



**TRANSITION**  
EMPLOYMENT PORTAL

**[www.tep.org.au](http://www.tep.org.au)**



# WHAT IS THE TRANSITION EMPLOYMENT PORTAL?

Working Spirit/RSLWA launched the Transition Employment Portal (TEP) in December 2022. The TEP is designed to help you guide your career path post your service career and allow for companies to capture your talent from your military service in one place. It has been designed specifically for veterans and is the first of its kind in Australia. We are already having great success with veteran hires from the launch of the Transition Employment Portal (TEP).

Once you register and launch your profile, it will come up as the first three letters of your surname and the last three numbers of your military ID.

For example: HIN409. This is designed to protect your identity.

The best part is it only takes 5 easy steps to create and launch your profile.

Companies that have registered to hire veterans will be able to access your profiles. If a company wishes to connect, you will receive a notification asking for a connection on the areas of employment interests you have listed in your TEP Profile.

For example: ABC construction has asked to connect with you via email. If you decide to connect with ABC Construction, the staff at WS/RSLWA will receive

notifications of companies that have asked to connect with you and you have connected with them.

If you do not wish to connect, it is no issue, the team at WS/RSLWA will receive a notification from you or the company that you have chosen not to connect. It will not be a black mark against you.

We will also be able to work with you to enhance your profile if you need any assistance and this booklet does contain examples of how to write a TEP Profile.

Not transitioning out of the military just yet? Another great feature of the TEP is when you launch your profile, you can start networking early to see if the areas of employment that you have ticked, are in fact the areas you would like to consider for when you do make the transition from military service.

The TEP also caters and supports medically discharged veterans.

If you have any concerns about launching, we are here to help, please email [enquiries@workingspirit.org.au](mailto:enquiries@workingspirit.org.au)



# HOW TO WRITE YOUR TRANSITION EMPLOYMENT PROFILE

Writing your Transition Employment Profile typically involves highlighting your skills, experience, and accomplishments in a way that is relevant to the job or industry you are interested in pursuing.

Here are some steps to follow when creating your Transition Employment Profile:

**Identify your target job or industry:** Determine the type of job or industry or industries you are interested in transitioning to, and research the skills and qualifications required for that role.

**Assess your current skills and experience:** Take inventory of your current skills and experience from your service, and identify any areas where you may need additional training or experience to be competitive in your desired field.

**Highlight relevant experience:** Identify any experiences you have had that are relevant to your target job or industry, and describe them in a way that emphasizes the skills and abilities you demonstrated. If you don't have any experiences that match from your service, be willing to list that how you could adapt to these roles.

**Showcase transferable skills:** Even if you don't have direct experience in your target field, you likely have transferable skills that can be applied in a new context.

Highlight these skills in your profile and explain how they can be used in your desired role.

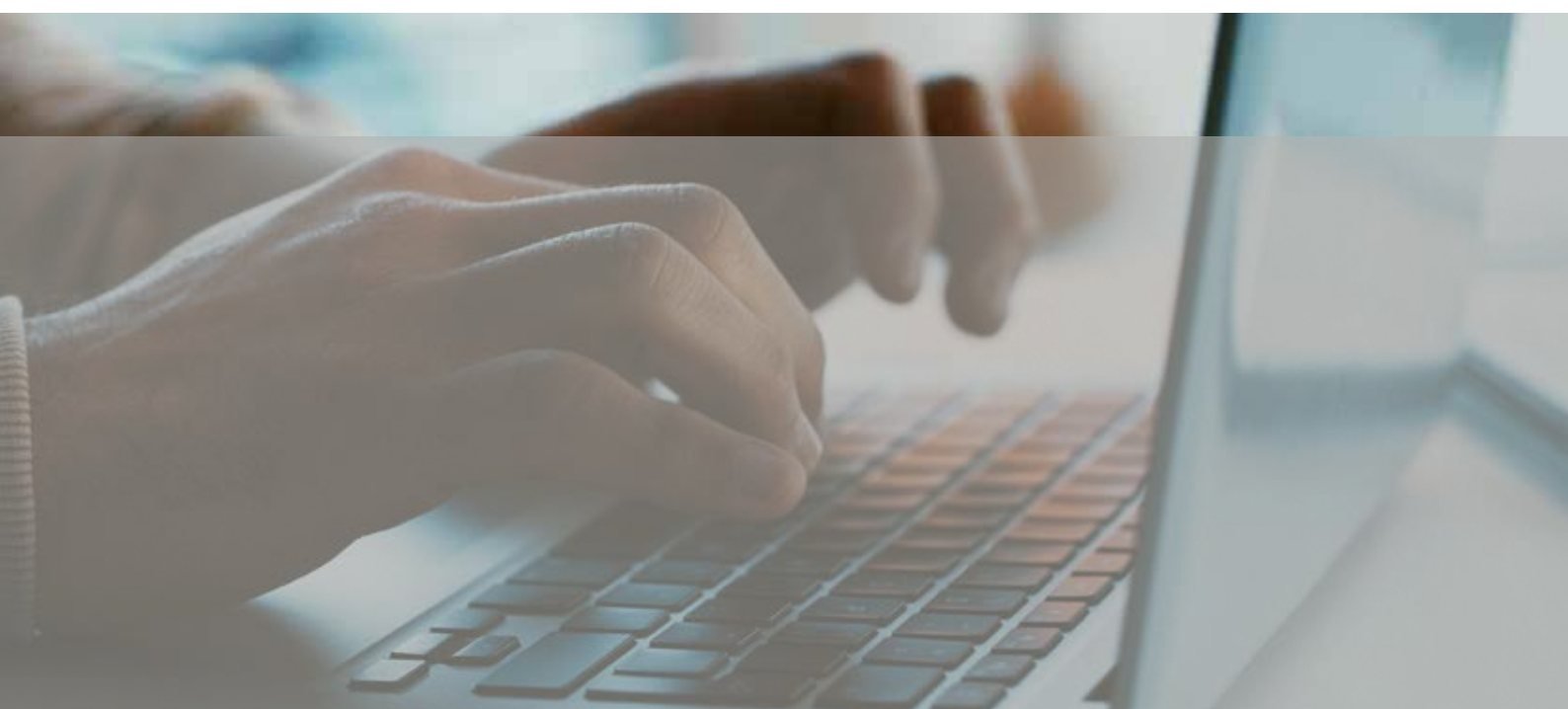
**Use a clear and concise format:** Use a clear and concise format that is easy to read and understand, with bullet points or short paragraphs that highlight your key qualifications. Tell your story.

**Tailor your profile to the job:** Customise your profile for each job you apply for, emphasising the skills and experience that are most relevant to that particular role.

**List any relevant certifications or training:** If you have obtained any certifications or completed relevant training programs, include them in your profile to demonstrate your commitment to professional development.

If you are not leaving for a while, list the approximate year in your profile and list that you are keen to network to explore opportunities and list this under the box 'Any other information you wish to provide'

By following these steps, you can create a Transition Employment profile that effectively showcases your skills and experience, and positions you as a strong candidate for your desired job or industry.



# START TO THINK ABOUT WHAT INDUSTRY YOU MAY WISH TO PURSUE

You can tick more than one box...



Accounting, Banking & Financial Services  
Administration & Office Support  
Advertising, Marketing & Communications  
Aviation  
Call Centre / Customer Service  
Care, Custodial and Courts/Corrective Services  
Construction  
Consulting, Strategy & General Management  
Design & Architecture  
Education & Training  
Farming, Animals & Conservation  
Film and Television  
Government & Defence  
Healthcare & Medical  
Hospitality & Tourism  
Human Resources & Recruitment  
Information & Communication Technology  
Law Enforcement & Security  
Legal  
Manufacturing, Transport & Logistics  
Mining, Resources & Energy  
Real Estate & Property  
Retail & Consumer Products  
Sales  
Science & Technology  
Sport, Recreation & Community Services  
Start your own Business  
Trades & Services  
Veteran Support Services

# HOW TO SIGN UP


TEP TRANSITION EMPLOYMENT PORTAL Login

## Veteran Registration

### Your Details

<b>First name*</b> <input type="text" value="Type your first name"/>	<b>Last name*</b> <input type="text" value="Type your last name"/>
<b>Email address*</b> <input type="text" value="Type your email address"/>	<b>Phone number*</b> <input type="text" value="Type your phone number"/>

**VERIFY EMAIL**



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TEP TRANSITION EMPLOYMENT PORTAL Login


## Moderation Required

Thank you for registering for the Transition Employment Portal.

Our Case Workers will review your submission and you will receive an email with the next steps and further instructions.

Your approval won't be instantaneous as we need to check your credentials and you will be approved once checked during working hours AWST. Please also check your junk folders if you do not receive anything.

Please feel free to email [enquiries@workingspirit.org.au](mailto:enquiries@workingspirit.org.au) with any questions you may have.



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TEP TRANSITION EMPLOYMENT PORTAL Return to Registration

## Login

**Email address\***

**Password\***

Remember me

[FORGOT PASSWORD](#) **LOGIN**



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# STEP 1 - CREATE PROFILE

## Create Profile



SAVE PROGRESS

NEXT

### Step 1: About Me

**First name\***

**Last name\***

**Email address\***

**Phone number\***

**Service\***

**What was your role in the ADF?\***

**Current rank / rank at discharge\***

**Military ID Number\***

**Medical requirements**  
This information will not be displayed on your Profile Page, it is only visible to you and TEP case workers.  
 Limited Employment Hours  Modified Workspace Required  Other

**Estimated transition date**  
Optional field, note this information will not be displayed on your Profile Page, it is only visible to you and TEP case workers.

**Estimated date of availability\***  
Please pick the earliest date of availability.

**Location you wish to work\***  
 Perth  Regional WA  FIFO  Other

**Willingness to relocate to WA or another state\***  
 Yes, I'm willing/currently residing in WA  No, I'm not willing

**Type of work\***

<input type="checkbox"/> Accounting, Banking & Financial Services	<input type="checkbox"/> Administration & Office Support	<input type="checkbox"/> Advertising, Marketing & Communications
<input type="checkbox"/> Aviation	<input type="checkbox"/> Call Centre / Customer Service	<input type="checkbox"/> Construction
<input type="checkbox"/> Consulting, Strategy & General Management	<input type="checkbox"/> Design & Architecture	<input type="checkbox"/> Education & Training
<input type="checkbox"/> Engineering	<input type="checkbox"/> Farming, Animals & Conservation	<input type="checkbox"/> Government & Defence
<input type="checkbox"/> Healthcare & Medical	<input type="checkbox"/> Hospitality & Tourism	<input type="checkbox"/> Human Resources & Recruitment
<input type="checkbox"/> Information & Communication Technology	<input type="checkbox"/> Law Enforcement & Security	<input type="checkbox"/> Legal
<input type="checkbox"/> Manufacturing, Transport & Logistics	<input type="checkbox"/> Mining, Resources & Energy	<input type="checkbox"/> Real Estate & Property
<input type="checkbox"/> Retail & Consumer Products	<input type="checkbox"/> Sales	<input type="checkbox"/> Science & Technology
<input type="checkbox"/> Sport, Recreation & Community Services	<input type="checkbox"/> Trades & Services	<input type="checkbox"/> Veterans Support Services

**Employment type\***  
Please select at least one option, marking your maximum hours is optional.  
 Full-time  
 Part-time  
 Casual  
 Contract/Consulting  
 Recruit family-friendly hours

Step 1 of 5

NEXT

# STEP 2 - CAREER SKILLS AND QUALIFICATIONS



## Create Profile



SAVE PROGRESS

PREVIOUS

NEXT

### Step 2: Career, Skills & Qualifications

Tell us a bit about your role during your service career\*

Type your role during your service career

What are your career aspirations post your service career? Or, if you are already discharged, what you have been doing since your transition?\*

Type your career aspirations post your service career. Or, if you are already discharged, what you have been doing since your transition.

#### Skills (reflective of rank)

- 1. Apply effective & ethical executive leadership & strategic management within a complex organisation
- 2. Ensure organisational compliance with national & international legal obligations
- 3. Lead organisational strategic initiatives & reform
- 4. Assist with development of executive support teams & functions
- 5. Consult & advise the executive on strategic workforce capability, workforce training & education needs, & future requirements
- 6. Mentor executive & supporting staff
- 7. Develop major goals to support organisational objectives
- 8. Advise the executive on matters & issues affecting the organisation
- 9. Employ highly advanced communication skills across the organisation & when representing the organisation
- 10. Exercise due care & diligence of governance responsibilities, including safety & security, across the organisation
- 11. Analyse, deliberate & report to the executive on current & future resource requirements to meet organisational goals & objectives
- 12. Oversee performance management & reporting of organisational staff, recruitment & contractor engagement
- 13. Analyse & facilitate organisational requirements for security, welfare & wellbeing of staff & organisational activities/business within complex, difficult & challenging work environments
- 14. Act as organisational executive representative in meetings, strategic planning or high-profile engagements

#### Additional skills

+ ADD SKILL

List your courses completed during your military service (please do not list ADF specific courses)\*

Please list course name and year completed

Type your list of courses completed during your military service

List any other civilian courses and qualifications\*

Please list course name and year completed

Type your list of any other civilian courses and qualifications

Any other information you wish to provide?

Type your other information you wish to provide

Step 2 of 5

PREVIOUS

NEXT

# STEP 3 - DOCUMENTS



## Create Profile



About Me



Career, Skills & Qualifications



Documents



Preview My Profile



Launch My Profile

SAVE PROGRESS

PREVIOUS

NEXT

### Step 3: Documents

#### CV Upload

Drop file here or

+ BROWSE

Max upload limit: 2MB  
Acceptable File Types: pdf, doc, docx

I don't have a CV (a TEP representative will contact you about developing one)

#### Current Australian Security Clearance

Please select

Are You Able to Obtain a clean Police Clearance or Working with Children Check?\*

Yes  No

Step 3 of 5

PREVIOUS

NEXT



# STEP 4 - REVIEW PROFILE AND STEP 5 - LAUNCH



MY ACCOUNT

## Veteran Profile

DOE409

Air Force Personnel Capability Specialist October 2023

### Let Me Introduce Myself

#### Service Career History

During my time in the Royal Australian Air Force, I served as a Personnel Capability Specialist. This role is quite diverse. As a (Personnel Capability Specialist) I was employed in a wide range of roles in support of personnel throughout the Air Force and the wider Australian Defence Force. Roles include Personnel Management, Personnel Operations, Resource and Knowledge Management, Communication Effects and Air and Ground Operations.

At a military unit level, I was part of a team delivering the following duties:

Personnel Management. This role focused on sustaining personnel capability through assisting members and commanders with the interpretation and application of personnel and industrial relations policy and through the delivery of welfare management. This role places a large emphasis on human resource management at an individual level.

Personnel Operations. As a Personnel Capability Specialist, my military postings included working in Personnel Operations focus on managing personnel as an operational capability in support of ADF operations and exercises. This involved exercise and operations planning from a workforce structures perspective, that is, working with subject matter experts across all fields to ensure the shape of the deployed force will deliver mission success. It also included the identification and selection of appropriately qualified staff to fill those deployed positions.

I also have held military postings delivering Personnel Operations Support at higher Headquarters.

#### Post Transition History / Career Aspirations

When I transition from the Defence Force, I am looking for a role in Human Resources and open to city based or FIFO roles. I am wanting to continue to be part of a team fostering a culture of teamwork and commitment within a HR department. I am also looking for a positive and productive workplace environment where I can learn and develop new skills.

#### Other Information

Whilst I am still serving, I am keen to start networking with companies who would be keen to support and grow my learning and development in future HR roles outside of the ADF.

### I'm Interested In

#### Type of Work

- Human Resources & Recruitment
- Veteran Support Services
- Administration & Office Support
- Mining, Resources & Energy

### My Capabilities

#### Skills

- Apply effective & ethical leadership across the organisation
- Develop skilled teams to meet organisational requirements
- Scope, deliver & support staff training across the organisation
- Monitor, maintain & report on workplace skilling needs
- Provide advice to executive level managers on personnel, workplace operations & governance requirements
- Monitor the morale, health & welfare of the organisation & advise senior level managers
- Communicate effectively across the organisation; often delivering briefings to large audiences
- Monitor, maintain & enforce standards in the workplace & across the organisation
- Prioritise, allocate & manage the effective use of an organisation's logistics & resources
- Manage workplace performance & development of staff across the organisation
- Plan & coordinate workplace activities in complex & challenging environments
- N/A

#### Completed Military Courses

Initial Military Training completed  
Initial Employment Training in HR completed  
Promotion Courses Throughout my ADF Career which encompasses different levels of leadership.  
Defence Public Affairs Officers Course  
Defence Media Liaison Officers Course  
Defence Public Affairs Officers Issue Management Course  
Defence Public Affairs Officers Teams Leaders Course  
Certificate in Operations for RAAF military operations  
NVI Defence Security Clearance  
Defence Drug and Alcohol Tester/Supervisor  
Working With Privacy  
Equity and Diversity Awareness  
Occupational Health and Safety Awareness  
Fraud and Ethics Awareness  
Security Awareness  
Suicide Awareness and Prevention  
Alcohol and Drug Awareness

#### Completed Civilian Courses

Certificate III in Training (Guiding) Australian War Memorial  
Certificate III in Public Administration  
Certificate III in Frontline Management  
Certificate III in Personnel Recruitment  
Certificate III in Government  
Certificate IV in Training and Assessment  
Diploma of Management  
Diploma of Human Resource Management  
Diploma of Business Administration  
Diploma of Business Frontline Management  
Certificate IV in Training and Assessment  
Certificate IV in Fitness  
Current Working with Children Card

### Overview

#### Desired Work Location

- Perth
- Regional WA
- FIFO

#### Willingness to Relocate

Yes

#### Preferred Employment Type

Full-time

#### Security Clearance

NVI

#### Able to Obtain Clean Police Clearance or Working with Children Check

Yes

CONNECT WITH DOE409

RETURN TO VETERAN SEARCH

# WHY SHOULD YOU SIGN UP TO THE TEP?

A veteran should consider signing up to a transition employment portal for several reasons:

**Access to job opportunities:** Transition employment portals can connect veterans with job opportunities specifically tailored to their skills and experience. Many of these connections will come direct from companies that actively seek to hire veterans, as they recognise the value that veterans can bring to their workforce.

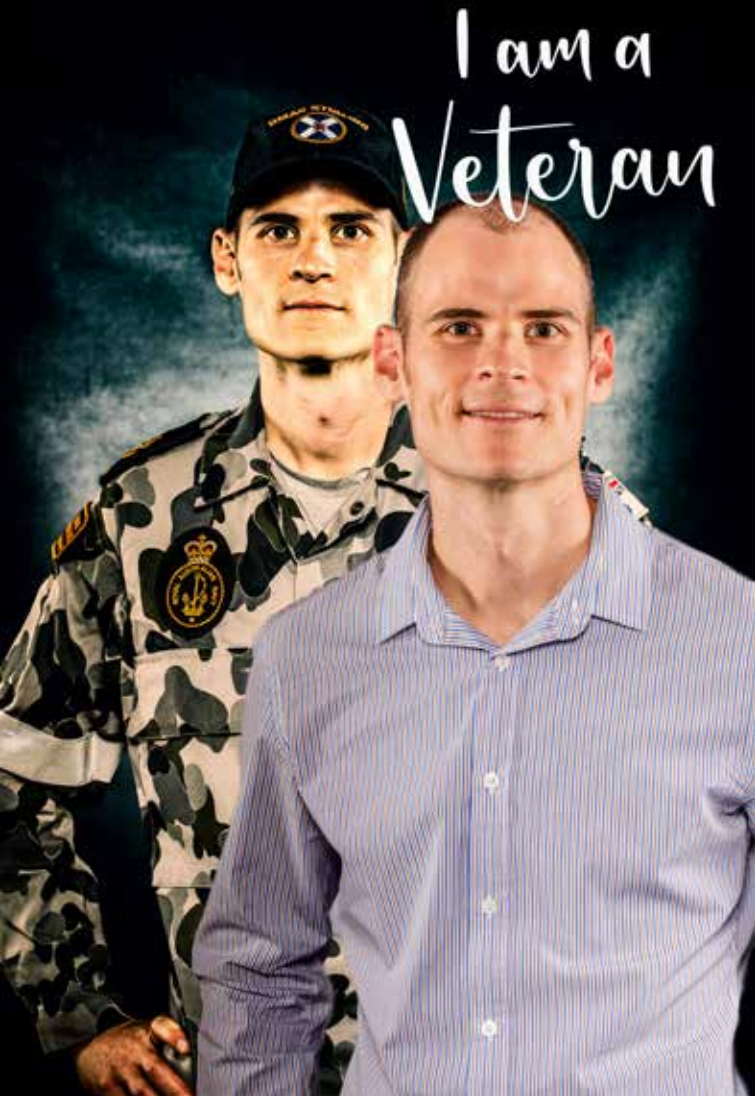
**Career guidance and support:** Transition employment portals often offer a range of career guidance and support services to help veterans navigate the job market and identify opportunities that match their skills and experience. These services can include resume reviews, interview preparation, and networking opportunities.

**Education and training resources:** The Transition employment Portal will allow educational institutions to offer resources for veterans seeking to obtain additional education or training to help them transition to a new career field. This can include information on educational programs, apprenticeships, and certification courses.

**Recognition of military service:** The Transition Employment Portal is the first of its kind in Australia and has been designed with the unique needs and experiences of veterans in mind, and can offer a more supportive and understanding environment than other job search platforms. Additionally, many employers actively seek out veterans as job candidates, recognising the value that military experience can bring to their organisations.

Overall, signing up to the Transition Employment Portal can be a valuable step for you, the veteran seeking to transition to a new career field post your service career.

This portal will have companies chasing you for your skills and experiences rather than you chasing them.



WS  
WORKING  
SPIRIT



# WHAT AN EMPLOYER WILL SEE



TRANSITION EMPLOYMENT PORTAL

MY ACCOUNT

## Search for a Veteran

### Filter

#### Keyword Search

Type your keywords...

#### Type of work

Please select

- Accounting, Banking & Financial Services
- Administration & Office Support
- Advertising, Marketing & Communications
- Aviation
- Call Centre / Customer Service
- Construction
- Consulting, Strategy & General Management
- Design & Architecture
- Education & Training
- Engineering
- Farming, Animals & Conservation
- Film & Television
- Government & Defence
- Healthcare & Medical
- Hospitality & Tourism
- Human Resources & Recruitment
- Information & Communication Technology
- Law Enforcement & Security
- Legal
- Manufacturing, Transport & Logistics
- Mining, Resources & Energy
- Real Estate & Property
- Retail & Consumer Products
- Sales
- Science & Technology
- Sport, Recreation & Community Services
- Trades & Services
- Veteran Support Services

#### Location

Please select

- Perth
- Regional WA
- FIFO

Showing 13 - 24 of 34 results

Sort By Newest to Oldest

### KEI464

- Army
- Aircrewman

Desired Work Locations  
Other, FIFO

Availability  
June 2023

VIEW PROFILE

### GOD330

- Navy
- Marine technician

Desired Work Locations  
Perth, FIFO, Other

Availability  
June 2024

VIEW PROFILE

### ABD628

- Army
- Rifleman

Desired Work Locations  
FIFO, Perth, Regional WA, Other

Availability  
April 2024

VIEW PROFILE

### CHI211

- Air Force
- Logistics officer

Desired Work Locations  
Other

Availability  
December 2027

VIEW PROFILE

### NOL291

- Navy
- Electronic Technician

Desired Work Locations  
FIFO, Perth, Regional WA, Other

Availability  
July 2023

VIEW PROFILE

### HIL871

- Navy
- Marine technician  
Electrical/mechanical maintainer

Desired Work Locations  
Other

Availability  
May 2023

VIEW PROFILE

### DAL417

- Navy
- Maritime Personnel Supervisor

Desired Work Locations  
Perth, Other

Availability  
August 2023

VIEW PROFILE

### SAD442

- Navy
- Maritime Logistics Chef

Desired Work Locations  
Perth, FIFO, Other, Regional WA

Availability  
January 2023

VIEW PROFILE

### HAR138

- Navy
- Marine Technician

Desired Work Locations  
Other

Availability  
March 2023

VIEW PROFILE

### SKI779

- Air Force
- Personnel Capability Officer

Desired Work Locations  
Perth, Regional WA, Other

Availability  
July 2023

VIEW PROFILE

### MCP540

- Navy
- Marine technician

Desired Work Locations  
FIFO, Other

Availability  
June 2023

VIEW PROFILE

### WIL694

- Army
- Heavy duty diesel mechanic, both  
vehicles and marine platforms

Desired Work Locations  
Perth, Regional WA, FIFO, Other

Availability  
February 2023

VIEW PROFILE



# LEADING THE WAY

"I strongly believe in what you are all doing to assist us veterans. Thank you for your time and service. Please pass on my regards to all the team at Working Spirit.

- Navy Veteran

"I moved to Perth on discharge, and when I got here I searched for veteran ESO support for employment. I made contact with Working Spirit, RSLWA jumped in and helped out with my resume, and within a week I had an interview. I had support the whole way through and I managed to pick up full-time work quite quickly. Without Working Spirit and RSLWA I would never have found my current position and the transition to civilian life definitely wouldn't have been as smooth as it was."

- Army Veteran

"I am very excited to let you know that I have just received a letter of offer from BHP as a Maintenance Supervisor. I wanted to take this opportunity to thank you personally so much for all the time you spent assisting me in the lead-up to securing this new position. I have benefited greatly from your talent, wisdom and experience, and appreciate all the time you took to help me. I look forward to starting my new position and, once again, I'd like to thank you for the great opportunity."

- Army Veteran

"Hi Ladies, Thank you so much for inviting us to the breakfast this morning. We had an amazing time meeting the veterans, and catching up with you all and look forward to trying to assist them with potential opportunities within the MinRes Family."

- Talent Acquisition Lead. Mineral Resources

"It was a pleasure working with a dedicated and passionate team such as the team at Working Spirit. They are all about veterans and the right fit for them whether it is a role with Roy Hill or another company, the veterans are always top of their priority, this is a passion that resonates with me hence a great working relationship with all was had."

- Advisor Recruitment. Roy Hill

The Job (Hauler Operator) I got through Working Spirit is going great MRL is looking after me which is fantastic and I cannot wait till I am fully qualified! Doing FIFO is not a bad gig and I look forward to doing this for a long time. I WOULD ENCOURAGE ALL EX MILITARY TO COME ON BOARD WITH WORKING SPIRIT AND SEE WHAT THEY CAN ACHIEVE WITH THIS COMPANY!

- Navy Veteran (Below Knee Amputee)

Thanks for your email, I'm happy to leave some feedback about my experience. It's not lost on me that the only reason that any of this happened is because of Working Spirit. As I had used WS initially when leaving the Defence Force, moving into a mining role, I had not expected to ever really make contact or ask for assistance again. However, life changes and I'm certainly a lot happier in this role than I was with mining. WS has grown a lot since I first became aware of your existence back in 2019, not only are there incredible opportunities via your newsletter, having multiple staff to assist Karyn makes it a smooth process for when getting in touch. I had initially thought that perhaps I was asking too much when I re-contacted you however was relieved when I was able to apply for the role. Thanks for all your help over the years.

- Navy Veteran



I appreciate the support I have received and the opportunity to attend the working breakfast to meet other potential employers. Again thank you for your assistance and I have, and will continue to advertise your services to other Veterans if they are considering transitioning out of defence.

- Navy Veteran

Good afternoon Working Spirit team, I was assisted by WS late last year in securing employment as a HD Fitter with Byrnes Australia, a role that I'm thoroughly enjoying. I have nothing but praise for the fantastic support I received from the team with the resume assistance and the excellent events organised and facilitated by WS. I have since recommended your services to a number of veterans whom I know are looking to separate from defence. I wish the WS group all the best in the future and would not hesitate to get back in contact should my current circumstances change.

- Air Force Veteran

So it's been 3 months since RSL WA and Working Spirit found me employment through MRL's Military to Mining program. I love it. The work is amazing. I am seeing amazing places and meeting some seriously awesome Traditional Owners. Saying thanks seriously isn't enough to show how grateful I am to you all for getting me into a job that I really love.

- Navy Veteran

I appreciate the assistance provided by your team at Working Spirit to transition with my new role. I have no doubt I would have secured employment without approaching you; however, I don't feel the process would have been anywhere near as smooth without your help.

- Army Veteran

Thanks heaps Working Spirit Team. Thank you guys so much for everything you guys have done for me. It would not be possible if it wasn't for you guys. Thank you so much.

- Air Force Veteran

I moved to Perth on discharge, and when I got here I searched for veteran ESO support for employment. I made contact with Working Spirit, RSLWA jumped in and helped out with my resume, and within a week I had an interview. I had support the whole way through and I managed to pick up full-time work quite quickly. Without Working Spirit and RSLWA I would never have found my current position and the transition to civilian life definitely wouldn't have been as smooth as it was.

- Navy Veteran

I will be sure to keep all the Working Spirit crew in the loop as I strongly believe in what you are all doing to assist us veterans. Thank you for your Time and Service. Please pass on my regards to all the team at Working Spirit

- Navy Veteran





**WORKING BETTER TOGETHER**

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**OPPORTUNITY AWAITS**

**CALL**

**1300 219 443**