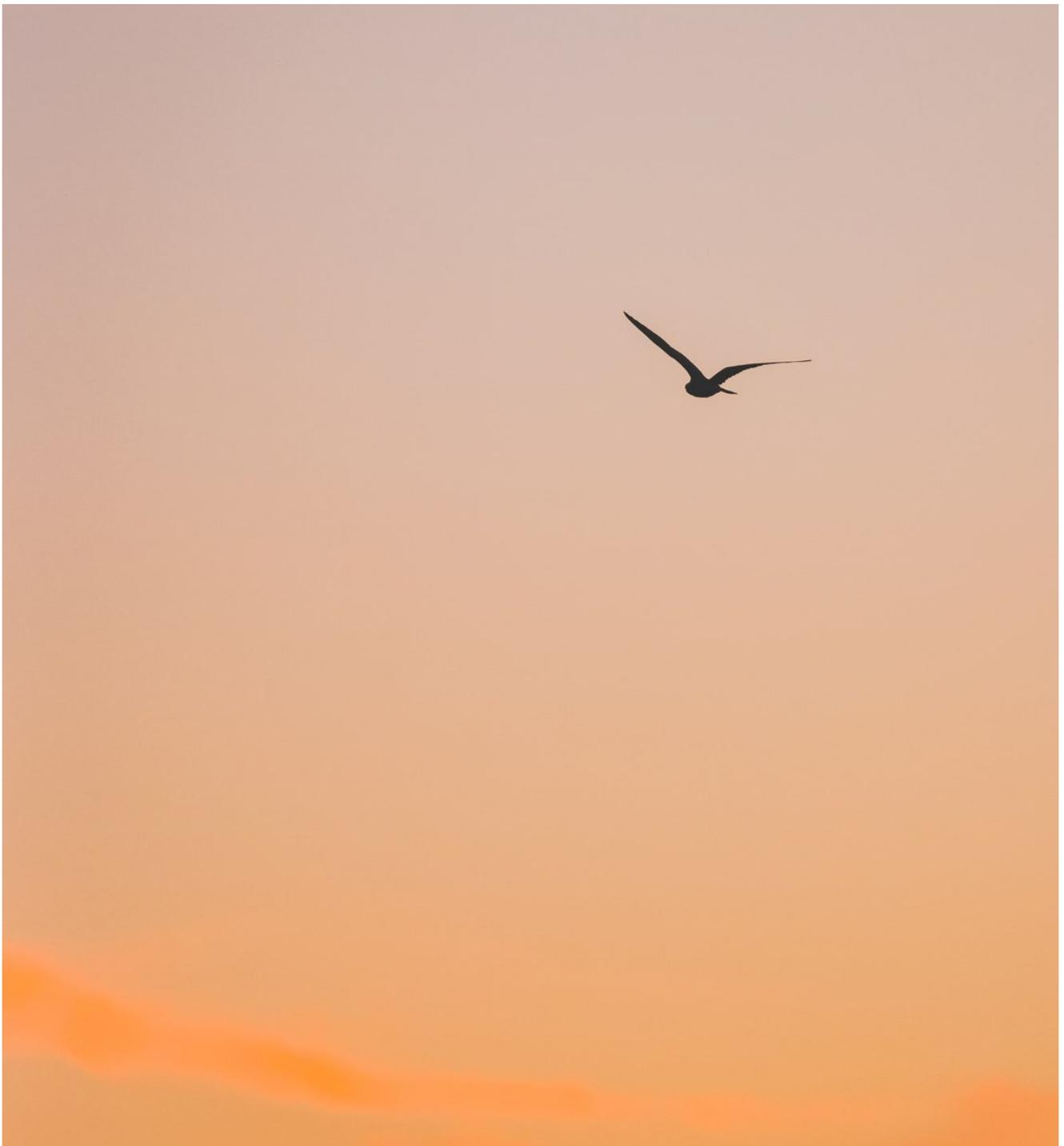


# SCHOOL LEAVER TOOLKIT

STUDY WORK GROW





# IN THIS TOOLKIT

STEPS TO LEAVING SCHOOL

STEP 1: STUDY PLANS & FOCUS

STEP 2: PREP YOUR POST SCHOOL  
PATHWAY

STEP 3: LIFE ADMIN

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INDEPENDENT

STEP 6: PLAN B

RESOURCES

A guide to Leaving School for Year 12 students (and their parents) in 2021.

## **Version 1**

This resource is designed to provide a starting point to setting out in life as an adult. We always recommend that you do your own research, contact organisations directly and seek advice from other professionals as well as your family.

# STEPS TO LEAVING SCHOOL

The end of your school years is nearly here. It's your time to take control of your future, have fun and plan what you'd like to do next.

This is such an exciting time of life, but it's understandable if there's a few things that you're confused about or you're not sure where to start.

We've put together some steps, checklists and other resources designed to give you a starting point to navigate leaving high school.

Remember:

1. You are more than your ATAR or school results
2. It's OK if you're unsure about what comes next
3. It's also OK to change your mind
4. You are not alone!

No matter which path you'd like to take, having a plan and being prepared can help you stay one step ahead.



# STEP 1: STUDY PLANS & FOCUS

The end of school is close, but if you're not quite there just yet, you still have time to make the most of your studies.

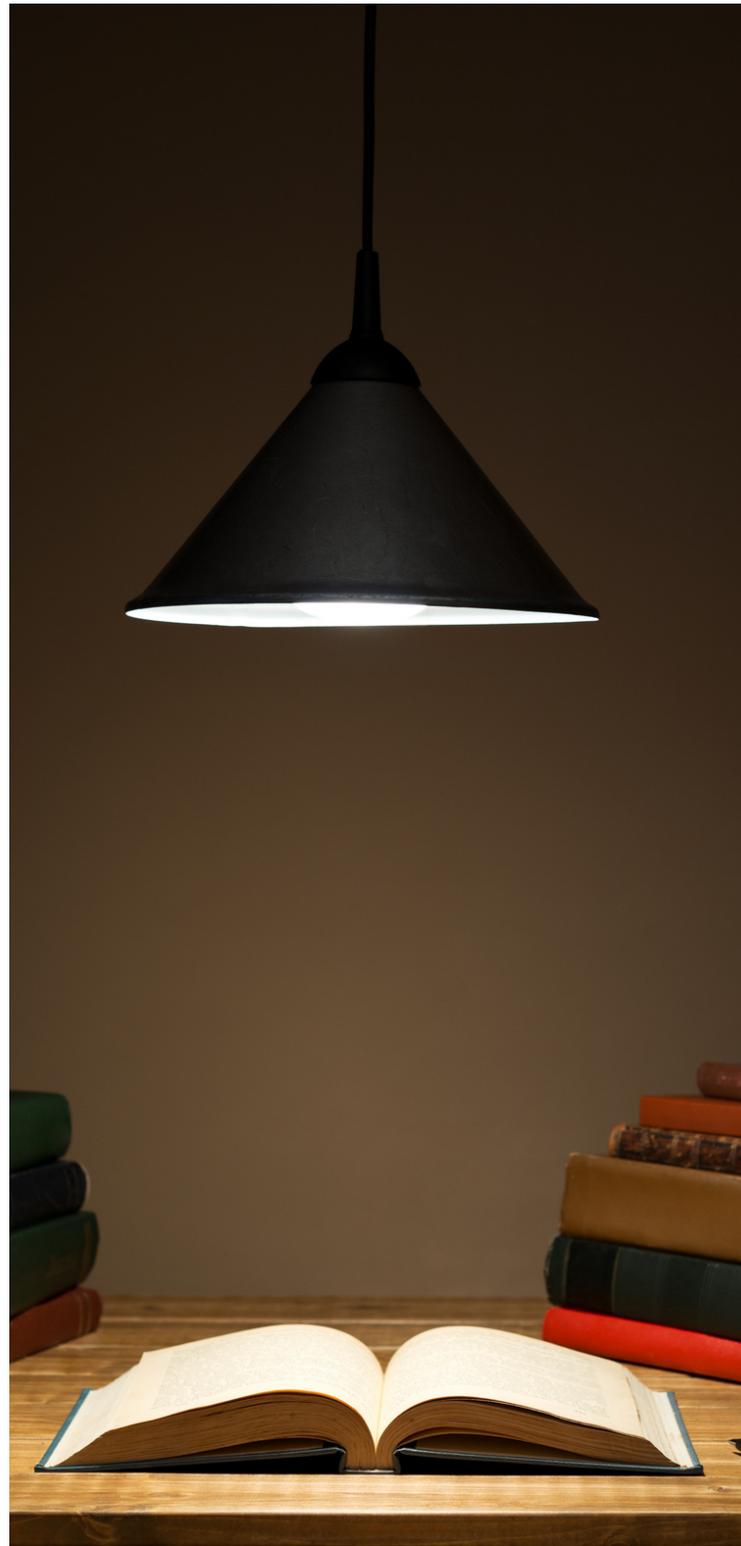
It's not too late to get some intense study sessions in before exams start.

We've got a stack of study tips and resources to help you stay focused and ace your assessment.

[Check out all of our study resources and blogs here.](#)

Remember, studying isn't just something you need to do at school. Whether you're going on to uni or TAFE, or even just entering the workforce, study skills are valuable for life.

This can help you develop strong time-management, organisation, problem-solving and critical thinking skills, which are always going to be important.



# STEP 2: PREP YOUR POST-SCHOOL PATHWAY

Have you:

- [Applied for university?](#)
- [Applied to TAFE / college / RTO?](#)
- Found and applied for a [Traineeship or Apprenticeship?](#)
- Started looking for and [applying for a job](#) (this also applies to summer jobs for Year 12's going on to tertiary studies)?

## THINKING OF FURTHER STUDY?

- Take a look at [university and other institution profiles](#) on our website to get some quick stats.
- Feeling prepared? You might be interested in [Early Entry](#).
- Make a list of all the key dates for submitting applications, changing preferences, enrolling, paying fees etc, add them to your calendar and set reminders.
- Put an application in but changed your mind? Learn about [Changing Preferences](#).
- If you're thinking of applying for a scholarship, you definitely should. And if you want to find some, take a look through our [Scholarships Database](#).
- Worried you won't get your first choice? This doesn't mean you can't get in to your dream course - consider taking an [Alternative Pathway](#) instead.

## THINKING OF A GAP YEAR?

If you want to take a Gap Year, you'll need to get your skates on, find out about deferment, start planning, booking and saving right now too. You can find out everything you need to know about Gap Years in our latest [Gap Year Guide](#).

## THINKING OF WORK?

Before you can start applying for jobs, you'll need a resume. Don't have one yet? Check out our [Super Simple Resume Builder](#).

# #BEUNIREADY

## CHECKLIST

Submit completed uni applications

Find & apply for scholarships, bursaries, grants

Check key dates & cut-offs, set reminders

Change your preferences (if required)

Research alternative pathways

Find and apply for uni accommodation

Create a Unique Student Identifier (USI)

Accept an offer and enrol

Organise your finances and a budget

Obtain any equipment, books & essentials you need

Be prepared for self directed study



# #WORKREADY

## CHECKLIST

Create or update your resume

Search for jobs that you're eligible for

Apply for a Tax File Number

Set up a super fund and bank account

Complete applications and write cover letters

Practice your interview technique

Get to know the company you're applying for

Arrive at interviews on time and dressed appropriately

Thank interviewers for considering you

Politely follow up if necessary a few days later

Make sure you're prepared for your first day



# STEP 3: GET YOUR LIFE ADMIN SORTED

Being an adult can seem hard. There can be so much to think about. But that's what we're here for.

Here's some things you can sort out before you've even left school:

- Make sure you have and use a private email address as you won't be able to access your school one once you leave.
- Forward any important emails or contacts from your school email address to your private one.
- While we're on the topic of email, why not learn about the importance of professional communication?
- Apply for or track down your USI details.
- Find and open a bank account.
- Apply for a Tax File Number and read up about how and when to lodge a tax return.
- Set yourself up with a myGov account and link it to other important services, like Centrelink and the ATO.
- Organise your own Medicare card.
- Choose and set up your superannuation account.
- Learn about your rights and responsibilities at work.
- Update your resume or portfolios.
- Register on the electoral roll (remember - voting is compulsory once you turn 18).



# #SCHOOLLEAVERS

## CHECKLIST

Finalise your 2022 study or work plans

Work out where you'll be living & notify everyone

Create your Unique Student Identifier (USI)

Set up a bank, Centrelink & myGov account

Apply for a Tax File Number

Enrol in Medicare

Find a super fund you like and set it up

Register on the electoral roll

Work out a budget (and stick to it)

Check you're being paid correctly

Do your tax return each financial year



# STEP 4: ORGANISE WHERE YOU'LL BE LIVING

Whether you're staying or leaving, it's important to be prepared.

## STAYING AT HOME

- If you are studying, do you have the technology that you'll need, such as adequate internet?
- Speak to your parents about the ways you'll be expected to contribute, e.g. paying rent, taking on more jobs, helping out with carer's responsibilities, so that you can factor this in to your plans and budget.
- Organise how you'll get from A to B, whether you're needing to be on campus for lectures, getting to and from work, or heading out for fun.

**Tip:** You might be eligible for discounted transport cards or tickets.

## MOVING OUT

- Work out the kind of accommodation that is going to work for you and find out how much it costs.
- Narrow down suitable options and consider the cost, what's included, where it's located (check out the area before you commit), and what the locale offers in terms of safety, transport, shopping, jobs, and entertainment.
- Find out if there are any scholarships, bursaries, or other government payments that you may be eligible to help you move or assist with paying rent and other bills.
- Work out what items you'll need and how you'll get them to your new digs.
- Let everyone know about your change of address, including banks, the Department of Transport, the electoral office, your employer, etc.
- Get insurance.

**Tip:** Grab a copy of our University Accommodation Guide for more information and links.

# STEP 5: GET YOUR FINANCES SORTED

If you haven't already sorted your finances, now's the time.

## Create a budget

Make sure it includes as much detail as possible from tuition fees and course costs, to bills and daily living costs, as well as money for fun stuff. The more detailed it is the more likely you'll be able to stick to it. We've gotten you started with a ready-to-go budget below.

## Government Assistance

See what government assistance you may be eligible for, such as:

Subsidised Commonwealth Supported Places (CSPs) at uni.

HELP loans including FEE-HELP, HECS-HELP, SA-HELP, VET-HELP.

Centrelink payments including Youth Allowance, Austudy, ABSTUDY, Student Start Up Loan, Relocation Assistance, Fares Allowance, Rent Assistance, Pensioner Education Supplement, Newstart Allowance, low income health care card, Youth Disability Supplement.

## Money

Apply for Access Schemes and Equity Scholarships through Tertiary Admission Centres (TACs), and find and apply for scholarships, grants and bursaries. Get a part time job now and start saving, find summer jobs and add to your savings, or if you're planning on entering a career straight away, then start applying now.

## Our Top Tips

**Tip 1:** Avoid high interest loans and credit cards as much as possible.

**Tip 2:** Find a bank account that has high interest rates, additional benefits and bonuses for young people, and that give you access to financial advice and linked savings accounts.

**Tip 3:** If you're working (even part-time or casual) nominate a super fund and make sure that your employer has the details so that you can start adding to it right now.

**Tip 4: ALWAYS** live within your means. It can be hard as some people have more money or don't mind getting into debt. But starting out in life with as little debt as possible could help you to get ahead in the long run.

# #MONEYMONEY

## CHECKLIST

Open a bank account

Apply for a Tax File Number

Find a superannuation fund and start contributing

Check out Government support options

Apply for scholarships, grants and bursaries

Create a budget and track your spending

Avoid credit cards and high interest loans

Complete and lodge a tax return each year

Find a job - even part time will help pay the bills

Have a savings account and put money into it







# STEP 6: MAKE A PLAN B

Life doesn't always go to plan, and that can be frustrating. You can make sure that you're prepared to deal with some of the "what ifs" by having a back up plan in mind.

## Is your ATAR too low?

For example, if you're planning to go to Uni but your ATAR score is lower than expected, don't give up hope - you could:

- Speak to the university you want to study at and ask for advice.
- Enrol on another course and apply to transfer into the course of your dreams during or after your first year.
- Do bridging courses and tertiary preparation courses to make you eligible.
- Enrol in a similar course with a lower Selection Rank requirement and apply for a post-graduate course in the field you were aiming for.

## Are there no Apprenticeships or Traineeships?

If you plan to start an Apprenticeship but can't find any vacancies, you could:

- Apply for other jobs and begin a VET qualification with a Registered Training Organisation (RTO) of your choice while you wait for something to come up.
- Apply for entry level jobs in your chosen industry, work hard, network and keep asking to be considered for opportunities for training or apprenticeships as they come up.

## Are you struggling to find a job?

If you're hoping to enter the workforce and struggling to find the job of your dreams, you could:

- Apply for entry level jobs and start gaining hands on work experience.
- Complete relevant short courses and workshops and update your resume.
- Ask for professional help to create an outstanding resume.
- Attend networking events, speak to friends, family and community influencers and let them know what you're looking for. They might not be able to offer you a job but they could point you in the right direction, provide mentoring, or bear you in mind for future opportunities.
- Consider starting up your own business.

# MORE RESOURCES

## BLOGS

- [How to apply to university](#)
- [Early offers – not just for high achievers](#)
- [Changed your mind? No problem, change your preferences](#)
- [University offers and your options explained](#)
- [Skills you'll need to do well at university](#)
- [What a gap year really costs](#)
- [Becoming independent](#)
- [Are you ready to leave school?](#)
- [Be work ready](#)
- [University finance options explained](#)
- [Tax and young people](#)

## GUIDES

- [Apply to Uni](#)
- [Early Entry](#)
- [Scholarships](#)
- Apprenticeships and Traineeships (coming soon)
- [Gap Year](#)
- Uni Accommodation (coming soon)

## PAGES

- [Apply to Uni](#)
- [Changing Preferences](#)
- [Higher Education Providers](#)
- [Managing your Money](#)
- [Superannuation](#)
- [Tax and your TFN](#)
- [TACs](#)
- [Alternative Pathways](#)
- [Gap Year](#)

# STUDY WORK GROW

Since 2006, we've been committed to supporting Australian schools with quality, researched information that can help make the transition to post-school life more successful.

Finishing school is a big step in your life, and it can be stressful thinking about what's next. We want to help make the transition from school to further study, work, or whatever you wish to do as smooth as possible.

Remember, you can always ask your family, friends, teachers, and other support people in your life for advice and guidance as well.

We wish all students the best of luck with their planning and hope that you have amazing experiences that enrich your lives, no matter what you do.

