

Youth Pathways Network :

CAREERS
RESOURCE
BOOK



INTRODUCTION

Youth Pathways Network (YPN) is an informal voluntary group made up of friends who want to reduce youth unemployment in Western Sydney.

This mission is achieved by inspiring and supporting Western Sydney youth to broaden their career horizon and achieve their professional goals.

This book (*contributed by David Saliba and Lana McGlinn*) is a free resource providing career, study and life guidance for high school students. This guidance stems from the lessons and experiences learnt by YPN volunteers when they finished high school and embarked on their respective career paths.



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BOOK A FREE SCHOOL ON-SITE SESSION

YPN offer a variety of free school on-site sessions (1 to 2 hours) to assist students with their final years of high school and beyond

CAREER ESSENTIALS

(covers the following):

- Tertiary study
- Volunteering
- Scholarships
- Life after high school
- Career/industry snapshots
- Apprenticeships and traineeships
- Alternative pathways to university study
- Running your own business
- Overcoming failure
- Employability skills
- Questions and answers
- Rights and responsibilities in the workplace

OTHER SESSIONS

LEADERSHIP, MANAGEMENT AND TEAMWORK

COVER LETTER AND CV DRAFTING

JOB INTERVIEW SKILLS

COMMUNICATION SKILLS FOR THE WORKPLACE

SPEAKER PERSONAL STORY/CAREER JOURNEY WITH INSPIRATIONAL FOCUS

OTHER TAILORED PROGRAMS

To book a session at your school, please contact YPN at

TEAM@YOUTHPATHWAYSNETWORK.COM.AU

DO YOU NEED A HAND?



Like, share and **contact** [YPN](#) on Facebook for free advice and information about:

- Job interview tips
- Career advice
- Volunteering opportunities
- Job vacancies
- Alternative pathways to university study
- Industry insights
- CV drafting and advice
- Life guidance
- Scholarship application advice
- Work experience opportunities
- HSC subject selection and study tips
- Review of job applications
- Cover letter drafting and advice
- Other advice



WWW.FACEBOOK.COM/YOUTHPATHWAYSNETWORK

DO YOU HAVE A CAREER PLAN?

Most students don't know what they want to do after high school. It's natural to be unsure, but it's important to remember that you have choices. Whether planned or unplanned, life will always propel you in a forward direction.

You'll find that as your life experience broadens, you'll develop new interests helping you figure out your career ambitions. This process may also involve you changing careers frequently.

Every day is a new opportunity. Some opportunities will present themselves while others require you to chase them. Do your research, be flexible and embrace change.



REGRETS MOST PEOPLE HAVE TOWARDS THE END OF THEIR LIVES

5



Source: Susie Steiner (1 February 2012), "Top five regrets of the dying", *The Guardian*

THE FEAR OF FAILURE AND ITS PARALYSING EFFECT

You will never reach your full potential if you are afraid to fail. Whether in a professional or social context, a fear of failure will prevent you from taking action to pursue a goal. This can include:

- Not selecting HSC subjects due to their perceived difficulty
- Not pursuing a career path due to the hard work involved
- Not leaving a career for a better opportunity due to your current job security
- Not starting a business due to the financial risk

It's true that each goal has a risk of failure. You can reduce that risk by identifying and reducing the likelihood and impact of that failure (e.g. develop a study plan to prevent poor performance in a HSC subject).

Only you can control your path in life so pursue your goals and live without the regret of failing to try. Even if you do fail, learn from it and set yourself up for future success.



YOUR CAREER



ENDLESS POSSIBILITIES

It's important to be flexible as the future may unlock other careers that don't exist yet -
for more details visit:

www.myfuture.edu.au

www.education.gov.au/job-guide

TYPES OF INTELLIGENCE

The Theory of Multiple Intelligences differentiates intelligence into specific “modalities” rather than a single general ability

WHERE DO YOU FIT?

- **VERBAL - LINGUISTIC**
(words and language)
- **LOGICAL - MATHEMATICAL**
(logic abstractions, reasoning and numbers)
- **VISUAL - SPATIAL**
(visualise with the mind and spatial judgement)
- **BODILY - KINAESTHETIC**
(control of one's bodily motions - handle objects)
- **MUSICAL - RHYTHMIC AND HARMONIC**
(sounds, rhythms, tones and music)
- **INTERPERSONAL**
(sensitivity to other's feelings and work as part of a group)
- **INTRAPERSONAL**
(introspective and self-reflective - understanding of yourself)
- **NATURALISTIC**
(understanding of your natural surrounding and the world)

Source: Howard Gardner (1983), “Frames of Mind: The Theory of Multiple Intelligences” and related works

SUPPORT

Many people and resources can help you understand more about a particular career, the qualifications needed and the day-to-day responsibilities involved

ONLINE AND HARD COPY RESOURCES

(e.g. Google those jobs on the internet, company websites, careers guide etc.)

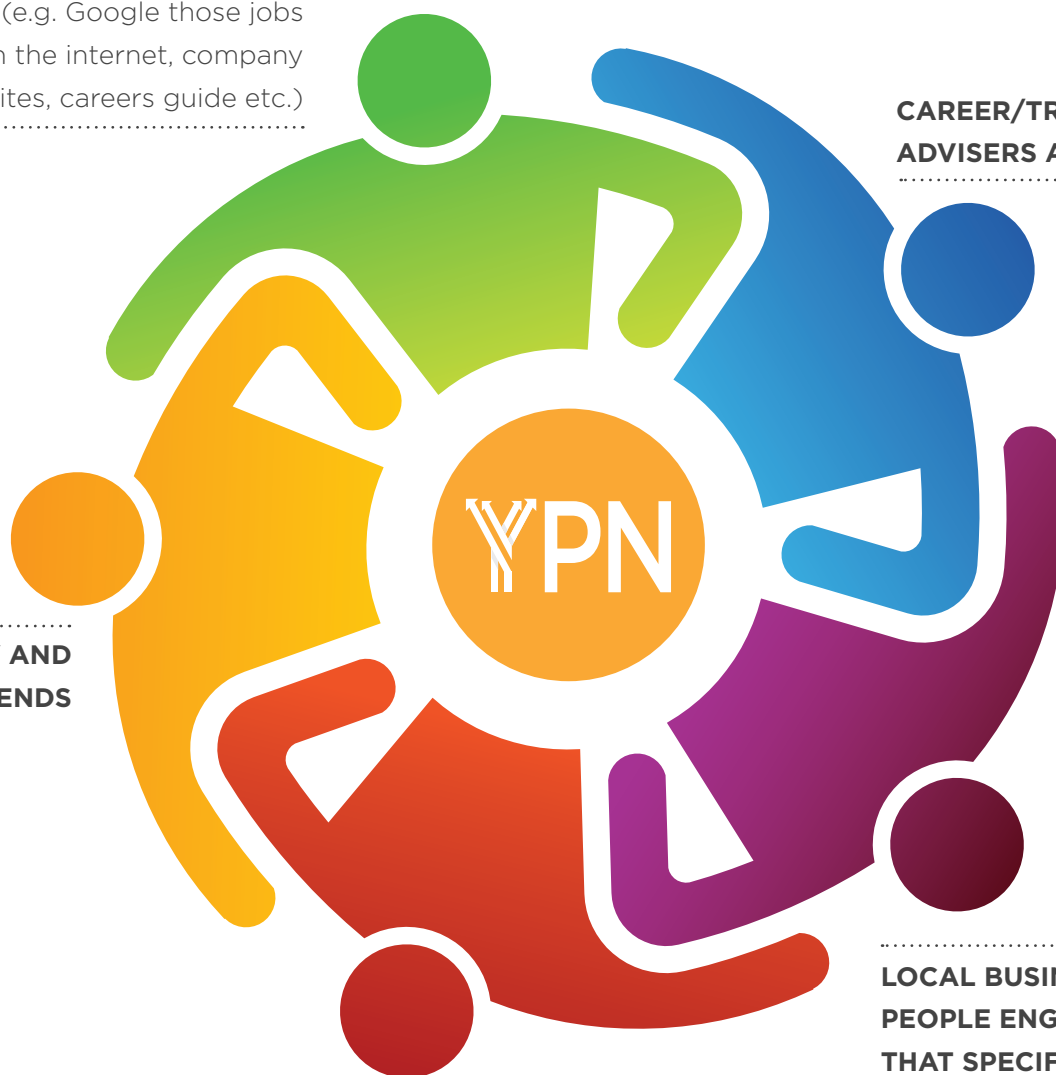
CAREER/TRANSITION ADVISERS AND TEACHERS

FAMILY AND FRIENDS

UNIVERSITY AND TERTIARY EDUCATION PROVIDERS

(especially during their Open Days)

LOCAL BUSINESSES AND PEOPLE ENGAGED IN THAT SPECIFIC CAREER



YOUR WELLBEING

Study, work and figuring out what you want to do leads to varying levels of stress. To beat stress, don't be afraid to ask for help.

Apart from your family, friends and teachers; here is a list of other support services that can help boost your general wellbeing and enable you to take on the challenges life throws at you:



WWW.HEADSPACE.ORG.AU



WWW.KIDSHELPLINE.COM.AU



WWW.YOUTHBYONDBLUE.COM



WWW.REACHOUT.COM



WWW.MAKEHEALTHYNORMAL.NSW.GOV.AU

WHY IS HSC SUBJECT SELECTION IMPORTANT?

The HSC shapes (not determines) your professional path after high school. Whether you plan to study and/or work, picking the right HSC subjects helps make that choice easier. Some points about HSC subject selection to consider include:

- Studying certain subjects gives you the academic/technical foundation to pursue the career you want after high school (*studying HSC Mathematics will help you succeed in a business/engineering/science degree at university*)
- Choosing the subjects you enjoy leads to better academic results (*you will likely understand the topic and study more as you have a genuine interest*)
- Subjects you choose will shape your personality and career direction (*people who study hands-on vocational education and training curriculum framework subjects [e.g. construction, automotive etc.] gain confidence in that area and will be influenced to work in a trade/with their hands*)

YOU ONLY DO THE HSC ONCE SO TAKE THE TIME TO PICK THE SUBJECTS THAT ARE BEST FOR YOU



STEPS TO HELP YOU CHOOSE YOUR HSC SUBJECTS

WRITE DOWN A LIST OF YOUR HOBBIES AND INTERESTS



WRITE DOWN A LIST OF CAREERS YOU WANT TO PURSUE AFTER HIGH SCHOOL

(ideally, your hobbies and interests link with these careers)



WRITE DOWN A LIST OF THE TERTIARY COURSES YOU NEED FOR THESE CAREERS

(visit www.myfuture.edu.au for help)



WRITE DOWN A LIST OF THE HSC SUBJECTS YOU ARE INTERESTED IN



**RANK THESE HSC SUBJECTS ON HOW THEY BEST LINK WITH YOUR
INTERESTED CAREERS AND TERTIARY STUDY REQUIREMENTS**



WRITE DOWN YOUR FINAL LIST OF HSC SUBJECTS

OPTIONS AFTER HIGH SCHOOL

1. TAKE A BREAK

TRAVEL

- Great way to learn more about yourself (gives you a fresh perspective on life)
- Meet new people and learn about their experiences

THINK ABOUT WHAT YOU WANT TO DO IN LIFE

- Relax and enjoy the present
- Don't rush into any choices



2. WORK

CASUAL/ PART-TIME

- Great way to build your CV for a better job and/or full-time work
- Ideal to combine with study

FULL-TIME

- It will be difficult to get a full-time job immediately after high school
- Apprenticeships or traineeships are a good option
- You may need to work casual/part-time and/or volunteer first to build your CV

START YOUR OWN BUSINESS

- Difficult but possible
- You may need to save some money to invest into the business
- It's preferred you get work experience first to understand how businesses work
- Great earning potential but high level of financial risk

TO MAXIMISE YOUR CHANCES OF SUCCESS, IT'S IMPORTANT TO START WORKING AS SOON AS POSSIBLE, EVEN IN HIGH SCHOOL (e.g. McDonalds)



OPTIONS AFTER HIGH SCHOOL

3. STUDY

OPTIONS INCLUDE PART-TIME/FULL-TIME, FACE-TO-FACE, ONLINE/DISTANCE AND OFF-SITE/INTERNSHIP TRAINING

- University
- Technical and Further Education (TAFE)
- NSW Police Force, Fire and Rescue NSW or other government agency (these organisations may pay you a salary or provide a scholarship while training/ studying)
- Other RTOs (e.g. private education institutions)

STUDY IS USUALLY EXPENSIVE AND CAN TAKE YEARS TO COMPLETE - ENSURE YOU RESEARCH A PROSPECTIVE STUDY OPTION BEFORE ENROLLING

- Visit www.studyassist.gov.au for further details on government assistance for financing tertiary studies

4. VOLUNTEER

GREAT WAY TO BUILD YOUR CV AND LEARN NEW SKILLS

GIVE BACK TO THE COMMUNITY



5. A COMBINATION OF THE ABOVE OPTIONS

WORKING OUT WHAT'S IMPORTANT TO YOU

MONEY

- The importance of money depends on the stage of life you are in (e.g. still at school with no debt, studying full-time, single, married with children etc.)
- Certain careers attract higher salaries than others
- Salaries are determined by job training/studying requirements, unique skills and expected working hours (the more you earn, the more you work)
- If you want to earn a lot of money, you may need to start your own business (remember risks vs. rewards)
- Don't dismiss passive income (e.g. investments, owning property etc.)

WORK/LIFE BALANCE

- You work to live not live to work
- A standard full-time working week is 38 hours, Monday-Friday
- Certain jobs will require you to work more than 60 hours a week (including weekends)
- Certain jobs (e.g. doctors/nurses, police, fire and rescue etc.) are shift-work based (overnight, weekends and public holidays)
- Many young people work long hours to establish their careers:
 - Be careful of burnout and fatigue
 - Make time for family and friends

WORK LOCATION

- Certain jobs require you to travel/relocate to Sydney, NSW, interstate or overseas
- Find out where your job is located and likely work locations in the future
- To get promoted, you may need to relocate to different offices for professional development and/or to fill management roles:
 - If you work for a large company, you may be required to relocate interstate/overseas to different offices/business sites
 - If you work for the Federal Government, you may be required to relocate to Canberra and/or another state/territory

WORKING OUT WHAT'S IMPORTANT TO YOU

EDUCATION

- Every job requires you to train and maintain different skills (formal course and/or on-the-job training)
- Certain jobs require formal education and ongoing tertiary/formal study (e.g. solicitors, doctors, engineers, scientists etc.)

JOB REPUTATION

- Don't be persuaded by job reputation
- Every job has positive and negative aspects
- We all have different interests and perspectives (every job has the potential to make you happy and successful)

JOB SATISFACTION

- It's important to enjoy your job as you will most likely be working for the next 50 years
- If you enjoy work, you'll most likely be good at it, and if you're good at your job, you'll most likely be successful

everyone is different
and what's important
to you may change
over time

APPRENTICESHIPS AND TRAINEESHIPS

APPRENTICESHIP

- Paid full-time or part-time work with an employer learning a trade
- Usually 4 years full-time duration
- Combination of on-the-job and off-the-job training (e.g. TAFE)
- Can be commenced part-time at high school (from Year 10) while completing the HSC (school-based apprenticeship)
- Provides a nationally recognised qualification and a pathway to a rewarding career

Types: building, carpentry, plumbing, horticulture, landscaping, welding, automotive/mechanical, sheet-metal working, electrical, air-conditioning etc.

TRAINEESHIP

- Paid full-time or part-time employment based training in a non-trade related area
- Usually 1 year full-time duration
- Can be commenced part-time at high school (from Year 10) while completing the HSC (school-based traineeship)
- Provides a nationally recognised qualification and work experience leading to rewarding career options

Types: business/administration, finance, IT, community services, aviation, beauty, government, retail, electrotechnology, animal care etc.

For more information and opportunities
visit www.training.nsw.gov.au and www.sbatinnsw.info



REGISTERED TRAINING ORGANISATIONS

RTOs ARE TRAINING PROVIDERS REGISTERED BY THE AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA) TO DELIVER VOCATION EDUCATION TRAINING SERVICES

HERE ARE SOME POINTS TO CONSIDER:

RTOs (approximately 5,000 in Australia) include TAFE, private training providers and some industry associations and companies

RTOs offer nationally recognised certificates (I, II, III and IV), diplomas, advanced diplomas, vocational graduate certificates, vocational graduate diplomas and degrees

Discipline areas offered by RTOs include business, art, beauty, hospitality, community services, fitness/outdoor recreation, IT, children services etc.

RTO course tuition fees vary between courses and providers

Some RTO courses are eligible for government FEE-HELP student loans and government funded subsidies

Some RTOs have an adverse regulatory decision against them

A complete list of RTOs is located at **WWW.TRAINING.GOV.AU**

BE WARY OF SCAMMERS OFFERING FREE LAPTOPS, GIFTS AND CASH TO ENROL IN A COURSE
(for more information visit www.studyassist.gov.au)

Further details about RTOs and courses are located at www.myskills.gov.au and www.asqa.gov.au



Australian Government
Australian Skills Quality Authority

Source: ASQA and Commonwealth DET

UNIVERSITY

IT'S YOUR PERFORMANCE IN THE COURSE NOT THE UNIVERSITY YOU GO TO THAT'S IMPORTANT FOR SUCCESS

UNDERGRADUATE COURSE

(no prior university qualification is required to enrol)

COURSES:

DIPLOMA
(1 year full-time)

BACHELOR DEGREE
(3-4 years full-time)

HONOURS DEGREE
(embedded or an additional year full-time on top of a bachelor degree)

COMBINED BACHELOR DEGREE
(5-6 years full-time)

TUITION FEES:

Between \$6-11k per year for a Commonwealth supported place (which applies to all domestic undergraduate students unless enrolled as a full-fee paying student)

Completion of course usually leads to securing a graduate role in business, government, not-for-profit, education, emergency or another sector requiring a university qualification

Other expenses can include textbooks, equipment, stationary, laptop/software, photocopying, printing, student union fees, living expenses etc.

POSTGRADUATE COURSE

(usually a prior university qualification is required to enrol)

COURSES:

GRADUATE CERTIFICATE
(half year full-time)

GRADUATE DIPLOMA
(0.5-1 year full-time)

MASTER BY COURSEWORK
(1-2 years full-time)

MASTER BY RESEARCH
(1-2 years full-time)

PROFESSIONAL DOCTORATE
(3-4 years full-time)

DOCTOR OF PHILOSOPHY - PHD
(3-4 years full-time)

TUITION FEES:

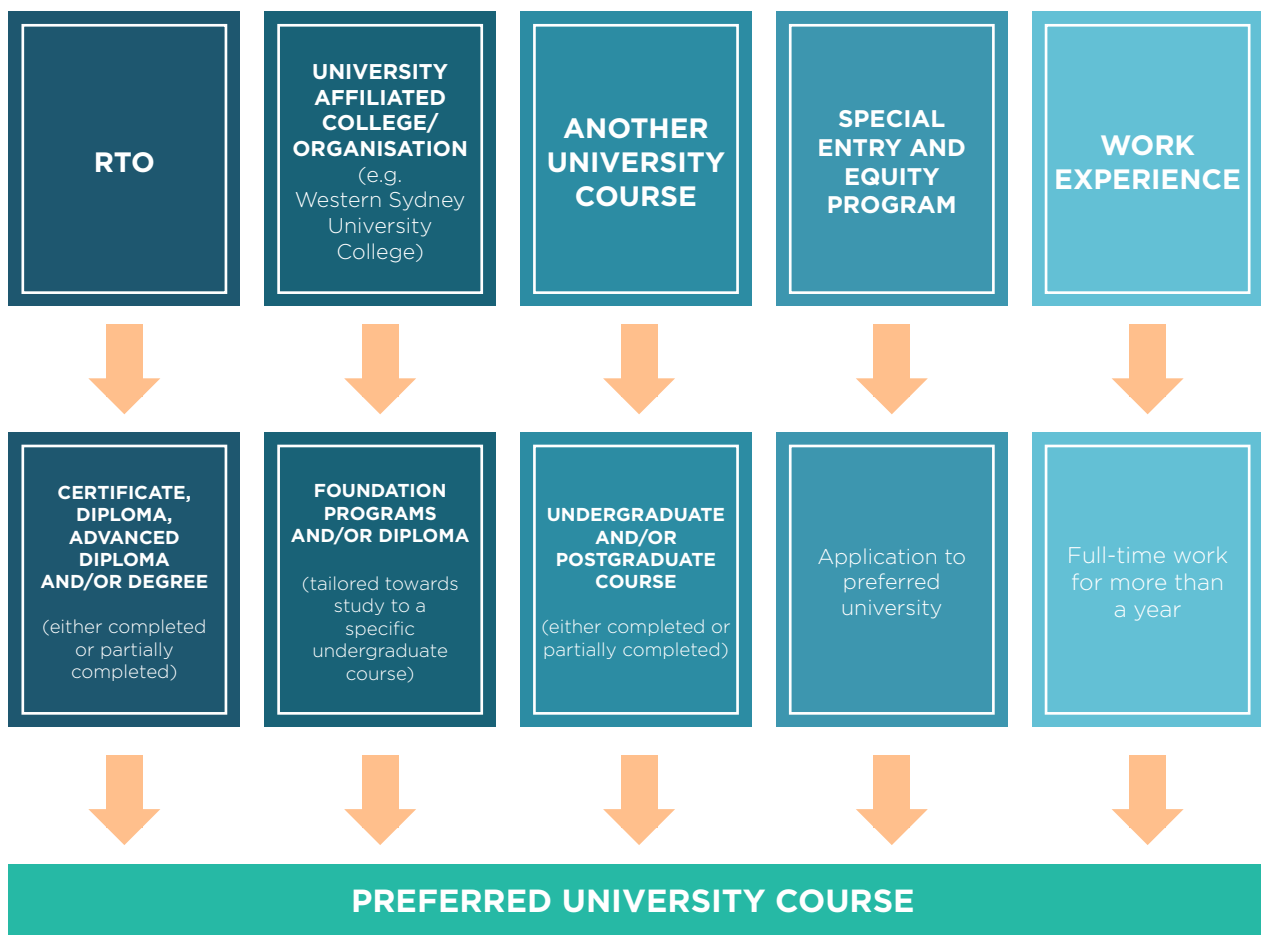
Domestic students enrolled in a research degree (PhD or master by research) are not liable for tuition fees while coursework degrees could cost more than \$30k per year

Completion of course usually leads to securing a promotion, a research position, a consultancy position or an academic position requiring a high level of expertise in a subject matter

For more information visit www.studyassist.gov.au, www.uac.edu.au and/or the university website

ALTERNATIVE PATHWAYS TO UNIVERSITY STUDY

The ATAR is relevant for entry into a specified university course. It's not the end of the world if you do not achieve the ATAR you desired. Here are some possible alternative pathways:



CHECK WITH THE UNIVERSITY FOR:

- Likelihood of admission
- Advanced standing (you may get credit for units in the university course for completing an alternative pathway)
- Other alternative pathways

These alternative pathways can be financially expensive so do your research to find out what's best for you

IT'S NOT ALL ABOUT THE UNIVERSITY DEGREE

YOU DON'T NEED TO GO TO UNIVERSITY TO BE SUCCESSFUL IN LIFE,
AND NOT EVERY JOB REQUIRES A FORMAL QUALIFICATION

CASE STUDIES:



- In 1994, completed the HSC at All Saints Catholic College, Casula
- Worked in marketing and sales for more than 10 years
- During that time, researched different business opportunities while saving money
- In 2004, started Results Laser Clinic with its first laser hair removal store in Parramatta
- Worked 10-12 hour days, 6-7 days a week building the company
- Results Laser Clinic currently operates 26 stores nationally and employs more than 120 staff

Paulina Habkhouk, Director, Results Laser Clinic



- In 2002, completed the HSC at Patrician Brothers College, Fairfield
- Spent 4 years completing an electrical apprenticeship (working 5-6 days while studying 1 day a week)
- After completing apprenticeship, entered into a partnership to open New Edge Group (electrical and air-conditioning specialists) in Wetherill Park
- After years of hard work, New Edge Group is currently one of Western Sydney's largest electrical and air-conditioning firms employing more than 50 staff

Christopher Romeo, Director, New Edge Group



- In 2003, completed the HSC at Prairiewood High School
- Spent 2 years completing a traineeship at Franklins Supermarket leading to a Diploma in Frontline Management
- Spent more than 10 years working at Franklins (later called IGA)
- During this time, managed different stores some with 80 staff members
- In 2010, joined the Army Reserve working part-time as a rifleman
- In 2016, joined Fire and Rescue NSW as a firefighter

Louis De Sousa, Firefighter, Fire and Rescue NSW

VOLUNTEERING

WHY VOLUNTEER?

- Build your CV
- Great for scholarship applications
- Develop professional skills
- Help others and the community
- Discover more about a career/industry
- Expand your professional and social network

VOLUNTEERING CATEGORIES (listed in www.volunteering.nsw.gov.au):

- Aboriginal communities
- Aged care
- Animal welfare
- Arts, culture and heritage
- Children
- Community and welfare
- Corporate
- Disabilities
- Education
- Environment and conservation
- Health
- Multicultural
- Parents and carers
- Police and emergency services
- Special events
- Sport and recreation
- Young people
- Women's services



VOLUNTEERING WEBSITES

THE FOLLOWING WEBSITES PROVIDE INFORMATION ABOUT VARIOUS
VOLUNTEERING OPPORTUNITIES, PROGRAMS AND AWARDS:



WWW.VOLUNTEERING.NSW.GOV.AU



WWW.VOLUNTEERING.COM.AU



WWW.VOLUNTEER.COM.AU



WWW.GOVOLUNTEER.COM.AU

HELPING OTHERS AND ENJOYING IT

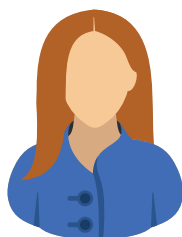
VOLUNTEERING GIVES YOU THE OPPORTUNITY TO HAVE FUN, BOOST YOUR CV AND HELP THE COMMUNITY

CASE STUDIES:



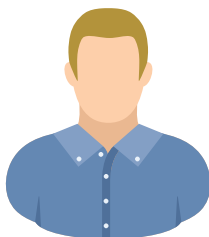
- In 2008, volunteered as a law clerk at Macquarie Legal Centre (community legal centre) in Merrylands
- Supported solicitors giving free legal advice to members of the public
- Assisted in the drafting of submissions on reform to the NSW Government regarding the Home Building Act 1989
- Great satisfaction helping others and the experience was invaluable for my future career as a Barrister

Jason Donnelly, Former Volunteer, Macquarie Legal Centre



- Joined the NSW Rural Fire Service at the age of 15
- Completed basic training focusing on fire theory, firefighting equipment, radio communication, first aid and other key skills
- Fought a variety of fires (e.g. bushfires, backyard burns, car fires, structural fires etc.)
- Felt great being part of a team and supported by the community
- The training and experience helped boost my CV (team member and leadership skills especially under stressful situations)

Lana McGlenn, Volunteer, NSW Rural Fire Service



- While at university, volunteered as a trainer at Fairfield Patrician Brothers Junior Rugby League Club
- Helped out at training sessions and matches
- All the running around the oval also improved my fitness
- Great satisfaction from mentoring kids and seeing them mature into young role models
- The experience gave me a chance to develop my leadership and communication skills, helping me in a professional context

David Saliba, Former Volunteer Trainer, Fairfield Patrician Brothers Junior Rugby League Club

SCHOLARSHIPS

Scholarships offer financial support to pursue a study endeavour (e.g. part/full tuition fees, living expenses etc.). There are hundreds of scholarships offered for study at university and other educational institutions. Types include:

- Equity
- Leadership
- Academic excellence
- Sport
- Other

APPLYING FOR SCHOLARSHIPS



DOWNLOAD

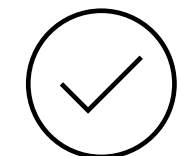
1. Download the information package (available from every educational institution or scholarship organisation website)

2. Ensure you meet the selection criteria (e.g. academic, community contribution etc.)

3. Complete the application - each scholarship application usually has a number of short response questions which may include:

- a. What is your greatest non-academic achievement?
- b. How have you contributed to the local community?
- c. Describe a situation where you exercised leadership skills?

- ☒ Volunteering is highly recommended as it enables you to strengthen your response to these types of questions
- ☒ Ensure you have appropriate referees and references to support your application (e.g. school principal, volunteer supervisor etc.)



4. Submit the application (you may be required to participate in an interview)

5. Scholarship offer and acceptance

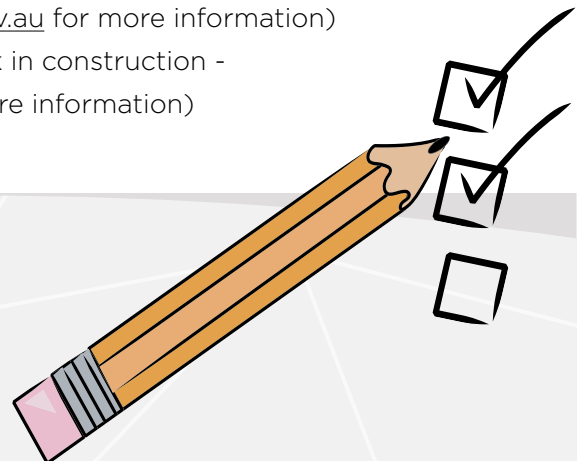
WHY YOU NEED TO START THINKING ABOUT GETTING A JOB NOW

- Youth unemployment is higher in Western Sydney than most other regions in Australia
- For each job you apply for, you could be competing against many other applicants who are older, more experienced and have more tertiary qualifications than you
- Employers are not looking for a good candidate but the best candidate
- To be the best candidate, you need education, job and voluntary experience (this will take time to acquire)
- Getting job experience now will enable you to:
 - Build your CV
 - Earn money
 - Learn new skills and/or enhance existing ones
 - Develop a professional network
 - Make new friends
 - Figure out whether the job/industry is right for you



WHAT YOU NEED TO DO BEFORE LOOKING FOR A JOB

- **SET REALISTIC GOALS BASED ON SKILLS AND EXPERIENCE**
- **GET A TAX FILE NUMBER** (visit www.ato.gov.au for more information)
- **ENSURE YOU MEET MINIMUM WORKING AGE REQUIREMENTS** (in NSW, there is no age set for when you can start work though you must be at least 15 years old if working during school times - for more information visit www.fairwork.gov.au)
- **ENSURE YOU HAVE PHOTO ID** (e.g. passport, licence etc.)
- **ENSURE YOU HAVE PROOF THAT YOU'RE ENTITLED TO WORK IN AUSTRALIA**
(Australian citizen, Australian permanent resident, New Zealand citizen entering Australia on a valid passport or a non-Australian citizen with a valid visa providing working rights - for more information visit the "eligibility and right to work in Australia" section of www.dhs.vic.gov.au)
- **ENSURE YOUR SOCIAL MEDIA/ONLINE PRESENCE IS APPROPRIATE** (employers may check your profile/s to see if you're a suitable person)
- **PREPARE A COVER LETTER AND CV**
- **OBTAIN OTHER DESIRABLE QUALIFICATIONS:**
 - First aid certificate
 - Driver's licence
 - Working with children check (for people who work or volunteer in child-related work - visit www.kidsguardian.nsw.gov.au for more information)
 - White card (for those wanting to work in construction - visit www.safework.nsw.gov.au for more information)



EMPLOYABILITY SKILLS

Employability skills enable you to succeed in the labour market. These skills are transferable amongst different jobs and are sought after by employers. These skills include:

COMMUNICATION

(communicating with others through oral, written and/or non-verbal communication)

PROBLEM SOLVING

(finding solutions when faced with difficulties and/or setbacks)

INITIATIVE AND ENTERPRISE

(thinking creatively to do things better)

PLANNING AND ORGANISING

(working out what needs to get done, when to do it and how to do it)

SELF-MANAGEMENT

(staying on top of your work)

LEARNING

(understanding new things)

TECHNOLOGY

(being able to use technology such as computers/machinery)

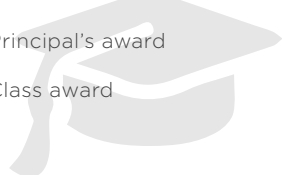
TEAMWORK

(working with other people to achieve results)

IDENTIFYING YOUR SKILLS AND EXPERIENCE

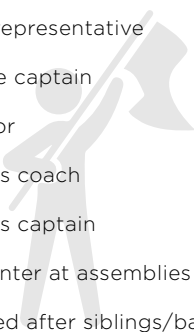
ACADEMIC EXCELLENCE

- ☐ Participation in academic competitions
- ☐ Academic award of excellence
- ☐ Principal's award
- ☐ Class award



LEADERSHIP

- ☐ School captain or vice captain
- ☐ SRC representative
- ☐ House captain
- ☐ Mentor
- ☐ Sports coach
- ☐ Sports captain
- ☐ Presenter at assemblies
- ☐ Looked after siblings/babysitting



PUBLIC SPEAKING/ PERFORMING ARTS

- ☐ Drama/dance/musical performance
- ☐ Choir
- ☐ Debating/public speaking
- ☐ Art competition/display
- ☐ Photographer for school events



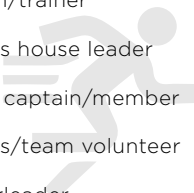
SCHOOL AND LIFE SERVICE

- ☐ Duke of Edinburgh International Award
- ☐ Community/school volunteer
- ☐ Library monitor
- ☐ Fundraising committee
- ☐ Other volunteer



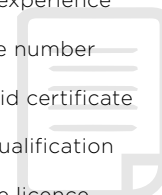
SPORTS

- ☐ Sports carnivals
- ☐ School/zone/state representation
- ☐ Coach/trainer
- ☐ Sports house leader
- ☐ Team captain/member
- ☐ Sports/team volunteer
- ☐ Cheerleader
- ☐ Mascot



CAREER DEVELOPMENT

- ☐ Cover letter and CV
- ☐ Volunteer experience
- ☐ Work experience
- ☐ Tax file number
- ☐ First aid certificate
- ☐ VET qualification
- ☐ Vehicle licence
- ☐ Trade qualification
- ☐ Forklift licence



Source: designed by Mary Reid, Cecil Hills High School

STEPS TO GETTING A JOB

1. DISCOVER VACANCIES

- **ONLINE**

- Job vacancy websites
- Apps (e.g. Youth StepUp, Seek, CareerOne etc.)
- The 'careers section' of the organisation's website
- LinkedIn organisation profile
- Employment agencies

- **COLD CALLING/APPROACHING THE ORGANISATION DIRECTLY AND ASKING THEM FOR OPPORTUNITIES**

- **UTILISING NETWORKS**

- Friends – does your friend have a job? Can they ask if there is a position for you?
- Family – can you get work experience at a family business?
- School careers/transition advisors
- YPN

- **WORK EXPERIENCE**

- At the end of your work experience placement ask the employer if there are any permanent opportunities
- Have you previously completed work experience? You can go back and ask about a position

2. SUBMIT APPLICATION (USUALLY A COVER LETTER AND CV)

- **IN PERSON**

- **THROUGH EMAIL**

- **OTHER** (e.g. company website, recruiter etc.)

3. PARTICIPATE IN A SELECTION PROCESS

(can involve one or more of following):

- Telephone interview
- Psychometric testing and/or assessment centre
- One-on-one interview
- Panel interview

4. JOB OFFER AND ACCEPTANCE!



JOB VACANCY SITES

WWW.SEEK.COM.AU

(general search provider for jobs in Australia)

WWW.CAREERONE.COM.AU

(general search provider for jobs in Australia)

WWW.IWORKFOR.NSW.GOV.AU

(all NSW Government roles e.g. health, education, justice, transport, finance, family and community etc.)

WWW.INDEED.COM.AU

(combines jobs from other job websites and lists them in the same place)

WWW.JOBSEARCH.GOV.AU

(a government funded website connecting jobseekers with employers and job service providers)

WWW.DEFENCEJOBS.GOV.AU

(job postings and descriptions for Army, Navy and Air Force)

WWW.GRADUATECAREERS.COM.AU

(the leading authority on graduate employment issues in Australia)

**MAKE SURE YOU CREATE A JOB PROFILE AND
SETUP AUTOMATIC EMAIL ALERTS**

YOUR COVER LETTER



A cover letter introduces you to an employer and provides them with a short preview of your CV

COVER LETTERS ARE:

- Included with your CV (unless told otherwise by job advertisement etc.)
- Drafted specifically for each job you're applying for
- Usually a page in length
- Addressed to the employer which includes:
 - A reference to the job you're applying for
 - An introduction
 - Explaining why you're applying for the job
 - Outlining your skills and experience
 - Explaining how you fit the job criteria
 - An invitation for the employer to read your CV and contact you

SAMPLE COVER LETTER

20 April 2016

Ms Maryanne Smith
Human Resources Manager
Johnstone Accounting Services
48 Hughes Street
Cabramatta NSW 2166

RE: Application for Administrative Assistant Role

*Reference to the job
you're applying for*

Dear Ms Smith,

I wish to submit my application for the position of **Administrative Assistant** at your firm.

Small business is the backbone of the Australian economy and I would like to play a **part in helping local businesses achieve their growth potential.**

*Introduction and why
you're applying for
the role*

Johnstone Accounting Services has a positive reputation within the local community and I understand that reputation flows towards the professional development opportunities available to its junior employees. I am **eager to learn and not afraid of hard work, which are the main reasons why I want to be part of your team.**

This commitment is reinforced by my working at McDonalds (Liverpool Westfield), volunteering at the NSW State Emergency Service and at a variety of other activities while completing the HSC at Fairfield High School and Certificate II in Business at TAFE. My experiences have led to the development of my customer service, general administration and communication skills (key criteria for the current role). In addition, I learnt the value of multi-tasking and time-management which further supplements my current application. Overall, I believe I have what it takes to be a valuable contributor and fit within your firm's positive culture.

*Your skills, experience
and how you fit the
job criteria*

Please find enclosed my curriculum vitae for your consideration. **I look forward to the opportunity to meet with you to discuss my application and can be contacted on email (davidjones@outlook.com) or mobile (0403 106 86X).**

*Inviting the employer
to read your CV and
contact you*

Yours sincerely,

David Jones

David Jones

YOUR CURRICULUM VITAE

A CV conveys what you can offer the employer and is usually in the following format:

- Personal details
- Formal education and qualifications
- Awards
- Professional experience
- Extra-curricular activities/volunteering
- Skills, hobbies and interests
- Referees

ISSUES TO CONSIDER:

- Be concise and relevant (don't waffle)
- Use a professional email address (don't use iwillrockyou@hotmail.com)
- Significant gaps in employment may suggest the applicant is not up to date with the industry
- Short periods of employment may suggest the applicant may have problems either committing to an employer or problems while in the job
- Unfavourable referees can be detrimental to your application as employers will call your referees to ask them about your work ethic, job performance and overall fit in the team
- Overqualified for the job (employers want applicants who want to stay in the job for the long-term: if you're overqualified for a job that may be adverse to your application)
- Broadcast a professional tone and ensure you are honest with your achievements

CURRICULUM VITAE (GOOD EXAMPLE CV)



Personal Details

Name: David Jones

Age: 17

Mobile: 0403 106 86X

Email: davidjones@outlook.com

Age included only if
you are under 18

Formal Education and Qualifications

Year	Qualification
2016	Certificate II in Business TAFE NSW - South Western Sydney Institute
2010 to 2015	Higher School Certificate Fairfield High School

The most recent date
is first for all lists

Awards

- Academic Excellence Award in HSC Business Studies (2015)
- Principal's Mentoring Award (2013 and 2014)

Shows the employer your
talent and work ethic

Professional Experience

Year: January 2014 to February 2016

Organisation: McDonalds Liverpool

Position: Crew Member (casual)

Duties:

- Customer service
- Food preparation
- Maintained hygiene compliance
- Trained/mentored junior employees
- Audited stock and cash flow
- Liaised with external stakeholders

Employers are looking for:

1. Evidence that you will
last in the job
2. Necessary
skills/experience

CURRICULUM VITAE

(GOOD EXAMPLE CV CONT.)



Extra-Curricular Activities/Volunteering

Year: June 2015 to present
Organisation: NSW State Emergency Service, Fairfield Unit
Position: Volunteer
Duties:

- Training in emergency management
- Provision of emergency service relief to Western Sydney

Volunteering shows the employer:

1. Commitment and reliability

2. Additional skills/experience

Year: March 2014
Event: Fairfield High School Fundraising Dinner for Sydney Children's Hospital
Position: Member of Organising Committee
Duties:

- Organised event as part of a team (raised a total of \$10k)
- Led a team of students to sell raffle tickets to guests (raised \$3k)

Skills, Hobbies and Interests

- Fluent in Arabic and English
- Computers/IT (proficient in Microsoft Office and related applications)
- Sport (played rugby league and soccer competitively)
- Outdoor orienteering/navigation
- Building replica model planes

Enables the employer to learn more about yourself outside a professional setting while highlighting your additional skills

Time/Shift Availability

- Monday to Thursday (2pm to close)
- Friday (open to close)
- Weekend (open to close)

Include this section only if applying for casual/part-time jobs

Referees

John Tan (academic) Teacher, Fairfield High School
johntan@det.nsw.edu.au
(02) 9756 474X

David James (professional) Manager, McDonalds Liverpool
david.james@mcdonalds.com.au
(02) 9685 914X

List 2 referees who:

1. Have observed you in a educational/ professional/ voluntary environment

2. Are willing to be contacted by the employer to discuss your suitability for the job

If you do not wish to list your referees in your CV, it is also acceptable to state "Available on request"

CURRICULUM VITAE (BAD EXAMPLE CV)



Personal Details

Name: David Jones

Age: 17

Mobile: 0403 106 86X

Email: djones_rockingtonight@hotmail.com

Inappropriate
email address

Formal Education and Qualifications

Fairfield High School

The level of education
and year attained is
not specified

Professional Experience

Organisation: McDonalds Liverpool

Omitting the duration of
employment, position and
duties make it harder for
the employer to determine
if you're suitable for the job

Extra-Curricular Activities/Volunteering

Volunteer at School

More information is
needed for the same
reasons discussed above

Skills, Hobbies and Interests

Partying

Going to my friend's house

Does not highlight any
additional skills relevant to
the job and mostly
inappropriate for your CV

Time/Shift Availability

Monday (3pm to close)

Employers need casual/
part-time staff who can
work a variety of shifts, so
only being able to work 1
shift per week makes your
CV less competitive

Referees

John Tan (02) 9756 474X

David James (02) 9685 914X

Omitting the position
of the referee and the
nature of how they know
you make it hard for the
employer to determine
whether they are a
relevant person to contact

SUBMITTING YOUR COVER LETTER AND CV

IN PERSON FOR AN ADVERTISED JOB

1. Dress professionally
2. Attend the organisation's office/store
3. Kindly ask to speak to the person in charge of recruitment (usually the contact person listed in the job advertisement). If they're not available or not listed in the advertisement, you could ask to speak to:
 - a. The manager/shift manager
 - b. The human resources manager
 - c. Another representative that you can talk to about the advertised job
4. Shake the manager's hand and introduce yourself
5. Inform the manager that you would like to apply for the position advertised and hand them your cover letter and CV
6. If you are applying for a casual/part-time job, inform the manager of your time availability to work (e.g. Monday-Friday, 4pm-midnight etc.)
7. Let the manager know that if you're successful, you will not let them down
8. Thank the manager for being considered for the job and depart the office/store

IN PERSON THROUGH A COLD APPROACH (NO ADVERTISED JOB)

1. Repeat steps 1-4 detailed in submitting cover letter and CV "In person for an advertised job"
2. Inform the manager that you're keen to be part of his/her team and kindly ask if you can submit your cover letter and CV with them to be considered if a vacancy arises
3. Repeat steps 6-8 detailed in submitting cover letter and CV "In person for an advertised job"



SUBMITTING YOUR COVER LETTER AND CV

ON THE PHONE FOR AN ADVERTISED JOB

1. Kindly ask to speak to the person in charge of recruitment (see step 3 for submitting cover letter and CV “In person for an advertised job”)
2. Introduce yourself
3. Inform the manager that you would like to apply for the position advertised
4. Ask the manager for their preference regarding the delivery of your cover letter and CV (e.g. email, in person etc.)
5. If you are applying for a casual/part-time job, inform the manager of your time availability to work
6. Let the manager know that if you’re successful, you will not let them down
7. If emailing your cover letter and CV, ensure you have:
 - a. Obtained the manager’s correct email address
 - b. An appropriate email address name for your email account
 - c. Attached your cover letter and CV in PDF version to the email with an appropriate title e.g. “David Jones - CL and CV”
 - d. Drafted an appropriate email title e.g. “David Jones - Application for Administrative Assistant Role”
 - e. Sent the email with an appropriate message thanking the manager for their help on the phone and considering your application
 - f. Checked the sent folder in your email account to confirm you sent the email and attachment
8. If submitting your CV in person:
 - a. Follow the steps detailed in submitting cover letter and CV “In person for an advertised job” with a focus on speaking to the manager you spoke to on the phone
 - b. If that manager is not available, follow steps 3-8 detailed in submitting cover letter and CV “In person for an advertised job” (also mention your telephone conversation)

ON THE PHONE THROUGH A COLD APPROACH (NO ADVERTISED JOB)

1. Repeat steps 1-2 detailed in submitting cover letter and CV “On the phone for an advertised job”
2. Inform the manager that you’re keen to be part of his/her team and kindly ask if you can send your cover letter and CV to them to be considered if a vacancy arises
3. Repeat steps 4-8 detailed in submitting cover letter and CV “On the phone for an advertised job”

WHEN SPEAKING TO THE MANAGER, BE PREPARED TO HAVE A MINI-INTERVIEW STRAIGHT AWAY

THE JOB INTERVIEW PROCESS

BEFORE THE INTERVIEW

- Research the employer:
 - Visit their website
 - Know the company's history
 - What they do ("about us" section of their website)
 - Their leadership structure
 - What they are looking for in an employee – do you know anyone who works there?
 - What does their website say about staff values?
- Know your cover letter and CV
- Practice common interview questions

DURING THE INTERVIEW

- Relax and be yourself - the interview is designed to enable the interviewer to get to know you and determine if you're the right person for the job
- Dress professionally and bring a spare copy of your cover letter and CV
- When meeting the interviewer, shake their hand, introduce yourself and thank them for meeting you
- Take a seat and answer their questions (between 15 minutes to an hour)
- In the end, the interviewer may ask if you have any questions. It is good to ask 2-3 questions such as:
 - What are your views as to the main qualities for the candidate to succeed in the role?
 - Do you foresee this position evolving in the long term?
 - What are the likely challenges facing the person in the role?
- At the conclusion of the interview, the interviewer will thank you for your time and let you know that they will be in touch
- Shake the interviewer's hand, thank them for the opportunity and depart the office/store

AFTER THE INTERVIEW

- Employers take days/weeks to get back to you (usually on the phone or email)
- If you're successful, you'll be given a job offer and start date (consider if the job offer is right for you)
- If you're unsuccessful, you'll be thanked for your interest - use this as an opportunity to kindly ask for constructive feedback so you can improve future applications

COMMON JOB INTERVIEW QUESTIONS

- **Tell me about yourself?** Provide a short background (60 seconds) including school, work, community participation, hobbies/interests etc.
- **What are your strengths?** This stems from your experience and skills (e.g. team player, customer service etc.)
- **What are your weaknesses?** It's important to list weaknesses but also state how you seek to overcome them (e.g. I tend to spend too much time on a task to make it perfect, but I am working on my time management skills to achieve more)
- **Tell me about a situation where you worked as part of a team to achieve a task?** Describe a situation (e.g. at work, school, volunteering etc.) and how the team interacted (including your role) to achieve the task
- **Describe a time you faced a difficult problem and how you overcame it?** List the problem (e.g. at school, work, volunteering etc.) and identify the steps you took to solve that problem, including the result and lessons learnt
- **Why should we hire you?** Link your skills and experience to the job description/criteria
- **Why do you want to work here?** Don't state to get paid but why you want to work at this job over other jobs (e.g. company's positive reputation, this type of work is your passion etc.)
- **What are your short and long-term goals?** Professionally and personally - explain how you will achieve them
- **What is your biggest accomplishment?** List academic/professional achievements (e.g. awards, achieving a difficult task etc.)

COMMON JOB INTERVIEW QUESTIONS

- **Tell us about our company?** Research the company and state what you see as its big challenges
- **If you're successful in getting the role, what are the main challenges you think you will face?** Research the role, state the challenges but also describe how you will overcome them
- **How did you hear about the position?** e.g. online, company website, friend referral etc.
- **Are you a team player?** Team players are important and illustrate your experience (e.g. sport, prior work experience etc.)
- **Are you a leader?** Although being a team player is important, you may need to lead when required - describe a situation when you have demonstrated leadership (e.g. sport, group study etc.)
- **Describe a time you had a conflict with a colleague and what you did to overcome it?** Can relate to work, school or volunteering activities
- **Why did you leave your previous job?** Be honest as the employer will reference-check
- **How would your boss and colleagues describe you?** As above
- **Why is there a gap in your employment history?** (e.g. travel, family/carer commitments, study etc.)
- **What did you like and dislike about your previous job?** Dislikes can be difficult to explain - one response could be you felt you learnt all you could in that role etc.
- **How long do you expect to stay in this job if successful?** Especially for over-qualified applicants, employers want to hire people who want to stay for the long-term

PSYCHOMETRIC TESTS AND ASSESSMENT CENTRES

If you're applying for a job in government or a large company, you may be required to undertake a psychometric test and/or participate in an assessment centre.

The aim of these tests and assessments is to help the employer determine if you have the skills and attributes they are looking for in a candidate.

PSYCHOMETRIC TESTS

Generally, there are 6 types of psychometric tests:

1. Personality
2. Ability (e.g. abstract, verbal, numerical reasoning etc.)
3. Aptitude (usually job-related - e.g. management, finance, science etc.)
4. Motivation/values questionnaires
5. Interest/belief inventories
6. Integrity tests

There are plenty of free resources/sample tests online.

ASSESSMENT CENTRES

Involves a set of tasks and exercises to simulate the work environment (usually 1-2 days) which may include:

1. Group activities
2. Case studies
3. In-tray exercises
4. Technical skills assessments
5. Role plays

There are plenty of free resources/sample exercises online.



Source: UNSW Careers

EXTRA TIPS TO SECURE A JOB

GRADUATE JOBS AFTER UNIVERSITY

- Attain strong academic results (e.g. credit/distinction average, honours, postgraduate study etc.)
- Develop a strong volunteering/extra-curricular background
- Work in a support role in the industry while studying (e.g. clerk, assistant etc.)
- Perform well in the recruitment process (application, psychometric testing, assessment centre and/or interview/s) through research and preparation

APPRENTICESHIPS AND TRAINEESHIPS

- Research vacancies and apply everywhere (there is a shortage of applicants)
- Display a strong work ethic and positive attitude in the interview (employers want to ensure they can rely on you to complete the apprenticeship/traineeship)

GOVERNMENT/EMERGENCY SERVICES JOBS

- Life experience is important due to the nature of these jobs
- If initial application is not successful:
 - Pursue tertiary study, volunteering and/or another form of employment (including apprenticeships/traineeships)
 - Ensure you maintain your integrity (you may be required to undergo a security check)
 - After concluding your studies, volunteering and/or employment, reapply for that job (demonstrating more life experience and new skills)

CASUAL/PART-TIME JOBS

- Demonstrate reliability and flexibility to work various days (employers are looking for people to work different shifts)

**NOTE: THE TIPS LISTED ABOVE ARE NOT EXHAUSTIVE AND ARE INTERCHANGEABLE
AMONGST DIFFERENT JOBS**

STRUGGLING TO RECEIVE A JOB OFFER?

DON'T BE DETERRED, BE POSITIVE AND BELIEVE IN YOURSELF



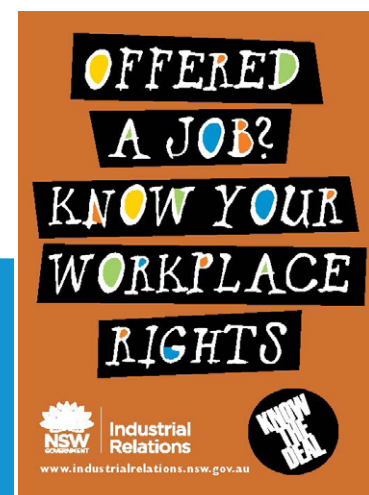
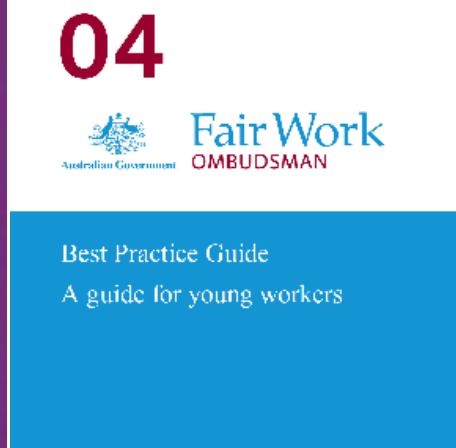
KEEP APPLYING - NOTHING VENTURED, NOTHING GAINED

YOUR RIGHTS AND RESPONSIBILITIES IN THE WORKPLACE

WHAT AGE YOU CAN START WORK
STARTING WORK ON A TRIAL
LETTER OF OFFERS
YOUR RIGHTS
YOUR RESPONSIBILITIES
YOUR ENTITLEMENTS
WORK DIARIES
RESOLVING WORKPLACE ISSUES
APPRENTICESHIP AND TRAINEESHIP ISSUES
YOUR EMPLOYMENT DETAILS
UNION MEMBERSHIP
SUPERANNUATION
HARASSMENT, DISCRIMINATION AND BULLYING
WORKPLACE, HEALTH AND SAFETY
LEAVING WORK OR TERMINATION OF EMPLOYMENT
USEFUL CONTACTS

Check out these resources (available at www.youngpeopleatwork.nsw.gov.au)

Call the Fair Work Infoline on 13 13 94 for more advice and help



RUNNING YOUR OWN BUSINESS

WHY PEOPLE WANT TO WORK FOR SOMEONE ELSE:

- Steady income/job security
- Enjoy current job/s
- Don't want to take on the responsibilities required of a business owner (e.g. paying wages of employees, generating sales/income, other legal responsibilities etc.)
- Don't have the money to start the business (cost of setting up business including money to cover you if you don't make a profit in the first year or so)
- Enjoy current working hours (business owners usually work more hours than employees)

WHY PEOPLE WANT TO START THEIR OWN BUSINESS:

- Want to generate more income (remember risk vs. reward)
- Have a business idea they want to use
- Want to work for themselves
- Feel they can do a better job than others
- Want to lead
- Enjoy running a business and accepting the responsibilities associated with it (e.g. paying wages, working hours, generating a profit etc.)
- Can afford and want to take the financial risk

Running your own business is not easy, and a lot of businesses fail. In fact, it's not uncommon to fail your first business venture, learn from that experience and succeed in later ventures.



Visit www.business.gov.au for more information about running a business

SUPERANNUATION

Superannuation is all about saving for your retirement (having money to live off when you retire). Here are some points to consider:

- Your employer contributes money into your superannuation fund (the law requires employers pay 9.5% of your salary into your superannuation fund and this will increase to 12% over the next few years)
- You can also contribute money into your superannuation account
- Your superannuation fund is invested by fund managers to grow your account
- It's important to do your research when choosing your superannuation fund (e.g. compare fees, investment options, benefits, performance, insurance, service etc.)
- The more you save, the earlier you can stop work or work part-time
- Depending on your circumstances, superannuation may be taxed at a lower rate than other forms of investment
- Depending on your income, the government may also contribute to your superannuation
- Your superannuation account may provide you with cheaper death, disability and/or income protection insurance
- If you have different superannuation accounts, you may want to consolidate them into 1 account to reduce fees and paperwork
- When you reach your preservation age and retired, you can withdraw your superannuation through a lump sum, retirement income stream (e.g. monthly payment) or a combination of the above
- Be careful of superannuation scams (especially when it comes to accessing your superannuation money early)
- Visit www.ato.gov.au to keep track of your superannuation account/s and/or find lost accounts
- Superannuation law is fluid and changes over time

**SUPERANNUATION IS YOUR NEST EGG SO BE SURE TO ACTIVELY MONITOR
YOUR ACCOUNT/S AND RESEARCH WIDELY**



ASIC
Australian Securities &
Investments Commission



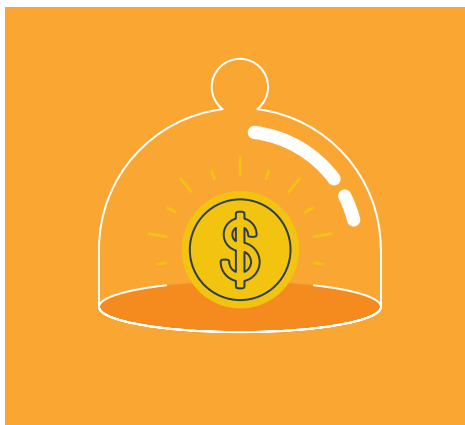
Source: www.moneysmart.gov.au

INVESTMENT INCOME

Working in a job is the main way people earn money. There are other ways to make money (through investments) which have their own levels of risk vs. reward and include, but not limited to:

- Interest earned from a bank savings and/or term deposit account
- Capital gains (increased value) and/or rent income from owning property
- Dividends and/or capital gains from owning shares
- Income from investing in a managed investment fund
- Income from investing in a business as a partner or other arrangement

INVESTING CAN BE RISKY - ENSURE YOU GET APPROPRIATE FINANCIAL, LEGAL AND TAXATION ADVICE



GOVERNMENT FINANCIAL ASSISTANCE

YOUTH ALLOWANCE

(financial help for people aged 16 to 24 years who are studying full-time, undertaking a full-time Australian apprenticeship, training, looking for work or sick)

NEWSTART ALLOWANCE

(financial help for people aged 22 years or older looking for work or participating in approved activities that may increase their chances of finding a job)

ABSTUDY

(financial help for Aboriginal and Torres Strait Islander Australians who are studying or undertaking an Australian apprenticeship)

YOUTH DISABILITY SUPPLEMENT

(additional financial support to young people with a physical, intellectual or psychiatric disability who receive certain income support payments - youth allowance or ABSTUDY)

DISABILITY SUPPORT PENSION

(financial support for people who have a physical, intellectual or psychiatric condition that stops them from working or people who are permanently blind)

STUDENT START-UP LOAN

(a voluntary loan for eligible higher education students receiving youth allowance or ABSTUDY Living Allowance)

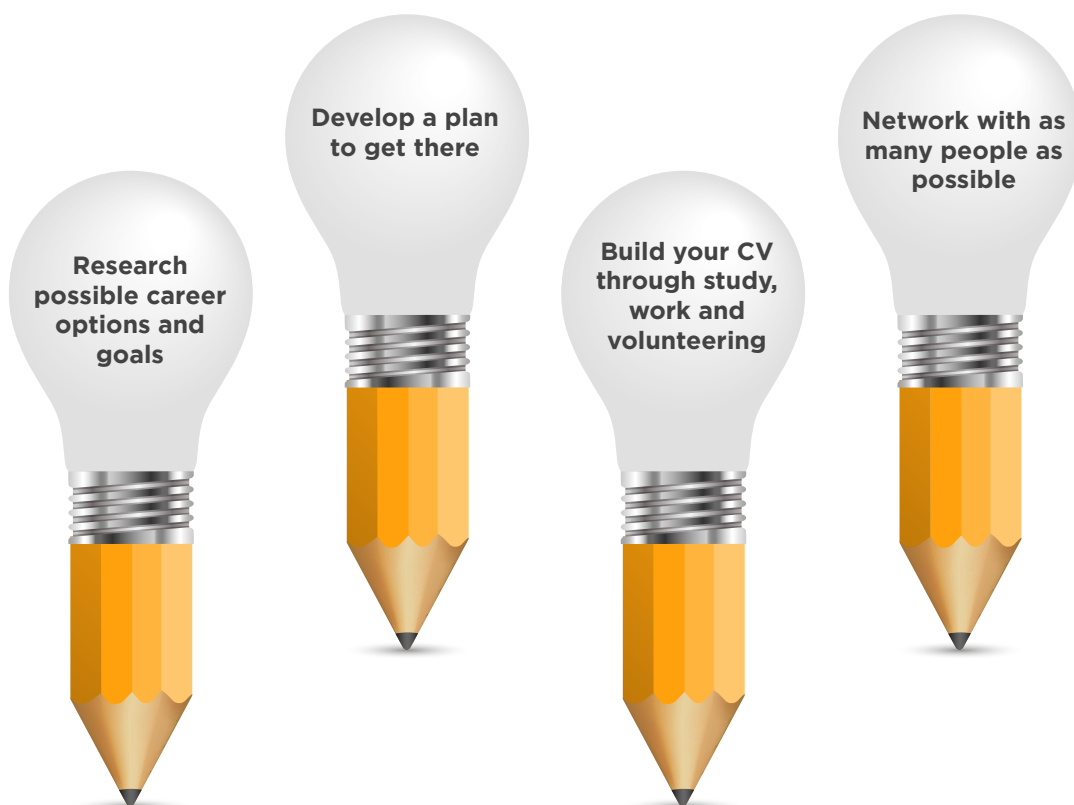


Australian Government
Department of Human Services

Assistance is subject to an eligibility criterion -
visit www.humanservices.gov.au for more details and other assistance measures

Source: DHS

FINAL THOUGHTS



**CHASE YOUR GOALS, LEARN FROM MISTAKES
AND LIVE WITHOUT REGRET**



Youth Pathways Network

 YOUTHPATHWAYSNETWORK

 TEAM@YOUTHPATHWAYSNETWORK.COM.AU

 WWW.YOUTHPATHWAYSNETWORK.COM.AU