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FOREWORD

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.

[Signature]

Welcome
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.

CONTACT DETAILS:

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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.
3

MANAGING MY CAREER
Career is a journey, an unknown adventurous weaving and turning along an exciting pathway.

You have the opportunity to determine, navigate and travel this path. Like all travel plans, some initial research allows you to get the most out of your trip.

The twist and turns are best navigated once you are prepared. Sport persons especially, are aware of the 5 P’s - Prior Preparation Prevents Poor Performance! Master chefs understand *mise en place*, a French term for ‘putting in place’ – setting up and being prepared ahead.

As you travel your career, being aware of the four-step career planning process allows you to be in the driver’s seat, rather than the passenger seat, and therefore have influence over the best career opportunities for you. You will then be skilled and prepared to make these transitions many times in your career.

This journey is not always going to be smooth nor end up where you want it to! Being prepared for disappointments, as well as the celebrations, and working out how to turn these disappointments into advantage, is also a very necessary skill.

Developing RESILIENCE is being able to step up again after you have been disappointed. This will help you to be ‘match fit’; that is, fit enough to cope with and master the trials and tribulations of not just your career, but all aspects of life.

Some of these pitfalls or experiences will also assist you to identify what else you need to learn. Being a lifelong learner is essential in the 21st century! Let’s discover how..
Setting Goals and Being Adaptable

What we can learn from the baby elephant

Do you know what they do to keep a circus elephant from running away? They tie a metal chain onto a collar around the mighty elephant’s leg and tie it to a small, wooden peg that’s hammered into the ground. The 3-metre tall, 5000-kilo hulk could easily snap the chain, uproot the wooden peg, and escape to freedom. But it does not do that. In fact, it does not even try! The world’s most powerful animal, which can uproot a tree as easily as you and I can break a toothpick, remains tied down by a small peg and a flimsy chain. How come?

It’s because when the elephant was a baby, its trainers used exactly the same methods. A chain was tied around its leg and the other end of the chain was tied to a metal stake on the ground. The chain and peg were strong enough for the baby elephant. When it tried to break away, the metal chain would pull it back. Sometimes, tempted by the world it could see in the distance, the elephant would pull harder. But the chain would cut into the skin on the elephant’s leg, making it bleed and creating a wound that would hurt the baby elephant even more. Soon, the baby elephant realised it was futile trying to escape and stopped trying.

And now, when the big circus elephant is tied by a chain around its leg, it remembers the pain it felt as a baby and it does not try to break away. So even though it’s just a chain and a little wooden peg, the elephant stands still. It remembers its limitations and knows that it can only move as much as the chain will allow. It does not matter that the 100-kilo baby is now a 5000-kilo powerhouse. The elephant’s old belief that he is unable to escape prevails.

We are all a bit like this. We all have choices. Sometimes these choices have been reduced by our reactions in response to family and other significant people, or because of difficulties in early school. These become the chain/rope and pull us back. We are just not game to try something because we have been taunted by others or hurt by their words. Sometimes we just want to give up. Sometimes we just want to stop trying.

Have you experienced this? Do you find some things seem to hold you back when really there is no reason, except that you are just not game to try something different? It is important to, every now and then, take stock of what is causing us angst or what may be holding us back. We have the opportunity to get up and try again. We can choose to learn from failure.

The magic triangle:

If we make little changes, just one small change a day, we can make a big difference.

If we continue to just mooch along through life as we are now, we can go from A to Z without too much change. The elephant’s peg holds us back and even pulls us down.

However, if we are game enough to make simple, small changes today, look how different our lives could be 5 years from now!

3.05 Magic triangle

3.06 Planning for change
MAKING INFORMED CAREER DECISIONS

Decision-making is actually problem-solving, which stops when you come to a solution which you think is satisfactory. Some people find problem solving easier to do than others, but we can all learn these skills. These skills can then be used in many different circumstances, but they can most definitely be used in career decision-making.

How to make decisions:
1. What is actually the decision to be made? Precisely identify and describe the objective.
2. Which criteria will you use, that is, how will you measure the answer meets your objective?
3. What are the alternatives? In two columns, identify the pluses and minuses, placing them in order of priority (score the best answers higher and the least answers less)
4. Evaluate the alternatives against your objective and identify the possible consequences.
5. Select the best alternative to suit your objective.
6. Put your choice into practice – do it!
7. As time passes, evaluate whether this is the correct decision and amend if necessary.
3.09 Making decisions

3.10 Choosing careers in high school

3.11 I’m in Year 7-10: what’s my future?

3.12 I’m in Year 11 or 12: what next?
WHAT ARE EMPLOYERS LOOKING FOR?

In addition to qualifications and technical skills, employers are more often interested in employability skills when deciding who to employ. The Australian Government Core Skills for Work Developmental Framework (CSfW) describes the non-technical skills, knowledge and understandings necessary for successful participation in work.

The 10 skill areas of CSfW include:

- **Managing career and work life**, including decisions throughout life about how, when and where to work
- **Understanding work roles**, protocols and workplace rights and expectations
- **Communicate for work**, including recognising communication protocols and etiquette, using communication systems and processes, understanding messages and getting messages across to others
- **Connect and work with others**, which involves building the work-related relationships needed to achieve outcomes and goals in work
- **Recognise and utilise diverse perspectives**, including the capacity to recognise and respond to differing values, beliefs and behaviours, and draw on diverse perspectives
- **Plan and organise**, which involves making choices from a wide range of possibilities
- **Identify and solve problems**, which involves identifying and addressing the routine and non-routine problems in order to achieve work objectives
- **Create and innovate**, which includes creating, applying and recognising the value of new ideas to solve problems; improve or develop new processes, products or strategies; or deliver new benefits


EMPLOYERS VALUE EMPLOYABILITY SKILLS

CSfW include the employability skills, which identify key generic employability skills which employers require individuals to have along with the job-specific or relevant technical skills. The Employability Skills Framework also identify a number of personal attributes that employers value.

The following skills were included in the framework:

- Communication
- Teamwork
- Problem-solving
- Initiative and enterprise
- Planning and organising
- Self-management
- Learning
- Technology skills

Employability skills can be developed at school, through sport, in the performing arts and in paid and unpaid work.
3.15 Enthusiasm
3.16 Communication
3.17 Teamwork
3.18 Planning and organisation
3.19 Problem-solving
3.20 Self-management
3.21 Initiative and enterprise
3.22 Technology skills
3.23 Presentation
3.24 Lifelong learning
3.25 Understanding your skills
3.26 Work Matters
LOOKING FOR WORK

Looking for a job requires a positive attitude and careful planning. Job hunting is a journey of discovery that requires hard work and motivation to find employment.

You will feel much more confident approaching this new phase if you have done some prior thinking and preparation. Job searching is a process. Mastering this process is a very important step to developing skills in managing your own career. Here are four steps to follow when looking for work:

Step 1: Preparing to look for work
- Think about what you are really interested in and your overall career goals.
- Collect and organise all relevant information about your skills, experience and attributes for a career portfolio.
- Find out what employers want.

Step 2: Looking for a vacancy
- Know where to look for work.
- Plan your search systematically.

Step 3: Applying for positions
- Know how to apply for a job.
- Know how to prepare for an interview.

Step 4:
- Learn from each job application and interview.
- Think about what you could do differently next time.

Reference: Job Guide 2015
http://www.jobguide.thegoodguides.com.au

Volunteering
Volunteering is an excellent ‘foot in the door’ for many job seekers offering opportunity to gain skills and work experience which can then be added to your resumé. Volunteering is particularly beneficial in some areas such as, the Arts, working with animals or working in the environment.

Know your rights and entitlements at work
Starting your job search -myfuture
3.30 From page to wage – launching your career

3.31 Tagged – what you do online can stay with you for life

3.32 Watch the online videos supporting young workers starting work and other resources

3.33 How many and where are the jobs? - labour market information

3.34 How to get that job? Including job hunting, resumés, cover letters and interviews
WORK EXPERIENCE

There are many benefits to undertaking work experience. Work experience gives you opportunity to experience the work environment of an occupation that you have interest. You can then see the relevance and make the connection between what you learn at school and the work place. This increases your motivation by showing how skills learned at school are applied in real work situations. Work experience opens up future employment and school-based apprenticeships and traineeship possibilities and builds your skills, knowledge and confidence in many areas. Work experience also offers an opportunity to learn different aspects of your desired future career.

3.35 Work Matters – three young people on work experience

3.36 Work experience – how to get a placement and make the most of it while you are there

3.37 The right start: building safe work for young workers

3.38 Worksafe Victoria
3.39 Safety Sense certificate – Workplace Health and Safety

3.40 APS cadetship, scholarships and work experience opportunities

3.41 What employers want

3.42 Work experience Workplace Health and Safety for students with disabilities

3.43 Reflections on your work experience
CAREER PORTFOLIO AND RESUME

A career portfolio is a collection of information about you, including your resumé, which will help demonstrate your skills, abilities and experiences to prospective employers.

A career portfolio is a personal collection of materials that documents your:

- work history
- professional development
- achievements
- employability skills
- career plans
- job applications and related information.

Building a career portfolio involves thought and analysis. Through the process of putting together a career portfolio, you will develop a greater awareness of your life, learning and work competencies and produce a product that communicates your achievements and capabilities to others. This can also be used as a ‘gap analysis’. Have you achieved something to record in each section? Certificates? Awards? Work experience? If not, now is the time to shift focus onto achieving in these deficit areas.

Your career portfolio supports you in your transition through and beyond school to further learning and work. It will change as your life changes, so keep your portfolio current and up to date.

What is in it?

The types of things that you can put in your portfolio include resumés, cover letters, certificates and awards, reference letters and referee lists, educational achievement records, awards, previous applications, personal and career plans, and job descriptions. More specific items can be added depending on your particular field of interest.


3.44 Creating a resumé that stands out - myfuture
3.45 Use action words for maximum impact in your resumé
3.46 Your resumé recipe slideshare
3.47 Resumé tips and tricks
3.48 Apps for career help
3.49 Career video series
3.50 Sample resumés
3.51 Online resumé Builder
3.52 Sample resumés and cover letters
3.53 How to make a video resumé
3.54 Sample resumés and cover letters
3.55 Resumé dos and don’ts
3.56 Resumé dos and don’ts
3.57 Online resumé builder
HOW TO WRITE APPLICATIONS

Many applications, especially to larger companies, require you to submit applications online. Smaller businesses may still require you to submit hard copies by post. They may also ask you to address Key Selection Criteria (KSC).

**Difference between application letter and cover letter?**

An application letter is a response to an advertised vacancy whereas a cover letter is a letter of introduction, which you might include when you are handing out your resumé.

- Always tailor your Resumé towards the job you are applying for – one Resumé doesn’t fit all jobs!
- The cover letter is very important, as it convinces the employer to find out more about you, before reading your resumé or inviting you in for an interview. List what you can do, will do in this job and how you will fit into this company.

**Key Selection Criteria (KSC)**

Key Selection Criteria are questions that employers ask you to respond to in a job application. The best way to answer KSC is demonstrate or prove you can do these by giving examples from your relevant experiences. Use the STAR method when responding to KSC. Think of a relevant example or situation where you could respond as follows:

**Situation** – what was the challenge or situation you faced?
**Task** – what did you do?
**Action** – what course of action did you take?
**Results** – what did you achieve?
SECTION 3: CAREER MANAGEMENT SKILLS

3.60 Addressing selection criteria
3.61 Use social media to energise your career
3.62 Think about your social footprint
3.63 Preparing job applications
3.64 Writing a good Cover letter
3.65 Australian JobSearch – finding that job!
THE JOB INTERVIEW

You’ve been selected to attend an interview!! The interview is your chance to convince the employer that you are the best person for the job. Employers typically only interview three to four candidates for each position. The cover letter was the hook that encouraged the employer to read your resumé; your resumé outlined what you have done in the past. Resumés alone will not get you the job - only score you an interview. The interview is now your chance to confirm to the employer that you are the candidate they should hire. The more interviews you do, the more experienced and confident you will become in interviews. Treat each interview as a learning opportunity and always ask for feedback, should you not be successful at getting this job. Being an ace at interviews is an advantageous skill.
3.70 Preparing for interviews and questions to ask

3.71 First impressions

3.72 Preparing job interview questions

3.73 How to market yourself
ACTION PLANNING

Some of us are very good at planning ahead and achieving goals in a timely manner. Others are happier not planning ahead and wait until the very last minute. This can be OK, but the result can be enormous unnecessary stress and pressure resulting in bad decisions or ‘analysis paralysis’; that is, making no decision at all! Understanding how to action plan is definitely a worthwhile skill.

You may have heard of SMART goals. These are strong goals you can create from any of the dreams you have, regarding your fitness, relationships, finances, work or study. Use the SMART principles to make them happen. You are four times more likely to achieve a goal, just by writing it down!

**S = SPECIFIC**
**M = MEASURABLE**
**A = ACHIEVABLE**
**R = REALISTIC**
**T = TIME BOUND**

In Queensland, this action plan is part of the SET (Senior Education and Training) Plan process. Every school does this in a different way. Developing skills to develop plans, action plans and change plans will be skills necessary to manage your future career. Your plans need to be flexible and adaptable but ‘you can’t hit a target if you don’t know what it is’ (Anthony Robbins). Use the SMART principle to help create your action plan. QCAA Student Connect is also a good source of information.

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You can’t hit a target if you don’t know what it is (Anthony Robbins)
SECTION 3: MANAGING MY CAREER

3.76 Making your mark

3.77 Taking action

3.78 My Big Tomorrow

3.79 Albert Einstein

3.80 How to make career transitions

3.81 Writing an action plan – Make Your Mark
CAREER ENHANCING TIPS

So you have written your cover letter and resumé, you have applied for the job and maybe not been successful in gaining an interview. How do you get a ‘foot in the door’ of the industry that you want to be in? How do you improve your chances of employment? Maybe you don’t want to be employed, maybe you want to start your own business! Here’s some ways to enhance your chances:

Understanding the ‘Hidden Job Market’

80 percent of new jobs are NOT advertised in newspapers or on online job boards. ‘Word of mouth’ or opportunities you hear about through volunteering with companies, are where most of the jobs are found. Getting ‘a foot in the door’ is a term often used to explain the importance of taking opportunities as they arise to gain entry into jobs, whether it is your first job or you are changing your career path.

The following tips are very useful:

- Networking
- Using professional social media - LinkedIn
- Volunteering
- Developing your executive functioning
- Fully researching your next occupation or industry
- Gaining part-time employment in a related field
- Undertaking an apprenticeship
- Being mentored

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Thought of the Day

“Whether you believe you can do a thing or not, you are right”

Henry Ford

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Why should you network?

USQ

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3.82 Career tips and ideas – networking

3.83 Benefits of networking

3.84 What is LinkedIn?
3.85 Using LinkedIn effectively

3.86 Apps to help get jobs
3.87 Australian Apprenticeships
3.88 Starting your own business

3.89 Volunteering tips
3.90 How can volunteering help me get a job?

3.91 ACE Day Jobs
3.92 SkillsOne skilled occupations video
3.93 Getting the edge through career mentoring
3.94 Occupations and videos - myfuture occupation videos
3.95 Starting a business – government assistance
3.96 Entrepreneurs – starting your own business
3.97 Real opportunities – Australian Apprenticeships
3.98 My Gain videos
3.99 Health professions
BEING PROACTIVE AND FUTURE FOCUSED

What does the future hold for you?
We don’t have a crystal ball and we can’t predict the future, but we can certainly be prepared for what our next move will be. Being informed of future directions and trends will assist you in this journey. Do the best you can now, keep your options open and explore what may happen next.

CAREERS IN 2030

4.01 Top 10 new future jobs
4.02 Careers in 2030
4.03 Careers in 2030
4.04 Top 10 new future jobs
4.05 10 most-needed jobs in the future
4.06 Top 10 new future jobs
AGENCIES TO HELP

These agencies can assist as you transition beyond school:

4.20 Centrelink allowances
4.21 ATO – Tax file number
4.22 Driver’s Licence application
4.23 Birth Certificate application
4.24 Your renting rights
4.25 RACQ free2go
4.26  Moneysmart

4.27  Medicare

4.30  Enrol to vote

4.31  USQ Scholarships

4.32  Smiling Mind

4.33  Coping skills
4.34 beyondblue

4.35 headspace

4.36 Australian Defence Force recruiting

4.37 USQ Study abroad options

4.38 Queensland Fire and Emergency Services- SES, Rural Fires

4.39 Sourcing volunteering opportunities

4.40 Letzlive Gap Year programs
RESOURCES: SECTION 3

Career Centre Western Australia Resumé Builder Fact sheets
Career Centre Practitioners Manual

Career Centre Fact Sheets

Careers NZ
RESOURCES: SECTION 3

Workplace Health and Safety Queensland Fact Sheets

A Job Well Done Resource Kit for Students with Disabilities
Education and Training Department, Victoria

My Future: Executive Function videos and guides

Career Resources
Career and Transition Resource Kit – Decision Learning
Career and Transition Resource Kit – Opportunity Awareness activities
Career and Transition Resource Kit – Transition Planning
Career Tool Kit
RESOURCES: SECTION 3

My Career Match - career advisers

Education Victoria Teaching-Resources

My Big Tomorrow lesson plans

Resources for young workers

Digital Identity in the Digital Economy

PowerPoint Slides
Copy of Program
Audio Recording: (27.2MB, 00:58:11)

Core Skills for Work (CSfW) Bridging
document to employability skills

The Career Explorer tool is based on the Holland Occupational Themes (RIASEC) Theory of founding career choices based upon personality types and links to relevant study options
3: MANAGING MY CAREER

SETTING THE SCENE
3.01 Career planning
Image: Reproduced With Permission Department of Training and Workforce Development (Government of Western Australia)
3.02 Resilience
http://www.theresilienceprogramme.co.uk/resilience-content/our-introduction/resilience
Image: USQ
3.03 Quote Image: USQ
3.04 Create your Career profile – myfuture – complete online
http://myfuture.edu.au/getting-started/what-is-a-career/what-could-your-career.Include
Image: USQ

SETTING GOALS AND BEING ADAPTABLE
3.05 The Magic Triangle
Image: USQ
3.06 Planning for change – consider your study plans
Image: USQ
3.07 Finish Year 12… Now what?
Image: USQ
3.08 Decision making cycle
Image: USQ
3.09 Making decisions – complete online
Image: Reproduced With Permission Department of Training and Workforce Development (Government of Western Australia)
3.10 Choosing careers in high school
https://www.usq.edu.au/socialhub/study-work/2014/10/stephen-choosing-careers-high-school
Image URL: http://bit.ly/1IIdvWYe Creator: Dan Moyle
3.11 I’m in Years 7-10: what’s my future?
3.12 I’m in Year 11 or 12: what next?

WHAT ARE EMPLOYERS LOOKING FOR?
3.13 Employability skills
http://my.future.edu.au/getting-started/what-is-a-career/what-are-employability-skills
Image: USQ
3.14 What employers want (full suite of employability skills)
https://www.youtube.com/results?search_query=what+employers+want+with+my+degree&start=0&channelid=UCXblRJgULtYlHcxiLD4NyKw
3.15 Enthusiasm
https://www.youtube.com/watch?v=Z5S0wSFKdX8
Image URL: http://bit.ly/1KmZpjW Creator: Eduard Titov
3.16 Communication
https://www.youtube.com/watch?v=bn5BipWtuKg&feature=youtu.be
Image URL: http://bit.ly/1IUR5X60 Creator: Glen Forde
3.17 Teamwork
https://www.youtube.com/watch?v=Y0ZeDu5aSuo
Image URL: http://bit.ly/1KzE9Yx Creator: Ilmicrofono OggiOno
3.18 Planning & organisation
https://www.youtube.com/watch?v=3iw6s108b7U
Image URL: http://bit.ly/1I9q4mmm Creator: Dan Moyle
3.19 Problem solving
https://www.youtube.com/watch?v=sxg7VzgVg5Y
Image URL: http://bit.ly/1BozS5T Creator: Imicrofono OggiOno
3.20 Self-management
https://www.youtube.com/watch?v=8veB7gsw-eql
Image: USQ
3.21 Initiative & enterprise
https://www.youtube.com/watch?v=KRUzgPvh7As
Image URL: http://bit.ly/1MB42R Creator: Dan Moyle
3.22 Technology Skills
https://www.youtube.com/watch?v=qJ2W0mDU2uo
3.23 Presentation
https://www.youtube.com/watch?v=HHiRuRDVA50
Image URL: http://bit.ly/1Mo5fSU Creator: M.G. Kaftas
3.24 Lifelong learning
https://www.youtube.com/watch?v=GW9NBv99v
Image URL: http://bit.ly/1KcE5SD Creator: Mana Fleischmann
3.25 Understanding your skills
Image: USQ
3.26 Work Matters
https://www.youtube.com/watch?v=bn5BipWtukg&feature=youtube.be
Image URL: Title: Creator:

LOOKING FOR WORK?
3.27 Why volunteer?
http://social.usq.edu.au/study-tips/2015/07/phoenix-cartoons-s102e06
Image: USQ
3.28 Know your rights and entitlements at work
Image: USQ
3.29 Starting your job search – myfuture
http://myfuture.edu.au/change-direction/preparing-to-apply-for-jobs/starting-your-job-search
Image: USQ
3.30 From page to wage – launching your career
http://social.usq.edu.au/study-work/2015/07/page-to-wage
Image: USQ
3.31 Tagged – what you do online can stay with you for life
https://www.esafety.gov.au/education-resources/classroom-resources/tagged
Image: Reproduced With Permission Office of the Children’s eSafety Commissioner Australian Government
3.32 Watch the Online videos supporting young workers starting work and other resources
Image: Reproduced With Permission Department of Employment Australian Government
3.33 How many and where are the jobs? - Labour Market Information
Image: Reproduced With Permission Department of Employment Australian Government
3.34 How to get that job? Including Job hunting, Resumés, Cover letters and Interviews
Image: Reproduced With Permission Careers New Zealand

WORK EXPERIENCE
3.35 Work Matters – three young people on work experience
https://www.youtube.com/watch?v=bn5BipWtukg&feature=youtube.be
Image URL: Title: Creator:
3.36 Work experience
http://www.myworldofwork.co.uk/seccion/work-experience
Image URL: Title: Creator:
3.37 The right start: Building safe work for young workers
Image: Reproduced With Permission Workplace Health and Safety Electrical Safety Office Queensland Government
3.38 Worksafe Victoria
Image: Reproduced With Permission WorkSafe Victoria
3.39 Undertake Safety Sense certificate online - Workplace Health and Safety
URL: http://www.ion.qld.gov.au/workplacepdfs/safetysense/
Image: Reproduced With Permission Queensland Department of Industrial Relations
3.40 AP Cadetships, scholarships and work experience opportunities
Image: USQ
3: MANAGING MY CAREER

3.41 What employers want
https://www.youtube.com/results?search_query=what+employers+wants+cv+tips

3.42 Workplace Health & Safety for work experience

3.43 Reflections on your work experience
Image: Reproduced With Permission Department of Employment Australian Government

CAREER PORTFOLIO AND RESUME

3.44 Creating a Resume that stands out – complete online
http://www.myfuture.edu.au/change-direction/preparing-to-apply-for-jobs/creating-a-resume-that-stands-out
Image: USQ

3.45 Use Action words for maximum impact in your Resume
http://www.myfuture.edu.au/getting-started/prepare-to-apply-for-jobs/create-a-resume-that-stands-out/action-words
Image: USQ

3.46 Your Resume Recipe slideshare
http://social.usq.edu.au/how-to/2015/06/resume-recipe
Image: USQ

3.47 Resume tips and tricks
http://social.usq.edu.au/how-to/2015/01/resume-tips-tricks
Image: USQ

3.48 Apps for Career Help
http://www.slideshare.net/usqedu/get-that-job-from-your-pocket?ref=
Image: USQ

3.49 Career video series
http://www.myfuture.edu.au/socialhub/study-work/2015/05/career-quick-tips
Image: USQ

3.50 Sample resumes
Image: Reproduced With Permission CareerOne

3.51 Online Resume Builder – complete online
Image: Reproduced With Permission Department of Training and Workforce Development (Government of Western Australia)

3.52 Sample resumes and cover letters
Image: Reproduced With Permission Youth Central State Government of Victoria

3.53 How to make a video Resume
https://www.youtube.com/watch?v=k4tOV5rSrz3KM

3.54 Sample Resumes and Cover Letters- complete online
Image: USQ

3.55 Resume Dos and Don’ts
https://www.youtube.com/watch?v=R6qMTa4H7tI
Image: USQ

3.56 Resume Dos and Don’ts
https://www.youtube.com/watch?v=QoUCkWWKX0
Image: USQ

3.57 Online Resume builder complete online
Image: Reproduced With Permission Careers New Zealand

HOW TO WRITE APPLICATIONS

3.58 Finally finding that job Blog
http://www.usq.edu.au/socialhub/study-work/2015/05/km-finally-landing-that-job
Image: USQ

3.59 Preparing for your interview
http://www.usq.edu.au/socialhub/study-work/2015/05/career-quick-tips
Image: USQ

3.60 Addressing selection criteria
Image: USQ

3.61 Use social media to energise your career
Image: USQ

3.62 Think about your social footprint
Image: USQ

3.63 Prepare to apply for jobs – myfuture - complete online
http://myfuture.edu.au/getting-started/prepare-to-apply-for-jobs
Image: USQ

3.64 Writing a good Cover letter
https://www.youtube.com/watch?v=YnxxL6tpQ8
Image: USQ

3.65 Australian JobSearch – Finding that job
Image: USQ

THE JOB INTERVIEW

3.66 Preparing for your interview
Image: USQ

3.67 The Job Interview
http://www.usq.edu.au/study-tips/2015/05/phoenix-cartoons-s02e04
Image: USQ

3.68 Interview Tips
http://social.usq.edu.au/how-to/2015/01/interview-tips
Image: USQ

3.69 The Dos and Don’ts of Job Interviews
Image: USQ

3.70 Preparing for interviews and questions to ask – complete online
Image: Reproduced With Permission Australian Government

3.71 First impressions
http://www.usq.edu.au/socialhub/study-work/2015/07/first-impressions
Image: USQ

3.72 Preparing interview questions
Image: USQ

3.73 How to market yourself
http://myfuture.edu.au/getting-started/prepare-to-apply-for-jobs/how-to-market-yourself
Image: USQ

ACTION PLANNING

3.74 Student Connect QCAA
https://studentsconnect.qcaa.qld.edu.au/
Image: Reproduced With Permission Queensland Government

3.75 Deadly Pathways
Image: Reproduced With Permission Queensland Government

3.76 Making your mark
http://www.makeyourmark.edu.au/
Image: USQ

3.77 Taking action
Image: Reproduced With Permission Department of Training and Workforce Development (Government of Western Australia)

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

3.79 The important thing is not to stop questioning.
Curiosity has its own reason for existing. Albert Einstein Image: USQ

3.80 How to make career transitions
http://www.levos.com/articles/career-advice/how-to-change-careers
Image: USQ

3.81 Writing an action plan – Make Your Mark
Image URL: http://bit.ly/1Mo8w6r Creator:

CAREER ENHANCING TIPS

3.82 Career tips and ideas – Networking

3.83 Benefits of Networking
https://www.youtube.com/watch?v=lqzCkYn9g
Image: USQ

3.84 What is LinkedIn?
https://www.youtube.com/user/LinkedIn

3.85 Using Linkedln effectively
http://www.mindtools.com/pages/article/linkedin.htm
Image: USQ

3.86 Apps to help get jobs
http://www.usq.edu.au/socialhub/study-work/2015/01/get-that-job
Image: USQ
3: MANAGING MY CAREER

3.87 Australian Apprenticeships Pathways

Image: Reproduced With Permission Industry Training Australia

3.88 Starting your own business
starting-your-own-business
Image: Reproduced With Permission Youth Central State Government of Victoria

3.89 Volunteering tips
http://www.usq.edu.au/socialhub/uni-
lifestyle/2014/09/volunteering-tips
Image: USQ

3.90 How can volunteering help me get a job?
http://www.usq.edu.au/study-tips/2015/03/
phoenix-cartoons-s02e06
Image: USQ

3.91 ACE Day Jobs

3.92 SkillsOne skilled occupations video

3.93 Getting the edge through Career Mentoring
http://www.slideshare.net/usqedu/career-
mentoring-9-ways-it-will-kickstart-your-new-career
http://www.slideshare.net/usqedu/how-can-a-
mentor-help-you
Image: USQ

3.94 myfuture occupation videos
http://www.myfuture.edu.au/
explore-careers/browse-occupations/
browseoccupationalphabetically
Image: USQ

3.95 Starting a Business – government assistance
starting-a-business/ Pages/default.aspx
Image: USQ

3.96 Entrepreneurs – starting your own business
http://www.careers.govt.nz/plan-your-career/
make-a-career-decision/entrepreneurship/
Image: Reproduced With Permission Careers New Zealand

3.97 Real Opportunities – Australian Apprenticeships
https://www.youtube.com/watch?v=qOpdfJ5gk&list=PLKCC48F1401DCA3D0
Image: Reproduced With Permission Industry Training Australia

3.98 MyGain videos – Australian Apprenticeships Pathways
https://www.youtube.com/user/AAPathways
Image: Reproduced With Permission Industry Training Australia

3.99 Health professions
http://www.myhealthcareer.com.au
Image: Reproduced With Permission I’m Gonna Make It Pty Ltd

BEING PROACTIVE AND FUTURE FOCUSED

4.01 Top 10 new future jobs
https://www.youtube.com/watch?v=P8G6h2ZGZQ4
Image URL: http://bit.ly/1UWI9kQ  Creator: Alisa Perrie

4.02 Careers in 2030
http://careers2030 casts.org/jobs/

Careers in 2030
well-see-by-2030-2014-5
Image: USQ

10 most needed jobs in the future
https://www.youtube.com/
watch?v=xOQb6a9Ng
Image: USQ

Top 10 new future jobs
http://www.coursefinder.com.au/blog/10-quirky-
jobs-that-will-exist-by-2030/
Image URL: Title: Creator:

10 Quirky jobs that will exist in 2030
http://www.coursefinder.com.au/blog/10-quirky-
jobs-that-will-exist-by-2030/
Image: USQ

Chase your dreams
https://www.slideshare.net/  Title: Creator:

QFAC Queensland Tertiary Admissions Centre
http://www.qgac.edu.au/home
Image: Reproduced With Permission Queensland Tertiary Admissions Centre

TAFE Queensland

Australian Apprenticeships Pathways
Image: Reproduced With Permission Industry Training Australia

Disability assistance at USQ
http://www.usq.edu.au/socialhub/uni-
lifestyle/2014/09/register-disability
Image: USQ

Uni life myths busted
http://www.usq.edu.au/socialhub/lifestyle/2015/06/
extreme-mythsbusters-unlife
Image: USQ

University Survival Guide
https://ifef.org/students/uniguide/
Image: Reproduced With Permission Country Education Foundation of Australia

Project Unknown
ProjectUnknown.jsp
Image: Reproduced With Permission Queensland University of Technology

Which degree?
http://www.whatdegreewhichuniversity.com/
Home
Image: Reproduced With Permission Bathurst Productions Pty Ltd

What to expect at Uni
http://www.usq.edu.au/socialhub/study-
tips/2014/12/July-expect-start-uni
Image: USQ

Better future for kids
http://www.usq.edu.au/socialhub/study-
kids/2014/11/july-better-future-for-kids
Image: USQ

Indigenous pathways
http://www.limnetwork.net.au/pathways
Image: Reproduced With Permission University of Melbourne

AGENCIES TO HELP

4.20 Centrelink - Youth Allowance
services/centrelink/youth-allowance
Image: Reproduced With Permission Centrelink-
Youth Allowance

4.21 ATO – Tax file number
https://www.ato.gov.au/individuals/tax-file-
number/apply-for-a-tax-file-number-residents-tn-
application/
Image: USQ

4.22 Driver’s license application
http://www.qld.gov.au/transport/licensing/driv-
ner-licensing/applying/index.html
Image: USQ

4.23 Birth Certificate application
https://www.qld.gov.au/law/births-deaths-
marriages-and-divorces/birth-death-and-
marriage-certificates/birth-certificates/applying-
for-a-birth-certificate/
Image: USQ

4.24 Your Renting rights
https://www.rta.qld.gov.au/Renting/Thinking-
about-renting/Tenancy-agreements.aspx
Image: Reproduced With Permission Queensland Residential Tenancies Authority

4.25 RACQ free2go
Image: URL: Title: Creator:

4.26 Moneysmart
https://www.moneysmart.gov.au/managing-your-
money
Image: USQ

4.27 Medicare
services/medicare/medicare-card
Image: USQ

4.28 Health care card
services/centrelink/health-care-card
Image: Reproduced With Permission Human Services Australian Government

4.29 StudyAssist
mytertiarystudyoptions
Image: Reproduced With Permission Australian Government

4.30 Enrol to vote
Image: Reproduced With Permission Australian Electoral Commission

4.31 USQ Scholarships
http://www.usq.edu.au/scholarships
Image: USQ

4.32 Smiling Mind
Image: Reproduced With Permission Smiling Mind

4.33 Coping skills
http://au.reachout.com/what-is-coping#what
Image: USQ

4.34 beyondblue
https://www.beyondblue.org.au/
Image: USQ

4.35 Headspace
http://headspace.org.au/
Image: Reproduced With Permission Headspace

4.36 Australian Defence Force recruiting
http://www.defencejobs.gov.au
Image: USQ

4.37 USQ Study Abroad options
http://www.usq.edu.au/current-students/life/
study-abroad
Image: USQ

4.38 Queensland Fire and Emergency Services- SES,
Rural Fires
Image: USQ

4.39 Volunteering
http://www.volunteeringaustralia.org/
Image: Reproduced With Permission Volunteering Australia

4.40 Letzlive Gap Year programs
http://www.letzlive.org/
Image: Reproduced With Permission Letz Live Pty Ltd

4.03
APPENDIX 3:

ACTIVITIES
List three small changes you could make to move forward:
1. 
2. 
3. 

List three things that are holding you back:
1. 
2. 
3.
USQ Career Goal Setting

1. Study & skills needed
2. How can I improve my chances?
3. What 5 jobs can I get now?
4. How long might it take?
5. Do I have a study timetable?
6. Challenges and solutions
7. What 5 jobs can I get?
MAKING INFORMED CAREER DECISIONS

Time for you to try. As examples... maybe you are considering whether to take a particular subject or course; maybe you are considering whether to join a defence or police service?

➢ Think of a decision to be made and take the following decision making steps

➢ Through practice, good decision making is a skill you can learn

➢ With some practice it will become a good habit!
GOOD DECISIONS
1. Think of a decision to make
2. Plot through the decision making cycle to determine your best alternative

Go ahead and do it and then review it!

What is the Problem?

What are the alternatives?
Pros/Pluses + Cons/Minuses -

Best alternative. I choose........

Main points to base your decision on

1. Think of a decision to make
2. Plot through the decision making cycle to determine your best alternative

What is the Problem?
What do I want?
What could stop me?
Who can help me?
How do I get it?
When do I want it?
Why do I want it?

Activity 3.08 3/3 Page 24
In addition to the formal qualifications you get from a university, TAFE or through an apprenticeship or traineeship, employers are often interested in what they describe as ‘employability skills’ when deciding who to employ in their business.

Australian employers have identified 8 groups of skills they consider to be essential to successful workplace performance. These 8 skills are important regardless of where you work or what kind of work you do.

Draw a line to match the employability skill with the definition that best fits it:

<table>
<thead>
<tr>
<th>Employability skill</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>Can come up with solutions to problems</td>
</tr>
<tr>
<td>Team-working Skills</td>
<td>Able to come up with smarter ways of doing things</td>
</tr>
<tr>
<td>Problem-solving Skills</td>
<td>Can do the things that need to be done to achieve goals</td>
</tr>
<tr>
<td>Innovative and Enterprising Skills</td>
<td>Always like to learn new things and improve your skills</td>
</tr>
<tr>
<td>Planning and Organising Skills</td>
<td>Can listen to others and pass on relevant information</td>
</tr>
<tr>
<td>Self-management Skills</td>
<td>Able to use technology to get things done quicker</td>
</tr>
<tr>
<td>Learning Skills</td>
<td>Able to prioritise your time effectively</td>
</tr>
<tr>
<td>Technology Skills</td>
<td>Able to get on with others</td>
</tr>
</tbody>
</table>

How do you think school helps you to develop these employability skills?

In addition employers are saying that young people will look more attractive to employ if they have also developed certain personal attributes.

Complete the crossword and identify some of the many employability attributes.

Across:
3. Doesn’t have to be pushed into doing thi
6. Not give up
7. Faithful to the company
8. ____ presentation is important
9. Always happy and willing to give things a

Down:
1. Feels good about themselves
2. Does what they say they will do
4. A person who has this, is fun to be arou
5. Can do many different things
6. Acts responsibly
7. Can be trusted

Words to choose from: (These are employability attributes but there are n words than you need so you will have to cho
* Loyal * Committed * Honest * Enthusi
* Reliable * Personal * Commonsense
* Humour * Adaptable * Confident * Motiv
Able to deal with pressure * Balanced atti
between work & home

Which of these attributes do you feel are your strengths?
Use the code wheel to identify the skills and attributes that employers look for in workers today. Each letter of the alphabet is represented by a number. Just match a number to a letter to work out what the skills are that employers today look for.

**Employability Skills And Attributes**

*What are employers looking for?*
Imagine you were a boss and owned your own company. What kind of business would you have?

Using the qualities described above as a guide (but you may also use your own), write a newspaper advertisement to attract the kind of person you would want to work for you.

**Example:**

**RETAIL POSITION**

New fast food shop in Brisbane City is looking for a hard working **team player** to join their staff.

Must be **honest** and **reliable** and have good **communication** skills.

If you feel this describes you and you can work weekends Ph 3204 1284 for an appointment **TODAY!**
Work skills you learn at school.

After playing the game with your friends, list ways school helps you prepare for the world of work.
AGENCIES TO HELP

**Personal Checklist**

Look through the checklist below and where appropriate, put a copy of each item in the back of this book. You will find that you will need all of these items in the near future, as the transition from school to work/further learning becomes a reality.

<table>
<thead>
<tr>
<th>Readiness Checklist</th>
<th>Tick if Achieved</th>
<th>Number in Priority Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax File Number*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of Centrelink Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Card Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Resume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers Licence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of Job Networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of New Apprenticeships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide on a career path</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction blue card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two character referees (not family members)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your own Medicare Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered for the Electoral Roll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy of latest school report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy of any recent certificates Eg school, sport, TAFE etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Not sure how to get a tax file number (TFN)?* If you are a high school student, the quickest and easiest way for you to get your TFN is to apply through your school because the school verifies your identity and you will not need to provide further proof of identity. If you have left school, you can get a TFN by applying direct to the Tax Office or you can apply on-line. Call the Tax Office on 13 28 61 for more details. You can also pick up an application form from any newsagent.

By gathering this information now, you will be more prepared for the challenges that 'Life after school' might bring.

Remember, any copies of official documents should be certified by a JP.

**Travellers Tip:**

"If you find a path with no obstacles, it probably doesn't lead anywhere."  
Frank A. Clark