



Careers Newsletter

27 May 2020

Disclaimer – all information is printed in good faith

It is the responsibility of the student to confirm all details with the appropriate institution.

To contact Ms Janes please call 9414 4377 or email djanes@stpiusx.nsw.edu.au

JobJump - Parents and students please watch YouTube video and sign up

Sign up to JobJump for information about tertiary study options, ATAR's and apprenticeship and TAFE information. Create a resume, sign up for news alerts.

To register go to <https://www.jobjump.com.au/>

Search school – St Pius X Chatswood

Register with an email address (use a private address, not spx)

Password – pius (lower case)

Parent information: <https://www.youtube.com/watch?v=fZoyckJwVg&feature=youtu.be>

[University of Sydney | All Things Sydney Webinar](#)

27 May 2020, 4:00 pm - 4:30 pm

Online

If you are interested in studying with us here at the University of Sydney but don't know where to start, then this webinar is your first stop. We will touch on a broad range of areas including our degrees, studying overseas, the student experience and how to apply.

Find out more: https://uni-sydney.zoom.us/webinar/register/WN_NWXpGVKrSAmGNwZNRr1Vuw

[University of Sydney | Dalyell Scholars Webinar](#)

27 May 2020, 4:45 pm - 5:15 pm

Online

Join this webinar to learn about the Dalyell Scholars stream, how to become a Dalyell Scholar, and what opportunities it provides. You will also have the opportunity to ask a current Dalyell Scholar any questions you have

Find out more: https://uni-sydney.zoom.us/webinar/register/WN_KCmCBzjYR52N_GNAUYSdpw

[University of Sydney | Ask an \(Engineering\) Student: Live Q&A](#)

27 May 2020, 5:30 pm - 6:00 pm

Online

Want to know what studying engineering is really like? Now's your chance. Whilst this Q&A will have a focus on engineering, these sessions are designed for you to ask our students anything you'd like about studying here at the University of Sydney.

Find out more: https://uni-sydney.zoom.us/webinar/register/WN_Qk2q_8HWTdyUazZgPNI0TQ

The Hotel School | Information Webinar

28 May 2020, 4:00 pm - 4:30 pm

Online

No matter where you are right now, you can still discover everything that The Hotel School has to offer.

This webinar is your opportunity to learn more about who we are, courses we offer and how we'll support you throughout your study.

What to expect:

- Introduction to The Hotel School
- Courses and flexible degree options
- Internships and career opportunities
- Meet our Student Ambassador
- Live Q&A with course advisors
- How to apply

Find out more: <https://www.facebook.com/events/944186569335148/>

Crimson Education | The Impacts of COVID-19 on Future US & UK Uni Applicants

30 May 2020, 10:30 am - 11:15 am

Online

Join Crimson Education's Chief Operating Officer and Harvard graduate, David Freed, as he gives a comprehensive update on all the latest news coming out of US and UK universities. The presentation will cover what we know has happened, what might still happen and our advice for students, parents and educators.

- The impacts on exam timetables and requirements
- The impacts on other elements of the application
- How to approach your essays that address COVID-19
- Case studies of online extracurriculars to build your candidacy

Find out more: <https://app.livestorm.co/crimson-education/apac-the-impacts-of-covid-19-on-future-us-and-uk-uni-applicants-may-update>

Crimson Education | How Musical Talent Can Get You Into Top US Unis

31 May 2020, 1:00 pm - 1:45 pm

Online

Are you a talented musician? Whether you're a vocalist or a violinist, a DJ or a double bass player, your musical talents can boost your application regardless of what you're aiming to study!

Sharing his recent admissions experience will be Justin, a contemporary guitarist and Crimson Education student who used his music background to get in to leading US unis including Berklee and USC.

Topics include:

- Why music can make a difference – understanding US uni applications
- What experience you need for music to make a difference in your application
- Justin's profile and how he showcased his music talents
- Tips on diversifying your music profile
- Nailing your auditions / interviews for music application

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- How to choose where you want to study – top music schools and music programs
- Music hubs in the US and UK
- Q&A

Find out more: <https://app.livestorm.co/crimson-education/apac-how-your-music-talents-can-get-you-into-top-us-unis>

Macquarie Leaders and Achievers Early Entry Scheme Webinar

1 June 2020, 5:00 pm - 6:00 pm

Online

The focus of the Macquarie Leaders and Achievers Early Entry Scheme is on your preparedness to succeed as a student at Macquarie University. The scheme considers your contribution to the community as well as your Year 11 performance.

Through this scheme, you have the opportunity to receive an offer to study at Macquarie in 2021, before you sit your final exams. Top applicants may also be eligible for an annual scholarship.

At this webinar, you'll hear directly from Macquarie students who gained early entry. They'll share how the scheme recognises your academic and community achievements, and helps you achieve your career dreams.

Listen in to find out:

- how to put together a strong application
- how to showcase your community involvement or voluntary work
- about the application process and key dates

Find out more: <https://page.mq.edu.au/macquarie-leaders-and-achievers-early-entry-scheme.html>

University of Sydney | HSC Study Tips: Economics

1 June 2020, 5:30 pm - 6:00 pm

Online

Dr Shauna Phillips will provide practical advice on preparation for the HSC Economics exam. This will include study tips, advice on exam techniques, how to interpret questions and how to clearly demonstrate your understanding of economics. Dr Phillips has decades of experience teaching across a wide range of subjects in economics.

Find out more: https://uni-sydney.zoom.us/webinar/register/WN_yloY_MSuTNK3Xo0l8fGzOQ

Exploring Careers in Cybersecurity – Webinar

3 June 2020, 1:30 pm - 2:45 pm

Online

During this session students will learn about different career paths in cyber security by hearing from professionals working at the Australian Signals Directorate.

The webinar will feature three professionals with varied backgrounds and experiences providing context of their pathways into the field, skills they utilise, projects they work on and advice for students. The last part of the webinar will allow for a Q&A.

Find out more: <https://dltv.vic.edu.au/event-3817792>

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Notre Dame | Online Info Night – Education, Health Sciences, Nursing, Physiotherapy

9 June 2020, 5:15 pm - 7:00 pm

Online

Notre Dame's online Info Nights are the ideal occasion for all prospective students, parents and guardians to have their questions answered about Notre Dame, our undergraduate degrees, student life and the unique admissions process. We have designed a flexible program available online via Zoom.

Find out more: <https://www.notredame.edu.au/events-items/info-night>

UON | Jobs of the Future: Engineering – Webinar

9 June 2020, 5:30 pm - 6:30 pm

Online

This webinar will offer insights into the changing world of work and the skills you'll need to thrive in it. You'll hear from speakers including Pro Vice-Chancellor of the Faculty of Engineering and Built Environment, Professor Brett Ninness.

It's an event for students, parents, and teachers, who want to know more about the jobs of the future and the role of engineers in tackling the world's biggest problems.

Find out more: <https://www.newcastle.edu.au/events/future-students/jobs-of-the-future-engineering>

UTS | Undergraduate Options in Business and Management Webinar

10 June 2020, 4:30 pm - 5:30 pm

Online

In this webinar, we will take you through the many single and combined degree options open to you to prepare you for a rewarding career across every business sector.

And if you want to know what it is really like to be a UTS Business School student, we will hand over to our students, who will answer all the questions you need to know about university life.

Find out more: https://utsmeet.zoom.us/webinar/register/WN_umniiHW8S6WjjOV0jRY5sA

Notre Dame | Online Info Night – Arts & Sciences, Business, Law, Philosophy & Theology

10 June 2020, 5:15 pm - 7:00 pm

Online

Notre Dame's online Info Nights are the ideal occasion for all prospective students, parents and guardians to have their questions answered about Notre Dame, our undergraduate degrees, student life and the unique admissions process. We have designed a flexible program available online via Zoom.

Find out more: <https://www.notredame.edu.au/events-items/info-night>

UOW | Year 12 Information Evening

16 June 2020, 6:00 pm - 7:30 pm

Online

Come to our UOW Year 12 Information Evening and discover where studying at UOW can take you.

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At UOW we know that choosing where to study can be a tough decision and that has been made even tougher in 2020 with the impacts of COVID-19, so we have moved our Information Evening to this webinar to help.

Our Information Evening will give students in Year 12 (and their parents) an insight into the degrees we offer and the unique student life and opportunities available at UOW. Our knowledgeable staff and team of current UOW students will be on hand to discuss the following topics and answer any questions you have.

- Important dates and key things to remember
- Your ATAR and selection rank (and what it means)
- UOW Early Admission
- UOW scholarships
- UOW accommodation
- Your options if you don't get the ATAR you need
- Student life at UOW

Find out more: <https://www.uow.edu.au/study/events/info-evening/>

UOW | South Western Sydney Campus Info Evening

17 June 2020, 6:00 pm - 7:30 pm

Online

UOW Information Evenings are designed for students and parents who would like to know more about studying at UOW, in particular the South Western Sydney campus.

You probably know what degree you're interested in, the ATAR you need – and we're more than happy to go through this with you – but we know that you'll need to know, how much it will cost, how will you make friends and more. We know because we asked the exact same questions when we were in year 12!

We'll also talk about:

- UOW Early Admission
- Your ATAR and selection rank (and what it means)
- Important dates and key things to remember for UAC applications
- Our Scholarships
- The degrees and opportunities available for you at UOW South Western Sydney Campus
- Your options if you don't get the ATAR you need

UOW staff and current students will be on hand to answer your questions.

Find out more: <https://www.uow.edu.au/study/events/info-evening/>

AIE | Online Information Evening

18 June 2020, 6:30 pm

Online

Discover the courses designed to get you started in game development, 3D animation and visual effects at the AIE Information Evening. The evening will include presentations on different areas of industry to get into as well as information about AIE full-time and part-time courses and entry requirements. Student work will be on display and our teachers will be available to speak with you one on one about our courses and how AIE can get you into a creative career.

Find out more: https://aie.edu.au/aie_event/information-evening/

NIE | Live Online UCAT Day Workshop

7 June 2020, 10:00 am - 6:30 pm

Online

While this UCAT Workshop is extremely beneficial for Year 12 students, who will be attempting the real UCAT in July 2020, this workshop is also highly recommended to anyone in Years 10 – 11 aiming for a head-start in UCAT preparation. Students will find out details about the test, as well as how to guide their exam preparation over the next 12 months and various techniques and skills for building up and strengthening personal profile for medical school application and entry.

Find out more: <https://www.nie.edu.au/products-listing/product/216-simulated-ucats-day-workshop>

Billy Blue | Interactive Online Workshop – Design Thinking

25 June 2020, 4:00 pm - 6:00 pm

Online

Learn the techniques design professionals use every day to develop new concepts. Our industry-leading academics and alumni will guide you through the Design Thinking process. Next, they'll help you to implement it as you undertake your own designs in response to a brief – just like you would working in the industry!

During the workshop, you will:

- Work through five stages of Design Thinking, run by our talented university lecturers
- Respond to a brief in either Interior Design, Gaming, Communication Design or Photography, using the principles of Design Thinking
- Hear from our inspiring alumni who will complete the briefs alongside you and share with you their approach
- Go in the running to win a one-on-one personal mentor session with our alumni and a 12 month subscription to an industry-specific publication!

Find out more: <https://www.billyblue.edu.au/news-events/upcoming-events/interactive-online-workshops-design-thinking>

Art Enquirer at the IMA – Online Residency

6 July 2020, 9:00 am - 10 July 2020, 12:00 pm

Online

Art Enquirer is a critical art writing program that provides insight into the inner workings of the arts industry. It is a must for any student considering a career or further study in visual arts.

Students will have the opportunity to virtually:

- Tour a variety of digital art platforms
- See behind the scenes at studios of professional working artists
- Engage in discussion on careers in the arts, art writing and curatorial practice
- Work with industry mentors to hone their skills in critical art writing
- Connect with like-minded students from across the state

Following the 5-morning virtual program delivered across Google Classroom and ClickMeeting, students will be mentored through an ongoing editorial process. Completed essays will be published

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in a high quality print publication, produced by the Institute of Modern Art (IMA) and launched mid-October.

Find out more: <https://flyingarts.org.au/events/art-enquirer-at-the-ima-2/>

NIDA Online Courses

Do you have a passion for acting, performance, singing or writing? If you've been missing out on classes due to COVID-19, don't worry. NIDA are now offering online classes for kids, teens and adults. They have classes in all kinds of topics, from beginners to the more advanced.

Find out more and enrol in a class here: <https://www.open.nida.edu.au/courses/how/online>

Learn the Science of Well-Being

In these challenging times, it can be hard to find the motivation to stay happy and productive. In "The Science of Well-Being", a free online course offered by Yale, you can learn about the science behind why we behave the way we do, and tips and tricks to re-wire your brain to become happier and more productive.

The course is free and flexible, meaning you can complete it in your own time.

Find out more and enrol here: <https://www.coursera.org/learn/the-science-of-well-being>

Campion College Early Enrolment Scholarship

Value: \$5,000

Open/Closing Dates: May 1, 2020 – October 15, 2020

The Early Enrolment Scholarship is awarded to new students who enrol at Campion ahead of the traditional end-of-year enrolment period.

The Early Enrolment Scholarship will be awarded to students who:

- Receive a letter of offer for 2021;
- Enrol as a full-time student (studying at least three units) in Semester 1 and Semester 2 2021; and
- Submit their enrolment by 5.00pm AEST on Thursday 15 October 2020.

[Find out more](#)

Schools Plus Toyota Australia Scholarship Program

Value: Up to \$2,000

Open/Closing Dates: May 18, 2020 – July 3, 2020

Schools Plus is committed to helping students succeed at school. With the support of Toyota Australia, Schools Plus is offering financial scholarships for young people in Year 10 or 11 in the Sutherland Shire. They are available to students enrolled in a secondary, combined or special school.

To be eligible to apply for this scholarship, a student must meet the following criteria:

- be enrolled at a secondary, combined or special school within the Sutherland Shire
- be enrolled in a public, Catholic or independent school
- currently completing Year 10 or 11
- continuing their education at the same school in 2021

The socio-economic/family background of a student is a key consideration for selection.

[Find out more](#)

[OzKids Art Competition](#)

The OzKids Art Competition is open to primary and high school students from across Australia. You can enter a piece of work from five categories: drawing, painting, Indigenous art, photography and computer art.

Entries are open until Friday 18 September.

Find out more and enter here: <http://ozkids.com.au/gallery.php>

[SAE FlickerUp Competition](#)

SAE FlickerUp 2021 competition, in partnership with SAE Creative Media Institute, is an Australian Youth & Schools Competition which screens at Flickerfest – open to films from students enrolled in primary or secondary schools in Australia, or individuals under 18.

Students are encouraged to enter films under 35 minutes in length to the competition.

Selected films will screen on Saturday 23rd January 2021 at the festival at Bondi Beach followed by an award presentation with our jury.

Entries open in June and close on Monday 9 November.

Find out more here: <https://flickerfest.com.au/how-to-enter-flickerup/>

[KSP Short Fiction Competition](#)

Entries are now open to the 2020 KSP Short Fiction Competition.

Writers from around Australia are encouraged to enter their short stories of any style and theme.

The youth category (17 years and under) is free to enter.

Entries close on Friday 25 September.

Find out more and enter here: <https://www.kspwriterscentre.com/short-fiction-competition>

[Ipswich Poetry Feast](#)

Ipswich Poetry Feast is an annual poetry writing competition giving poets of all ages the opportunity to compete for over \$6,500 in prizes.

There are different age categories for students from years K-12, as well as open categories.

Entries are open until Friday 31 July.

Find out more and enter here: <https://www.ipswichpoetryfeast.com.au/writing-competition/>

[Planet Ark's Make It Wood Photography Competition](#)

This year Planet Ark's Make It Wood campaign is once again running a photo competition, which will have two categories:

1. A photo featuring wood used in buildings (especially if it uses biophilic design!). This could be a home office, kitchen, staircase, deck, gazebo, tree house, or a wooden building that you particularly like, it's completely up to you!
2. A photo of something you've made or love that is made of wood. This could include toys, furniture, photo frames, sculptures, storage boxes, shelves – again, it's completely up to you!

The winner in each category will receive a MacBook Air 13" with FSC® certified Ecoskin wood skin cover.

We'd love you to be as creative as you like with your photo(s). This year we want to discover the beauty of wood through your lens.

Entries are open until Sunday 31 May.

Find out more and enter here: <https://makeitwood.org/competition/competition2020>

[Learn a Rare Language with ANU](#)

If you have a love of learning about difference cultures and languages, you might consider studying a Bachelor of Languages from ANU.

They have 16 languages to choose from, including some rarer languages such as Sanskrit, Mongolian and Tibetan. With opportunities to study overseas, you can even practice your new language in the real world.

Find out more about the course here: <https://asiapacific.anu.edu.au/languages>

[CASper Test | 2020-2021 Admissions Cycle](#)

The CASper test is a way for some universities to test the personal and professional characteristics of applicants.

In other words, before you're accepted on to the course, in addition to your academic qualities, they want to know that you're a suitable candidate for the intended profession.

Detailed information about the CASper Test

There are a few ways you can find out more information about the CASper Test like:

- Do you need to take it?
- How much will it cost?
- When and how to register
- What you'll need in order to sit the test
- Dates for the testing
- How to prepare
- What the test will look like

You could read the Study Work Grow blog [CASper Test](#), it was written last year but the information about the test is still relevant.

Note: The dates will have changed though, so you'll need check those on the [CASper page](#).

You could watch the 40-minute [webinar for Australian Applicants for the 2020-2021 cycle](#). Made by CASper the information has been updated to include changes for this year and as a result of COVID-19.

Webinar topics include:

- Research and Evidence behind the CASPer test
- Logistics and what to expect: How to register and reserve your test
- How to prepare for CASPer
- How CASPer is rated and distributed
- Do's and Don'ts on test day
- How to complete your CASPer test successfully

You could spend some time reading the [resources](#) and [FAQ](#) pages on the CASper website too.

Who needs to do some further research and / or register for a CASper Test in 2020

If you're considering applying for an **undergraduate (or postgraduate) teaching** degree in 2021 at any of the following universities, then you'll have to take the test.

[Australian Catholic University](#)

[Deakin University](#)

[La Trobe University](#)

[Monash University](#)

[RMIT](#)

[Swinburne University](#)

[Victoria University](#)

If you're applying to study **undergraduate Veterinary Sciences** at the [University of Queensland](#), then you'll also have to sit the CASper test.

And in addition, the [University of Wollongong](#) makes the CASper Test a prerequisite for applicants for **post graduate medicine** courses.

Registering for CASper Testing

The latest that you can register for your test is three days before your preferred test date. Your identity needs to be verified and your payment processed.

But **CASper do not recommend last-minute bookings**, so you may want to get all your ducks in a row and apply as soon as possible.

Important information about the CASper Test

You can only take the test once in each cycle (once a year), and your results are only valid for one application cycle.

To register for the test, you'll need to provide:

- Government issued and current ID
- A valid email address

CASper testing is administered online in Australia, so you must have a computer with a working webcam.

[Australian Government Digital Apprenticeship Program](#)

The Digital Apprenticeship Program is for Australian citizens who are passionate about digital technology.

You don't need a degree or any prior study for the program. You just need to be interested in digital tech and solving problems. So if you're looking for a career change or finishing year 12, this program is for you.

If you enjoy pulling apart or building PCs, setting up home networks, building apps, finding trends in data or simply problem solving and making things simple, then you should consider applying.

Positions are available across the Australian Public Service in locations around the country.

Applications for the program are open now and close on Monday 29 June.

Find out more and apply here: <https://www.dta.gov.au/help-and-advice/learning-and-development/start-your-digital-career-government/digital-apprenticeship-program>

TransGrid Electrical Apprenticeship Program 2021

Looking for an electrical apprenticeship?

TransGrid could give you the opportunity to learn:

- how to install, maintain and commission high voltage and low voltage equipment
- how to perform fault finding tasks.

Once you've successfully completed your apprenticeship you'll be in line to receive a Certificate III in Electrotechnology Electrician.

Applications are open now and close on Sunday 28 June 2020

In addition to on the job training and a formal qualification, you can expect:

- A starting salary package from \$54,400 (includes 15% superannuation)
- A friendly and open team oriented culture
- An exciting and rewarding place to work
- A competitive salary plus allowances
- 15% Superannuation
- A 9-day fortnight (an extra long weekend every second week)
- The protective clothing and tools you'll need on the job
- Access to study assistance
- Salary sacrificing for superannuation and motor vehicles
- A flexible workplace and leave provisions, to encourage a healthy work/life balance

To be eligible, you'll need:

- To have completed high school studies (minimum Year 10 or equivalent) and have sound maths and communication skills
- A genuine interest in a trade working within a high voltage electricity transmission network
- A current driver's licence or be willing to obtain one as soon as possible after appointment

Apprenticeships will be based in Newcastle, NSW.

For more information and to find out how to apply, head over to their [page](#).

You can find out more about apprenticeships and traineeships [here](#).

Bond University Student for a Semester

Are you an ambitious Year 11 or 12 high school student living on the Gold Coast, Brisbane or Northern NSW?

Bond University's Student for a Semester program gives high achieving year 11 and 12 students the opportunity to gain an authentic university experience before they finish high school.

Student for a Semester students enrol in a Bond University subject, attend lectures and tutorials on campus, complete assignments and sit their subject exams.

You'll be mixing with uni students, meeting academics and getting involved in university life. You're welcome to use the Main and Law Libraries and can socialise in the on-campus cafes and restaurants.

Applications for the September 2020 semester open on Friday 10 July.

Find out more and apply here: <https://bond.edu.au/future-students/study-bond/see-yourself/student-semester>

Work Experience with Sydney Trains

The Sydney Trains Work Experience Program offers opportunities for students to experience the world of work at Sydney Trains and gain a better understanding of the career options available in the rail industry.

You can spend a week with us and learn about:

- Diesel/Plant mechanics with our Heavy Plant team, which repairs and maintains a large fleet of track maintenance machines
- Communications and control systems with our Operational Technology team, which maintains train control and train visibility systems, data networks and passenger information systems
- Electro-technology apprenticeship options across our rail network including theory and practical training on rail signalling, rail substations, rail traction and everything you ever wanted to know about trains at one of our fleet maintenance depots.

[Learn more](#)

Why your soft skills matter

When you apply for a job you know you'll need to have the right qualifications and technical skills, they're the hard skills, the absolutes for each specific job.

Soft skills are your personal attributes, the things that will enable you to function well in your role, work well in a team, interact with other people and basically make you shine in your job.

Why do employers like candidates with soft skills?

"If you can't work in a team effectively, utilising other soft skills like creativity and innovation with your technical skills, then the organisation you work for is either not going to be competitive, or it's not going to be effective."

– Dr Steel

Imagine you're an employer – you've got 2 employees with the exact same qualifications and technical skills. One of them is more positive, adaptable, a great team player and always receives good feedback from customers and colleagues. There is nothing wrong with the second person's skills and ability to get the job done, but they never go the extra mile. You have to let one employee go.... who would you choose to keep?

Soft skills go beyond what you've learnt at school or Uni, they're the things that aren't generally taught but are really important in creating a well-rounded employee. Things like common sense, initiative, the ability to deal with people, and having a positive and adaptable attitude.

If you don't have soft skills, let's face it, you might as well be replaced by a robot.

However, there are just some jobs that can't be replicated by AI. The reason for that is that people need human interaction, soft skills are our humanising qualities. The more soft skills you have therefore, the more likely you are to be a valuable team member and employee.

A team who all have great soft skills are more likely to create a better working environment, positive customer service experiences, a good business reputation or image, and increased productivity.

How to improve your soft skills

Now that you're aware of soft skills and what they are, you can determine what your strengths and weaknesses are. And of course, then you can work on improving them.

For example, if you're shy and need to work on your communication then focus on maintaining eye contact, speaking clearly and feeling confident. Put yourself in situations where you need to meet people and speak up. You could join a debate team, start a volunteer role or get a job.

Here's a few other ideas to help you work on your soft skills:

- Like any other skills, soft skills are learnt, so practise, practise, practise.
- If you're not sure what you need to work on, you could ask your parents, friends and teachers for their input. (Accepting feedback from others demonstrates good leadership and collaboration skills).
- Watch and observe – see how other people communicate, time manage, show leadership and work in teams. You'll get ideas about what to do, as well as what *not* to do.
- Build on your skills. Join clubs, take on extra projects, volunteer, get a part time job or help out at school with mentoring and coaching. Not only will your soft skills improve, you'll learn new ones.
- There are even personal and professional development courses available if you're really keen. Have a look at these ones from [Udemy](#) to give you an idea of what's available.

Remember to highlight soft skills on your resume

Soft skills are notoriously tricky to teach, so by showing prospective employers that you are already aware of what they are and that you possess them, you could really stand out from the crowd.

- Remember to list your soft skills on your resume and if applicable mention them in your cover letter too. Don't forget you could be asked to provide examples of when you used your soft skills, so don't make a list you can't back up.
- If you get to the interview stage, be sure to keep the top soft skills in mind, bring them up in answers to questions and use examples of when you've used those skills.

Tip: By asking a few intelligent and well thought out questions, you'll be displaying a few of those soft skills too.

Who really needs Soft Skills?

Everyone. That's the short answer.

It doesn't matter what job you're applying for or what career you are chasing, the more soft skills you possess, the higher the chances of landing the job and becoming a valued employee.

There've been lots of reports done recently indicating that the majority of employers view soft skills as *more important* than academic qualifications.

Whether you're academically gifted, or more of a hands-on type or person, working on your soft skills is something that you should put to the top of your priority list – and never stop working on.

Find out more

If you're interested to learn more, you might like to read our blog on the "[Top 7 Soft Skills for 2019](#)" on the [Study Work Grow](#) website.

[HELP loans explained](#)

You can borrow money for further studies

It's unlikely that for the majority of high school leavers you'll have access to large sums of money, even if you have been working and saving hard. Your parents or carers might not be able to assist you either.

But don't be discouraged, there are options to help you out financially.

If you do choose to go on to study at uni, college or TAFE, and you're wondering how you'll be able to cover the tuition fees and living expenses. We're here to help.

In this blog, we'll be focusing on HELP loans.

Commonwealth Supported Places

You could look for universities and courses that offer Commonwealth Support Places (CSP).

If you're awarded a CSP, it means that the government will cover the majority of your fees. But not all, and you will still have to pay a certain amount.

The amount you'll have to pay is called your **student contribution**. This amount varies depending on the university and the course you enrol in.

The figure changes every year and the 2021 contributions haven't been published yet, but here's the figures from 2020. They'll give you an idea of what a degree could cost you.

For **Band 1 subjects** including humanities, behavioural science, social studies, education, clinical psychology, foreign languages, visual and performing arts, and nursing; the student contribution amount for an equivalent full-time student load (EFTSL) place could be up to ***\$6,684** per year of study.

For **Band 2 subjects** such as computing, built environment, other health, allied health, engineering, surveying, agriculture, mathematics, statistics, and science, your student contribution for an EFTSL place be up to ***\$9,527** per year.

Band 3 subjects which include law, dentistry, medicine, veterinary science, accounting, administration, economics, and commerce; command a student contribution rate of up to ***\$11,155** per year.

*These are the maximum student contributions you could expect to pay in 2020, some universities may have lower charges, you'll need to check courses individually.

You can apply for a HECS-HELP loan to cover your student contribution costs

You'll either have to pay your student contribution fees upfront, **or** you can apply for a [HECS-HELP](#) loan.

Because it is a loan, unfortunately that means you'll have to repay the money. But you can defer repayments until you're earning over a certain salary.

The amount you'll have to earn before you have to start repaying your loan is set by the [Australian Tax Office \(ATO\)](#) and changes each year. So, you'll have to check with them when you need to start making repayments.

As a guide, the 2019-2020 the repayment threshold was \$45,881 per year, (if you're earning below that amount you won't have to start making repayments).

To apply for HECS-HELP you'll need a [tax file number](#) (TFN). You'll then need to ask for a *Commonwealth support and HECS-HELP* form, your university or other provider. Fill in the form and make sure you return it before the [census date](#).

For students who'll have to pay full fees, there's FEE-HELP loans

If you are awarded a university place where you'll have to pay full fees, don't stress.

You can apply for a government [FEE-HELP](#) loan to help you out. The money can only be used towards tuition fees, not other expenses like accommodation or books etc.

To apply for a FEE-HELP loan, you'll need a tax file number (TFN) and you'll need to get a *FEE-HELP assistance* form from your provider. Once again, ensure you fully complete it and submit it before the [cut-off date](#).

Other HELP that could be an option for you

If your course provider charges you a [student services and amenities fee](#), you can apply for an [SA-HELP](#) loan to help you cover those costs.

Note: the maximum you can be charged in 2020 is \$308 per year – it may change in 2021 and subsequent years.

If you're enrolled in a CSP and want to complete some of your studies overseas, you can apply for [OS-HELP](#) loan to go towards airfares, accommodation or other travel costs.

There's HELP for vocational studies too

[VET Student Loans](#) (VSL) could cover some of your tuition fees if you'd like to study a diploma level qualification or above.

If you're applying for a Certificate IV or lower level qualification, then you won't be eligible for a VSL, but you could ask your provider about other finance options.

The HELP loan limit available to you is significant

For 2020, the HELP loan limit is \$106,319. Unless you apply to study medicine, dentistry or veterinary science, or eligible aviation courses, in which case the HELP loan limit is \$152,700.

This is the maximum amount of money you can borrow from the government inclusive of FEE-HELP, HECS-HELP and VET-HELP etc. You **don't** have to borrow up to the limit and it's worth remembering that whatever you borrow, you'll ultimately be paying back.

The amount of money you have borrowed and therefore amount of money left available for you to borrow is called your **HELP balance**.

You can keep an eye on your balance at [myHELPbalance](#), you'll need to know your [CHESSN](#) (Commonwealth Higher Education Student Support Number) to log in.

The HELP balance is renewable

You can start making voluntary repayments at any time, the money will be credited to your account. This increases the amount available in your HELP balance and could make you eligible to take out further loans.

For example, you have borrowed \$106,319 in HELP loans. But you work part time during your studies or get a holiday job, choosing to voluntarily repay \$6,000 off your loans.

You then decide to do a honours degree or post graduate qualification, where the full fee or student contribution is \$6,000 (or less). You'll be able to apply for another HELP loan as you'll have that amount available in your HELP balance.

You'll need to do some further research

Before you plan your future studies on the basis of what you've read here, you'll need to find out a few things:

- Are you eligible for these loans?
- What are the requirements to ensure you remain eligible throughout your course? E.g. for FEE-HELP you may have to obtain a minimum pass rate each year of your studies or your loan could be suspended.
- Are there any additional fees and costs involved?
- What are your responsibilities after you've graduated?
- How and [when](#) should you start making [compulsory repayments](#), or how to go about making [voluntary repayments](#).

There are other options to help you pay your way too

If a HELP loan could help you cover the cost of your tuition fees, that's one hurdle out of the way. But there are also other payments, loans, scholarships, bursaries and grants that could help you cover additional costs including accommodation, books, living expenses and travel.

You can read a bit more about them in our other blog [University Finance Options Explained](#).

[10 Top Employability Skills](#)

Stand out in applications

It can be hard for young people to get a foothold on the careers ladder. Especially when there's lots of other applicants competing for the same spot.

You could improve your chances of finding a job by making yourself more appealing to potential employers.

The same skills might also pay off when you're competing for places on a tertiary course. So, it's never too early to start working on them, here's 10 top employability skills it could pay to develop.

You are more than just your academic reports

At school you're always told to work hard if you want to achieve your goals.

And it's true. Great school reports, a good ATAR, and the right tertiary qualifications could definitely improve your chances of scoring a job.

But employers are looking for more. They want to see what sets you apart from other applicants with the same ATAR and the exact same degree.

That's where your [soft skills](#) come into play.

10 of the key skills employers are looking for

Each job has critical skills that you'll need to even be considered for a job.

For example, if you apply for a job as an app developer but can't code or program – your application is headed straight for the bin.

But even if you have the hard skills that meet the job specifications, there are [other qualities employers value](#) just as highly.

These are 10 of the skills that could help you stand out the most:

1. Communication

Exchanging ideas and information accurately and professionally, that's a very simplified explanation of communication in the workplace. But it's an absolutely essential skill the majority of jobs.

Aim to be good at:

- Verbal communication
- Non-verbal communication
- Active listening
- Written communication

2. **Flexibility**

The willingness and ability to respond to, and easily adapt to, changing circumstances and expectations.

3. **Determination**

The ability to keep trying, continuously working to achieve goals, and not giving up when encountering obstacles and difficulties.

A coveted trait in the workplace, it makes for successful employees who benefit the company and can motivate others around you.

Plus, if you're aiming for promotion, determination is an important leadership quality.

4. **Teamwork**

While it's great that you can get on and do your job independently, being able to collaborate with your colleagues and people outside your organisation can boost workplace productivity.

Good teamwork can also build morale at work, make problem solving easier and improve the flow of knowledge and information.

Ultimately teamwork increases the effectiveness and profitability of a business. By being a great team-worker, you'll be an asset to your employer.

5. **Ability to Learn**

Life is constantly changing and evolving, and business is no different.

If you're willing and open to updating your skills and learning new things, you'll be more valued as an employee.

You'll also be able to offer more services, reflect more knowledge, and are more likely to be considered for promotions and other opportunities.

6. Problem Solving

Companies face all kinds of problems, every single day.

They need critical thinkers who can be proactive, get over obstacles, and remain productive.

7. Loyalty

Employees who are loyal to their company tend to work harder, perform to a higher standard, and be less problematic than staff who are not.

8. Resilience

Being adaptable. Coping and performing well under pressure. Taking criticism constructively and learning from it. These are all traits that could help you bounce back and continue to be a productive, motivated and become a prized employee.

9. Self-discipline

You're unlikely to be a powerhouse of achievement, or considered to be a "go-getter" in the workplace if you can't be self-disciplined.

The ability to smash targets, accomplish tasks, and remain focused, requires someone who is able to get on and do their job without constant reminders and supervision.

10. Tech Skills

General technical skills are valuable in the workplace now more than ever, as the world becomes more reliant on various technologies (soft and hardware).

Tech skills refers to your ability and know-how to perform specific practical tasks, before you even start the job.

The type of job that you're applying for will determine the tech skills potential employers will find desirable.

By demonstrating that you can already use computers and various software, understand basic coding, or that you have experience using a variety of technical equipment could indicate that you'll pick up new skills easily.

Plus, your employer won't have to spend time teaching you the basics.

Working on your employability skills now could be advantageous

Working on developing your soft skills while you're at high school – and at any point in your future – is an investment in yourself.

Having these skills, featuring them on a professional resume, and then being able to demonstrate them using real life examples and scenarios in an interview.... well, that could be a winning combination that opens doors for you.

You can read more about [why soft skills matter](#) and what employers in 2019 valued the most in our [top 7 soft skills](#) blog.

Job Spotlight

[How to become a Business Development Manager](#)

What do Business Development Managers (BDM) do?

Business Development Managers (BDM) are responsible for researching new leads, creating contacts and building strong relationships with both existing and potential new clients. They'll arrange appointments for sales executives to swoop in and make a sale based on the foundations laid by the efforts of the BDM.

If you are goal oriented and self-motivated, great at making connections, with a desire to work flexibly or remotely, then this role could be great for you.

About you:

- Tip top communication skills; able to pass on information clearly and concisely to colleagues and clients alike
- Strong technical skills including: Word, Excel, PowerPoint and analysis software (as a minimum), with the ability to understand products and solutions in-depth.
- Organised, efficient and focused.

The job:

- Research and understand target audiences, consumer requirements, identify new leads
- Build and maintain strong relationships with clients.
- Brainstorm with design and sales teams. Be the go-between to drive customer focused products and services, then promote them
- Constantly update your knowledge about the market, industry developments, competitors and new clients on the scene.

Business Development Manager (BDM) salary (average) *\$136,000 per year

(Source: payscale.com)

*This figure includes a basic salary of \$55,000 plus bonus, profit sharing and commission.

Job growth as a Business Development Manager is stable (source: Joboutlook.gov.au)

To be competitive in this role, it would pay to obtain a relevant qualification and get 3-5 years of experience in sales and marketing. Plus you'll need to be prepared to work remotely from home and travel if necessary.

How to become a Business Development Manager in Australia

You could become a Business Development Manager within a few years of leaving high school if you are extremely driven. More commonly, it takes on average 6-8 years to become a successful BDM. Formal qualifications are highly desirable in this career. According to the 2016 ABS Census, 60% of BDM Managers had a Bachelor's degree or Post Graduate qualification.

Step 1 – Study English, Maths and computer skills at school

Step 2 – Gain relevant work experience in sales and customer service-based roles

Step 3 – Complete a qualification in business, economics, finance, marketing or a related field.

[Bachelor of Business at Swinburne](#)

[Bachelor of Business \(Economics\) at QUT](#)

[Bachelor of Commerce at Griffith](#)

[Bachelor of Business \(Marketing\) at Torrens](#)

You could also consider VET qualifications, particularly those with traineeships that could help provide you with more experience and industry knowledge.

[Certificate IV Business Sales + Traineeship](#)

Step 4 – Work on key skills such as public relations, marketing, research, presentation, confidence, persuasion and sales planning.

Step 5 – Find an industry that interests you, get a few years of experience under your belt in sales or other departments. Keep learning, then apply for BDM roles. If possible, find a mentor and remember to network.

Find out more here –

[Home – Career Development Association of Australia \(CDAA\)](#)

[Australian Marketing Institute](#)

Similar Careers to Business Development Manager

Sales Executive

B2B Corporate Sales

Retail Store Manager

Operations Manager

Project Manager

Marketing Manager

Office Manager

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

Frequently Asked Questions (FAQ's)

- **What is the difference between sales and business development?**

Business development is about helping a business to grow, increasing awareness of its products and services. Creating new opportunities and building brand awareness and loyalty. As opposed to sales whose role is to generate income for the company by closing deals with clients.

- **Where do business development managers work?**

BDM's work in most industries, they can either be office based or remote workers who are based at home.

- **Do I need to go to university to become a business development manager?**

A university degree is one of the common pathways to working as a BDM. Getting a degree or similar level qualification could help you to fast track your career, but there are ways around it.

Ms Janes

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