



LIFE AFTER SCHOOL GUIDE

2023 - 2024



Life after School Guide

**Cardinia Shire
City of Casey
City of Greater Dandenong**

This guide was compiled in June 2018 and has been updated in October 2023. At the time of printing all information was correct and current, however, if you find information that is incorrect or outdated, please contact:

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Important Disclaimer

The information included in this guide is current as of October. Please check information with the relevant organisations on the services they offer as the South East Local Learning and Employment Network disclaims any liability for errors or omissions. Additionally, we disclaim any liability to any person in respect of action taken, or not taken, in reliance on the content of this publication.

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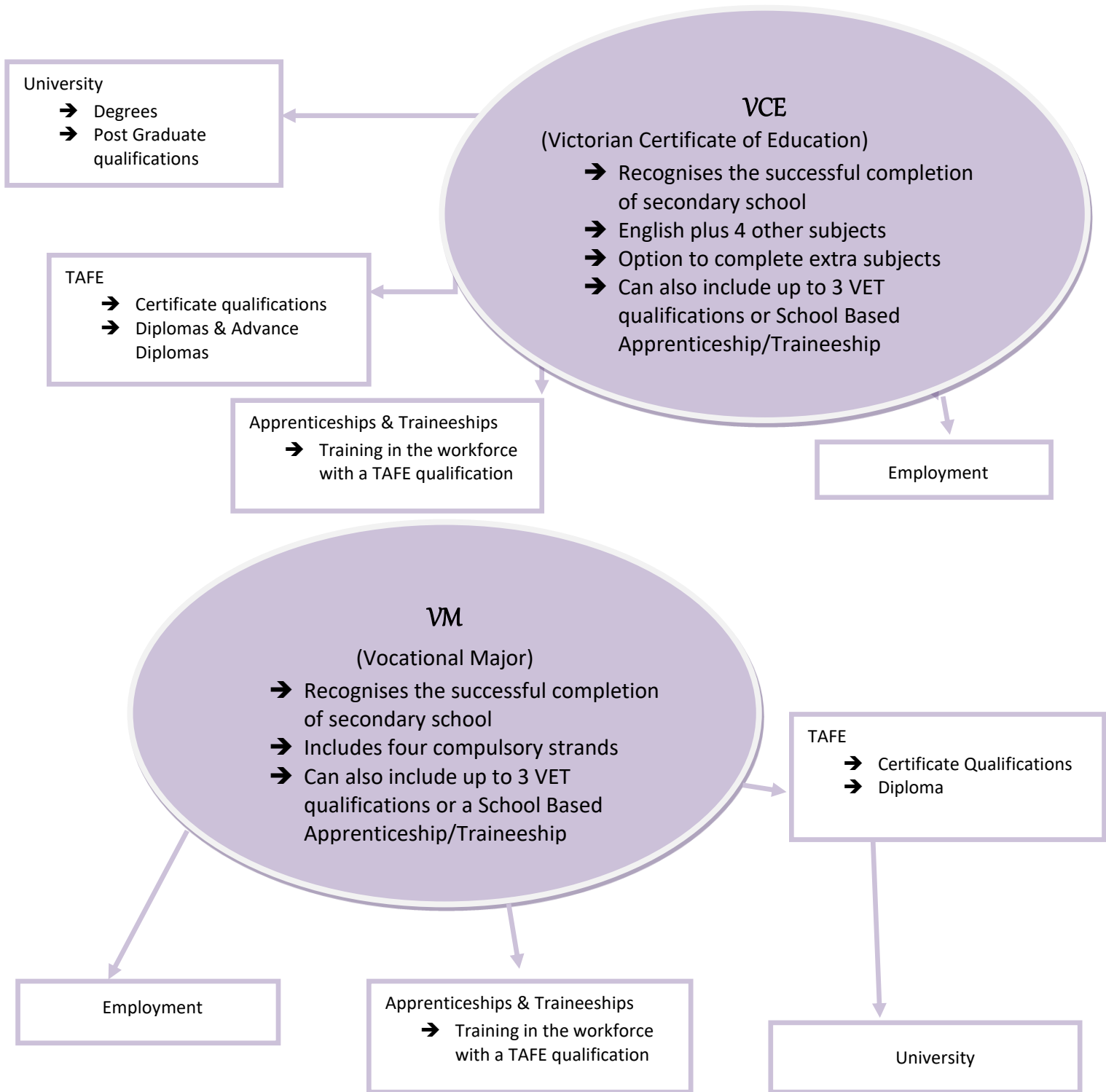
Introduction

The Life after School Guide is packed full of information about local services you might need as you plan for your life after school. The purpose of the guide is to provide secondary school leavers with relevant information about further education options, employment information and services, financial assistance, youth support services located in the area and other information that might be useful when leaving school.

If you plan to leave school before completing year 12, we have also included a section that gives you information about alternative education options. Mainstream school may not be for you, but that doesn't mean you can't continue learning and there are lots of other options to assist you with this. Additionally, we have included information about support services for young people from culturally and linguistically diverse (CALD) backgrounds and for young people with a disability.

Career Pathways

Pathways to the Future



Where can you get career advice?

Deciding what industry to work in can be very difficult as there are many options and expectations set upon us to make the right decision. It is important to remember that it is OK to change your mind and explore different career options. When thinking about your career, it is important to consider your personal interests and desires as it is essential that you are happy in your chosen career.

Career Advisers and Teachers

Career Advisors are trained with important knowledge and skills to help provide you with necessary information and guidance relating to future education and employment options. It is important to remember that your teachers are also able to help you, so seeking advice from them is a great way to start the decision-making process. As a student leaver you are still welcome to see your careers advisor about anything work/school (career) related if you have booked an appointment.

Your Career Website

[School leavers support | Your Career](#) provides information, guidance, work and study options for beyond school. The [School Leavers Information Kit \(SLIK\)](#) provides tips for finding & applying for jobs, study options and financial assistance. There is also a free [School Leavers Information Service](#) available for school leavers aged 15-24. You can book a 45 minute career guidance session with a fully qualified Career Practitioner by calling [1800 CAREER\(External website\)](#) (1800 227 337) or SMS 'SLIS2020' to [0429 009 435](#).

TAFE and Universities

Most TAFE and Universities have a service available to students that provides career advice based on the courses and programs they offer. However, these services may only be available to students that are enrolled or pending enrolment at that TAFE or University.

Parents and Family

Your parents and family can offer great career advice for you when it comes to deciding what you will do in the future. Your parents have a lot of experience when it comes to employment options, so they would be a great source of knowledge and information. They can also provide strong support and guidance in your life, so it can be of great benefit to talk to and gain advice from them.

Skills and Jobs Centre

Each TAFE in Victoria now operates a Skills and Jobs Centre, whose role it is to provide free career and pathway planning advice to Victorian residents.

This is done through a variety of workshops as well as one to one counselling sessions.

[The Skills and Jobs Centre](#) in the South East is located at Shop 1, 228-234 Lonsdale Street, Dandenong.

Employers

When you have developed a few ideas about what you may like to do in the future, it may be beneficial to ask professionals from industries about their personal experiences. It may also be worth considering completing work experience or a part time job in these industries as it can help you find out whether it is the right career for you.

Careers Programs and Websites

There are several websites that can provide you with relevant career advice. The websites offer up to date information about career pathways, education and training and personal requirements for specific occupations and industries.

Your Career [Explore Your Career | Your Career](#)

Covers **everything career related** including understanding your skills and interests, how to search for and apply for jobs, resume writing, interview preparation, career support beyond school, access jobs boards, links to further study and employment options

Jobs Hub [Jobs Hub - Department of Employment and Workplace Relations, Australian Government \(dewr.gov.au\)](#)

Explore available job opportunities on the extensive jobs board, find government jobs or jobs in demand in your region

My Future [myfuture - Australia's National Career Information Service | myfuture](#)

Provides resources to explore career pathways and tools to develop self-knowledge to help with career decision-making.

Skills One [SkillsOne - Hundreds of Videos About Getting a Trade or Skill](#)

Over 1500 videos showing how to get a trade or skill.

The Good Universities Guide [Find University and TAFE Courses | Good Universities Guide](#)

Good resource for researching careers and courses.

Defence [ADF Careers - Find Jobs in the ADF](#)

Careers in the defence forces – army, navy and air force.

Police Force [Home | Victoria Police](#)

Go to the Careers section for information on careers in the Police Force.

Vic Skills Gateway [Victorian Skills Gateway](#)

Explore the latest Victorian TAFE and training opportunities.

Skills Road [Home | Skillsroad](#)

Explore your skillset, search careers, access industry videos, explore training and study options

Further Education

Australian Qualifications Framework

The AQF is the framework which regulates qualifications within the Australian education and training sectors. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

Secondary School Qualifications and Equivalent

- VCE Vocational Major
- Victorian Certificate of Education (VCE)
- Level 1 – Certificate I
- Level 2 – Certificate II

Vocational Training Qualifications

- Level 1 – Certificate I
- Level 2 – Certificate II
- Level 3 – Certificate III
- Level 4 – Certificate IV
- Level 5 – Diploma
- Level 6 – Advanced Diploma, Associate Degree

Higher Education Qualifications

- Level 7 – Bachelor Degree
- Level 8 – Bachelor Honours Degree, Graduate Certificate, Graduate Diploma
- Level 9 – Masters Degree
- Level 10 – Doctoral Degree

For further information on each level criteria go to [AQF levels | AQF](#)

This information was retrieved October 2023, from the Australian Qualifications Framework 2nd Edition January 2013.

Learn Local Providers

Learn Local providers, previously known as Adult Community Further Education (ACFE), offer an opportunity for students 15 years and over to return to study, gain new skills and plan for their future. They offer a variety of courses including basic learning skills and accredited senior education certificates. Learn Local organisations provide a less formal environment for students to improve their general education skills, which can ultimately assist them in completing secondary education or transitioning into other nationally recognised qualifications. They also offer Pre-Accredited and Accredited courses. For further information on Learn Local Providers and for their location visit [Home - Learn Local](#).



Registered Training Organisations

A registered training organisation (RTO) is a State or Territory registered organisation that provides students with nationally recognised certificates through training and assessments. RTOs may include TAFE institutes, private providers, community providers, schools, higher education institutions, Learn Locals, industry organisations and enterprises. There are hundreds of different registered courses that RTO's may offer. For more information about RTO's and what courses are available throughout Victoria visit the Skills Gateway at [Do training for further study \(skills.vic.gov.au\)](http://skills.vic.gov.au).

Identifying a Quality Training Provider

For guidance on how to identify a reputable training provider please refer to the Australian Skills Quality Authority (ASQA) website [Choosing a course and provider | Australian Skills Quality Authority \(ASQA\)](#).

Technical and Further Education (TAFE)

Technical and Further Education (TAFE) institutes are Government owned RTOs providing flexible options for students wanting to gain vocational education and training (VET). They deliver training for a wide range of courses at certificate, diploma and advanced diploma level, with some TAFE's now offering degree courses. TAFEs offer the option to study full-time, part-time, during the day or night or even online through correspondence. Fees for TAFE vary depending on your chosen course and on your eligibility for government funding. If you are eligible for a government subsidised placement, some of the cost of your course will be funded by the government and you will pay the balance of the enrolment and tuition fees. Additionally, if you are a concession card holder you can receive a reduction of your tuition fees, but you must contact the training provider in regard to your eligibility. TAFEs also offer VET Fee-Help, an Australian Government Loan Scheme, to assist their students studying at the Diploma level in deferring the payment of their course. For information about TAFEs across Melbourne and the courses they offer, visit [TAFE Victoria](#)

Chisholm Institute

Chisholm offers more than 600 courses including pre-apprenticeships, apprenticeships, certificates and advanced certificates, diplomas, advanced diplomas and Bachelor Degrees. Additionally, Chisholm offers pathway opportunities from TAFE to University for students to gain maximum benefit from their previous studies. Chisholm accepts applications through VTAC and written submission depending on the requirements of each course. For further information visit [TAFE courses and degrees, Melbourne VIC | Chisholm TAFE](#) or call 1300 244 746.

Chisholm Institute - Berwick Technical Education Centre (TEC)

Chisholm Institute also operates a Technical Centre from their Berwick campus. Berwick TEC is a unique learning environment that allows students under 20, who have not yet completed Year 12, to gain a qualification that will assist them in acquiring employment or tertiary placement faster.

Berwick Campus

25 Kangan Drive
Berwick 3806

Frankston Campus

Fletcher Rd
Frankston 3199

Dandenong Campus

121 Stud Rd
Dandenong 3175

Pakenham Campus

3 Rogers Street,
Pakenham, 3810

311 Lonsdale St
Dandenong 3175

Bass Coast Campus

Corner Bass Highway and South Dudley Road,
Wonthaggi, 3995

Cranbourne Campus

New Holland Drive
Cranbourne 3977

Rosebud Campus

Boneo Rd,
Rosebud, 3939.

Holmesglen

Holmesglen offers over 600 courses with flexible delivery over three campuses. These include pre-apprenticeships, apprenticeships, certificate, diploma and degree courses.

For further information visit [Holmesglen | Melbourne TAFE Courses & Degrees, Victoria](#)

or call (03) 9564 1555

Chadstone Campus

Cnr Batesford & Warrigal Road
Chadstone 3148

Waverley Campus

595 Waverley Road
Glen Waverley 3150

Box Hill Institute

Box Hill Institute offers 400 full-time and part-time courses with flexible study options.

For further information visit [Over 300 TAFE Courses & Degrees in Melbourne | Box Hill Institute | Box Hill Institute](#) or call 1300 BOX HILL.

Whitehorse Campus

1000 Whitehorse Road
Box Hill 3128

St Kilda Campus

322 St Kilda Road
South Bank 3006

Elgar Campus

465 Elgar Road
Box Hill 3128

Bulli Campus

36 Bulli Street
Moorabbin 3189

Swinburne TAFE

Swinburne TAFE offers a wide range of courses including pre-apprenticeships, apprenticeships, diplomas and advanced diplomas. Additionally, Swinburne offers pathway opportunities from TAFE to University for students to gain maximum benefit from their previous studies. For more information about courses Swinburne offer and locations of their campuses, visit [Swinburne University of Technology | Melbourne | Australia](#) or Phone: 1300 275 794

RMIT TAFE

RMIT has adopted a practical approach to education by offering a wide range of TAFE courses that allow students to gain relevant skills in an industry of their choice. Courses offered by RMIT include business administration, art and design, information technology, science and many more. Additionally, RMIT offers pathway opportunities for students to gain recognition of prior learning. For further course information and locations, visit [Study with us - RMIT University](#).

Tertiary Studies

Year 12 school leavers who have applied to VTAC for University and TAFE courses need to make sure they meet all deadlines for applications, extra requirements, changing preferences, offers and enrolments.

The VTAC website details all this information [VTAC Home](#)

- Eligibility for courses
- Admission tests
- Making an application
- Courses and institutions
- Scholarships
- Results and offers

Contact your Careers teacher if you need further advice.

Special Entry Access Scheme (SEAS)

The Special Entry Access Scheme (SEAS) allows selection officers to grant special consideration for course entry to applicants.

Whether you are currently studying Year 12 or applying as an adult, if your education was affected as a result of disadvantage, you may be eligible for consideration.

For further information on eligibility and how to apply, please go to [Special consideration and Special Entry Access Scheme \(SEAS\) - VTAC](#)

Fees for Tertiary Study

There are four types of fees for tertiary courses:

- CSP (Commonwealth Supported Places) - these are partially paid for by the Australian government, and the student component can be paid up front, or deferred (now called HECS-HELP) until the student graduates and earns a minimum annual income.
- Fee Paying or Fee for Service – offered by Independent Tertiary Colleges (ITC's) and TAFE providers. There is no government contribution for these places and unless you receive a scholarship, you will be liable for the full cost of the course
- International – these are full fee courses for international students
- VET Course Fees - your eligibility for a government funded Vocational Education and Training (VET) place may not be able to be determined at the time of application. Eligibility and hence the fees, will be determined by the institution providing the course at the time of enrolment.
- Free TAFE – Free TAFE for priority courses covers tuition fees for students who are eligible for government-subsidised training. This reduces the financial barrier for students wanting to train in courses that lead to jobs that are in demand in Victoria. For a list of free TAFE courses, go to [Free TAFE for more Victorians | vic.gov.au \(www.vic.gov.au\)](#).

For further details on the information in this section visit:

[VTAC Home](#)

PAYING for Your Studies (HELP loans)

HELP Loans Eligibility to access HELP loans can be complex and confusing, especially if you have recently arrived in Australia and hold a Bridging or Humanitarian visa.

HECS-HELP is a loan available to eligible students enrolled in Commonwealth Supported Places. If you receive a HECS-HELP loan, the Australian Government pays the loan amount directly to your higher education provider on your behalf and you pay the amount off when you earn over a specific amount.

FEE-HELP is a loan given to eligible fee-paying students to help pay part or all, of their tuition. You can borrow up to the amount of the tuition fee being charged by your provider. However, over your lifetime you can only borrow up to the FEE-HELP limit. This amount is indexed each year and must be repaid via increased taxation on salaries once you earn above the threshold.

A VET STUDENT LOAN (VSL) is a loan that helps students cover fees for vocational education and training (VET) courses.

For more information on eligibility criteria and income levels where repayments are triggered, visit the Australian Governments website

[Welcome to StudyAssist | StudyAssist](#)

Apprenticeships and Traineeships

Apprenticeships and Traineeships combine practical work and training to give you a nationally recognised qualification and the experience you need to get the career you want.

Apprenticeships and Traineeships:

- Can be offered as full time or part time positions
- Can commence while you are still at school or post-secondary
- Be offered in more than 500 occupations from small business to multimedia, sports to retail
- Can be a stepping-stone to ongoing employment or further education

There are a range of organisations that can help you:

Group Training Organisations provide employment and often training to apprentices and trainees. They create employment for you by organising placements with 'host employers' who provide you with on-the-job training and experience in your trade. Host employers effectively 'hire' you from group training organisations. The GTO is the recognised employer and is responsible for all legal aspects of the employment contract, as well as ensuring its apprentices and trainees receive suitable work and training. Many GTOs are specifically set up to help young people get an apprenticeship or traineeship. Search for a list of GTOs here, [Apprenticeships advice and support | Australian Apprenticeships](#).

Australian Apprenticeships can be used to define either an apprenticeship or a traineeship. These two types of qualifications differ slightly but have a few things in common.

You need to be employed in order to complete an Australian Apprenticeship or Traineeship and the employer will pay you a training wage while you learn, either at TAFE or a RTO. You must complete on the job training as well as structured training (TAFE or RTO). With some qualifications you can complete your structured training in the workplace. At the completion of your Australian Apprenticeship, you will receive a nationally recognised qualification.

Apprenticeships are usually trade based occupations (eg. Automotive mechanics, hairdressing, bakers, plumbers, carpenters) which take up to 3 to 4 years to complete at a full-time pace. In most of these qualifications, you need to have completed the full apprenticeship to be qualified in that field.

Traineeships are usually non-trade-based occupations (eg. Business administration, animal husbandry, hospitality) with some exceptions. They are completed over 1 to 2 years full-time or part-time. Training may be completely on the job or a combination of on and off the job. With a traineeship your qualification is complete as soon as you finish the structured training, so you can often complete them before the nominal duration if you work hard and can demonstrate your competency. To find out if a qualification is an apprenticeship or a traineeship contact your local Australian Apprenticeship Centre.

Pre-Apprenticeship Courses help prepare you to commence an apprenticeship. They are usually completed full-time over 16 weeks at a TAFE or an RTO.

Eligibility

Any job seeker is eligible to apply for an Apprenticeship position, provided they are an Australian citizen or permanent resident.

Most employers prefer to take on apprentices who are under 21 years old as they qualify for the apprentice training wage, although employers will consider mature age candidates.

If you have a disability, your employer may receive assistance for tutorial, interpreter and mentor services or funding under the disabled Australian apprenticeship wage support program. For further information and to find out if you are eligible, contact your local Australian Apprenticeship Centre.

What you need to do to get an Apprenticeship or Traineeship

1. Find an employer by contacting:
 - Employers from industries you are interested in
 - Skills and Jobs Centre
 - Local Group Training Organisations
 - Australian Apprenticeship Support Network provider
 - Centrelink or Job Active providers
 - Search advertised job vacancies
2. Once you start employment as an apprentice you will need to contact an Australian Apprenticeship Support Network provider to sign you and your employer into an apprenticeship contract with an RTO of your employer's choice.

Australian Apprenticeship Support Network

Australian Apprenticeship Network Providers are contracted by the Australian Government to offer a free service to apprentices, trainees, and employers to assist them with the sign-up, administration and management of apprenticeships and traineeships. For everything you need to know to become an apprentice in one place search here, [Apprenticeships advice and support | Australian Apprenticeships](#).

To find an Apprenticeship Network Provider in your area go to [Australian Apprenticeships Support Network \(AASN\) | Australian Apprenticeships](#)

Current Apprentice Network Providers in Victoria are:

Apprenticeship Support Australia Pty Ltd

[Apprenticeship Support Australia | Home](#)

1300 363 831

MEGT (Australia) Ltd

[MEGT Australia – Apprenticeships, Traineeships, Recruitment](#)

136 348

MAS National Ltd

[Mas | Workforce development and employment opportunities \(masnational.com.au\)](#)

1300 627 628

Sarina Russo Job Access (Australia) Pty Ltd

[Your Local Australian Apprenticeship Support Network Provider | Sarina Russo](#)

1300 178 776

Employment

Job Seeking Support

Workforce Australia Providers

Employment Services are provided by Workforce Australia Providers, a network of private and community organisations dedicated to helping you find and keep a job. They may help you to:

- Write a Resume
- Access work experience and training opportunities
- Gain skills or qualifications
- Overcome barriers to employment
- Assist you to find employment

For more information contact Centrelink Employment Services on 13 28 50 or visit [Workforce Australia for individuals](#)

NB: In order for young people to receive support from Workforce Australia **they must be in receipt of some type of benefit**. This applies to Transition to Work although there are exceptions for young, 1st Nations jobseekers.

Transition to Work Providers

A Federally funded program, Transition to Work helps young people aged 15-24 into work (including apprenticeships and training) or education. Transition to Work participants receive intensive, pre-employment support to develop practical skills to get a job, connect with education or training, find local job opportunities and connect with relevant local community services. Find your local provider here, [Find Your Provider - Workforce Australia](#).

Skills First Reconnect Providers

The Skills First Reconnect Program assists participants to overcome the barriers preventing them from engaging in education, training and employment and provides support into further study or employment pathways. To find a Skills First Reconnect provider in your area, see here, [Reconnect Program 2021–2024 | vic.gov.au \(www.vic.gov.au\)](#).

Skills and Jobs Centre

Each TAFE in Victoria now operates a Skills and Jobs Centre, whose role it is to provide expert advice on training and employment opportunities, including:

- Careers advice.
- Help with job searching.
- Assistance preparing resumes.
- Apprenticeship and traineeship advice.
- Assistance using the Victorian Skills Gateway.
- Referral to welfare support and financial advice.
- Assistance in using your existing skills to align to a new job or to undertake new training (Recognition of Prior Learning (RPL)).
- Information on employment trends, areas with a shortage in skills and employment opportunities.

- Assistance with career and training plans, identifying training qualifications that could be undertaken to make a successful career transition.

Skills and Jobs centres are aimed at:

- Prospective students
- Current students
- Apprentices and Trainees
- Unemployed or retrenched workers
- Women returning to work
- New immigrant/refugee
- Anyone seeking a career change
- Employers
- Industry

The Chisholm Skills and Jobs Centres in the South East are located at:

Shop 1, 228 – 234 Lonsdale Street, Dandenong (City of Greater Dandenong)
Open Monday to Friday, **Phone:** (03) 9212 4909

Doveton College, 62 Tristania Street, Doveton (City of Casey)
Open Monday to Thursday

Pakenham Learn Local, 6B Henry Street, Pakenham (Cardinia Shire)
Open Tuesday & Thursday

Website: [Skills and Jobs Centre | Chisholm TAFE](#)

Email: skills&jobscentre@chisholm.edu.au

Jobs Victoria - Mentors

If you've been looking for work for a while or you're facing challenges that make it harder to find a job, a Mentor can assist.

How can a Mentor support me to find work?

A Mentor will work with you to understand your work goals and aspirations and help you achieve them. A Mentor can:

- support you to apply for jobs
- assist you to develop your resume and prepare for job interviews
- support you to become job ready
- match you with jobs that interest you
- help you enrol in training or obtain qualifications
- assist you with personal needs, including transport to attend interviews
- provide support for six months once you have a job
- connect you to other community services.

How can I find a Mentor?

To find a local Mentor you can search here at [Mentors | Jobs Victoria.](#)

Job Seeking Yourself

Once you have worked out the career path that interests you, the following websites will show you the vacancies that are currently being advertised in that industry. Each website allows you to search by location as well as job type, so you can narrow down your options to suit your access to transport.

- **Indeed** [Job Search | Indeed](#)
- **CareerOne** [Jobs in All Australia - Oct 2023 | CareerOne](#)
- **Gumtree** [Jobs Search | Gumtree Australia Free Local Classifieds](#)
- **Seek** [SEEK - Australia's no. 1 jobs, employment, career and recruitment site](#)
- **Jora** [Job Search Australia | Jora](#)
- **Ethical Jobs Australia** [EthicalJobs.com.au - Not-For-Profit & Community Jobs around Australia](#)

There are also Portals that list local jobs, these can be found and registered for at

- City of Greater Dandenong Portal: [Work Local Greater Dandenong](#)
- Casey and Cardinia Regional Portal: [Casey Cardinia Jobs](#)

Employment Fact Sheets

SELLEN has developed a range of fact sheets that may also be of assistance in preparing you for the employment space and securing your first job.

- **Are you ready for your career?** [NCI Your Career Website \(sellen.org.au\)](#)
- **Cover Letters and Resumes** [Resume and Cover letter tips 2023 \(sellen.org.au\)](#)
- **Interview Skills and Techniques** [Interview skills and techniques 2023 \(sellen.org.au\)](#)

Local Government Youth Services

Dandenong Youth Services

Dandenong Youth Services are located within the YSTOP building. They provide services & activities/events for young people aged 12-25 years.

Some services include:

- Youth support and case management services
- Multicultural services
- Generalist and specialist counselling services
- Pathways for education and employment
- Drug and Alcohol Services
- Leadership programs and services

39A Clow Street

Dandenong 3175

Phone: (03) 9793 2155

[Youth Services | Youth \(greaterdandenong.vic.gov.au\)](#)

Cardinia Shire

My Place

Cardinia Shire's Youth Facility provided for young people aged 12-25 to access information, advice and support.

5 -7 Main Street, Pakenham

Phone: 5940 3100

Email: myplace@cardinia.vic.gov.au

[My Place youth centre - Cardinia Shire Council](#)

A team of qualified youth workers living in the Cardinia Shire provide young people and their families with numerous activities and resources including:

- Freeza events
- After school Activities
- Personal development programs
- Young Leaders programs
- Workshops
- Skating, dance, sport and art programs
- Annual Youth Forum

For further information about the Youth Services available in Cardinia Shire please contact the councils Youth Services department.

Phone: 1800 496 884

Email: youth@cardinia.vic.gov.au

[Youth Services - Cardinia Shire Council](#)

City of Casey Youth Information Centres

Youth Information Centres provide young people aged 10 – 25 with support, information and advice on a range of issues, concerns and needs. Youth Centres can provide you with information on recreation, employment, health issues, drug/alcohol, housing, personal development programs, sexuality, family issues, legal issues, and education options.

At every youth centre there is a youth worker who is there to support you and discuss any areas that are of concern to you. If the worker is unable to help you specifically, they will refer you to someone who is better qualified to assist.

Additionally, Youth Centres have numerous activities that you can take part in, including computers with internet access and they can help with resume writing.

Cranbourne

Shop 58, Park Shopping Centre High Street, Cranbourne

Phone: (03) 5996 7667

Hampton Park

22-26 Stuart Avenue, Hampton Park

Phone: (03) 9702 9510

Narre Warren

52 Web Street, Narre Warren 3805

Phone: (03) 9792 7230

City of Casey Mobile Youth Bus

Casey 360 is a mobile youth bus that travels to popular areas within the City of Casey region and provides young people with a safe place to 'hang out'.

Mobile: 0438 013 165

Email: casey360@casey.vic.gov.au

City of Casey Youth Services also offer a range of events run throughout the year including Freeza events, school holiday programs, programs for young mums & dads, Fit to Drive and leadership programs.

Phone: (03) 9705 5200

You can visit their website here for more details, [Youth services | City of Casey](#)

Youth Support Services

There are many services and organisations in the South East that support young people.

Services are available to support

- Accommodation needs
- Alternative Education Settings
- Body Image and Eating Disorders
- Cyber Safety
- Depression and Anxiety
- Disability
- Drug and Alcohol
- Family Violence
- General Health
- Interpreter Services
- Legal Advice and Support
- Sexual Assault
- Same Sex Attracted and Gender Diverse
- Sexual Health
-

The Youth Positive Pathways website links young people, schools, parents and case workers to a range of organisations and initiatives across the south east, offering programs and support to young people.

The website includes a user- friendly search engine where you can locate a service based on the type of support you need and the location in which you need it.

The website can be accessed via [Youth Directory \(youthpositivepathways.com.au\)](http://youthpositivepathways.com.au)

Centrelink Services

Centrelink Offices

Dandenong

27-29 Robinson Street
Dandenong 3175

Springvale

324-334 Springvale Road
Springvale 3171

Cranbourne

7-9 Codrington Street
Cranbourne 3977

Narre Warren

71-73 Webb Street

Fountain Gate Shopping Centre
Narre Warren 3805

Pakenham

25 Treloar Lane
Pakenham 3810

Youth and Student Services

Phone: 132 490

Looking for Work

Phone: 132 850

Multi-lingual Information

Phone: 131 202

Click here to learn more about Centrelink locations and services, [Centrelink - Services Australia](#)

Community Engagement Officers @ Centrelink

Community Engagement Officers can help with information about payments and services for those who are vulnerable or experiencing a complex issue. Community Engagement Officers work with community organisations to help to young people connect with support services they need. Community Engagement Officers can be located in

Social Work Services @ Centrelink

Centrelink has a Social Work Service to assist people who may need extra help by offering short term counselling and support, giving information about or referring to other services in the community. In special circumstances, Social Workers can determine if you are eligible for payments and assist people who are in crisis or facing difficulties in their lives.

Phone the Centrelink Appointments line on 132 850 to:

Speak directly to a Social Worker, or make an appointment to see a Social Worker at your local Customer Service Centre.

Youth Allowance

Youth Allowance is a single income support payment for young people regardless of whether they are in education, training, looking for work or sick. Youth Allowance enables you to go from study to training to job seeking without changing payment schemes.

If you are under 17, and have not completed Year 12, you are legally required to be in full time education, undertaking an Australian Apprenticeship or other training in order to qualify for Youth Allowance, although some exemptions apply.

You may be eligible for Youth Allowance if you are 16-24 years old and:

- Looking for full time work or undertaking a combination of approved activities or have a temporary exemption from the participation and Activity Test requirements. If you do not have

a Year 12 certificate or an equivalent qualification (Certificate level II or above) you will generally be expected to undertake study or training to meet the Activity Test.

- 16 - 24 years old and studying or undertaking an Australian Apprenticeship full-time.
- Other criteria – check with Centrelink to determine your eligibility

If your circumstances change you may no longer be eligible for the same amount of Youth Allowance. For example, if you leave full time study for part-time study for employment (even casual or part-time employment). If you are overpaid because you didn't tell Centrelink that your circumstances changed you will have to pay back the money, so it is important that you inform Centrelink of your circumstances.

When making a claim for Youth Allowance you will need to provide proof of identity as well as other documentation. These requirements are listed on the Youth Allowance claim form or you can check with Centrelink.

Everyone in Australia is now required to have a myGov account. myGov is a secure way to access government services online with one login and one password for government services. Once you have created account you can use the payment finder, apply for payments, update information etc.

Applications can be made online.

Low Income Health Care Card

Centrelink customers who receive certain payments and benefits automatically receive a Health Care Card as part of their entitlement. Full-time students may apply for a Low Income Health Care Card.

A Health Care Card entitles you to reduced cost medicines and health care as well as a limited number of other concessions including public transport and training costs. For more information call 13 24 90.

Abstudy

If you are Indigenous and a secondary or tertiary student, you may be eligible to access ABSTUDY to assist you stay at school or go on to further studies. ABSTUDY consists of a fortnightly living allowance as well as additional components to help with the costs associated with attending school.

For more information, phone the ABSTUDY line on 1800 132 317

Disability Services

Disability Services (DES)

Disability Employment Services (DES) provides specialist assistance to job seekers with disabilities who require ongoing support to find and maintain employment. Eligible School Leavers can register directly with a DES provider.

Eligible School Leaver Definition

In accordance with the Disability Employment Service (DES) Deed, an Eligible School Leaver means a job seeker who directly registers with the DES Provider and who is seeking to transition from

- secondary school to post school employment; or
- a state or territory disability transition to work program to employment;

And has evidence that they

- attract or attracted additional educational funding due to their disability; or
- are receiving the Disability Support Pension.

To be eligible to Commence in DES as an Eligible School Leaver, the job seeker must also be:

- registered in their final year of secondary school; or
- first Registering with a DES provider immediately after participating in a state or territory government disability transition to work program.

Students who are in disability specialist schools or attract PSD (Programs for Students with Disabilities) funding in mainstream schools only require evidence that they are in that school or attract that funding.

Providers must also obtain evidence that the student is a full-time student and is in their last year of school.

For more information about how DES services can help you, or to locate your local service, visit: [Home | Job Access](#) or phone a Job Access Adviser on 1800 464 800.

School Leaver Employment Supports (SLES)

Are you a Year 12 student?

School Leaver Employment Support, or SLES, is a new NDIS support that may help you.

SLES is about giving you the skills and confidence to help you move from school to employment. SLES offers you individualised support for up to 2 years after finishing year 12 to help you get ready for work and plan your pathway to employment.

For further information about the School Leaver Employment Supports (SLES) visit <https://www.ndis.gov.au/providers/working-provider/school-leaver-employment-supports> or call 1800 800 110.

If you are leaving school early, it is important to prepare for your support needs before you leave school. Make sure you understand what sort of support is available for you in order to continue with further education training or employment.

If you want to leave school early because your needs cannot be met in your school, you may be able to work out an agreement with the school to continue your support in another course in the community.

It is your responsibility to tell your chosen education, training or employment support provider about your disability or medical condition as soon as you enrol or register. Make sure that you keep any useful information from your school that may help teachers or other workers give you the support you need.

National Disability Coordination Officer Program (NDCO)

The Australian Government funds the National Disability Coordination Officer (NDCO) Program. The NDCO program aims to improve the transition of people with a disability aged 15 to 64 into further education, training and employment. Your National Disability Coordination Officer can help provide information, coordination and referral for people with a disability.

Website: [NDCO Victoria – Welcome to NDCO Victoria Website](#)

Australian Disability Enterprise

Australian Disability Enterprises (ADEs) are commercial enterprises whose workforce is predominantly people with disability. Disability Business Services are especially suited to you if you have higher support needs and require a higher level of ongoing support.

<https://www.dss.gov.au/disability-and-carers-programmes-services-for-people-with-disability/australian-disability-enterprises>

Outlook Environmental

24 Toomuc Valley Road

Pakenham VIC 3810

Phone: (03) 5941 1535

[Outlook | About Us \(outlookaust.org.au\)](#)

Wallara Industries

Building 4 102 -128

Bridge Road

Keysborough Vic 3173

Phone: (03) 9798 1019

[Wallara Logistics](#)

Scope Business Enterprises - South-East Industries

Level 2, 302 Burwood Road

Hawthorn

VIC 3122

1300 472673

[Homepage \(scopeaust.org.au\)](#)

Waverley Industries Limited Hallam Branch

63 Star Crescent

Hallam VIC 3803

Phone: (03) 9544 7222

www.wavind.org

370-372 Ferntree Gully Road

Multicultural Services

Asylum Seeker Resource Centre (ASRC)

An independent, community-led organisation the ASRC is in a unique position to advocate for the human rights of people seeking asylum, exempt from the pressures of government or the private sector. For this reason, the ASRC has been able to take a leading position in the opposition of Australia's asylum seeker policy, while offering alternatives to issues faced by people seeking asylum and refugees.

Contact: 205 Thomas St, Dandenong, VIC, 3175

Phone: 03 8772 1380

<https://www.refugeeresourcehub.org.au/>

Life Without Barriers

Life Without Barriers is a leading national charity organisation dedicated to helping the most vulnerable and disadvantaged members of the community. This includes people with disability, older Australians, children and families, people experiencing mental health conditions, as well as refugees and asylum seekers. Life Without Barriers can help people apply for support such as case coordination and income support through the Australian Government's Status Resolution Support Services (SRSS).

Address: Suite 4B, 329 Thomas Street, Dandenong

Phone No: 03 8752 8500

[Refugees & asylum seekers | Life Without Barriers \(lwb.org.au\)](http://Refugees & asylum seekers | Life Without Barriers (lwb.org.au))

Centre for Multicultural Youth (CMY)

The Centre for Multicultural Youth is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from migrant and refugee backgrounds. CMY can assist with education, training, employment, homelessness and family support. CMY does this by removing the barriers many young people face as they make Australia their home, through a combination of support services and programs, sector capability building, advocacy and knowledge sharing.

Casey Youth Hub

52 Webb Street, Narre Warren

Phone: (03) 8594 1566

[About us - Centre For Multicultural Youth \(cmy.net.au\)](http://About us - Centre For Multicultural Youth (cmy.net.au))

Dandenong Community Support Group & South East Hub

Ground Floor, 243 Lonsdale Street, Dandenong

Phone: (03) 8594 1561

Southern Migrant Resource Centre

The SMRC Youth Team provides support for young people on eligible visas to access social support, employment coaching and education in order to improve their wellbeing and life skills. The Youth Education, Case Management & Employment Support Program can help participants become job-ready, build a resume and work with families to build stronger interpersonal relationships. Our program can provide advice on education or provide support to help you begin looking for work or to achieve your educational goals.

39 Clow Street, Dandenong 3175

Phone: (03) 9767 1900

Home - SMRC - Southern Migrant & Refugee Centre

South East Community Links – Youth Links

Youth Links programs and services aim to help young people in our community who are experiencing disadvantage to achieve better outcomes. These tailored programs focus on education, leadership, employment and housing for people aged 25 or younger in the south eastern suburbs of Melbourne. The Community Employment Connectors program provides culturally responsive and individualised support to help young job seekers navigate and connect with employment and training. This program is open to young people aged 16-25 from culturally and linguistically diverse (CALD) backgrounds who face barriers to employment and training pathways.

Youth Links Hub

Shops 2-4, 49 Douglas Street, Noble Park, 3174

T: (03) 9547 0511

Opening Hours:

Monday – Friday

9am-5pm

Drop-in hours are 2pm-4.30pm

[Youth - South East Community Links \(secl.org.au\)](http://secl.org.au)

Foundation House

Foundation House provides direct services to clients, from a refugee background, in the form of counselling, advocacy, family support, group work, psycho-education, information sessions and complementary therapies. Direct services to clients are coupled with referral, training and education roles aimed at developing and strengthening the resources of various communities and service providers.

Location

155 Foster Street

Dandenong 3175

Phone: (03) 9389 8901

[Foundation House: Supporting Refugees to Rebuild their Lives](#)

Indigenous Services

Dandenong and District Aborigines Co-operative Ltd (DDACL)

Dandenong and District Aborigines Co-operative Ltd (DDACL) is a community controlled organisation that is controlled by and accountable to the local Aboriginal people in the catchment. It is governed by a community elected Aboriginal Board of Directors. The programs provided by DDACL are holistic and culturally appropriate. Dandenong and District Aborigines Co-operative Ltd (DDACL) provides programs and services to meet the needs of local Aboriginal and Torres Strait Islander people. They provide a wide range of health care through the Bunurong Health Service as well as a variety of community programs to promote wellbeing and social engagement.

Services include:

- Youth programs
- Emergency relief
- Social & emotional wellbeing
- Aboriginal Best Start

Location

Dandenong Co-operative
62 Stud Road Dandenong Victoria
Phone: (03) 9794 5973

Doveton Gathering Place

The City of Casey is now home to a dedicated space for the local Aboriginal community to drop in, engage in programs and activities and connect with services and their community. The new Casey Aboriginal Gathering Place, located in Doveton, was officially opened on Wednesday 13 July 2016 by River Gum Ward Councillors Wayne Smith BJ JP and Damien Rosario and Minister for Aboriginal Affairs the Hon Natalie Hutchins MP, together with Wurundjeri Elder Diane Kerr and Boon Wurrung Elder Arweet Carolyn Briggs. The Gathering Place has since been welcomed and well-received, with the Aboriginal community already establishing a strong sense of belonging and pride with the space.

The Casey Aboriginal Gathering Place facilitates:

- School Holiday Program
- Bunurong Sports Club
- Elders Group
- Youth Mentors

Location

Casey Aboriginal Gathering Place
20 Agonis Street, Doveton 3177

SELLEN has also created an Indigenous Information and Transition Guide which contains information about a range of services aimed at connecting Koori young people and their families to local services and support programs to assist with improving transitions from school to further training, higher education and employment pathways.

You can access this guide here, [Indigenous Information and Transition Guide \(sellen.org.au\)](http://sellen.org.au)

Health and Wellbeing

Good health and wellbeing is an essential aspect to enjoying all that life has to offer. Health and wellbeing affect our ability to work, study and socialise effectively therefore it is important to look after yourself and maintain a healthy wellbeing. The following organisations provide young people with essential information and advice about how to best overcome a health or wellbeing issue.

Casey North Community Information and Support Service (CNCISS)

Casey North CISS aims to assist all members of the local community with information pertaining to services and resources they need.

Suite 1, 90-92 Victor Cres
Narre Warren 3805
Phone: (03) 9705 6699

[Community Support & Information Service | Casey North CISS](#)

Casey Cardinia Community Health Service

Casey Cardinia Community Health Service is committed to providing members of the community with programs that enhance illness prevention and promote the importance of early intervention.

The following services are offered:

- Youth and family counselling
- Financial Counselling
- Health information – doctors, dentists, nurses, physiotherapy, podiatry, sexual health, drug and alcohol counselling.

Cranbourne Location

140-154 Slade Street,
Cranbourne
Phone: (03) 5990 6789

Cardinia Casey Location

28-36 Parkhill Drive
Berwick
Phone: (03) 87685100

Greater Dandenong Community Health Service

Greater Dandenong Community Health Service works with individuals, communities and organisations to improve the health and wellbeing of the most vulnerable community members.

The services they provide include:

- Life skills programs
- Personal development programs
- Youth and family counselling
- Health information – doctors, dentists, nurses, physiotherapy, podiatry
- Leadership programs

Dandenong

122 Thomas Street
Dandenong 3175
Phone: (03) 9792 8100

[Monash Health Community Dandenong | Monash Health](#)

Springvale

55 Buckingham Avenue
Springvale 3171
Phone: (03) 8558 9000

[Monash Health Community Springvale | Monash Health](#)

Kooweerup Regional Health Service

Kooweerup Regional Health Service is here to help young people. Our friendly and approachable staff are very experienced in dealing with youth from a range of backgrounds; and do so with absolute discretion and care.

Here are some of the ways we help young people:

- Education
- Training
- Housing
- Emergency welfare
- Mental health
- Employment
- Alcohol and drug programs
- Counselling

Location

215-235 Rossiter Road, Koo Wee Rup, Victoria 3981

Phone: (03) 5997 9679

Email: info@krhs.net.au

[Community health and wellbeing - Kooweerup Regional Health Service \(kooweeruphospital.net.au\)](http://kooweeruphospital.net.au)

Help Lines

There are many help lines operating throughout Victoria that provide telephone counselling, referral and information services to members of the community who require assistance or who simply want somebody to talk to. Help lines offer free professional and anonymous support to communities of diverse backgrounds, ages and needs.

Lifeline Crisis Counselling

Phone: 13 11 14

[Lifeline Australia - 13 11 14 - Crisis Support. Suicide Prevention.](http://lifeline.org.au)

Gay and Lesbian Switchboard

Regional Victoria: 1800 184 527

Metropolitan Melbourne: 9663 2939 [Switchboard Victoria](http://switchboard.org.au)

Kids Helpline

Phone: 1800 551 800

[Kids Helpline | Phone Counselling Service | 1800 55 1800](http://kids-helpline.org.au)

Suicide Helpline

Phone: 1300 651 251

[Suicide prevention | Free counselling | SuicideLine Victoria](http://suicideline.org.au)

ReachOut is an online mental health organisation for young people and their parents. It has tools and tips to help young people get through everyday issues & tough times.

[A Safe Place to Chat Anonymously, Get Support & Feel Better | ReachOut Australia](http://reachout.org.au)

headspace Dandenong offers FREE support to young people aged 12-25, who are going through a tough time. They assist in four key areas: physical health, including sexual health, mental health, alcohol & other drugs and work & study support.

[headspace Dandenong | Youth Mental Health Centre & Services](#)

Legal Assistance

There may be situations you find yourself in that require you to find out more about the law. Whether you are in trouble with police, a victim of crime or just need to know more about your rights, the following organisations provide you with important legal information to assist you in overcoming these particular situations.

Springvale Monash Legal Service Inc (SMLS)

SMLS is a community based organisation that provides free, confidential legal advice to all members of the community. Ongoing legal assistance may be offered to low-income earners and health care holders. Free interpreters are available when needed and where appropriate referrals will be made to private practitioners.

5 Osborne Avenue

Springvale 3175

Phone: (03) 9545 7400

[Home - South-East Monash Legal Service \(smls.com.au\)](http://smls.com.au)

Victoria Legal Aid

Victoria Legal Aid, Dandenong delivers community education sessions in Greater Dandenong, Casey and Cardinia. Topics include Sexting, Sexual Consent, Cyberbullying, Age of Consent, Family Violence, Family Law, Mental Health Services, Independent Mental Health Advocacy, as well as Australian Law for new arrivals

[Legal rights and responsibilities for young people | Victoria Legal Aid](#)

Youth Law

Youth Law is a state wide community legal centre which provides young people up to the age of 25 with free and confidential legal advice.

19 King Street

Melbourne 3000

Phone: (03) 9611 2412

[Youthlaw – a Fearless Advocate for Young People](#)

Early School Leavers

Before you decide to leave school early, you should consider how the decision might affect you.

- All young people are required to participate in schooling until they complete Year 10
- If you are under 17 you must be in full time education, training or employment or a combination of these activities.

It is also important to note that you are not entitled to payments from Centrelink unless you have a Year 12 or equivalent qualification or if you are participating in full time education or training. Similarly, if you are aged 16-20 and have not completed year 12 or equivalent and are not in full time education or training, you will not be considered as an eligible child for family Tax Benefit Part A. Exemptions will apply for young people not able to meet their participation requirement due to personal circumstances. Contact Centrelink on **13 24 90** for more information.

If you choose to leave school before year 12, you will still find lots of helpful information in the rest of this book - this section is designed to give information on programs available for young people who

have left school early. Listed below are the various institutions that can assist young people in completing education and training outside of the secondary school system.

TAFE Courses

TAFE'S offer many different courses for early school leaver's, including:

- CGEA – Certificate of General Education for Adults (year 10 level), designed to improve literacy, numeracy and general education skills
- VCAL – Victorian Certificate of Applied Learning
- VCE – Victorian Certificate of Education
- A range of certified courses to help employment or further study
- Pre-apprenticeships & Apprenticeships

Flexible/Alternative Learning

If you have left school early and want to return or want to leave your mainstream education setting, you may be interested in an alternative or flexible learning option.

There are a range of these options across the south east, a full list with details and contacts can be found on the SELLEN website.

Learn Local Providers

Learn Local provides less formal learning activities in a friendly environment. Learn Local helps young adults get back into learning, gain new skills and knowledge, gather their confidence and plan what other studies or work they might like to do.

Refer to previous pages for further information on Learn Local providers. (page 10)

Glossary

AASN	Australian Apprenticeship Support Network
ACFE	Adult, Community and Further Education
Adult Education	A course (via lectures or correspondence) for adults who are not otherwise engaged in formal study
AMES	Adult Migrant Education Services
AQF	Australia Qualifications Framework
AQTF	Australian Quality Training Framework
ASBA	Australian School Based Apprenticeship
ATAR	Australian Territory Admissions Rank
CALD	Culturally and Linguistically Diverse
Career Development	Career development is a lifelong process that is unique and different for every individual. There are many influences that contribute to an individual's career
Career Education	The development of knowledge, skills and attitudes through a planned program of learning experiences that assists students to make informed decisions about their study and/or work options and enables effective participation in working life
CATS	Career and Transitions Support
DET	Department of Education and Training
DOE	The Department of Employment is the lead government agency providing national leadership in transition of work and conditions/values in the workplace
DHHS	Department of Health and Human Services (Victoria)
DVCEA	Dandenong Valley Careers Education Association
Employability Skills	Employability skills are also sometimes referred to as generic skills, capabilities, enabling skills or key competencies. Australia's Employability Skills were developed in 2002 by the Business Council of Australia and the Australian Chamber of Commerce and Industry, in consultation with other peak employer bodies
ESL	English as a Second Language
GTO	Group Training Organisation – have been set up to employ apprentices and trainees under an Apprenticeship/Traineeship Training Contract and place them with host employers

JA	Job Actives– is a national network of private and community organization for unemployed people, particularly the long term unemployed, funded by the Australian Government
LLEN(s)	Local Learning and Employment Network(s)
LGA	Local Government Area
PACTS	Parents as Career Transitions Support
RPL	Recognition of Prior Learning (or) formal acknowledgement of competencies (skills, knowledge & attitudes) gained because of previous formal training, work experience and/or life experience
RTO	Registered Training Organisations - An RTO is a training organisation registered with the local State/Territory Training Recognition Authority involved with the delivery or assessment of nationally recognised training.
SBAT	School Based Apprenticeship and Traineeship (National acronyms)
SELLEN	South East Local Learning and Employment Network
SEAS	Special Entry Access Schemes
SWL	Structured Workplace Learning - SWL is a student work placement undertaken whilst completing a VCE, VET or VCAL program.
TAFE	Technical and Further Education
TEC	Technical Education Centre i.e: Chisholm Berwick TEC
VCAA	Victorian Curriculum and Assessment Authority
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VECCI	Victorian Employers Chamber of Commerce and Industry
VET	Vocational Education and Training
VETDSS	VET Delivered to Secondary Students refers to vocational education and training undertaken by senior secondary students. It includes a broad range of articulated programs combining education, training and structured workplace learning.
VTAC	Victorian Tertiary Admissions Centre is a centralised admissions centre for most undergraduate university and TAFE courses in Victoria
YACVic	Youth Affairs Council of Victoria