# CONTENTS

**Foreword** .................................................................................................................. 1
**Instructions** ................................................................................................................. 2
**Acknowledgements** ..................................................................................................... 2

2: Exploring my career

- Setting the scene ........................................................................................................... 4
- Lifelong learning ........................................................................................................... 5
- Career information sources ......................................................................................... 6
- Job search ....................................................................................................................... 7
- Course search ................................................................................................................ 7
- Pathways ........................................................................................................................ 8
- The labour market and you ............................................................................................ 10

**Appendix 1: Teacher resources** ..................................................................................... 13
**Appendix 2: Glossary of links** ....................................................................................... 17
**Appendix 3: Activities** ................................................................................................. 19
The diversity and richness of educational opportunities in the Darling Downs and South West Queensland region never ceases to amaze me.

In less than 50 years, the University of Southern Queensland (USQ) has cemented its reputation as one of the state’s fastest growing education institutions, with more than 28,000 students and almost 1700 staff.

The Australian Financial Review has recognised USQ as second in Australia for our graduate starting salaries and third in the country for graduates in employment through the Quality Indicators for Learning and Teaching website. We are very proud of our success in this area when ranked against all Australian universities.

For me, one of the best things about USQ is our diverse community of students and staff. Over 80 nationalities from 100 different countries are represented across our Australian campuses and we come together to create a unique multicultural community.

USQ students have fantastic teachers and they are supported throughout their studies with easily accessible support services to help reach their full potential. We are committed to seeing our students achieve academically, and we are also concerned with their personal journey toward achieving their goals.

The following resource is an example of one of the many initiatives that has been developed as part of the Opening Doors Project. It is our hope that ‘The Career Book’ helps you explore your options for an exciting future career. The Opening Doors Project is designed to offer career development support and guidance to secondary school students.

We are committed to raising career and education aspirations and one of the ways we do this is by providing various pathways into Higher Education.

This interactive resource has been developed to help you think about your future careers and the many pathways you can take to get to university.

I urge you to take the time to see how USQ can help you achieve what you may never have imagined was possible.

My very best wishes as you explore the many options towards your exciting future.
INSTRUCTIONS

Making career decisions and managing your career will be a lifelong process. There are skills that you can develop and steps you can take each time you are faced with your next career transition. These can be divided into three sections: ‘Understanding myself’, ‘Exploring my career’ and ‘Managing my career’.

1. Read the introductory paragraph on each page, beginning the book at Section 1 through to Section 3. A teacher resource section is also included.

2. It is not intended that you would complete every activity nor explore every web link, but there is a sequential order to the book. You can decide which areas are relevant for you to explore.

3. Each graphical image has an identifying number and explanatory title. A full list of these web links are cited in the ‘Glossary of links’.

4. Click on the blue icon at the lower-left corner of each graphical image. This will take you to the relevant web link, some of which are videos and others are relevant websites which you can further explore.

5. Some graphical images have red icons. These link to activities, some of which are compiled in the ‘Activities’ section of the book. These can be downloaded to complete these activities. Other activities will be found on the linked webpages. Follow the instructions as directed on these pages.

6. The aim is for you to develop necessary career management skills through undertaking a series of practical experiences, both inside and outside of school.

ACKNOWLEDGEMENTS

USQ Opening Doors: Career Development Project members would like to acknowledge the willing collaboration of our partner P-10 and secondary schools in Fraser Coast, south-east and south-west Queensland. Together we have embarked on fostering career development and career management skills, with the mutual goal of empowering and raising aspirations of our young people.

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Email: student.services@usq.edu.au

The Opening Doors: Career Development Project is funded through the Commonwealth Government’s Higher Education Participation Program (HEPP) to improve the access, participation and success of students from communities under-represented in higher education.
EXPLORING MY CAREER
SETTLING THE SCENE

Exploring suitable career options can be very exciting but at the same time can be rather confusing! Transitioning from school to beyond, one job to the next, one phase to the next will take place many times in your life. This is called career development and is a lifelong process encompassing many facets of your life, including paid work, unpaid work, volunteering and life roles. Your career is a journey, not a destination. Deciding on where you will START your career not where you will FINISH your career is a useful way to navigate the many decisions and options that are open to you. Being aware and ready to take opportunities as they arise will certainly add value and satisfaction to your career journey. There will be times of success as there will be times of disappointment, but navigating these twists, turns and dead ends are all part of life’s excitement and journey.

Having a Plan A, Plan B and Plan C is very wise. Some things you have your heart set on may actually be impossible for you. For example, you may find out you are colour blind, so therefore won’t be able to become an electrician. You may need to wear glasses and therefore won’t be able to become a Pilot. Your peanut allergy or height may exclude you from joining the Defence Force.

Find out what your future employment worth is, what occupations actually do and know the skill shortages of the future. Here’s your chance to explore!

2.01 Next generation chasing dying careers

2.02 My skills summary - myfuture

2.03 Career planning
'Your career is a journey, not a destination'.

This sounds great, but what does it actually mean?

Your career does not start and end when you get a job. You have already started your career while you have been doing activities at school, playing sport on weekends, or working hours at your part-time or volunteer job.

Your career will be a rich and rewarding experience that will require you to make many key career-decisions throughout your working life as you move from job to job and successfully navigate the world of work.

So why won’t you just leave school and go straight into a job that you’ll have for life? Lots of reasons! You might find out you don’t suit this job, you want to earn more money, you get fired, you move towns, you’re offered the chance to do something with more of a challenge, or, your job becomes obsolete.

That’s when you need to work through your career decision-making process and review your career Action Plan.

**Case study:**

Emma finished school confident that she wanted to become a hairdresser. She completed her apprenticeship and spent three years working in the industry. When she was 23 her mother became very ill and spent a lot of time in hospital. Through this personal experience Emma became interested in nursing as a career. She completed a Tertiary Preparation Program and then a Bachelor of Nursing. Emma found that many of the skills she had developed through her hairdressing career (communication, time management, attention to detail, and working under pressure) helped her hit the ground running on her new career.
CAREER INFORMATION SOURCES

You only know what you know - you don’t know what you don’t know! Scavenger hunts are always fun, so here’s a chance to explore what is possible, what occupations there are, what occupations actually do and how much they get paid.

Why would you study at university for four years or undertake a four year apprenticeship if the job prospects for the occupation you chose for the future were limited. Where are the jobs and what are their long and short-term projections for the future?

Discover where to find out this information and what questions you should ask now and the next time you are researching your subsequent career moves.

2.04 Browse occupations - myfuture
2.05 My Big Tomorrow
2.06 Where’s that job? Career Finder
2.07 Find out! and explore occupations
SECTION 2: CAREER EXPLORATION

JOB SEARCH
CLICK ON THE FOLLOWING GRAPHICS TO WEBLINKS

COURSE SEARCH
CLICK ON THE FOLLOWING GRAPHICS
The pathway through school is typically a direct line from Prep to Year 10. The pathway beyond Year 10 is not always a direct line at all. The diagram below is indicative of some of the directions you could take from Year 10. Moving into and out of employment, gaining qualifications along the way, whether they be trade qualifications through apprenticeships, vocational education qualifications at TAFE and private colleges, or university qualifications, they are directions that we need to navigate on our career journey.

Why are qualifications important?

We live in a modern society that highly values and expects qualifications. By completing qualifications you have a much better chance of entering the workforce and having a choice of occupations and jobs to select from. In Australia we have a system designed to recognise learning by levels and qualifications. This is called the Australian Qualifications Framework (AQF).

The framework helps us to understand how different levels of learning can achieve different qualifications. The AQF outlines for governments, education providers and industry the requirements for achieving certificates. Every occupation has a qualification available to help you do the job required.

THE AQF offers a consistent message in terms of levels of qualifications and related expectations. Many of these qualifications are then linked to pay levels.

Qualifications can:

• provide you with a better choice of jobs – qualifications can help you select from a wider range of jobs and industries
• help you upskill and improve your current job chances
• build your earning power – people with qualifications earn more than unqualified individuals and have better long term prospects
• demonstrate to future employers, universities and colleges your willingness to learn and complete challenging tasks
• demonstrate to others your capacity to improve yourself and achieve your goals
• boost your self-confidence and provide you with the incentive to go further with your learning and training.
The Australian Qualifications Framework aims to enable consistency in the way in which qualifications are described, as well as clarity about the differences and relationships between qualification types.

The levels identify the knowledge, skills and application of those skills for the workplace. It is important for you to be aware of this framework in designing your learning pathways and so that you understand the terminology of Degrees/Bachelor/Certificate/s I, II, III, IV, Diploma, Masters and where they fit in the hierarchy of learning.

For example a Certificate I, II, III states that you have a vocational level of skill. A Diploma to Bachelor states you have an undergraduate level of skill. A Master and PHD states you have a university post-graduate level of skill.

**HOT TIP:** make a list of all the occupations you can think of and write them on post-it-notes to leave somewhere that you will see them every day (the bedroom wall, fridge etc.) Then as you decide that something is not for you, remove it ... keep doing this process until you have some jobs that you can research further. Universities, TAFEs and private colleges also have internal pathways allowing individuals opportunities to gain entry to courses through many different means. Always check with the institution you wish to study as to what is the best pathway into their courses. Completing Year 12 entry is not the only way into university or TAFE.
THE LABOUR MARKET AND YOU

How to be prepared for the labour market of today and the labour market of tomorrow... be prepared and informed on latest trends, predictions and key employment information.

YOU are in the driving seat. YOU choose how proactive you will be on your career journey. Just as you wouldn’t travel on a bus without knowing where it was going, choosing which direction to take when starting your career also needs preparation and prior research. This will not usually be a straight line, and although some choices may lead to dead ends, the experience you gain will never be a waste. Knowledge gained is always useful in informing your next move. It’s your mistakes you will learn most from. Managing these challenges and keeping them small is the key.

Understanding your interests and skills, and considering them in relation to what is available in the current job market is an essential starting point for your career decision-making. Understanding what employers are looking for is equally important. You need to know that your interest in a particular field or area will lead to employment or business opportunity in the future.

Investigating the current job market statistics and projections for the future will give you a good idea as to where the jobs will be in the future.
SECTION 2: CAREER EXPLORATION

2.18 Informational interviewing

2.19 LMIP – Labour Market Information Portal

The Labour Market Information Portal provides up-to-date information about your local labour market. It provides information at the national, state and regional level on employment by industry and occupation, and unemployment and participation rates.

2.20 How much does this occupation earn? PayScale – Australian salaries
2.22 Dos and don’ts of informational interviews

2.23 What to do in an informational interview?

2.24 Skills shortage lists

2.25 A clinical psychologist earns approximately $48,480 to $143,811 per year.
APPENDIX 1:

TEACHER RESOURCES
RESOURCES: SECTION 2

Australian Jobs publication
Teachers can order hard copies for free from australianjobs@employment.gov.au

Labour Market Information Portal
LMIP – Reflection activity – discussion questions to help students to reflect on what this information means for their future.

Looking at the top increase occupations - why do you think this is so?

a. Could be: health, aged care (increase in ageing population)

2. Discuss in groups why the decrease in assembly and factory workers is in existence?
   a. Could be: advances in technology, less need for people working in these areas.

3. Students to work to come up with other lists of increase/decrease areas in occupations and explain to the class/group why this is.

Informational Interviewing:
1. Ask students to create a list of questions to interview someone.
2. Plan the interview:
   a. Who.
   b. When.
   c. How (phone, in person, skype).
   d. Conduct interview.
3. Give responses back to class to share learnings.
RESOURCES: SECTION 2

Bulleseye posters
Bulleseye Booklets are no longer in print.
For more information on using the Bullseye posters click [here](#).

Careers and Transitions Resource Kit – Opportunity Awareness

Go Get a Job! video. Log on to Scootle
RESOURCES: SECTION 2

Career Centre Western Australia
APPENDIX 2:

GLOSSARY OF LINKS
2: EXPLORING MY CAREER

SETTING THE SCENE
2.01 Next generation chasing dying careers
Image URL: http://bit.ly/1OSinya Creator: Ricardo Diaz

2.02 My Skills Summary – myfuture complete online
http://myfuture.edu.au/mycareerprofile/skills?activityid=41
Image: USQ

2.03 Career planning
Image: USQ

LIFELONG LEARNING
Image URL: http://bit.ly/1OSj0s8 Creator: USQ

CASE STUDY
Image: USQ

CAREER INFORMATION SOURCES
2.04 Browse occupations- myfuture – complete online
http://myfuture.edu.au/getting-started/explore-different-occupations
Image: USQ

2.05 My Big Tomorrow
Image: Reproduced With Permission The University Of Newcastle Australia

2.06 Where’s that job? Career Finder
Image: USQ

2.07 Find out and explore occupations
Image: Reproduced With Permission Department of Training and Workforce Development (Government of Western Australia)

JOB SEARCH
Job Outlook
Image: Reproduced With Permission Department of Employment Australian Government

SEEK.com
www.seek.com.au
Image: Reproduced With Permission SEEK CareerOne

INDIEED

ETHICAL JOBS
www.ethicaljobs.com.au
Image: Reproduced With Permission Ethicaljobs.com.au

PRO BONO AUSTRALIA
www.probonoaust.com.au
Image: Reproduced With Permission Pro Bono Australia CAREER JET

QUEENSLAND GOVERNMENT
www.smartjobs.qld.gov.au
Image: USQ

APS JOBS

AUSTRALIAN APPRENTICESHIP PATHWAYS

COURSE SEARCH
USQ

TAFE
www.tafe.qld.gov.au Image: USQ

THE GOOD UNIVERSITIES GUIDE
Image: Reproduced With Permission Hobsons

COMPARE COURSES
www.comparecourses.com.au
Image: Reproduced With Permission Compare Courses

QLT – Quality indicators for learning and teaching
http://www.qlt.edu.au/
Image: USQ

STUDY ASSIST
Image: USQ

QTAC
www.qtac.edu.au Image: Reproduced With Permission Queensland Tertiary Admissions Centre

MYFUTURE
www.myfuture.edu.au Image: USQ

PATHWAYS
2.11 Career Pathways Image: USQ

2.12 Bullseye posters

2.13 Pathways to University

2.14 Australian Qualifications Framework (AQF)
http://www.aqf.edu.au/aqf/in-detail/aqf-levels/

THE LABOUR MARKET AND YOU
2.15 Australian Jobs 2015

2.16 Job Outlook
Image: Reproduced With Permission Department of Employment Australian Government

2.17 Labour Market Information - myfuture
Image: USQ

2.18 Informational Interviewing

2.19 Labour Market Information Portal
Image: Reproduced With Permission Department of Employment Australian Government

2.20 How much does this occupation earn? Payscale – Australian salaries
http://www.payscale.com/research/AU/Country=Australia/Salary
Image: Reproduced With Permission PayScale

2.21 Payscale salary- Carpenter
http://www.payscale.com/research/AU/Job=Carpenter/ Hourly_Rate
Image: USQ

2.22 DOS and Don’ts of Informational Interviews
URL: https://www.youtube.com/watch?v=ixbhtm8l8sl Image: USQ

2.23 What to do in an Informational Interview
https://www.youtube.com/watch?v=Wz7ibWE1Kc Image: USQ

2.24 Skills Shortage List investigation

2.25 A Clinical Psychologist earns approximately $48,480 to $143,811 per year
http://www.payscale.com/research/AU/Job=Psychologist/Salary
Image: USQ

2.26 Explore future prospects of various industries

THE CAREER BOOK
APPENDIX 3:

ACTIVITIES
Where's that job? How many occupations can you find in the Career Finder

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Choose an occupation. What sorts of qualities does this person require for this role? Who would you hire?

Why is being the boss hard?

What would you expect this person to know and say in the interview?

How would you treat people who worked for you?

What would you judge that person on, in an interview?
Researching a job or occupation can often save a lot of time and money. Work experience is a great practical way of finding out what an occupation is really like. Researching about the occupation on the internet and by talking to people already in the industry is also a good way to explore. Does this occupation match your skills and abilities? Does it align with your personal values? Are there jobs in this area available where you live? Find out....explore....... 

Search **JOB OUTLOOK** website. Choose one occupation and explore: 

Name of occupation:__________________________________________________

**NAME TWO:**

1. Activities involved in this occupation:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

2. TAFE/College/Universities where you can study this occupation
   ____________________________________________________________________
   ____________________________________________________________________

3. Pathways into this occupation
   ____________________________________________________________________

4. Related jobs to this occupation
   ____________________________________________________________________

5. Personal qualities you need for this occupation
   ____________________________________________________________________

6. Websites that have relevant information about this occupation
   ____________________________________________________________________

7. Reasons why you would be suitable for this occupation
   ____________________________________________________________________

8. Places I could get work experience
   ____________________________________________________________________

9. Areas of expected growth, that is, areas of good prospects for this occupation
   ____________________________________________________________________

10. Factors that may impact on my opportunity to get into this occupation
    ____________________________________________________________________