

Wednesday, 19 July 2023

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What's On in the Next Few Weeks

[SCCE | Exchange Webinar](#)

July 18, 2023

Preparing for your exchange program is an important part of the process and is vital to continued program success. At these online meetings, an experienced high school exchange advisor will share an overview of high school exchange programs with Southern Cross Cultural Exchange.

You'll learn more about living with a host family and how studying overseas can help you develop confidence and independence... and gain a lifetime of memories.

[Find out more](#)

[ACU | ACU Guarantee: Early Offer Application Process and Student Panel Webinar](#)

July 18, 2023

The ACU Guarantee program offers eligible Year 12 students a place at ACU based on your Year 11 results. Join us to learn detailed information on how to apply to this early offer program, and hear current students share their experiences.

[Find out more](#)

[University of Sydney | Life of an Astrophysicist](#)

July 19, 2023

Have you ever wondered how the universe began and how much we have yet to discover? Or perhaps, you ponder if we will ever find life elsewhere in the Milky Way.



Join this session with Dr Laura Driessen from the Sydney Institute for Astrophysics at the University of Sydney, to discover what studying astrophysics involves, what an average day for an astrophysicist is like, how you can pursue studies towards becoming one as well as the diverse career paths open to you in this field.

[Find out more](#)

Aviation Job Skills Workshop – Oran Park

July 20, 2023

Join us at our workshop to explore the huge variety of Airports and Aviation job career pathways available to the women of Western Sydney.

Each workshop is designed to share career pathways, training options and skill requirements, job application tips for women to apply for aviation jobs. It's a great insight into the amazing career opportunities that exists at Airports, including careers that do not require any formal qualifications to enter.

[Find out more](#)

Notre Dame | Parent Information Session

July 20, 2023

Join us at All Saints Catholic College, Liverpool Campus and find out everything you need to know about studying at Notre Dame.

Hear about our range of disciplines and degrees, pathway programs, holistic application process, entry pathways, [Young Achievers Early Offer Program](#), scholarships, and important dates. You will have the opportunity to speak one-one-one with Academics from a range of disciplines.

[Find out more](#)

UOW | Liverpool Open Day

July 22, 2023

Our Liverpool campus will be holding an Open Day on Saturday 22 July, 11am – 2pm. Attend information sessions, watch a demonstration, visit the Early Admission application help hub or go on a campus tour. There will be plenty of opportunities to get all your questions answered and ensure you're making a confident decision about your studies in 2024.

[Find out more](#)

Northern Rivers Careers Expo 2023

July 25, 2023

Held annually in July, the Northern Rivers Careers Expo is the region's premier careers event. Showcasing Career Advice, Further Education, Jobs and Training, it is an opportunity for local school leavers, job seekers and workers to develop genuine long-term career prospects.

[Find out more](#)



[WEP | Student Exchange Info Session](#)

July 25, 2023

Imagine making friends from all over the world, learning about yourself and the world around you and seeing sights you could only dream of! Find out more about your student exchange opportunities at WEP's online info session.

[Find out more](#)

[University of Sydney | Biomedical Engineering Webinar](#)

July 26, 2023

Biomedical engineers work with doctors and medical professionals to develop technologies that improve and save people's lives. Cochlear implants, heart pacemakers, and MRI scanners are all technologies that were made a reality by biomedical engineering. If you're passionate about helping others and have a problem-solving mindset, then this could be your future. Join our webinar to explore the University of Sydney Biomedical Engineering program, the largest of its kind in the Southern Hemisphere.

[Find out more](#)

[Clusters PD - Using the Clusters to structure school-based Career Events](#)

July 27, 2023

Join Lucy from Study Work Grow and find out how you can use the Career Clusters as part of your school community Career Events.

You can integrate the Clusters into information evenings, parent and family workshops, career speed dating, alumni events, and career expos, and we'll talk about how this can help students investigate their options in line with their strengths.

This will be an interactive session of one hour, with time for questions at the end.

[Find out more](#)

[University of Sydney | Meet Sydney, Wagga Wagga](#)

July 27, 2023

Join us for an information evening to find out all you need to know about the University of Sydney!

Learn about our new [Regional and Remote Entry Scheme](#) and [MySydney Scheme](#).

The session will also cover information about courses, admission requirements, entry schemes/pathways, fees, and scholarships, as well as the type of support available on campus. Uni students and alumni from Regional NSW will share stories, tips on moving away from home and advice about their journey to university and beyond.

You'll also get the chance to speak with staff and students and have all your questions about the University of Sydney answered.

[Find out more](#)



[ACU | 2023 Open Days](#)

July 29 to September 9, 2023

Open Day is the perfect opportunity to find out more about your study options, meet our friendly staff and students, and explore our campuses.

We look forward to welcoming you to our 2023 Open Days.

Blacktown

Saturday 29 July,

10am – 2pm

North Sydney

Saturday 5 August,

10am – 2pm

Strathfield

Saturday 9 September,

10am – 2pm

[Find out more](#)

[Charles Sturt | 2023 Open Days](#)

July 30 to August 27, 2023

Open Day is back on campus this July and August and we're excited to show you around!

Open Day is your chance to get to know what we're all about at Charles Sturt. You'll get to discover your study options and see what uni life is like – we're giving you the keys to the campus, so you can make yourself right at home.

There's something for everyone.

- Jump on a campus tour and check out our state-of-the-art facilities and accommodation.
- Get detailed info about courses – and discover the exciting careers they could lead to.
- Chat to current students about what studying at Charles Sturt is really like.
- Meet our expert teaching staff and find out what to expect in lectures and tutorials.
- Discover the fun side of life at Charles Sturt – speak to people from our clubs, societies and sporting teams.

There's also fun stuff like live entertainment, giveaways, competitions and free food!

Plus, you can explore our expo, info, and career and skills hubs. Chat to our friendly teams about all things Charles Sturt – the support services we offer, early offer programs and even how to boost your hiring potential.

[Find out more](#)



[NIE | JCU Medicine & Dentistry Application Advice and Strategies Webinar](#)

July 30, 2023

Are you aspiring to pursue Medicine or Dentistry at James Cook University?

We understand that the application process can be overwhelming, and that's why we're here to help! Join our interactive and informative webinar designed to provide you with the guidance and support you need to create a compelling application that stands out.

Our workshop aims to provide you with comprehensive guidance on the application process while emphasizing the importance of rural and Indigenous health. By attending this webinar, you will gain valuable insights, practical tips, and personalized advice to create a standout application for the Medical Degree program at James Cook University.

[Find out more](#)

Important Future Events

[Sydney Conservatorium of Music | Music Theatre Chorus](#)

July 31 to September 4, 2023

This exciting musical theatre course for students 15-22 years will cover vocal technique, lyrical interpretation, characterization, stage physicality, audition technique and musical theatre ensemble techniques.

Classes will take place weekly and contain a musical theatre ensemble component and a vocal masterclass component, led by industry professional and Conservatorium Music Theatre teacher Rob McDougall. Come and explore the genre of musical theatre in a fun and safe environment. This is the ideal course for students wishing to progress further into their studies of Musical Theatre, or potentially audition for tertiary study in this field.

Weekly lessons will begin with basic ensemble, performance and vocal technique, with the second half of the term aimed at preparing students for a performance.

The class will prepare an end of term concert including a presentation the repertoire they have worked on over the term.

[Find out more](#)

[UOW | Wollongong Open Day](#)

August 5, 2023

The University of Wollongong (UOW) Open Day is the perfect opportunity to visit our amazing Wollongong campus, speak with our staff and students, and see why UOW is ranked as one of the best universities for student experience.

Whether you are looking at your next steps after Year 12, or you finished school some time ago and are looking for a pathway into university, Open Day is for you.

[Find out more](#)



[SCU | 2023 Open Day](#)

August 6 to August 13, 2023

Discover which courses spark your interest and the location or format that works best for you. Check out your options online and on-demand.

Take a campus tour, listen to live panel sessions with students, alumni and industry experts or watch online.

Register for Open Day at Gold Coast, Northern Rivers, Coffs Harbour, online – or come to them all.

[Find out more](#)

[Apprenticeship/Traineeship & Jobs Expos](#)

August 8 to September 12, 2023

Whether you are a student at school looking for a career path, a parent hoping to give your child the best opportunities in life, seeking a career change, or looking for employment, the 2023 Apprenticeship/Traineeship & Jobs Expos have all the answers you need.

This is a fantastic opportunity you won't receive anywhere else to meet industry experts from a range of interesting fields and learn about the opportunities that exist. Bring copies of your resume and get in first on the road to a rewarding career!

With an expected over 100 exhibitors at each expo who are seeking employees now, if you are serious about securing employment, then these events are not to be missed.

Entry is free and registration is not required.

Newcastle & Hunter – Tuesday 8 August – 3pm to 8pm

NEX – Newcastle Exhibition & Convention Centre

Central Coast – Tuesday 15 August – 3pm to 8pm

Mingara Recreation Club, Tumbi Umbi

Illawarra – Tuesday 22 August – 3pm to 8pm

Illawarra Sports Stadium, Berkeley

South Western Sydney & Macarthur – Tuesday 29 August – 3pm to 8pm

Liverpool Catholic Club, Prestons

Western Sydney – Tuesday 5 September – 3pm to 8pm

Penrith Valley Regional Sports Centre Cambridge Park

Sutherland Shire – Tuesday 12 September – 3pm to 8pm

Tradies Gynea

[Find out more](#)

[Macquarie | Open Day 2023](#)

August 12, 2023

Many of our degrees are co-designed with industry, which means they're shaped by the latest industry trends. Our double degrees can be personalised – you choose the combination you consider will best kick-start your career.



Practical experiences are built into all of our degrees, so you'll graduate with the knowledge and skills needed to meet the current and future challenges of your profession. You also have the option to undertake many of our degrees on campus or online – or a combination of both. Join us at Open Day to find out more and check out our awesome campus.

Open Day is an experience made for (YOU)^{US}.

[Find out more](#)

[JMC Academy | August Open Day, Sydney](#)

August 12, 2023

Register for our Free Open Day! This is your chance to see our multi-million dollar world-class facilities.

Things to do at Open Day:

- Tour our world-class facilities and tech
- Explore your creative future in our hands-on workshops
- Meet our current students and industry expert lecturers
- Check out live student performances
- See creativity come to life with course demonstrations
- Build your creative network

[Find out more](#)

[Whitehouse Institute | Open House 2023](#)

August 12 to August 26, 2023

Come and join us on campus for Open House this August! Immerse yourself in our vibrant campus atmosphere, explore our exceptional learning environment and meet our welcoming design community.

- Sydney Campus – 12 August 2023, 10am-2pm
- Melbourne Campus – 19 August 2023, 10am-2pm
- Brisbane Campus – 26 August 2023, 10am-2pm

What you can expect on the day:

- Interactive creative workshops: immerse yourself in hands-on design workshops led by our expert teachers
- Course information sessions: Hear more about our comprehensive curriculum, the subjects you'll study and the overall Whitehouse experience
- Campus tours: Take a tour of our state-of-the-art campus, where creativity thrives and innovation is nurtured
- Design exhibition, view the latest student design work
- Q&A sessions: Engage with our faculty and current design students to answer all your questions
- Fashion Runway Show

[Find out more](#)



Scholarships

What Are Scholarships?

Scholarships are special awards or financial assistance that can help you pay for your education. Think of them as gifts given to students who have shown academic excellence, talent, or special abilities. They come from schools, universities, organisations, or even individuals who want to support your educational goals.

How can scholarships help me?

The great thing about scholarships is that they provide money to cover different educational expenses. This could include tuition fees, books, supplies, or even living expenses. And here's the best part: scholarships are not loans, so you don't have to pay them back! They are designed to support students like you who need financial help to pursue their education.

What different scholarship categories are there?

Scholarships are awarded based on various criteria. It could be your good grades, active involvement in your community, leadership skills, or even specific talents like sports, arts, or music. It's important to showcase your achievements and strengths when applying for scholarships. You might need to fill out an application, write essays, provide recommendation letters, or demonstrate your skills or talents.

Why should I apply for a scholarship?

Applying for scholarships can be a fantastic opportunity for you, especially if you're concerned about the cost of education. Scholarships not only reduce the financial burden but also open doors to better opportunities. They encourage and reward your hard work, dedication, and potential.

Where can I find out more about scholarships?

We've covered many topics about scholarships before, including tips for your applications, different types of scholarships, and how they can benefit you. Take a look here:

- [7 Tips for Maximising Your Scholarship Application](#)
- [3 Scholarships for Artistic Students](#)
- [Scholarships for Students Experiencing Financial Difficulty](#)
- [Scholarships for Students with a Disability](#)
- [5 Reasons to Apply for Scholarships](#)
- [Inspiring Scholarship Stories](#)

Or you can search our database for scholarship opportunities [here](#).



Some scholarships you may be interested in:

[Westpac Young Technologists Scholarship](#)

Open: September 4, 2023

Closes: January 14, 2024

Value: \$20,000 AUD

[University of Newcastle Ma & Morley Scholarship Program](#)

Open: July 1, 2023

Closes: October 2, 2023

Value: Up to \$75,000 AUD

[Macquarie Actuarial Studies Co-op Program](#)

Open: April 5, 2023

Closes: September 14, 2023

Value: \$19,600 per year

Apprenticeships and Traineeships

[APS Indigenous Apprenticeships Program](#)

The Indigenous Apprenticeships Program works is a pathway for Aboriginal and Torres Strait Islander people to start their careers in the Australian Public Service (APS).

Since 2015, the IAP has given over 1,800 Aboriginal and Torres Strait Islander people opportunities to join the APS. These are people with diverse backgrounds, including people leaving school, finishing study or looking for a new career.

The 12-month program offers:

- a permanent, full-time, entry-level job in government
- job security with a competitive salary
- opportunities to progress your career, including a nationally recognised certificate or diploma qualification.

It also offers a range of roles across a number of departments and agencies. You could work in:

- administration
- policy and program development
- service delivery
- finance
- human resources
- information technology.



When you apply, we'll ask you which department or agency you're interested in. We'll consider your application for all participating departments and agencies.

We'll also ask where in Australia you'd like to work. You can apply for a role in one or more locations.

Expressions of interest for the 2024 program are open now. Find out more and apply [here](#).

Getting Ready for Work

[A Career in Traditional Chinese Medicine](#)

This guest article was written by Damien from Sydney Institute of Chinese Medicine.

[Traditional Chinese medicine \(TCM\)](#) is a unique medical system. It dates back thousands of years, is recognised by the World Health Organisation, is practised in over 180 countries worldwide and delivers a natural, drug free approach to treatments while maintaining general health and wellbeing.

TCM's most common treatment types are acupuncture and Chinese herbal medicine.

Acupuncture involves inserting needles at key points in a patient's body to stimulate qi. Herbal Chinese medicine involves prescribing a combination of natural herbs to help a patient based on their symptoms.

What does a Career in TCM Involve?

Most TCM practitioners in Australia spend most of their time seeing patients in a clinic. This typically involves:

- Meeting patients and listening to their health concerns.
- Diagnosing the problem and planning the right treatment.
- Prescribing acupuncture and/or herbal medicine.
- Providing lifestyle and dietary advice.
- Contacting the patient to monitor their progress and adjust the treatment as needed.
- Working with other healthcare professions, such as doctors or physiotherapists, to ensure the best outcomes for the patient.
- Attending workshops and seminars each year to ensure that their knowledge and skills are up to date.



How can I become a TCM Practitioner?

If you are a high school student in Australia, these four steps are the fastest path to becoming a TCM practitioner:

1. Choose an accredited institution: Five institutions in Australia are accredited to teach a Bachelor of TCM degree – [Endeavour College](#), [RMIT University](#), the [Sydney Institute of Traditional Chinese Medicine](#), [Torrens University](#) and [Western Sydney University](#). Decide which one best suits you.
2. Meet their entry requirements: Each institution has its own entry requirements, such as a specific ATAR or completion of certain subjects in high school. Check the requirements of the institution you're interested in – and make sure you meet them!
3. Complete the degree: Your degree of TCM degree will normally take around four years to complete. During this time, you will learn Chinese medicine theory, acupuncture, herbal medicine, anatomy, physiology and pathology. You will also receive hands-on clinical training under the supervision of experienced practitioners.
4. Get registered: After completing your degree, you need to register with the [Chinese Medicine Board of Australia](#). Once you've been registered, you're ready to practise!

About Sydney Institute of Traditional Chinese Medicine

Traditional Chinese medicine takes a holistic approach to health. It's thousands of years old and is seeing a surge in popularity around the world, with words like "acupuncture" and "qi" now part of our daily language. As part of Australia's growing complementary health sector, the career prospects are attractive too.

Before you can practise acupuncture or Chinese herbal medicine in Australia, you need to study a degree that's accredited by the Chinese Medicine Board of Australia (CMBA). The Sydney Institute of Traditional Chinese Medicine offers one of a handful of CMBA-accredited degrees.

Our Bachelor of TCM can be completed in four years and equips students with the necessary skills to practise acupuncture and Chinese herbal medicine. As part of our degree, students will gain hundreds of hours of real clinical experience in our dedicated teaching clinic.

As a non-university provider, we offer a personalised and student-centred learning experience. Our staff are always ready to offer guidance and support. We are all passionate about TCM – it's been our sole focus since we opened our doors in 1984.

If you're curious about a career in TCM, we encourage you to come to one of our [open days](#). This will give you the chance to learn more about our degree, see our campus, and talk to our administration and teaching staff.

Thanks again to the Sydney Institute of Chinese Medicine for this guest article.



What's the Difference Between a Reference and a Referee?

If you're hunting for work, you've probably put together a resume to hand out to potential employers. One of the most important parts of the hiring process is the employer looking for information about you from other people. This is usually done through references and referees.

But what are references and referees, and what's the difference? Read on to find out.

Reference vs referee

A **referee** refers to an actual person – someone you'll put down on your resume who can vouch for your skills and effectiveness.

A **reference** is a written document or statement from a person you've worked for. It usually includes information about the kind of work you undertook, and your skills and abilities. So someone may be willing to write up a reference for you, but that doesn't necessarily mean you also need to include them as a referee on your resume.

The purpose of references and referees is so employers can cross-check any information you've put on your resume to ensure you're not making anything up.

The benefit of references is that once you have one, you can use it over and over again without needing to worry about it changing. On the other hand, the benefit of referees is that they can potentially provide more relevant and up-to-date information.

Who can be a referee?

Your referees need to be people who know about your work experience and skills, and are willing to vouch for you in a positive way.

Keep in mind you should never put your parents or friends down as references – employers will usually consider them as biased and unreliable. The best referees are people you know in a professional capacity, such as your employer. If you've never had a job before, you can include people like teachers, mentors or coaches instead.

If you're going to add someone as a referee to your resume, make sure you let them know in advance. Not only is it the polite thing to do, it also means they can be prepared in case a potential employer calls them for information.

Ensure your referee details are always kept up to date – if an employer can't get in touch with your referees, this might affect your application.

Who can I get a reference from?

If you'd like to add some references to your resume, they don't just need to come from people you've been employed by.

If you're undertaking work experience, it's a good idea to ask if you can get a reference at the end of your placement. Or if you do any sort of volunteer work, this is great to get a reference for too.



If you have no work experience (either paid or unpaid), you can also ask for what's known as a 'character reference'. Obviously this won't include any details of your work, but can tell a potential employer more about the type of person you are. These might come from people like teachers or coaches.

References are most credible if they're written or typed on a company letterhead, and also signed by the person who wrote the reference. Keep in mind that employers might contact the business or person you've received a reference from to make sure it's legit.

Want more?

Like to know more about job hunting? Check out the other resources on [Study Work Grow](#).

Work Experience

[Work Experience and Career Exploration: Discovering Your Passion](#)

High school is a great time to start thinking about what you want to do in the future – and one way to do this is by gaining work experience. In this blog post, we'll talk about why work experience is important for high school students like you and how it can help you figure out what you love doing. You might be wondering, "Why should I think about careers now?" Well, exploring careers through work experience can help you make smart choices about your future. It lets you understand what you're interested in and what you're good at. So, let's find out how work experience can help you find your passion.

Discovering through Work Experience

Work experience is basically a way of trying different things to see what you like. You could even do internships, volunteer, or get a part-time job. These experiences all give you a chance to see what different jobs are like and what skills they require.

Learning New Skills

One great thing about work experience is that it helps you develop new skills. You'll learn things like communication, problem-solving, teamwork, and time management – skills that are important no matter what job you choose in the future.

Making Connections

During your work experience, you'll meet people who work in the fields you're interested in. This can lead to future opportunities and help you make contacts for down the track. You might even find a mentor who can guide you and give you advice about your career.



Thinking About What You Enjoy

While you're on work experience, take a moment to think about what you enjoy doing. What tasks make you feel excited? What kind of work environment do you like? These reflections can help you figure out what you're passionate about.

Aligning Your Goals

Once you've explored different careers, it's time to align your goals with your passion. Do some research to find out what education you need and what job prospects are like in the fields that interest you. Remember, you want to choose a career that makes you happy and fulfilled.

Looking for More Opportunities

Work experience is just the beginning. Keep exploring your passion by looking for more opportunities. Attend career fairs, join clubs or organisations related to your interests, or consider internships. The more you dive into your chosen field, the clearer your career path will become.

Getting Guidance and Support

You don't have to do this alone. Talk to your teachers, careers advisors, parents, or professionals in the fields you're interested in. They can give you advice and help you along the way. You can also use resources (like [ours!](#)) or online platforms to explore more career options.

By exploring careers through work experience, you'll get closer to finding your passion and clarifying your goals. Remember, this is a journey of self-discovery and creating a fulfilling future for yourself. Embrace the opportunities, learn, and let your passion guide you to a successful and happy career.

Competitions

[UC Creative Competition](#)

The UC Creative Competition celebrates the creativity of Year 11 and 12 students from the ACT, NSW and QLD. Participating students stand a chance to win a full year's tuition and semester study grants towards an Arts and Design degree at UC, and cash prizes for each competition category. Each work will be published in our competition gallery and open to voting for our annual People's Choice Award.



Submissions to this competition can be used to form part of the participating student's portfolio to gain entry into any of the Faculty of Arts and Design degrees.

Entries are open now and close 11 October.

Find out more and enter [here](#).

My First Speech Competition 2023

Your first speech is a great way to speak about issues you are passionate about. You could enter as an individual or get your whole school involved!

Imagine yourself as a newly elected Member of the House of Representatives. Your task is to write a 90 second speech about issues you are passionate about then record yourself presenting the speech on video.

Australian students enrolled in years 10 to 12 are invited to enter the 'My First Speech' competition.

You can enter as a school or as an individual.

A winner from each year, 10, 11 and 12, will be invited to Canberra to deliver their speeches live and undertake a program of meetings at Parliament House.

Entries close at 5pm AEST on Friday 11 August 2023.

Find out more and enter [here](#).

BIOTech Futures Challenge 2023

BIOTech Futures is on the hunt for bright high school students with fresh ideas from around the globe. If you have an idea that solves a problem, we want to hear about it.

The Challenge gives students in years 9-12 the opportunity to develop solutions to current real-world challenges. They will be encouraged to use an innovative approach in designing and developing their solution and will be guided throughout their project by mentors with experience in the field such as academics, researchers, and university students.

By participating in this program, students will gain valuable first-hand experience in scientific research, be inspired to tackle real-world problems and have the opportunity to form lasting bonds with world-class researchers. The Challenge also gives students the opportunity to present their work to academics, biotech industry representatives, and their peers.

Students will work individually or in teams of up to 5 and either pick a project or come up with an idea of their own to pursue.

Registrations are open now and close 1 September.

Find out more and enter [here](#).



Resources

[The Importance of Good Email Etiquette](#)

In a world of emojis, abbreviations, and instant communication, we are all used to sending messages that are short, sharp and to the point. So when we use email, why wouldn't it be the same? Well, there is actually something pretty important to consider: your email etiquette.

What is email etiquette?

Basically, email etiquette is a set of rules that you use when you're composing an email. You use these rules to make your email clear and professional. The rules can be different depending on who you're sending an email to, but generally provide a great base to work from no matter who you're talking to.

Think of it a bit like sending a letter (old-fashioned, we know). If you just put a piece of paper in the envelope without saying who it's for, who it's from, or what it's about, it's probably going to be pretty confusing for the person who receives it, if it even makes it to the right person in the first place.

Why is email etiquette important?

Taking a few extra minutes to use good email etiquette makes it far more likely that people will respond positively to your emails. It shows people that you are professional and polite, and your email is less likely to cause misunderstandings.

And it might not seem like it while you're at school, but your conduct online is very important. Lots of things that go on the internet are out there forever – and this includes your emails. Always think twice before you hit "send".

Email etiquette tips

So what are some things you can do to make your emails more professional, and potentially causing offence to someone? We've gathered some of the top tips for you to keep in mind:

Make your subject line clear and concise

Depending on who you're emailing, they might receive tens or even hundreds of emails to sift through every day. So the first thing they're going to see is the subject line. If the subject line is confusing, vague, or non-existent they're much more likely to scroll right past it, or it'll be sent to their spam folder and they might not see it at all.

Using the example above, from the lecturer's point of view, what is this email about? What assessment was it? Which student? What class? This one is probably going to go to the bottom of the pile.

Instead, using a subject line like "Question about Assessment 2 for 'Workplace Communication'" lets them know exactly what the email is going to be about even before they've opened it.



Use proper greetings

Even if you know the person you're emailing, it's best to be as professional as possible in your emails. And this includes the way you greet them. While you might say "hey" or "what's up" to them in person, it's not the best look in an email. Even worse, jumping in with no greeting at all comes off as rude.

Some common greetings include "Hi" or "Hello", or if you need to be a bit more formal, "Dear" or "Good morning/afternoon".

Don't forget to include the person's name as well (if you know it) – it shows that extra level of attention to detail. And make sure you refer to the person you're emailing correctly. You wouldn't email your teacher and start with "Dear Jane"; "Dear Ms Doe" would be much more appropriate.

Politely sign-off

Similar to the above point, being professional and polite when finishing your emails is important too. Common ways you can sign-off an email include "Kind regards", "Sincerely", or even a simple "Thank you".

Introduce yourself

This is especially important if you're sending an email to someone you don't know. But even if it is someone you know (like your teacher), it's better to introduce yourself so they can quickly figure out who it's from instead of having to read through to the end.

You can always start with your name ("My name is..."), and then some extra info about who you are that's relevant to the person you're emailing. For example, if you're emailing a university lecturer, you might also include your student number. If you're at work and emailing a client, you could include the name of your business so they know who's contacting them. If you're emailing about a job opportunity, mention that.

Proofread your message

Just like you would with your assignments, it's important to double-check your emails before you send them off. Make sure there aren't any spelling mistakes or issues with grammar. It's also important to check the tone of your message to make sure it doesn't come off as rude or aggressive, or too casual.

Taking the time to read your email out loud can also help you catch any mistakes you might have missed by skimming it.



Keep it simple

Nobody wants to be spending half of their day reading through pages and pages of emails. Keep the content relevant and as brief as possible while still being clear. If it's something that you feel might need more explaining, you could try contacting the person by a different method, such as over the phone.

Include a signature

Similar to introducing yourself, having a signature at the bottom of your emails lets people know who you are. Not having any information about yourself can seem rude or even suspicious.

Include your name and (if it's a work email) your position. It's also good to put your contact information in there so people know the best way to contact you if they need to.

Check who you're sending it to

There's nothing more embarrassing than sending a message to the wrong person, especially if it includes information that's private or personal. Make sure you always double-check the email of the person you're sending to, as well as whether there are other people who need to be included (or not) in the email.

A good habit is to write your message before entering the person's email address – this way you can't accidentally send it too early either.

Final thoughts on email etiquette

Remember, the way you write your emails is a way of showing people who you are. If your message is disorganised and full of spelling mistakes, what do you think people will think about you? If it's rude or aggressive, do you think the person on the other end will respond positively? Regardless of who we are or what we do, good communication is always an important skill to have.

If you want to know more about effective communication in the workplace, we have more resources you can check out [here](#).

Want to know if communication is your strong suit? You can take our [Skills Report](#) and find the soft skills you excel in.

[Returning to Study After the Holidays](#)

As the holidays come to a close and the next term approaches, it's time to bid farewell to lazy mornings and the joy of having ample free time. Returning to the routine of studying can feel daunting, but don't stress – we've written this blog to help you ease back into your study habits after the holidays. Remember, it's all about finding the right pace and maintaining a positive mindset. So, let's dive in and discover some useful tips to make the transition smoother and more enjoyable.



Embrace the Slow Start

After weeks of relaxation, jumping right back into intense study sessions might seem overwhelming. The key is to embrace the concept of a slow start. Give yourself permission to ease back into your routine gradually. Begin with shorter study periods and gradually increase the time as you regain your focus. By allowing yourself a gentle transition, you'll be setting a sustainable pace for the long haul.

Set Realistic Goals

It's important to set realistic goals to avoid unnecessary stress and maintain a positive mindset. Reflect on what you want to achieve academically during the upcoming term. Break down your goals into smaller, manageable tasks, and create a study plan that accommodates your needs. Be flexible and remember that progress, no matter how small, is still progress. Celebrate your achievements along the way to stay motivated.

Create a Study-friendly Environment

Revamp your study space to make it conducive to learning. A clean, organised, and well-lit area can work wonders for your focus and productivity. Remove any distractions, such as your phone or noisy gadgets, and gather the necessary materials you'll need. Personalise your space with motivational quotes, pictures, or items that inspire you. Designating a specific study area can help tell your brain that it's time to concentrate and get into study mode.

Revise your Study Techniques

Experiment with [various study techniques](#) to reignite your passion for learning. Use flashcards for memorisation, employ mind maps to visualise connections between ideas, or try explaining concepts to yourself or a friend. Find what works best for you and keeps you engaged. Incorporating variety into your study routine can make it more enjoyable and enhance your understanding and retention of the material.

Seek Support and Collaboration

Returning to school after a break doesn't mean you have to face the challenges alone. Reach out to your classmates, teachers, or parents/carers for support and collaboration. Forming study groups can be an effective way to share knowledge, exchange ideas, and motivate each other. Exploring different perspectives and engaging in discussions will not only deepen your understanding but also make the learning process more enjoyable.

Practice Self-Care

Remember that taking care of yourself is crucial for academic success. Prioritise self-care activities such as getting enough sleep, eating nutritious meals, and engaging in regular exercise. Breaks and leisure time are essential too – don't forget to incorporate activities you enjoy into your daily routine, whether it's reading for pleasure, pursuing a hobby, or spending



time with loved ones. By maintaining a balanced lifestyle, you'll be better equipped to handle the demands of studying.

Transitioning back into study habits after the holidays can be challenging, but it's a process that can be made easier by embracing the pace that works best for you. Remember, it's not about sprinting to catch up; it's about finding a sustainable rhythm that allows you to thrive academically while maintaining your wellbeing.

You can read more study tips on our website [here](#).

Workplace Spotlight

What is it Like to Work in a Retail Store?

Retail stores exist to provide a physical space where customers can buy products and services. They allow people to see the items they want to buy, get help from staff, and make informed decisions. In a retail store, you could find yourself selling nearly anything, including clothing and accessories, electronics and gadgets, home appliances and furnishings, books, toys and games, beauty and personal care products, groceries and household items, sporting goods, and automotive supplies.

Even though online shopping has exploded in popularity, there are still lots of physical stores that need staff too. Retail stores offer social connections and contribute to local economies by creating jobs and supporting other businesses.

Each retail store is different, but there are some things they have in common:

1. You'll be working with people a lot – including both interactions with customers and collaborating with your co-workers.
2. Problem solving is key – from figuring out the best solution for a customer to quickly calculating prices in your head.
3. Lots of flexibility – many roles in retail are highly flexible, including many opportunities for part-time and casual work.

Key Outcome

Provide goods and services to the public

The main purpose of a retail store is to make shopping convenient and enjoyable for customers.



Key Tasks

- Assist customers with inquiries and purchases.
- Operate cash registers and handle transactions.
- Stock and organise merchandise on store shelves.
- Maintain store cleanliness and organisation.
- Monitor and managing inventory levels.
- Provide product information and recommendations.
- Process returns and exchanges.
- Set up visual displays and merchandising.
- Ensure store security and loss prevention measures.
- Collaborate with team members.

Industry

You can find retail stores in the retail trade industry

Retail stores are generally found in the retail trade industry. They can vary in size from small boutique shops that sell just a few select products, to huge supermarket-style stores that stock a wide variety of goods.

Work Environment

You can expect regular hours and on-site work

Regular hours | Work on-site | Jobs in metro, regional, and rural areas | Moderate job growth

Many retail stores are open during normal trading hours (generally 9 to 5), and also tend to open on weekends. Some stores are open on holidays, but this will vary depending on the store's policy. Lots of roles available in retail stores are part-time or casual.

Retail roles typically require a physical presence in the store, meaning opportunities to work remotely or from home are limited. But there are some exceptions, such as administration, marketing, or even online customer support.

Retail stores can be found right around the country, though the type of store and kinds of things you'll sell will likely be different depending on the needs of the community.

The Career Clusters you'll find in a retail store

People from all Clusters are needed for a retail store to run successfully, but the most common Clusters you'll find are Linkers and Coordinators. In many roles, you might find yourself performing tasks across multiple Clusters.

What do Makers do in a retail store?

Makers in a retail store help to keep shelves filled and tidy, as well as packing and storing extra supplies and goods. They also ensure the store is kept clean and presentable. Some Makers might be responsible for delivering goods to and from the store. Other Makers might help with the initial fit out of the store too.



- Shelf Fillers/Pickers and Packers
- [Cleaners](#)
- [Delivery Drivers](#)
- Shop Fitters

The Linker's role in a retail store

Linkers are the face of any retail store, greeting and serving customers, selling and giving advice on products or services, and helping to answer any questions or complaints. They also promote the store and their services to the public, enticing new customers and increasing brand awareness.

- [Sales Assistants](#)
- [Social Media Managers](#)
- Marketing Managers

Where you'll find Coordinators in a retail store

Coordinators manage the behind-the-scenes responsibilities of a retail store, including ordering new stock, organising rosters and pay, keeping budgets on track, and reviewing sales targets. Other Coordinators might work out on the floor, supervising other workers and ensuring everything is running smoothly.

- Store Managers/Supervisors
- Accounts Managers
- [Logistics Managers](#)
- [Administration Assistants](#)

What do Informers do in a retail store?

Informers help to train new workers in retail stores, teaching them everything they need to know about the job and helping them settle in. Some Informers are product experts with in-depth knowledge, able to answer any question and even demonstrate a product's usage. Other Innovators might even track and collate data to identify trends and patterns in customer behaviour.

- Trainers
- Product Demonstrators
- [Data Analysts](#)

The role of Innovators in a retail store

Innovators help to design creative and inviting layouts and product displays for retail stores. Other Innovators might provide graphic, web, or UX design services for a retail store, helping with creating branding elements and websites.

- [Visual Merchandisers](#)
- [Graphic/Web/UX Designers](#)



How do Guardians work in a retail store?

Guardians aren't the most common Cluster, but are still needed for some roles, including keeping the store and any products inside safe and secure. Other Guardians might advise on workplace health and safety practices and requirements, ensuring workers stay safe on the job.

- Security Officers
- [Workplace Health and Safety Officers](#)

How do we expect working in a retail store to change in the future?

In the future, working in a retail store is expected to undergo some changes, mainly driven by new technologies and emerging trends.

One notable change we have already seen is the integration of technology, with the increased use of self-checkout systems, mobile payment options, and automated inventory management systems.

Personalisation could also be enhanced, with stores using data analytics and customer profiling to offer tailored product recommendations and personalised shopping experiences. Automation and artificial intelligence (AI) might play a larger role, assisting with tasks such as inventory management, customer support, and data analysis.

Retail stores will likely need to shift their focus towards creating unique and immersive in-store experiences to differentiate from online shopping, giving customers a reason to come into the store instead of staying at home.

As a result of these changes, retail workers may need to adapt and acquire new skills, such as tech skills, data analysis, creativity, and problem solving.

Job Spotlight

How to become a Photographer

Photographers are skilled, technical artists who are trained in the use of various kinds of equipment and techniques to produce high quality images of people, landscapes, animals, products, and other subjects.

If you're creative with a great eye for composition, and are prepared to put in long hours to obtain a single perfect image, this career could be picture perfect for you.

About you:

- Creative and imaginative with an eye for detail and good communication skills
- Passionate, patient and flexible, with great people skills
- Technically skilled with attention to detail and a desire to keep learning



The job:

- Work with clients to find out what they want and provide ideas
- Set up and complete photo shoots in studios or on location
- Select the right equipment to complete the job and adjust settings to suit the job and conditions
- Critically review and cull photographs, edit and enhance selected images to produce high quality and high resolutions images that meet client specifications

Lifestyle Impact: Moderate

- Part Time opportunities: High – around 58% of Photographers work part-time (source: labourmarketinsights.gov.au).
- Average hours for full-time workers: 46 hours a week, which is above average (source: labourmarketinsights.gov.au).
- Photographers' salary (median) \$30,000* per year (source: ato.gov.au). *Salaries vary depending on your skills and experience.
- Future career growth: Stable (source: labourmarketinsights.gov.au).
- Depending on the specific type of photography you specialise in, you can work in a huge variety of environments, from indoor studios to shooting on location. There is lots of opportunity for flexible working hours and travel.
- It can be hard to maintain a steady stream of clients and income, and many photographers may do other work on the side.

Photographers are most in demand in these locations:

Demand for Photographers is spread evenly across Australia. Most Photographers work in the Professional, Scientific and Technical Services industry.

How to become a Photographer in Australia

Formal qualifications aren't essential but could help you get ahead faster and make you eligible to apply some positions. VET and university are both common study pathways for Photographers.

Step 1 – Study English, Arts, or Design and Technology at school.

Step 2 – Volunteer in as many school, community or private projects as possible, find work experience within the field (and network while you're there), enter competitions, and build a portfolio of works. Take online courses and attend workshops to enhance your skills and knowledge.

Step 3 – Complete VET qualifications or a university degree – look for opportunities where on the job training or internships are offered.



- [Certificate IV in Photography and Digital Imaging](#)
- [Diploma of Photography and Digital Imaging](#)
- [Bachelor of Photography or Arts majoring in Photography](#)

Step 4 – If you want to freelance, you'll need to advertise and market yourself, and continue to network and showcase your work. Qualifications or skills in marketing and business may come in handy.

Step 5 – Obtain recognised accreditation, e.g. through the [AIPP](#).

Find out more here –

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

<https://www.aipp.com.au/>

Similar Careers to Photographer

Photojournalist

Camera Operator

Film and Video Editor

Graphic Designer

Sound Engineering Technician

Fine Artist

Photograph Processing Worker

Makeup Artist

Find out more about [alternative careers](#).

Frequently Asked Questions (FAQs)

What skills do you need to become a photographer?

Creativity, technical photography skills, patience and concentration, attention to detail, strong networking skills, and team working skills.

Where do photographers work?

With photographers working in so many different fields you could be working in a variety of settings, from newspaper publishing companies, laboratories (clinical or scientific), in the field (which could be anywhere on land, up in the air or under water), and in professional studios.

Do I need a degree to work as a Photographer in Australia?

A degree is not necessarily a requirement to become a photographer; a high school certificate and a willingness to learn could get you started. However, qualifications will increase your technical skills and abilities and may make you more appealing to potential clients and employers.



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