glenparkcc.com.au](http://www.glenparkcc.com.au)

## **Healesville Living & Learning Centre**

Badger Creek Rd, Healesville

**Ph. 5962 5982**

[www.healesvillelearningcentre.org](http://www.healesvillelearningcentre.org)

## **K.Y.M. Employment Services**

673 Mountain Hwy, Bayswater

5 Murray Place, Ringwood

**Ph. 9722 5777**

[www.kym.com.au](http://www.kym.com.au)

## **Morrissions**

Old Herebord Rd, Mt Evelyn

**Ph. 9736 1457**

[www.morrissions.org.au](http://www.morrissions.org.au)

## **Mountain District Learning Centre**

13-15 The Avenue, Ferntree Gully

**Ph. 9758 7859**

[www.mdlc.com.au](http://www.mdlc.com.au)

## **North Ringwood Community House**

120 Oban Rd, Ringwood Nth

**Ph. 9876 3421**

[www.nrch.org.au](http://www.nrch.org.au)

## **Outer Eastern Literacy Program**

c/- Boronia Library, Park Cres, Boronia

**Ph. 9762 4211**

[www.acelearnforlife.com.au/html\\_oelp/about.htm](http://www.acelearnforlife.com.au/html_oelp/about.htm)

## **The Basin Community House**

1211 Mountain Hwy, The Basin

**Ph. 9761 0209**

[thebasincommunityhouse.wikispaces.com](http://thebasincommunityhouse.wikispaces.com)

## **Yarrunga Community Centre**

76-86 Croydon Hills Drive, Croydon Hills

**Ph. 9722 8942**

[www.yarrunga.org.au](http://www.yarrunga.org.au)

## **Upper Yarra Community House**

Warburton Hwy, Yarra Junction

**Ph. 5967 1776**

[www.uych.vic.edu.au](http://www.uych.vic.edu.au)

# TAFE Colleges

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TAFE Course Line 131823

TAFE Course Line website [www.tafe.vic.gov.au](http://www.tafe.vic.gov.au)

## BOX HILL INSTITUTE

[www.bhtafe.edu.au](http://www.bhtafe.edu.au)

Ph. 1300 269 445

Campuses:

- Elgar campus 465 Elgar Rd, Box Hill
  - Nelson campus 853 Whitehorse Rd, Box Hill
  - Whitehorse campus 1000 Whitehorse Rd, Box Hill
  - Ceylon campus 32 Ceylon St, Nunawading
- .....

## CHISHOLM

[www.chisholm.edu.au](http://www.chisholm.edu.au)

Ph. 1300 244 746

Campuses: Berwick, Cranbourne, Dandenong, Frankston

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## HOLMESGLEN

[www.holmesglen.edu.au](http://www.holmesglen.edu.au)

Ph. 9564 1555

Campuses: Chadstone, Moorabbin, Waverley

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## KANGAN BATMAN

[www.kangan.edu.au](http://www.kangan.edu.au)

Ph. 9279 2222

Campuses: Broadmeadows, Coburg, Essendon, Melbourne CBD, Moreland, Richmond, Craigieburn, Docklands

## NMIT

[www.nmit.edu.au](http://www.nmit.edu.au)

Ph. 9269 1200

Campuses: Collingwood, Epping, Fairfield, Greensborough, Heidelberg and Preston

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## RMIT

[www.rmit.edu.au](http://www.rmit.edu.au)

Ph. 9925 2000

Campuses:

- 124 La Trobe Street, Melbourne
  - 25 Dawson St, Brunswick
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## SWINBURNE

[www.tafe.swinburne.edu.au](http://www.tafe.swinburne.edu.au)

Ph. 1300 275 794

Campuses:

- 12-50 Norton Rd, Croydon
  - 237 Maroondah Hwy, Healesville
  - Melba Avenue, Lilydale
  - 369 Stud Rd, Wantirna South
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## VICTORIA UNIVERSITY

[www.vu.edu.au](http://www.vu.edu.au)

Ph. 9919 7773

Campuses: City, Footscray, Melton, Newport, St Albans, Sunbury, Sunshine and Werribee

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## WILLIAM ANGLISS

[www.angliss.edu.au](http://www.angliss.edu.au)

Ph. 9606 2111

55 La Trobe St, Melbourne



# Useful Career Websites

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Here is a list of career websites to get you started. Other career websites may be found through a web search.

## **Australian Apprenticeship Pathways**

[www.aajobpathways.com.au](http://www.aajobpathways.com.au)

Information about Australian Apprenticeships, including links to job pathway charts and job descriptions

## **Ace Day Jobs**

[www.abc.net.au/acedayjobs](http://www.abc.net.au/acedayjobs)

Short, downloadable videos featuring people in cutting edge jobs

## **Australian Apprenticeships**

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

Information on traineeships and apprenticeships

## **Centrelink**

[www.centrelink.gov.au](http://www.centrelink.gov.au)

Information on support services and programs to continue your education and training or employment

## **Job Guide**

[www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)

An on-line version of The Job Guide with hundreds of job profiles, tips and advice for job hunting

## **Job Outlook**

<http://joboutlook.gov.au>

This website includes information on workforce and occupational characteristics, including future growth prospects, average weekly earnings, the skills needed to perform work tasks and typical work activities.

## **My future**

[www.myfuture.edu.au](http://www.myfuture.edu.au)

Find out about wages, working conditions and the skills or qualifications you need for different jobs

## **Skills Info**

[www.skillsinfo.gov.au](http://www.skillsinfo.gov.au)

Data on industry-specific employment, skills-related information and links to industries and regions

## **Skills One**

[www.skillsone.com.au](http://www.skillsone.com.au)

Hundreds of short videos about getting a trade or skill

## **Webwombat**

[www.webwombat.com.au/careers\\_ed/careers](http://www.webwombat.com.au/careers_ed/careers)

Includes job information, advice and resources

## **Youth Central**

[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

Includes a jobseeker toolkit, career profiles, sample resumes and cover letters

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## **CAREER QUIZZES:**

[www.groper.com.au/career-test](http://www.groper.com.au/career-test)

[www.alife.net.au/a/need-direction.php](http://www.alife.net.au/a/need-direction.php)

[joboutlook.gov.au](http://joboutlook.gov.au)

[www.myfuture.edu.au](http://www.myfuture.edu.au)

# Industry-Specific Career Websites

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## Accounting and Finance

[www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)

## Agri-Food Careers

<http://agrifoodcareers.com.au>

## Arts and Creative Industry

[www.artshub.com.au](http://www.artshub.com.au)

## Automotive Apprenticeships – VACC

[www.autoapprenticeships.com.au](http://www.autoapprenticeships.com.au)

## Building and Bricklaying

[www.becomeabricklayer.com.au](http://www.becomeabricklayer.com.au)

<http://bigplans.com.au>

## Construction

[www.civilconstructioncareers.com](http://www.civilconstructioncareers.com)

[www.civilcontractors.com/national/careers](http://www.civilcontractors.com/national/careers)

[www.constructmycareer.com.au](http://www.constructmycareer.com.au)

## Defence force

[www.defencejobs.gov.au](http://www.defencejobs.gov.au)

## Electrotechnology and Energy

[www.electrotecfutures.com.au](http://www.electrotecfutures.com.au)

[www.ee-oz.com.au](http://www.ee-oz.com.au)

## Engineering

[www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)

## Environmental

[www.environmentaljobs.com.au](http://www.environmentaljobs.com.au)

[www.envirojobs.com.au](http://www.envirojobs.com.au)

## Government

[www.careergov.com.au](http://www.careergov.com.au)

[www.governmentskills.com.au](http://www.governmentskills.com.au)

## Health and Community Services

[www.careerthatmatter.com.au](http://www.careerthatmatter.com.au)

[www.hcscareers.vic.edu.au](http://www.hcscareers.vic.edu.au)

## Hospitality

[www.hospitalitytraining.edu.au](http://www.hospitalitytraining.edu.au)

## ICT Careers

[www.ictcareers.info](http://www.ictcareers.info)

## Manufacturing

[www.itsyourfuture.com.au](http://www.itsyourfuture.com.au)

[www.makeit.net.au](http://www.makeit.net.au)

## Medical and Nursing

[www.health.vic.gov.au](http://www.health.vic.gov.au)

## Mining

[www.drillin.com.au](http://www.drillin.com.au)

[www.peopleforthefuture.com.au](http://www.peopleforthefuture.com.au)

[www.miningcareers.com.au](http://www.miningcareers.com.au)

## Plumbing

[www.plumbingcareer.com.au](http://www.plumbingcareer.com.au)

## Police

[www.policecareer.vic.gov.au](http://www.policecareer.vic.gov.au)

## Printing and Graphic Communications

[www.printingcareers.com.au](http://www.printingcareers.com.au)

## Psychology

[www.psychology.org.au/study/careers](http://www.psychology.org.au/study/careers)

## Retail and fashion

[www.fashionfirst.com.au](http://www.fashionfirst.com.au)

[www.retail.org.au](http://www.retail.org.au)

## Service Skills Australia

[www.serviceskills.com.au](http://www.serviceskills.com.au)

## Sports

[www.sportspeople.com.au](http://www.sportspeople.com.au)

## Surveying

[www.alifewithoutlimits.com.au](http://www.alifewithoutlimits.com.au)

## Teaching

[www.teaching.vic.gov.au](http://www.teaching.vic.gov.au)

## Transport and Logistics

[www.tlisc.com.au](http://www.tlisc.com.au)

[www.tdvictoria.org.au](http://www.tdvictoria.org.au)

# Information for Year 12 school leavers

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## GENERAL INFORMATION

### Year 12 What Next?

[www.year12whatnext.gov.au](http://www.year12whatnext.gov.au)

This website includes the following information for Year 12 school leavers:

- training and education options available, including an Australian Apprenticeship, University or TAFE
- where the jobs are and the skills in demand
- setting up a small business
- volunteer work

### Youth Central website

[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

This website offers a range of information and advice for young people including:

- Jobs and Employment programs
- Studying and training opportunities
- Interview techniques, career profiles and resume templates

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## FURTHER EDUCATION AND TRAINING

### Australian Apprenticeships

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

Ph. 133 873

### Get Training

[www.skills.vic.gov.au/get-training](http://www.skills.vic.gov.au/get-training)

### Going to Uni

[www.goingtouni.gov.au](http://www.goingtouni.gov.au)

### TAFE course line

[www.tafe.vic.gov.au](http://www.tafe.vic.gov.au)

Ph. 131823

### VTAC (Victorian Tertiary Admissions Centre)

[www.vtac.edu.au](http://www.vtac.edu.au)

Ph. 1300 364 133

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## GAP YEAR

Some of the options for a Gap year include:

- **Traineeship** - Have you considered doing a traineeship during your Gap year?

Check out the following website for further information on traineeships:

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

- **Employment**  
See the 'Get a Job' section for further information on finding a job.
- **Working and travelling in Australia or overseas**
- **Short courses**  
[www.shortcourses.vic.gov.au](http://www.shortcourses.vic.gov.au)  
[www.tafe.vic.gov.au](http://www.tafe.vic.gov.au)
- **Volunteering**  
See the 'Get Experience' section for further information on volunteering
- **Organised Gap Year programs**  
There are many organised Gap Year programs for voluntary and paid work opportunities.

### *Australian Defence Force (ADF) Gap year*

[www.defencejobs.gov.au/ADFGapYear](http://www.defencejobs.gov.au/ADFGapYear)

# Information for Special Needs

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*There are many support services in the outer eastern region for young people with a disability. Support is offered in many areas including health, employment, education, recreation, housing and advocacy.*

## **Care Connect**

Case management programs for young people with a disability. Assistance for young people who are at risk of inappropriate entry into a nursing home.

16-18 Croydon Road, Croydon

**Ph. 9724 1666**

[www.careconnect.org.au](http://www.careconnect.org.au)

## **DARU - Disability Advocacy Resource Unit**

Advocacy map lists a range of advocacy services.

Level 8, 128 Exhibition St, Melbourne

**Ph. 9639 5807**

[www.daru.org.au](http://www.daru.org.au)

## **Disability Services Commissioner**

The Disability Services Commissioner helps resolve disputes between Disability Service Providers and people with a disability

Level 30, 570 Bourke St, Melbourne

**Ph. 1800 677 342 (Free call)**

**1300 728 187 (Local call)**

[www.odsc.vic.gov.au](http://www.odsc.vic.gov.au)

## **EACH - Community Inclusion Support Services**

Assistance for people (and their carers) who have intellectual, sensory, neurological, and physical disabilities, or acquired brain injury. Includes recreational activities and day programs, individual home support and a Family Relationships Service for Carers (FRSC) offering information, referral, counselling and mediation.

46 Warrandyte Road, Ringwood

**Ph. 9871 1850**

## **Eastern Recreation and Leisure Services**

Facilitates the development of accessible and inclusive sport environments for people with disabilities.

PO Box 128 Turnstall Square, Doncaster

East 3111 (Head office)

**Ph. 9855 9977**

## **ECHO Disability Employment Network**

Employment service supporting people with a disability to find work in the open labour market. Service include job search support and help with training in specific job skills, career advice, vocational training and skill identification.

Suite 6 45-51 Ringwood St, Ringwood

**Ph. 9879 7814**

## **Futures for Young Adults**

The Futures for Young Adults (FFYA) program provides support to students with a disability who need additional assistance to make the transition to post-school options.

[www.dhs.vic.gov.au/disability/supports\\_for\\_people/being\\_part\\_of\\_my\\_community/futures\\_for\\_young\\_adults](http://www.dhs.vic.gov.au/disability/supports_for_people/being_part_of_my_community/futures_for_young_adults)

## **Futures for Young Adults 2011 Information Sheet**

[www.dhs.vic.gov.au/.../cis\\_ffyaschoolleaver\\_sinfosheet\\_pdf\\_0210.pdf](http://www.dhs.vic.gov.au/.../cis_ffyaschoolleaver_sinfosheet_pdf_0210.pdf)

### **Department of Human Services Disability Services**

A free youth health clinic for people with a disability. Young people can see a doctor about general health concerns, sexual health, emergency contraception, STI checks, feeling down, pregnancy testing and general counselling.

883 Whitehorse Road, Box Hill  
Ph. 9843 6312

### **Disability Employment Services (DES)**

Provide eligible job seekers with disability, injury or health condition access to individually tailored employment services.

For further information about DES go to:  
[www.deewr.gov.au/des](http://www.deewr.gov.au/des)

To search for a provider go to:  
<http://jobsearch.gov.au>

### **Disability Online**

[www.disability.vic.gov.au](http://www.disability.vic.gov.au)

### **Interchange Outer East**

A wide range of programs and services for children and young adults with disabilities and their families

5-7 Yose Street, Ferntree Gully  
Ph. 9758 5522

### **Job Access**

Information for employment of people with a disability  
<http://jobaccess.gov.au/Home/Home.aspx>

**Keypass** is a validated Photo ID card that can be used when asked for ID. Application forms are available from Police stations or 9am-5pm from

Level 6, 20 Queen St, Melbourne  
[www.keypass.com.au](http://www.keypass.com.au)

### **MetroAccess**

There is a Metro Access worker in each Local Government area

|                     |                      |
|---------------------|----------------------|
| <b>Knox</b>         | <b>Ph. 9298 8819</b> |
| <b>Maroondah</b>    | <b>Ph. 9298 4459</b> |
| <b>Yarra Ranges</b> | <b>Ph. 9294 6405</b> |

### **Multi Purpose Taxi Program (MPTP)**

This program operated by the Victorian taxi Directorate offers eligible members a 50% subsidy on taxi fares up to \$60 per trip.

Ph. 1800 638 803 (free call)  
[www.taxi.vic.gov.au](http://www.taxi.vic.gov.au)

### **Outer East Citizen Advocacy Program**

Ph. 9879 5206

### **National Disability Coordination Officer (NDCO)**

The Eastern region Coordinator can provide information and referral for people with a disability.

**Contact: Jill Sears**  
Ph. 9925 5269

### **Scope**

Provides disability services to children and adults with physical and multiple disabilities.

830 Whitehorse Rd, Box Hill  
Ph. 9843 3000

### **Supported Housing Limited**

May be able to provide assistance for rent in advance or rent arrears if on a disability support pension.

3/1401 Burke Road, Kew  
Ph. 9859 8833

### **Youth Disability Advocacy Service (YDAS) (City)**

Ph. 9267 3755

# Information for Migrants & Refugee Youth

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## **Adult Multicultural Education Services (AMES)**

Provide English language and Settlement services to migrant and refugees.

[www.ames.net.au](http://www.ames.net.au)

34-36 Prospect St, Box Hill

Ph. 9890 0425

## **Asylum Seeker Resource Centre**

Advocacy, aid and health organisation for asylum seekers.

12 Batman St, West Melbourne

Ph. 9326 6066

## **Foundation House**

Provides a range of services to refugees who have survived torture or war related trauma.

[www.foundationhouse.org.au](http://www.foundationhouse.org.au)

Brunswick Ph. 93880022

Dandenong Ph. 87912450

Ringwood Ph. 87912450

## **Migrant Information Centre (Eastern Melbourne)**

Youth Settlement Workers assist young people aged 12-25 yrs from refugee backgrounds living in the Eastern Region of Melbourne. Programs include homework support and school holiday programs.

[www.miceastmelb.com.au](http://www.miceastmelb.com.au)

Suite 2 Town Hall Hub, 27 Bank St, Box Hill

Ph. 9285 4888

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## **FURTHER HELP**

### **Translation & Interpretation Service**

Ph. 131 450

### **Bor Association**

Ph. 9285 4858

### **Chinese Community Social Services Centre**

Ph. 9898 1965

## **Centre for Multicultural Youth**

[www.cmy.net.au](http://www.cmy.net.au)

## **Eastern Karen Community Association of Victoria (EKCAV)**

Ph. 8711 3339

## **Hornbill Chin Association of Australia**

Ph. 8802 0498

## **Outer Eastern Literacy Program (Boronia)**

Ph. 9762 4211

## **Immigrant Women's Domestic Violence Service**

Ph. 8413 6800

## **Sports Without Borders**

Ph. 9214 8418

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## **TRANSLATED INFORMATION**

### **A Guide for newly arrived young people – Understanding the Victorian education and training system, CMY**

[www.cmy.net.au/ResourcesfortheSector](http://www.cmy.net.au/ResourcesfortheSector)

### **Health resources by language**

[www.mhcs.health.nsw.gov.au/mhcs/language.s.html](http://www.mhcs.health.nsw.gov.au/mhcs/language.s.html)

### **Livesmart.net.au**

A multilingual website. Includes information on employment and a goal planning tool.

[www.livesmart.net.au](http://www.livesmart.net.au)

### **Multicultural mental health**

[www.mmha.org.au](http://www.mmha.org.au)

### **Where To Now: VCE, VET and VCAL Information Booklet for Students and Parents**

[www.vcaa.vic.edu.au/lote/lotecontentindex.html](http://www.vcaa.vic.edu.au/lote/lotecontentindex.html)

# Information for Aboriginal Youth

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**Aboriginal Advancement League**  
Ph. 9480 6377

**Aboriginal Affairs Victoria**  
Ph. 9208 3333

**Aboriginal Hostels Ltd**  
Provides temporary accommodation to  
Aboriginal and Torres Strait Islander people  
Ph. 9642 2775

**Aboriginal Indigenous Mentoring Experience**  
Mentoring program for Aboriginal students  
<http://aimementoring.com>

**Centrelink**  
Services for Aboriginal people include:

- ABSTUDY, Ph. 132 317
- Indigenous Specialist Officers
- Indigenous call centre, Ph. 136380

**Children's Koori Court**  
Ph. 9419 3888

**DRAES – Dean Rioli Aboriginal Employment Services**  
Employment service for Aboriginal people  
[www.draes.com.au](http://www.draes.com.au)

**EACH - Aboriginal Health Promotion and Chronic Care**  
75 Patterson St, East Ringwood  
Ph. 9837 3999

**Eastern Health**  
Indigenous health and education programs  
Shop 305-307 Maroondah Hwy, Healesville  
Ph. 5957 1100

**Fellowship for Indigenous Leadership**  
[www.indigenousfellowship.net.au](http://www.indigenousfellowship.net.au)

**Indigenous Cadetship Support**  
Helps Indigenous tertiary students with living costs and paid work placements  
[www.ics.deewr.gov.au](http://www.ics.deewr.gov.au)

**Indigenous Jobs Australia**  
Website for Indigenous Australian job seekers  
[www.indigenousjobsaustralia.com.au](http://www.indigenousjobsaustralia.com.au)

**Koori Community Alcohol and Drug Resource Centre**  
Ph. 9481 2666

**Mullum Mullum Indigenous Gathering Place**  
Community based organisation in the eastern region of Melbourne. Services include a homework group, youth holiday programs, health enquires and referrals  
[www.mmigp.org.au](http://www.mmigp.org.au)  
3 Croydon Way, Croydon 3136  
Ph. 9725 2166

**Victorian Aboriginal Community Services Association Ltd**  
[www.vacsal.org.au](http://www.vacsal.org.au)  
Ph. 9416 4266

**Victorian Aboriginal Education Association Incorporated**  
Provides advice, awareness, and development of education programs relating to Koorie culture  
[www.vaeai.org.au](http://www.vaeai.org.au)

**Victorian Aboriginal Health Service**  
[www.vahs.org.au](http://www.vahs.org.au)  
Ph. 9419 3000

**Victorian Aboriginal Legal Service (Fitzroy)**  
[www.vals.org.au](http://www.vals.org.au)  
Ph. 1800 064 865

**Victorian Aboriginal Youth Sport and Recreation Co-op Ltd**  
Ph. 9484 5351

**Victorian Indigenous Youth Advisory Council**  
[www.viyac.org.au](http://www.viyac.org.au)