



## Fact Sheet

# Career Transition Services

Career transitions can be an unsettling period. The *Members of Parliament (Staff) (MOP(S)) Act 1984* includes a range of trigger events that can result in the automatic termination of employment for MOP(S) employees in certain circumstances. During these transitions, employees may wish to explore professional development opportunities as part of planning for their next career move. This page outlines the range of career transition services available to MOP(S) employees.

## CV and application writing workshop

Participants will gain an understanding of what employers look for in a CV, the importance of selecting the right referees, and how to craft a compelling pitch particularly when working within word or page limits. The session will provide practical strategies to help you present your experience effectively and align your CV with job requirements.

Log into [PWSS Academy](#) to view the full range of support to help you develop a high-quality CV and application writing.

## Interview preparation workshop

Participants will gain a comprehensive understanding of interview dynamics and develop essential skills to navigate the process with confidence. By equipping participants with these skills, the course empowers individuals to approach interviews with a strategic mindset, enhancing their ability to present themselves effectively.

Log into [PWSS Academy](#) to learn more about interview preparation offerings.

## Executive coaching

Executive coaching provides invaluable support by helping you gain clarity on your career direction, set actionable goals, and develop a strategic vision for your professional growth. It enhances leadership skills such as decision-making, communication, and strategic thinking while boosting confidence to navigate workplace challenges with resilience. Coaching also equips you with personalised strategies to manage career transitions, prepare for new roles, and advance within your organisation. By refining your leadership capabilities and fostering a proactive approach to career development, executive coaching empowers you to achieve lasting success.

Log into [PWSS Academy](#) to learn more about executive coaching offerings.

## Professional Development Program

The PWSS Academy delivers the [Professional Development Program](#) (PDP) for MOP(S) Act employees.

The PWSS Academy team are available to consult with staff and offices who have particular needs to assist in finding quality, fit for purpose solutions. Contact the team at [training@pwss.gov.au](mailto:training@pwss.gov.au).

## Career transition payment

Eligible former MOP(S) Act employees may access up to \$1,000 (GST inclusive) for career transition counselling, training or financial advice.

- Eligibility criteria for Career Transition Payment (CTP) is outlined at clause 75 of the 2024-27 Enterprise Agreement. This includes that the employee received severance and it occurs within 6 months of termination.
- Part-time employees may access the full amount.
- Pre-approval must be sought from the PWSS HR Advice team. The request should outline the intended service, date of service and expected cost.
- The costs of counselling, training or financial advice may be paid by the PWSS to the service provider or will be borne by the individual and reimbursed by the PWSS upon the production of receipts.

For further information contact HR Advice at [hr@pwss.gov.au](mailto:hr@pwss.gov.au) or 1800 747 977 (Option 2).

## Support

The PWSS can assist you with your own wellbeing, or support you to help someone else. Our service provides independent and confidential support to all Commonwealth Parliamentary workplace participants. We build on what's already working for you, and can help you find additional strategies to support your wellbeing. Phone 1800 747 977 or text 0487 112 755, 24 hours a day, 7 days a week.

We appreciate that these circumstances can also impact our loved ones at home. It is open to you, or your family, to seek assistance by contacting the Employee Assistance Program (EAP). The EAP is a free and confidential professional counselling service available 24/7 by contacting 1300 360 364. More information on EAP is available on the PWSS website.