



**CAREERS NEWS** Issue 1

10 March 2017

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## IMPORTANT DATES

Tuesday 28th March 2017

ADFA / UNSW / RMC Excursion

Monday 3rd April 2017

ANU - Humanities, Arts and Social Sciences Showcase

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## Work Experience

Work Experience has lots of fantastic advantages which include:

- . Exploring a Career Pathway of Interest.
- . Gaining part time / casual employment as a result of placement.
- . Networking with a potential employer.
- . Being able to add it to your resume under work experience (employers like to know you have had some experience in the area).
- . Allows you to make well informed decision about post school study or employment.
- . Generates points towards your Year 12 Certificate and will appear on your final transcript when you graduate.

We encourage ALL students regardless of the package they are studying to complete at least 1 work experience a year (i.e; one placement in year 11 and one placement in year 12)

If you are seeking work experience in any of the following areas you should see Robyn in the Careers Office so you don't miss out on a placement in 2017

- . Nursing, Physiotherapy, Nutrition / Dietetics, Medical Imaging
- . Academy of Interactive Entertainment
- . National Zoo & Aquarium
- . Canberra Theatre
- . Defence

Ideal times to complete your placement

- . Week 10 Term 1 & Term 3
- . Week 19/20 Term 2
- . Week 17/18 Term 4
- . April, July and October School Holidays

Please note - at times we may need to look at alternative weeks particularly where placement times available with the employer are limited. We will discuss this further with you if this is the case.

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## **ASBA's (Australian School Based Apprenticeships)**

We have had over 35 expressions of interest from Year 11 & 12 students who would like to undertake an ASBA in 2017. We have already been in touch with a large number of these students and have been successful in securing positions already for 2017. These include Business Administration, IT, Sport & Recreation, Disability, Aged Care, Hairdressing and Children's Services. If we haven't been in touch with you please visit the careers area so we can ensure we have your details.

Areas that are more difficult to source positions for listed below. Many employers would prefer students full time, with a license and with a Year 12 Certificate. Please note that if you are looking at any of these industries it is important that you have Maths as part of your study package.

- . Automotive
- . Electrical
- . Building & Construction / Carpentry
- . Plumbing
- . Metal Engineering / Fabrication
- . Plastering
- . Tiling

What you can do to increase your chances of an ASBA in the areas outlined above (we can assist students in our area to prepare resume's, cover letters, emails and create their profiles in our careers area, we can also give students a pack to give employers about the ASBA process).

- . Have a resume and a cover letter
- . Upload these onto Sarina Russo and MEGT websites and create a profile
- . Email your resume and a cover letter to 1300 apprentices
- . Do work experience in the area (be prepared to do multiple placements - increases your chances and allows you to increase your network of contacts)
- . Have your white card and asbestos awareness qualifications
- . Contact employers and give them information on the advantages of taking on an ASBA student
- . Reach out to your network and contacts
- . Be proactive

#### IMPORTANT INFORMATION ABOUT ASBA's

- . It is the employer / host employer that pays the students wage - not the school, so they need to be agreeable to taking the student on as their employee.
- . Please understand that we do our very best to source ASBA positions for all of our students.
- . Our students are competing with other Year 11 & 12 students for ASBA positions across the ACT.
- . An ASBA involves 1-2 days in the workplace plus completing the theoretical component of the qualification - this may be via CIT or another external provider. We reduce students subject loads at school in order to accommodate the ASBA.
- . An ASBA counts as a course area and generate points towards the Year 12 Certificate.

#### Current Opportunity - Build a Career with REECE

Reece and Murray Mallee Training Company Ltd have developed an Australian School based Apprenticeship Program (ASBA) offering exciting employment, training and career opportunities for students in Year 11. This national program, which is also promoted and supported by State and Commonwealth Governments, provides the opportunity for students to combine their studies with part time work at local Reece stores. Visit the website to search and apply for a position in your area: <http://www.reece.com.au/careers/asba>

We are looking for students to apply for the following ASBA Positions

Certificate II Pharmacy @ Hawker Pharmacy (Would suit student with an interest in Allied Health)

Certificate II Hairdressing @ Salon Nouveau (Civic)

Both opportunities are paid positions and can count as one of your course areas. They also contribute points towards your year 12 certificate

See Chontel or Robyn in Careers ASAP if interested in either of these positions

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## Training Courses

### Whitecard & Asbestos

- Both of these training programs took place on Thursday / Friday Week 3. This was widely advertised in MI group notices, through Auto, Furniture, Electronics and Metal Engineering Classes and also on our Careers Google Classrooms page.
- If you missed out and need these qualifications for WEX or an ASBA, there is another training course for both these qualifications happening at Melba Copland Secondary School in Week 10. Please see Chontel or Robyn ASAP if you need to be added to this list.
- We will not be running another course at Hawker College until Term 3.
- Cost of these courses are \$75 each or \$140 if completing both. This need to be paid prior to undertaking the training.



### RSA

- Responsible Service of Alcohol Course will be happening in Term 2. The date for this training will be confirmed in the next Careers Newsletter
- If you are interested please pop your name on the sign up sheet outside of the Careers Office

(if you didn't register your interest during O week). We will also need your USI number. If you haven't yet set one up you can do this by visiting [www.usi.gov.au](http://www.usi.gov.au) Please note you will need a medicare card, drivers license / learner permit, birth certificate or passport in order to set this up (only one of these forms needed).

- Please ensure you give your USI number to Robyn or Chontel in Careers to add to our system as well.
- Cost is \$65 to complete the RSA Course.

#### First Aid

- We had over 40 students sign up during O week to complete their First Aid Certificate.
- We will need to run 2 courses. One will occur at the end of Term 1 in Week 20 and the other in Term 4 in Week 18.
- The 2 course dates will be confirmed in the next Careers Newsletter.

## Careers Excursions

### Careers Excursions - Term 1

#### ANU - Humanities, Arts and Social Sciences Showcase

- Thursday 6th April 2017 10am-3pm
- Sign up sheet located outside of careers. There are only 24 spaces available.

Sessions include:

English	Linguistics
Politics	Studying Criminology and Sociology
Secret History of Canberra	International Relations
Philosophy: Harming Some to Save Others	Introduction to Anthropology
Classics Museum Tour	School of Music Tour and Presentation
Studying European Languages	Digital Humanities
Demography	Arab and Islamic Studies – An Overview
The Eighties: The Decade that Changed Australia	The Rise of K-Pop and Related Developments in East Asian Pop Culture
Monolingualism is Curable: Languages are for Life	School of Art and Design Tour and Presentation

#### Defence

Tuesday 28th March 2017 8:20am-12:30pm

- Excursion will include ADFA/UNSW/RMC tour and lunch in the mess
- Sign up sheet located outside of careers. There are only 24 spaces available.



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## CIT (Canberra Institute of Technology)

Did You Know that you can include CIT studies towards your Year 12 Certificate?

We have a number of students at Hawker College that are currently at CIT 1 day a week or 1-2 evenings a week in a part time study program? Some of these courses include Fitness, Animal Care, Events and Travel. If you do enough hours at CIT in your chosen course over the time you are at college you can achieve an E course minor / major (which can count as one of your course areas on your Year 12 certificate). This is a different course type but is similar to a student completing an A course or a C course. Students are engaging in CIT programs to get a head start in a course of interest and also to improve their employment prospects post school. If you are interested in finding out more information about E courses please pop in and see us in the Careers Area.

### Excursion to CIT in Term 2

We are currently in the process of organising a Careers Excursion to CIT. If you would like to find out more about your options and the variety of courses and pathways that CIT has to offer please pop your name up on the sign up sheet outside of the Careers Office. Please ensure that you include the areas you would like to find out more about.

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## Full-Time Apprenticeships/Traineeships

Are you looking at starting a full time apprenticeship/traineeship post school?

If your answer is yes, you need to start preparing now. Most positions for school leavers are advertised towards the end of Term 3 - you need to be ready so you don't miss opportunities. How prepared are you?

- Have you completed work experience in the area you wish to pursue an apprenticeship / traineeship in? I would suggest completing at least 2 placements in your desired area (will increase your contact network as well as demonstrate commitment and enthusiasm for the area)
- Do you have an up to date resume?
- Do you know how to put together a cover letter?
- Are you familiar with the different type of applications there may be? Some will be contacting the employer directly, others will be through an apprenticeship centre or apprenticeship network provider where you may need to create a profile and upload your resume?
- Do you require any other qualifications e.g.: white card / asbestos awareness, license, first aid, RSA, Working with Vulnerable People Card etc. Do your research - what is required from you?

If you have answered no or don't know the answers to any of the above questions please visit us in the Careers Area so that we can support you. We are also interested to hear from students looking at exiting mid year (because they have fulfilled the requirements of their year 12 certificate and are keen to start the next chapter). Please come and see us if this is you! We are sent full time opportunities on a regular basis so we want to ensure that this information is passed onto you.

### The Difference between a Traineeship & an Apprenticeship

This Victorian Government website explains the fundamental differences between traineeships and apprenticeships.

<http://www.education.vic.gov.au/training/learners/apprentices/pages/difference.aspx>

### Skills One

Skills one is a video platform with over 1500 short video stories about getting a trade or skill. Videos are intended for career counselors, parents and students. Check it out by visiting the website:

<http://skillsone.com.au>

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## Defence Force

### Defence Force

Information Session coming up:

14th March - Gap Year 2018 Information Session - 6:00pm  
20th March - Women in Defence Q & A Session - 6:00pm  
21st March - Defence Careers Information Session - 6:00pm  
28th March - Trades Careers Information Session - 6:00pm

All sessions are held at Defence Force Recruiting located in CIVIC. For further information and location details please visit: <http://www.defencejobs.gov.au/events/>

## ADFA/UNSW

It is recommended that students looking to study at ADFA / UNSW need to start recruitment process in Year 11 starting with booking a YOU Session at Defence Force Recruiting. This is the first step of the recruitment process. After this initial session students will be booked in for aptitude testing. The purpose of this testing is to identify the roles that students are most suited for. The other steps that follow this are the interview, medical testing and a psychologist assessment. To book a YOU session you can either call or complete an online enquiry form <http://www.defencejobs.gov.au/recruitment-centre/contact-us/>

In order to study at ADFA as a defence force recruit you need to also receive an offer from ADFA / UNSW. The ATAR requirements for this vary from 75-85 depending on the degree. For further information about degrees and the jobs that align with these areas of study visit <http://www.defence.gov.au/ADFA/Docs/LinksResources2016/160729-Publication-ADFA-Study-Guide.pdf>

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## University News

### University News

#### Country Education Foundation Uni Survival Guide

The Survival Guide provides information on accommodation, part-time work, health services and finding textbooks.

<https://cef.org.au/university-survival-guide-2016/>

#### Quality Indicators for Learning and Teaching (QILT)

This website helps prospective university students make informed choices about their future. QILT provides students with a broad range of information about Australian universities including graduate job prospects and student satisfaction and retention rates.

<https://www.qilt.edu.au/>

### NSW Universities

Charles Sturt University Online

CSU offers courses online for those unable to attend face-to-face classes.

<https://futurestudents.csu.edu.au/csu-online>

#### Meet Melbourne Albury

26th April 2016 Albury Entertainment Centre

This event run by The University of Melbourne is targeted at prospective students and their families.

For further information, contact: Lois Carlton at [lcarlton@unimelb.edu.au](mailto:lcarlton@unimelb.edu.au)

[https://futurestudents.unimelb.edu.au/explore/events/victoria\\_and\\_interstate/interstate/nsw/albury](https://futurestudents.unimelb.edu.au/explore/events/victoria_and_interstate/interstate/nsw/albury)

#### UNSW Year 12 Medicine Information Evening

23rd March, 6:30 – 8:30pm

During the evening, information will be provided on the UNSW Medicine degree, regarding application, admissions and tips for the UMAT exam

<https://www.futurestudents.unsw.edu.au/year-12-medicine-information-evening>

#### UNSW Science & Engineering Student Parent Evening

21st March, 5:30 – 8:30pm

The evening will provide information on the degrees offered in Science and Engineering. It is directed at prospective students and their parents. Attendees will be able to speak one-on-one to academic staff about the degrees and also life on campus.

<https://www.futurestudents.unsw.edu.au/unsw-science-engineering-student-parent-evening>

#### University of New England: Open Day

5th May 2016

The open day allows prospective students to see the academic, cultural, sporting and residential aspects of the university. There will be the opportunity to explore degree options, meet lecturers and see entertainment and demonstrations.

<https://www.une.edu.au/info-for/for-high-schools/open-day-schools>

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## Pathways to University

There are many pathways to University. It doesn't always need to be a T package. Many universities of across Australia have their own preparation programs. In the ACT we have the following pathways

#### University of Canberra

UC Connect

Diploma Programs

UC Start

ANU

Diploma Programs

Will also accept results from UC connect as long as minimum ATAR requirements for ANU are met.

ACU

Diploma Programs

CIT

Completing a Diploma Program at CIT will generate an ATAR equivalent of 81 which can be used for entry into university. Some Universities will also accepted CERT IV and CERT III program completions for specific degrees. There are also a range of CIT Diploma programs that will provide credit and entry into 2nd year University studies.

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## ATAR Estimates

ATAR estimates have been available to all Year 12 students from Week 1 this term. If you have not yet visited the careers office to receive yours - please do so as soon as possible.

Those students who have current estimates under 60 have been contacted to discuss alternative pathways to university or have had assistance to change subjects in order to maximise their strengths. Some students have also chosen to change their package as university is not the goal at this stage post school.

Year 12 students will receive their final estimates at the start of semester two. Year 11 ATAR estimates will also be available at this time and will be based on individual results from first semester.

It is important that students are in packages that suit them as individuals, where they have the opportunity to experience success and are most motivated to learn. A T package is not the only way to access post school study options.

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## Private Institutions

Academy of Interactive Entertainment Events

Industry Experience Day

Canberra - 19th April, 14th July, 27th September

<http://www.aie.edu.au/ied>

Open Day 20th May

<http://www.aie.edu.au/openday>

Online Experience Day 27th May, 11am to 4pm AEST

<http://www.aie.edu.au/oed>

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## Gap Year Information

### AFS Online Information Sessions

Find out whether going on exchange or hosting an exchange student with AFS is right for you and your family at an Open Day. AFS has offices in Canberra, Castle Hill, Central Coast, Hornsby, Newcastle, Sydney CBD and Wollongong. For those unable to attend in person AFS runs online information sessions at the following times:

- Wednesday 15th March at 5pm
- Wednesday 22th March at 8pm
- Wednesday 29th March at 5pm

<http://www.afs.org.au/news-and-events/open-days>

### Go Overseas

Go Overseas is a website that allows you to find and compare overseas programs. Every organization and program has been reviewed by students who have participated in that program. There are also over 300 articles on travel available as well as customized country guides.

<http://www.gooverseas.com/>

### The Leap

The Leap is a gap year organisation from the UK that offers young people the opportunity to experience a variety of programs in unique locations around the world. Find out more at:

<http://theleap.co.uk/>

### The Leap

There are numerous scholarships open to Australian students. These are selected on the basis of cultural awareness, community involvement and consistent academic achievement.

<http://www.afs.org.au/scholarships/public-scholarships/>

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## Resources

### Australian Taxation Office: Tax File Number

A tax file number is a unique nine-digit number issued to individuals and organisations to help administer tax and other Australian Government systems. Students need a TFN before they can

start any type of paid work.

For information on how to apply visit: <https://www.ato.gov.au/individuals/tax-file-number/>

### TAFE Career Quiz

The quiz uses brief multiple choice questions to determine prominent characteristics and then which career paths suit these.

<https://www.tafensw.edu.au/careers/career-quiz>

### A strategy to help you finish your assignments

The situation is this: you need to finish an assignment but you just can't find the energy to get started. So what do you do? Follow this link to find out more:

<http://learningfundamentals.com.au/blog/the-everest-philosophy-a-strategy-to-help-you-finish-projects-and-assignments-when-youre-sick-and-tired-of-them/>

### Australia's Science Channel: Ultimate Careers

Ultimate Careers is a resource from Australia's Science Channel, providing information about careers of the future that involve science and technology. They have a magazine and an app, with a video and podcast channel coming soon.

<http://uc.australiascience.tv/>

### Experts predict jobs of the future

<http://this.deakin.edu.au/careers/experts-predict-the-jobs-of-the-future>

### Free 28 page booklet on Urban and Rural Surveying careers

Get your free copy of Urban or Rural Surveying Careers outlining profiles of young through to experienced Surveyors working throughout NSW. These comprehensive booklets are designed to help inspire young people to consider surveying careers and are customised to either urban or rural audiences. For your booklet and other resources, visit <http://www.alifewithoutlimits.com.au/free-resources-nsw/>

### Think Education Surviving Year 12 eBook

Think Education have produced a free eBook with tips on how to master your final year of school.

<http://beyou.think.edu.au/surviving-year-12>

### Skills Road: Job Interviews 101 Checklist

This resource provides tips on job interviews and helpful ways to prepare.

<http://www.skillsroad.com.au/news-events/news/all-news/november-2014/job-interviews-101>



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