



Options Career Information Bulletin

Edition 7

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Apprenticeships & Traineeships

Apprenticeship Central

[Apprenticeship Central](#) is the only job search site dedicated to apprenticeships in Australia. Its aim is to provide a site for users to not only search but match job seekers with employers. It has a 'Resources' section with job and qualification descriptions, applicant tips and applicant FAQs. If you're not sure about your job options, you can do a career quiz (Harrison Career Assessment). Alternatively, make an appointment with your school Guidance Counsellor/Officer and/or VET Coordinator.

CareerMe App

CareerMe provides users with key information about jobs and career topics of interest including average wage, number of employees, where they can study to get into the industry and contact information for most of the relevant employment and training organisations. This app is free and can be downloaded from the iPhone App Store or Google Play. For more information, visit the [CareerMe website](#).

Group Training Organisations (GTOs) in Queensland

GTOs employ apprentices and trainees and place them with a host employer until the apprenticeship or traineeship has been completed. Some GTOs provide apprenticeships and traineeships in specific industries, others provide them in many industries. For more information about GTOs, visit the [Group Training Australia website](#). The following GTOs provide a service in Queensland.

- The [Aboriginal Employment Strategy](#) (AES) is a 100% Indigenous managed, national company. It provides school-based and full-time apprenticeship and traineeship opportunities for Indigenous young people.
- [AFL SportsReady](#) is a national company. It works in partnership with organisations across several industry sectors including sport and recreation, business and administration, finance, banking, horticulture, information technology, retail and creative industries.
- [All Trades Queensland](#) supplies apprentices and traineeships for a range of industries, including construction, automotive, engineering and hospitality. Locations covered include Brisbane, Gold Coast, Toowoomba and Ipswich.
- [Apprenticeship Careers Australia](#) is a national organisation that offers apprenticeships and traineeships in multiple industries.
- [Apprenticeships Queensland](#) provides apprentices and trainees for businesses across south east Queensland in hospitality, automotive, construction, business and engineering.

- [Apprenticeships R Us](#) specialises in automotive apprenticeships across NSW, Victoria and Queensland. It also offers traineeships in business services, community services, warehousing, hospitality and retail.
- [Australian Industry Group Training Services](#) (AiGTS) is a national organisation providing apprenticeships and traineeships primarily in the automotive, telecommunications, manufacturing, engineering and maintenance trades.
- [Australian Training Company](#) has offices in New South Wales, South-East Queensland and Canberra. It provides apprentices and trainees for a range of industries, including business services, information technology, hospitality, horticulture, traditional trades, sport, fitness and recreation.
- [Capricornia Training Company](#) (CTC) offers apprenticeships and traineeships in multiple industries for people in the Rockhampton and central regional Queensland areas.
- [Community Solutions](#) provides apprentices and trainees for multiple industries in the North Brisbane area, Sunshine Coast and regional locations up to Townsville.
- [DGT](#) (formerly Downs Group Training and The Apprenticeship Company) provides apprenticeship and traineeship services for multiple industries from its head office in Toowoomba – from the Lockyer Valley to the east, Roma to the west, Goondiwindi to the south, Kingaroy to the north and everywhere in between, as well as Northern NSW
- [Electrogroup Apprenticeships Qld](#) is a Group Training Organisation that recruit, employ and train electrical apprentices for careers in the electrotechnology sector.
- [Energy Apprentice Group](#) (EAG) provides apprentices and trainees for the oil and gas industry. EAG offers services in Western Australia, Queensland and the Northern Territory.
- [Gladstone Area Group Apprentices Ltd](#) (GAGAL) is a Group Training Organisation whose core business is providing apprentices and trainees to businesses throughout Central Queensland. It provides apprenticeships and traineeships to a board range of industries.
- [Golden West Apprenticeships](#) assists apprentices and trainees to enter jobs in a broad range of industries. It offers services in Roma, Toowoomba, Dalby and surrounding areas.
- [HIA Apprentices](#) provide apprentices for the construction industry. They operate in all Australian states except Tasmania and the Northern Tertiary.
- [Maxima](#) provides an apprenticeship and traineeship service to multiple industries throughout Australia, including Queensland.
- [MEGT Australia Group Training](#) offers apprenticeships and traineeships in a broad range of industries. It offers services in all Australian states except the Northern Territory.
- [MIGAS Apprentices and Trainees](#) is a national organisation that services, primarily, the electrical, mechanical, automotive, manufacturing, engineering and mining industries.
- [MRAEL](#) provides apprenticeships and traineeships in a broad range of industries in Queensland.
- [NECA Group Training](#) specialises in apprenticeships for the electrotechnology industry (electrician and telecommunications technician) in NSW, ACT and Queensland.
- [Novaskill](#) is a multi-industry group training organisation offering services from Sydney to Mackay.
- [OZMAC Group Training](#) specialises in 14 different trades within the automotive, construction, electrical, engineering, plumbing, warehousing, and business administration fields.
- [Skill360 Australia](#), with offices in Cairns and Townsville, is a multi-industry service provider.
- [Smart Employment Solutions Apprentice and Traineeships](#) supports most occupations and trades in Brisbane and the Gold Coast.
- [TABMA](#) employs apprentices and trainees in many industries and specialise in the timber, construction, forestry, furnishing and manufacturing industries across Australia.
- [TORGAS](#) provides apprentices and trainees to businesses throughout Queensland. It is a multi-industry service provider.

- [WPC Group](#) provides apprenticeships and traineeships in automotive, engineering, business and government, hospitality, horticulture, building trades and green trades. It offers services in all states and territories except Tasmania and the Northern Territory.



AUSTRALIAN DEFENCE FORCE

Are you fit enough for the Australian Defence Force (ADF)?

Many highly regarded applicants miss out on their ADF career opportunity because they don't meet the pre-enlistment fitness assessment. It is vital that applicants continue to maintain an appropriate level of fitness throughout their application process. A 'Get fit for the ADF in just four weeks' guide is available on the [Defence Jobs website](#).

There's flying, and then there's FLYING!

The [Defence Jobs website](#) has information about being a pilot in the Air Force. You can find out:

- What inspires Air Force pilots
- How civilian pilot careers compare with the Air Force
- The thrill of flying
- How to apply.

Upcoming Australian Defence Force information sessions

Sunshine Coast- Tuesday 2 May 2017 at 6 pm - *ADFA Future Leaders Networking Evening* at The Mantra Mooloolaba Beach, 7 Venning Street, Mooloolaba. Book your spot [here](#).

Gold Coast – Wednesday 3 May 2017 at 6 pm - *Defence Careers Information Session* at Defence Force Recruiting Gold Coast - 14 Edgewater Ct, Robina. Book your spot [here](#).

Sunshine Coast - Wednesday 3 May 2017 at 6 pm - *Defence Careers Information Session* at The Yacht Club Mooloolaba, 33-45 Parkyn Parade, Mooloolaba. Book your spot [here](#).

Bundaberg – Monday 8 May 2017 at 6 pm - *Defence Careers Information Session* at Bundaberg Civic Centre, 190 Bourbong Street, Bundaberg. Book your spot [here](#).

Harvey Bay – Tuesday 9 May 2017 at 6 pm - *Defence Careers Information Session* at Hervey Bay RSL, 11 Torquay Street, Hervey Bay. Book your spot [here](#).

Maryborough – Wednesday 10 May 2017 at 6 pm - *Defence Careers Information Session* at Brolga Theatre and Convention Centre, 5 Walker Street, Maryborough. Book your spot [here](#).

Brisbane – Wednesday 10 May 2017 at 6 pm - *Defence Careers Information Session* at Defence Force Recruiting Brisbane - Level 13, 295 Ann Street, Brisbane. Book your spot [here](#).

Gold Coast – Monday 15 May 2017 at 5.30 pm - *Women in Defence Information Session* at Defence Force Recruiting Gold Coast, 14 Edgewater Ct, Robina. Book your spot [here](#).

Brisbane – Tuesday 16 May 2017 at 6 pm - *Health Careers Information Session* at Defence Force Recruiting Brisbane, Level 13, 295 Ann Street, Brisbane. Book your place [here](#).

Toowoomba – Wednesday 17 May 2017 at 5.30 pm - *Women in Defence Information Session* at Defence Force Recruiting Toowoomba, Milne Bay Training Depot, O'Quinn Street, Toowoomba. Book your spot [here](#).

Caboolture – Wednesday 17 May 2017 at 6 pm - *Defence Careers Information Session* at Caboolture RSL Club, Beerburrum Road, Caboolture. Book your spot [here](#).

Mount Isa – Wednesday 17 May 2017 at 6 pm - *Defence Careers Information Session* at Ibis Styles Mt Isa Verona- Cnr Rodeo Dr, Mount Isa. Book your spot [here](#).

For details about these events and for information on Army Reserve Information Session, visit the [Defence Facebook site](#).



Career mashers

If you have trouble deciding on any one career, have a go at ‘mashing’ two or more of your career ideas together. For example, if you are interested in writing, but also have a passion for saving the environment, then why not become an environmental writer? If you want to be a carpenter, but want to be a part of the entertainment industry, why not build movie sets for theatre and movie productions?

Jobs related to school subjects

An early step in career exploration is to develop a list of job ideas. One way to begin this process is to think about the school subjects you most enjoy. You can then use a resource called the ‘Bullseye Posters’ to find jobs that are related to these subjects. There are over 30 Bullseye Posters based on subjects taught in secondary schools. Each poster clusters jobs into four levels depending on the qualifications required. Access the Bullseye Posters from the [myfuture website](#). You can also download a booklet, *School subjects you like and what they can lead to*, that includes the Bullseye Posters, from the Commonwealth Department of Education and Training [website](#).

Competitions

Australian STEM Video Game Challenge

This national competition is free to enter. It provides a great opportunity for students in Years 5 – 12 to learn about science, technology, engineering and maths (STEM) in a fun and challenging way. This year's theme is 'Reaction'. The challenge will run from 1 May - 25 August 2017. Registration opened at 9 am on Monday 1 May and will close at 5 pm on Friday 30 June 2017. For details and to register for the competition, visit the [website](#).

International Poetry Competition

The Ipswich Poetry Feast International Poetry Competition is now open to aspiring poets of all ages. Applications close at 5 pm on 28 July 2017. For more information, visit the [website](#).

The Premier's Anzac Prize 2018

Entries for the 2018 Premier's Anzac Prize are now open to students and teacher chaperones. This prize will give eight students an opportunity to experience the Anzac tradition firsthand. The prize includes a tour to the United Kingdom (London), Belgium and France in April – May 2018. Eligible Queensland students in Years 8 - 11 are invited to submit a multimedia presentation addressing the question 'How relevant is the Anzac tradition to modern Australia? Each school may nominate up to two students only. For more information, visit the [website](#). Student applications close on Friday 15 September 2017.



Australian Catholic University (ACU) Pathway programs

If your OP doesn't get you into the degree course you want at ACU, there are several pathway options available at ACU.

Upgrade through a year of a less competitive degree at ACU. For example, if you want entry to B Midwifery, passing a year of a less competitive course like ACU's B Applied Public Health would give you the score you need to gain entry to midwifery the following year.

Alternatively, you could consider one of ACU's Pathway programs. ACU offers Diplomas, Certificates and VET (Vocational Education and Training) courses that may help you gain entry to your preferred course. It is helpful to select a Pathway program related to your preferred degree. It is also important to check with ACU as to whether the pathway course you choose will provide direct entry to your preferred ACU degree.

Read more about ACU's Pathway programs on the [website](#).

Currumbin Wildlife Sanctuary programs for students

The Currumbin Wildlife Sanctuary on the Gold Coast runs a number of programs for young people interested in working with or around animals. Check out the following programs:

- Creature Keepers Wildlife Course - gives students exposure to working in a zoo environment. Visit the [website](#) for more information and to book
- Teen Volunteering – some animal contact however the focus is on interacting with park guests. See the [website](#) for details.

Experience CHC (Christian Heritage College) Day

Experience CHC Day is an interactive event specifically designed to help Year 10, 11 and 12 students choose a career that's right for them. It will be held from 9 am – 2 pm on 24 May 2017. Find out more about the day and register to attend on the [CHC website](#).

Free Introduction to Real Estate seminars

The Real Estate Institute of Queensland (REIQ) presents these sessions for people considering a career in real estate. The seminars provide information on how the Real Estate Industry operates and the career options available. Seminars will be held in the following locations:

- **Gold Coast** - Tuesday 9 May 2017 from 5:30 – 7 pm at Ground Floor West, The Connaught Centre, 26 Marine Parade, Southport
- **Brisbane** - Tuesday 23 May 2017 from 5:30 – 7 pm at Real Estate House, 21 Turbo Drive, Coorparoo
- **Sunshine Coast** - Tuesday 6 June 2017 from 5:30 – 7 pm at 37 Dalton Drive, Maroochydore.

Visit the [REIQ website](#) for more information and to register your attendance.

JMC Academy June High School Workshops

JMC will offer the following introductory workshops from 4 – 7 pm on Thursday 1 June 2017 at its Brisbane campus in South Brisbane.

- **Pro Tools Workshop** – The workshop will introduce students to a Digital Audio Workstation environment, and will assist them in developing their editing and mastering skills with music and sound.
- **Ableton Live Workshop** - In this practical workshop students will be introduced to sound recording and engineering.
- **Animation and Game Development Workshop** – The workshop aims to introduce students to various applications within the Animation and Gaming industries.

The workshops provide an opportunity to check out your interest in these creative industry fields. Visit the [JMC Academy website](#) for more information and to register to attend.

Medicine at the University of Sydney

For students interested in medicine, University of Sydney offers an undergraduate pathway through the following dual qualifications:

- B Arts/Doctor of Medicine
- B Science/Doctor of Medicine

Entry criteria include a very high ATAR (or OP; see conversion tables [here](#)), assumed knowledge (depending on the dual qualification chosen) and an assessment process. UMAT is not a requirement for these courses. Find out more on the [website](#).

News from CQUniversity (CQUni)

Gladstone Careers Expo - If you are looking for post-school options, visit the CQUni booth at the [Gladstone Careers Expo](#) on Tuesday 9 May from 8.30 am – 3 pm. The event will provide an opportunity to speak with CQUni academics and teachers, while exploring your career and pathway opportunities.

University Experience Mackay and Townsville - University Experience is a free, one day on-campus event allowing Year 12 students to explore their post-high school options. They will have an opportunity to experience a day in the life of a university student.

- University Experience Townsville – Thursday 18 May from 9 am - 2 pm. For more information, click [here](#).
- University Experience Mackay – Friday, 19 May, 9 am – 2 pm. Click [here](#) for more information.

Open Days - If you are interested in finding out more about CQUni, or have specific questions about your course of interest, student support services, or anything else to do with studying at CQUni, come along to an Open Day event and get the answers you need to start your studies. Find out more on the Open Days [website](#).

News from Griffith University

Pathways to Medicine for School Leavers information evenings - Find out about how to gain entry to the Griffith medical course at these evenings to be held from 7 – 8 pm on 17 May 2017 at the Gold Coast campus and on 18 May 2017 at the South Bank campus. For details and registration, visit the [website](#).

The Big Day In IT Careers – This event provides an opportunity for students interested in ICT (Information and Communication Technology) to hear from industry speakers, visit exhibitor stands and chat with like-minded people. The event will be held from 9 am – 2.30 pm on Wednesday 31 May 2017 at the Auditorium, G40 building at the Gold Coast campus. For more information and to purchase a ticket (\$10), visit the [website](#).

Discover Griffith – You and your family and friends are invited to the Gold Coast and Nathan campuses for a day to tour the campuses with a student ambassador, hear from program staff about your preferred degree and chat with the recruitment team about entry requirements and pathways to Griffith. The events will be held:

- Nathan campus – 16 May 2017
- Gold Coast campus – 18 May 2017

Details about these events should be on the [Griffith website](#) shortly.

Some info about bonus schemes at Griffith – Griffith has a few bonus schemes. The bonuses are awarded automatically when you apply for most Griffith courses through QTAC. The bonuses are usually (but not always) in ranks not OPs (you can access conversion tables [here](#)). The maximum bonus admission ranks that you can receive under all Griffith bonus schemes is capped at 10.

Year 12 Subject Bonus Scheme – Through this scheme Year 12 applicants can gain bonuses for successfully completing specific senior subjects. Courses in medicine, dental science and dental technology are excluded from this scheme. You can receive a maximum of six bonus admission ranks under this scheme. Visit the [website](#) for details about the Year 12 Subject Bonus Scheme.

Griffith OP 1 – 6 (Rank 89+) Guarantee Scheme – Through this scheme, applicants can gain a guaranteed place in most Griffith degrees, whatever the published cut-off. Excluded courses are listed on the [website](#). Prerequisites and additional entry requirements still apply. This scheme is automatically applied when you apply through QTAC for Griffith courses.

Gold Coast and Logan Campus Priority Access Scheme - If you're a local, you may be eligible for Priority Access. This scheme awards a bonus of one OP band or two ranks when you apply for programs at the Gold Coast and Logan campuses. Course exceptions are listed on the [website](#).

Educational Access Scheme (EAS) - You can apply for [EAS](#) when you apply through QTAC. EAS can help if you have experienced circumstances that negatively affected your studies. If eligible for EAS, you may receive bonus ranks which may improve your chance of receiving an offer.

Pilot Aptitude Training Systems (PATS)

PATS, located in Melbourne, offer training packages to help Year 12 students with their application for pilot cadetships and for the Defence Force. This includes assistance with the application form, CV, interview and to increase aptitude test scores. For more information on pilot cadetships and how PATS can assist, go to the [PATS website](#).

Qld School of Film and Television (QSFT) Video Production workshop

[QSFT](#) will offer the Film It!: Introduction to Video Production workshop from 9 am – 1 pm on Saturday 27 May 2017 at its Annerley campus. [Submit an expression of interest](#) to attend this workshop.

Queensland University of Technology (QUT) news

Early cut-off date for creative industry additional entry courses – In addition to applying to QTAC, students applying for the following courses are required to apply online to QUT by 5 pm on 15 September 2017.

- [Bachelor of Design \(Honours\) Fashion](#)
- Bachelor of Fine Arts - [Acting](#), [Dance Performance](#), [Dance](#), [Music](#), [Visual Arts](#) (including the double degree with business).

Additional entry requirements include auditions, portfolio submissions and/or interviews. It is important to find out early what the additional requirements are for the course/s you plan to apply for. Use the hyperlinks above and click on the 'Entry Requirements' tab. If you require more information about the requirements, ring the Creative Industries Faculty on 3138 8114.

Open Day program available – QUT's Open Day will be held from 9 am – 3 pm on Sunday 30 July 2017 at the Gardens Point campus. You can download the program for the day from the [Open Day website](#). While you are on this site, register for updates about Open Day and to be in the draw to win a MacBook. The [Caboolture campus Open Day](#) will be held on Sunday 20 August 2017.

Short courses for parents and students – QUT offers many short courses including:

- [Beginning Acting](#) – This course is for beginners and drama students. It focuses on craft, imagination development, improvisation and the voice.
- [Stepping off a cliff: Starting your first novel](#) – This is an introductory course for first-time novelists to learn the elements of writing, including plot, structure and character development.

- [Fashion illustration for beginners](#) – This is the course for you if you want to develop a fashion portfolio.

These are just a few of the courses on offer. Visit the [Short courses and professional development website](#) to see the full list.

QUT for international students - The [International Students website](#) provides international students with information about applying for courses at QUT.

Study for a Day at SAE Qantm

Are you interested in studying Animation, Audio, Graphic Design, Film, or Games? This event will give you an opportunity to experiment with these creative media fields before making decisions about your future study plans. It will introduce you to the technical skills required in the field and give you an insight into the careers available. It will be held from 9 am – 4 pm on Saturday 24 June 2017 at the SAE Brisbane campus in West End. Visit the [SAE website](#) for more information and to register.

University of the Sunshine Coast (USC) Brisbane campus

USC South Bank is located within the TAFE Queensland Brisbane, South Bank campus. The following undergraduate courses offered at this campus are taught by USC lecturers and tutors:

- [Bachelor of Business](#)
- [Bachelor of Business \(Tourism, Leisure and Event Management\)](#)
- [Bachelor of Commerce \(Accounting\)](#)
- [Diploma of Accounting/Bachelor of Commerce \(Accounting\)](#)
- [Diploma of Events/Bachelor of Business \(Tourism, Leisure and Event Management\)](#)
- [Diploma of Hospitality/Bachelor of Business \(Tourism, Leisure and Event Management\)](#)
- [Diploma of Travel and Tourism/Bachelor of Business \(Tourism, Leisure and Event Management\)](#)

Read about the USC South Bank campus and its courses on the [website](#).

Upcoming events at Bond University

Experience Days in May – These events provide you with a chance to gain a deeper understanding of courses you are interested in. You also have an opportunity to check out the campus and experience a day as a university student. The following experience days, for students in Years 10 – 12, will be held in May 2017:

- Thursday 18 May - Communications and Digital Media
- Thursday 25 May – International Relations
- Monday 29 May – Film and Television

For more information and to register to attend, visit the [Experience Day website](#).

Bond University Twilight Open Day – This event will be held from 2 – 6 pm on Saturday 22 July 2017. Check out the [Open Day website](#) and register to get an all-day pass for the day.

Updates from the University of Queensland (UQ)

Earth and Environment Day – This event will be held from 9.30 am – 2.15 pm on Friday 21 July 2017 at the St Lucia campus. This is a day for Year 10 - 12 students to experience the applications and relevance of studying geography, planning, earth sciences and environmental management and the careers they can lead to. You can register to attend as part of a school group or as an individual. For more information and to register to attend, visit the [website](#).

Gatton campus tours – This campus provides tours for school groups and individual students. These tours occur throughout the year and can be tailored to suit an area of interest in Agribusiness, Equine Science, Horticulture and Agronomy, Production Animals, Veterinary Science and Wildlife Science. Visit the [website](#) for more information.

Student Employability Centre – This Centre, located at the St Lucia campus, offers activities and experiences for current UQ students to strengthen the range of global, professional and leadership experiences offered to students. If you plan on going to UQ in the future, you can learn more about the programs offered at the Centre [here](#).

International Student Admissions Test (ISAT) – ISAT is an option for international students applying to study [medicine](#) and [dentistry](#) courses at UQ. To sit for ISAT in Brisbane, contact isat@acer.edu.au. The next test in Brisbane will be held on 9 June 2017. You can download an ISAT Information Brochure from the [ISAT website](#).

Big Day In – This event will be held from 9 am – 2.30 pm on Thursday 8 June 2017. The program includes speakers and displays from major technology companies about the future of technology and careers in IT. Register to attend on the [website](#).

Disabilities

My Future: My Life

Leaving school can be a daunting experience for any teenager, but for those with a disability it can pose additional challenges. My Future: My Life is designed to support Queensland secondary students with a disability to prepare and plan for life after school. It does this through a range of support options, including workshops, transition preparation support and financial support. Visit the [My Future: My Life website](#) for details.

Paid internship program for university students with a disability

The Australian Network on Disability's Stepping Into program is a paid internship scheme that matches talented university students with disability with roles in leading Australian businesses. AND work with its members to identify and provide opportunities for university students with a disability to 'step into' the workplace to gain exposure to their potential career field and get involved in projects and work alongside experienced professionals. Find out more on the [AND website](#).

People with a disability website

The Queensland Government website has a section containing information about support for people with a disability in Queensland. It includes a section for young people. The 'Leaving school' topic will be of interest to senior students with a disability. Visit the [website](#) for details.

Employment

A new job trend – Hybrid Jobs

So, what exactly is a hybrid job? A hybrid job appears to be a mix of traditional jobs. According to several writers, in an age of big data, having tech skills is important, but insufficient. More companies are requiring a mix of technology and people skills. For example, the IT professional may be required to be a sales representative and the marketer needs to know programming languages to manipulate big data. Other examples of hybrid jobs are forensic technologist, digital storyteller and marketing automation manager. This raises the question of whether students should be looking at studying dual degrees that give them a broader range of skills. If you would like to explore this topic further, read the following articles:

- [Hybrid Jobs: Advantages and challenges](#)
- [The new job trend: Hybrid Jobs.](#)

Five steps to employment

The following steps are adapted from *How to Find Work – In the 21st Century* by Ron McGowan. They were written for university graduates, but could be helpful for graduating Year 12 students.

- **Review your online presence** - Most employers today check out applicants on the Internet and social media sites. What they find out about you will either increase your chances of being hired, or eliminate you. Recruiters, employers and hiring managers say that over 30 % of the applicants they review are rejected because of what they found out about them online with Facebook and YouTube postings as the main sources for rejection.
- **Don't rely on advertised positions** - One of the biggest mistakes job seekers make is to focus on advertised positions. The clear majority of employment opportunities today are never advertised and learning how to find them is a process that involves several skills, including developing your social networks and letting them know you are looking for a job.
- **Focus on small companies** - Most employment opportunities are to be found in small companies, which include self-employed people who have more work than they can handle. Increase your chances of being hired by emphasising that you're open to part-time, temporary, and contract work.
- **Learn how to sell yourself** - Many job seekers are very uncomfortable with this area but it's a skill you must develop. The good news is anyone can learn how to do it. You'll be pleasantly surprised at how effectively you can sell yourself once you understand what you can offer an employer.
- **Create a LinkedIn Account** - Learn as much as you can about LinkedIn before you do this. Spend as much time creating your LinkedIn account as you would spend when developing your resume. Make sure the information on both is consistent since recruiters, employers and hiring managers will be looking at both. Keep your account up to date as you gain more experience and pick up new skills.

How to future-proof your career in a digital economy

In a world where technological change is constant and the work skills required to be successful are rapidly evolving, it's difficult to know what we should be learning to 'future-proof' our career. A recent [Forbes article](#) states that being able to demonstrate that we have the ability to learn new skills and to adapt to changing environments is paramount. It's not possible to have all the skills needed, but it is possible to prove we can learn new skills. The article goes on to make the following points:

- Employers today are looking for candidates who welcome change and, even more so, anticipate it, drive it and relish it.
- While it's impossible to know what knowledge and skills we may need in the future, having a network that we can tap into to help us is invaluable.
- The only way to truly ride the wave of digitization is to keep our skills sharp and relevant through ongoing learning.

Read the full article and then reflect on how you could demonstrate your ability to cope well with change. You should also read the 'What the blazes should I study so I can get a job in the future?' article on the [Foundation for Young Australians website](#).

Things you need to know about your rights at work

A recent article on the [Foundation for Young Australians website](#) refers to data from the Fair Work Ombudsman (FWO) which indicates that young workers can be more vulnerable in the workplace as they may not be fully aware of their rights, or they're reluctant to complain if something seems wrong. The article lists the following myths (from a FWO bulletin) related to your rights at work.

Myth: Paying low, flat rates of pay for all hours worked is okay if the worker agrees.

Fact: Minimum lawful pay rates are mandatory and in many jobs penalty rates must be paid for evening, weekend, public holiday and overtime work.

Myth: Employees don't need to be paid for time spent opening and closing a store or for time spent attending meetings or training outside their paid work hours.

Fact: If a meeting or training is compulsory, then it is work. Employees must be paid for all hours they dedicate to work and this includes time spent opening or closing a store. For example, if an employee is required to be at work at 7.45am to prepare for an 8am store opening, they need to be paid from 7.45am.

Myth: Employers can make deductions from an employee's wages to cover losses arising from cash register discrepancies, breakages and customers who don't pay.

Fact: Unauthorised deductions from an employee's pay are unlawful. Deductions can be made only in very limited circumstances.

Myth: Unpaid internships are OK for all inexperienced young workers looking to get a foot in the door.

Fact: Internships can only be lawfully unpaid when they are a requirement of a course at an authorised educational or training institution.

Myth: Employers can pay young workers as ‘trainees’ or ‘apprentices’ without lodging any formal paperwork.

Fact: Employers must negotiate and lodge a registered training contract for an employee to lawfully be able to pay trainee or apprentice rates.

Myth: Paying employees with goods such as food or drink is OK.

Fact: Payment-in-kind is unlawful. Employees must be paid wages for all work performed.

Myth: Pay slips aren’t mandatory.

Fact: Employers must give all employees a pay slip within one working day of pay-day. Employers can give employees paper or electronic pay slips, such as a link sent via email.

If you have other work related questions, visit the [FWO website](#) or the [Young Workers Centre](#).

Financial Assistance & Scholarships



2018 Scholarships at the International College of Hotel Management (ICHM)

ICHM, located in Adelaide, prepares students for hotel management roles based on the Swiss Hotel Association (SHA) model that stresses the importance of learning all aspects of the hotel industry. Students can finish their studies after completing the B Business (Hospitality Management) or go on to complete the more advanced B International Hotel Management (Swiss Hotel Association). During the course, students have an opportunity to learn a language and to experience industry placements in Australia or overseas. ICHM will offer four Australian scholarships for 2018 entry valued at \$30,000 each. The application closing date is 6 October 2017. Visit the [website](#) for more information and to download the application brochure.

Griffith University Scholarships video

Griffith has developed a YouTube video to explain the scholarships they offer and the application process. Access the video [here](#). Griffith scholarships will open on the [website](#) on 14 July 2017.

Queensland University of Technology (QUT) Creative Industries Vice-Chancellor's Scholarships

QUT offers the following Vice-Chancellor's scholarships for students applying for Creative industry courses for entry in 2018.

- Eight [Vice-Chancellor's Scholarships \(Elite Visual and Performing Arts\)](#), valued at up to \$30 000 each, are automatically awarded to students ranked first or second in their audition or portfolio for QUT's acting, dance performance, visual arts or music degrees.
- 12 [Vice-Chancellor's Scholarships \(Creative Industries\)](#), valued at \$10 000 each, are awarded to the students ranked first and second in their audition or portfolio for dance and visual arts/business degrees, and to the third and fourth-highest ranked students for acting, dance performance, visual arts and music degrees.

University of Queensland (UQ) Economics Scholarships

UQ's School of Economics is offering two new scholarships for Year 12 students:

- Year 12 Australian Domestic Students' Scholarship (called 'UQ Economics Scholarships for Current Year 12 students' on the [UQ Scholarships website](#)) – Valued at \$5000 per year for up to three years. Applications close on 3 November 2017.

- Year 12 Equity and Diversity Scholarship – Valued at \$5000 per year for up to three years of study. It also includes professional mentoring. Students who have experienced social or emotional setbacks throughout senior school, or are from Aboriginal or Torres Strait Islander or low socio-economic backgrounds are encouraged to apply. Applications close on 28 November 2017.

For more information, visit the School of Economics' [website](#).

Westpac Bicentennial Foundation scholarships

Westpac's Bicentennial Foundation fund provides \$100 million for scholarships and awards for Australian university students, graduates and post-doctoral researchers. While these scholarships are not currently available for Year 12 students, they could be goals for students to aspire to in the future. Read more on the [Westpac website](#).



Gap Year Program News

Selected gap year program news

Camp America applications for Summer 2018 will open on 1 August 2017. Visit the [website](#) for information about the programs offered.

Lattitude Global Volunteering offers several overseas gap year programs. Visit the [website](#) to take the quiz to see which gap year experience might be right for you.

Did you miss the deadline for the **Letz Live** UK Gap Year program for 2018? You can still put your name on a waitlist by email info@letzlive.org. Visit the [Letz Live website](#) for information about their other gap year programs.

If you have questions about the programs offered by **Projects Abroad**, you can download recent online information sessions from the [website](#). You can also email a question from the website.

Southern Cross Cultural Exchange will hold webinars about their exchange programs to Germany, Spain, Italy, USA/Hawaii and Scandinavia in May 2017. Visit the website for more information and to [register](#).

World Education Program Student Exchange (WEP) will hold the following information sessions in Queensland in May 2017:

- Wednesday 3 May from 7 – 8.30 pm at Fulton Trotter Lounge, 129 Leichhardt Street, Spring Hill, Brisbane
- Saturday 27 May from 10.30 am – 12 noon at Cairns State High School, Cnr Sheridan and Upward Streets.

Register to attend these sessions on the [website](#).

Indigenous

Indigenous Scholarships Portal

This portal is located on the [Aspirations Initiative website](#). You can search for scholarships by area of study, institution or geographical location. Note that not all of the information on this site has been updated for 2018 scholarships.

Interested in a career in health?

Visit the [Health Heroes website](#). The site has videos of Indigenous health workers as well as a three-part documentary, 'I Heart My People'. This presentation follows six Indigenous health and emergency workers. The stories of these workers provide an insight into their characters, lives and motivation. They also communicate a genuine appreciation of the unique culture, challenges and social context of Aboriginal and Torres Strait Islander health.



National Law Week

The 2017 National Law Week will be held from 15 – 21 May. Law Week is an annual national event which creates further understanding of the role that law and justice play today. Visit the [Queensland Law Week website](#) for activities to be held throughout Queensland. The Queensland Legal Walk will again be held in 2017 as part of the week's activities. Its objective is to raise funds for LawRight, a not-for-profit, community-based organisation providing pro bono (free) legal services to individuals and community groups. The walk will commence simultaneously at 7 am on Wednesday 17 May in Brisbane, Toowoomba, Mackay, Townsville, Cairns, Bundaberg and the Sunshine Coast.

Occupational Information



Jobs in the Tourism Industry

Jobs in tourism in Queensland are growing at a rapid rate. Over 23,000 new jobs are expected by 2020. These jobs include:

- Tourism development roles (e.g. urban and regional planner, destination manager, tourism development officer, Indigenous tourism development mentor, workforce planning manager)
- Accommodation jobs (e.g. porter, housekeeper, concierge, desk service agent, department manager)
- Hospitality jobs (e.g. chef, cook, baker, bar attendant, barista, wait staff)
- Attraction and adventure jobs (e.g. tour guides, tour operator, museum guide, adventure activities instructor, ride operator, wildlife education officer, wildlife attendant)
- Transport and infrastructure (e.g. pilots, flight attendants, traffic controller, ground handler, driver, train driver, bus driver, deckhand, coxswain)
- Events and entertainment (e.g. event coordinator, venue coordinator, audio technician, lighting technician, stage management technician, public relations officer, caterer, entertainer, gaming worker)
- Information services and sales (e.g. visitor information officer, travel consultant)
- Tourism specialisation (e.g. ecotourism, marine tourism, agritourism, cultural tourism)

Information about these jobs is available in the Tourism and Hospitality Industry Career Guide. Each job listing includes an overview of the job, the key responsibilities, related jobs and career progression charts. You will find the 'Hints and tips' section of the Guide helpful as it contains information on how to get a job, financial assistance for study and useful websites. You can download the Guide from the [Queensland Tourism Industry website](#).

Make something. Anything: Five tips for breaking into film

According to industry experts, the following tips will help you start a career in the film industry.

- **Film school doesn't have all the answers** – Many successful screenwriters and directors did not do a formal film course. However, doing a formal film course does have some advantages, such as introducing you to contacts and offering forums to showcase and critique your work.
- **Consider different types of jobs in the industry** - While roles such as writer, director and producer may be what you want, it is advisable to research information on the other jobs in the industry (such as in the art department, costume, sound, locations) that may be an entry pathway.
- **Build a portfolio of work** - Shoot anything at all, even on your phone. Then enter your film into every film festival you can find.

- **Make connections and collaborate** - Trawl through the film and TV listings site, [IMDb](#), to find contact details of producers and directors. Offer your services. You could get a bite. Stay in touch with people your own age who have the same ambitions as you. They could be your future collaborators. Sites such as [Hiive](#), [LinkedIn](#) and [Twitter](#) are also useful online networking tools for the film industry. Finding a mentor who is experienced, but not necessarily a big name in the industry.
- **Should I get an agent?** - Having an agent can't hurt but you really don't need one. When you immerse yourself in creative projects, agents will appear.

These tips come from an article in The Guardian. Read the whole article on the [website](#).

The 10 coolest jobs you can get by learning a foreign language

According to an [article](#) on the Lifehack website, the foreign languages that help you find the top language jobs are Spanish, French, German, Mandarin and Arabic. The article lists the top 10 language jobs you can get with a foreign language. These are:

- **Games Translator** - Companies like Nintendo are always looking for in-game translators that can translate from English to Japanese or other languages.
- **Brand Specialist** - Brand specialists work with customers to serve the ongoing product improvements of Google.
- **Community Representative** – Organisations such as [Blizzard Entertainment](#), employ bilingual speakers to engage with their player communities. The job includes helping with game development and supporting the company at events, including [BlizzCon](#).
- **Flight Attendant** - If the idea of getting paid to travel sounds exciting to you, flight attendant maybe something to explore. Depending on which airline you work for, many of the top airlines will look for flight attendants that can speak a foreign language.
- **Lead Coordinator** – In non-profit organisations, understanding a foreign language will help advance your position in the organisation because you can communicate with the people you're trying to help.
- **Analyst or Associate** - Banking is done all around the world, and this involves doing business with people from different cultures and countries globally. Knowing a foreign language can give you an upper hand when it comes to negotiating or deal making.
- **Photographer** - Photography is an art that goes beyond languages, but if you want to shoot around the world, you should certainly learn a foreign language.
- **Fashion Buyer** - Whether it's Milan, Barcelona, or São Paulo, fashion is a global industry, and you'll be working with people all around the world, who speak multiple languages.
- **Recruiter** - The recruiter's role is to be able to communicate with employees from many countries and recruit the best person for the job.
- **Foreign Correspondents** - If you want to find the best stories, you need to know how to communicate in a language other than English, especially if you want to speak with the locals.

Working in a museum

According to the Museum Galleries Australia (MGA) website, career opportunities within museums and galleries are virtually endless. They say that people from a variety of backgrounds and jobs can find their

perfect career in a museum, whether they are a scientist, an historian, an electrician, a designer or a librarian. The MGA website lists six key job areas in a museum. These are:

- **Curators and exhibition officers** oversee collections by managing the acquisition, preservation and display of objects.
- **Registrars and collection management staff** ensure collection items are documented, displayed, conserved and stored correctly.
- **Conservators** aim to minimise change to collection material, to protect items from the adverse effects of climate and chemical deterioration, and to safeguard our heritage not only for here and now but for generations to come.
- **Education and outreach officers** engage with communities and groups of all ages outside the museum.
- The role of **management** depends on the size of the museum or gallery. A small community museum may have only one person who is museum director, finance manager, fundraiser and curator all in one. In larger institutions, there will likely be a museum director (or CEO) and department managers in charge of strategic and operational matters and public relations.
- **Visitor services** are the front of house jobs that involve meeting and greeting and making sure visitors have a good time in the museum.
- **Administrators and technical staff** vary greatly depending on the size of the museum or gallery and can include finance and human relations staff, picture framers, photographers, electricians, graphic designers, carpenters, librarians, marketers and security personnel.

You will find more information about each of these career areas on the [MGA website](#). The [Job Monkey website](#) also has a section on museum careers. View 'Behind the scenes: From marbles to mummies' on [YouTube](#) to listen to London museum workers talk about their jobs.



Gladstone Careers Expo

This event will be held from 8.30 am – 3 pm on Tuesday 9 May 2017 at the CQUniversity Marina campus, Bryan Jordan Drive, Gladstone. Students from Years 10 to 12 in the Gladstone region are invited to attend to learn more about potential career and education pathway opportunities. Prizes are on offer for those students who attend the event and complete the 'Student Passport' entry to go into the draw. Download the 2017 Gladstone Careers Expo book from the [Expo website](#).

JMC Academy Open Day

JMC Academy is a private college that offers diploma and degree courses in Animation, Audio Engineering and Sound Production, Contemporary Music and Performance, Digital Design, Entertainment Business Management, Film and Television Production, Game Development and Song writing. In Queensland, JMC is located in South Brisbane. It will hold its Open Day on Saturday 20 May 2017 from 10.30 am – 2.30 pm. Visit the [JMC website](#) to download the program for the day and to register your attendance.

TAFE Queensland Open Days

Activities on the following Open Days will include opportunities to try a trade or skill, seek career and course advice, learn about trades and apprenticeships and speak to teachers and industry representatives.

Bracken Ridge - 25 July 2017, 10 am - 4 pm. This campus will showcase its training facilities including automotive, carpentry, electrical, refrigeration, as well as hospitality, sports and recreation and childcare.

Acacia Ridge - 27 July 2017, 10 am - 2 pm. This campus is SkillsTech's flagship training centre which features training facilities for trades in automotive, building and construction, electrotechnology, manufacturing and engineering.

For more information and to download an event flyer, visit the [SkillsTech website](#).

Overseas Studies

Preparation workshops for SAT – USA university entry test

Integrity Tutoring specialises in preparation workshops for students interested in sitting for the tests required for entry to university courses in the United States. Find out more on the [Integrity website](#).



QTAC & Tertiary Entry

How I learned high school grades don't determine your whole life

This article on the Foundation for Young Australians website looks at the myths around high school results and their impact on your future. Read the article on the [website](#).

Online resources for Year 12 parents

Transitioning from high school to university can be a challenging journey for students and their parents. Several universities provide resources for parents to support them and their children through the transition. Some examples are:

- Australian Catholic University - [Parents' information](#)
- CQUniversity – [Information for Parents](#)
- James Cook University - [Parents and partners](#)
- Griffith University – [Family and Friends](#)
- Queensland University of Technology - [Are you the parent of a school student?](#)
- The University of Queensland – [UQ Guide for Parents](#)
- University of the Sunshine Coast - [USC Parent Lounge](#).

What's uni like – a course

[What's Uni Like?](#) is a free, online, self-paced course which gives you the information you need to make the right choices about going to university. It's easy to get started. Just click on 'Register' and enrol.

Year 12 post school folder

Year 12 students are strongly advised to start a folder of information they will need later in the year and early next year. Keep this folder in your room at home and add to it during the year. Items that could be placed in this folder include:

- LUI and password for your Learning Account so you can access your Year 12 results early. You will also be required to know your LUI to complete your QTAC application.
- Tax File Number (TFN), which you will need to apply for a HELP loan next year. You also need a TFN if you want to be paid for a full-time or part-time job.
- The *QTAC Guide*, which you will receive in May/June.

- Course, job and tertiary entry information you gather at career markets/expos, institution open days, TSXPO, etc.
- The list of courses you are considering (if you haven't a clue, make an appointment to see your Guidance Counsellor/Officer ASAP!!).
- Handouts on tertiary entry you are given at Year 12 assemblies, expos and lunchtime talks.
- Information about available scholarships and tips for submitting a great application.
- Additional qualifications you might wish to submit as part of your QTAC application.
- Any other information related to your plans for 2018.



The top 4 ways to stop stressing and actually start studying

This [article](#) from the Foundation for Young Australians website starts with the following question:

Question 1. So, it's exam period, what do you do?

- Freak out
- Pull your notes together from the year and cram
- Forget to sleep
- All of the above.

If you answered this question, then you probably need the following tips from the article.

More sleep, less screen time and more studying - The average Australian teenager spends 9 hours a day surrounded by media and Facebook, Instagram and Twitter top the list. Often this gets in the way of our studies, regardless of it being the night before a test or exam! The best way to achieve good results during our exam period is balancing out our studying and relaxing with sleep, to refresh our minds and bodies for the strenuous day ahead.

Take a break - Late night attempts to try and finish your essay that is due tomorrow, or in this case, last second revision for exams, is hardly healthy. But we've all been there. Instead of leaving it to the last minute and becoming scattered the following day, maybe make a timetable for your study and take regular breaks every few hours to keep you focused and still engaged on the task at hand.

Don't cram! - It's understandable that going out with friends is way more fun than studying. Maybe a sleepover or an invite to a trendy hangout space after school will come up when you're supposed to be working. Now, whilst it doesn't hurt to take a break, the excuses "I'll do it later" or "I'll just read over my notes the night before the exam" do not work! To be able to obtain information, the brain needs continuous exposure to a fact or figure. This pretty much rules out pre-exam cramming leading to good results. Instead, during the lead up to exams spread out your studying by making a timetable to ensure everything is covered. A+ all around!

Personalise your study - Everyone learns differently. Whether it be visually or hands on, there is a method for everybody. Find a way that suits you! Perhaps you could put your notes into cue card form and get a family member to test you, or make a flowchart or a diagram of all of the concepts you need to remember and picture it in your mind when you are testing the theory. There is no limitation when it comes to how you learn.

Okay, you have the strategies, get to it!

The information contained within this document has been gathered from a range of sources including publicly available websites, institutional and organisational newsletters. Every effort has been made to ensure the information provided is accurate and up-to-date at the time of publication. This document can only be distributed and used by members of the school community of the school that has purchased membership to Options Career Information. For more information, see <https://www.optionscareerinformation.com.au/disclaimer>.

Youth Enrichment Activities

Youth ANZAAS

Youth ANZAAS is a residential forum for avid science students from Years 10, 11 and 12. It will be held from 9 – 14 July 2017 in Melbourne. Students will stay at International House, University of Melbourne, Parkville Campus. You can find out more and download a flyer on the [website](#). The deadline for applications is 9 am Monday 8 May 2017.