

Careers Newsletter



BLUE MOUNTAINS
GRAMMAR SCHOOL

Tuesday, 10 October 2023

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What's On in the Next Few Weeks

[SCCE | Exchange Webinar](#)

October 10, 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](#)

[Online Panel: Navigating a Pathway in STEM - What girls and their family supporters need to know](#)

October 11, 2023

We know that for young people, and their family supporters, navigating a pathway into a STEM career can be challenging for a range of reasons. First, STEM offers diverse options in careers, some of which are unknown or misconceived. Second, information available can be outdated, limited or misinforming depending on access to information.

We have heard from girls, parents/carers and teachers, that addressing the challenges to navigating STEM pathways is a priority. This online panel will host a range of people that are passionately involved across the STEM careers sector.

[Find out more](#)



[The Future of Education Summit 2023](#)

October 12, 2023

Welcome to The Future of Education Summit. This National Summit has been designed to empower educators, innovators and workforce shapers as we explore how we can prepare our next generation for the ever-changing future. Over the course of the Future of Education Summit, attendees will be challenged to find new and exciting ways to engage students, explore how they can scale their impact, and experience authentic collaborations with other changemakers.

As educators around the world work to redesign curriculum, reimagine their schools, and rethink the student learning journey, the Future of Education Summit has been designed to give attendees the skills and experiences they need to become leaders in their communities.

[Find out more](#)

[Aviation Job Skills Workshop – Parramatta](#)

October 12, 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](#)

[CDA | Webinar: Supporting Your Neurodivergent Clients](#)

October 12, 2023

Join our upcoming webinar to learn how to better support your neurodivergent clients to adequately represent themselves.

This session presented by Andrew Eddy and Martina Johnson from Untapped Talent is designed to help you understand neurodiverse inclusive interview and hiring practices.

Untapped Talent is a social enterprise focussed on changing the narrative about neurodiversity through awareness, education and engagement.

They are passionate about the success of neurodivergent individuals in the workplace and have developed and delivered hundreds of training sessions across Australia, to managers, executives, co-workers, hiring managers, HR and neurodivergent individuals.

Their training materials have been developed with input or review from their neurodivergent employees.

[Find out more](#)



[WEP | Student Exchange Info Session](#)

October 19, 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 | The M in STEM Careers](#)

October 19, 2023

Everybody knows that science, technology and engineering will continue to shape the world we live in. They will be needed to solve the problems current and future generations will face. But how does mathematics fit in? Why do you have to learn calculus? What does geometry have to do with anything? And is there really a reason for understanding statistics now that computers do everything for us?

If you are in Years 10-12, or looking after someone in Years 10-12, come along to discover just how important the maths you learn in the classroom is to everything from physics to medicine.

This 2 hour event will begin with you hearing from current pioneers in STEM as they detail how mathematics has shaped their careers. After which, there will be a networking Q&A so you can receive tailored advice and build connections with your future peers and potential colleagues.

Not sure which level of maths is needed for your chosen degree? Or do you have a major you want to take, but no idea what sort of career it could lead to? This is your chance to have all your questions answered!

[Find out more](#)

[University of Sydney | Ngarra Future Focus Program](#)

October 20, 2023

The Ngarra Program offers an immersive on-campus experience for Aboriginal and Torres Strait Islander students from NSW metropolitan schools, designed to build their confidence in preparing for and sitting the HSC exams, as well as equipping them with useful tools and resources to help prepare for life after school. **Registration closes on Friday, 13th October 2023.**

[Find out more](#)



Important Future Events

[Clusters PD - The Clusters with younger students](#)

October 26, 2023

Join Lucy from Study Work Grow for a Professional Learning session which looks at how you can use the Career Clusters to support younger students.

For junior secondary students, you can use the quiz and aligned resources, but when working with children younger than about 12 years old it's not ideal to ask them to complete a quiz. You can instead use the Clusters to explore what careers could look like, and broaden their horizons, while also avoiding creating bias around career paths.

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

[Find out more](#)

[Sydney Design School | Open Day](#)

October 28, 2023

Be open to creativity! We're opening our studios for a day of exploration. Meet our passionate Educators, view our exhibition space and get hands on building an interiors mood board or 3D model.

[Find out more](#)

[Aviation Careers Forum - Parramatta](#)

November 9, 2023

Join us for a fun, interactive day to meet and engage with leading female Aviation role models. Listen to key female speakers and interact in our Airport & Aviation career seminars and panel discussions. Enjoy the fully catered breaks throughout the day to chat and engage with women in industry in a relaxed environment.

Not sure there is a career for you? There are a huge variety of amazing careers available in the aviation industry, and many of these careers provide on the job training with no prior qualifications necessary. Come along and be inspired!

[Find out more](#)

[Clusters PD - The Clusters for math teachers](#)

November 9, 2023

Join Lucy from Study Work Grow to learn how to use the Career Clusters in your mathematics classroom.

This Professional Learning session will give you the skills you need to feel confident talking about a range of jobs in maths, statistics, and related fields. We'll also cover some tips for having positive career conversations, and identify where you might already be having career conversations without realising it.



This session is designed for Mathematics teachers and the career educators who support them.

[Find out more](#)

[AMPA | Experience Days](#)

November 13 to November 16, 2023

The Academy of Music and Performing Arts (AMPA) invites aspiring students (16 and over) to join us for a day in our music or dance programs. Attendees will have the chance to sit in on performance classes, workshops, Q&A sessions and meet faculty and students.

Whether you're passionate about dance, contemporary music, classical music, music theatre, music production, songwriting or composition, RSVP now to discover how you can take the lead with AMPA.

[Find out more](#)

[AIE | Open Day](#)

November 18, 2023

Discover the courses designed to get you started in game development, 3D animation, film and visual effects at the AIE Open Day on Sat 18 November 2023. This event will be held at AIE Campuses in Sydney, Melbourne, Canberra and Adelaide from 10am to 3pm.

AIE's Open Day is a great opportunity to meet our teachers, staff and students. The day will cover everything you need to know about the:

- careers in games and VFX that we train students for;
- studios and industries that we work with;
- courses we offer – from beginners to professional mastery, and;
- the software, skills and knowledge we teach.

AIE's Open Day will also include presentations on entry requirements and how to apply. Find out how AIE can get you into a creative career.

[Find out more](#)

[Enter the World of Le Cordon Bleu – Careers Residential, Sydney](#)

November 21 to November 22, 2023

We're opening our doors to high school students in Years 11 & 12, to experience a 'day in the life' at one of the world's leading culinary and hospitality institutions to provide a taste of what a future career in global hospitality will be like.

Meet lecturers and Le Cordon Bleu professionals, hear from industry experts, discover what Le Cordon Bleu hospitality management degree programmes involve and experience hands-on culinary arts with our chefs.

[Find out more](#)



Scholarships

Scholarships for entrepreneurship and innovation

If you're passionate about starting your own business or changing the world, you might be interested in scholarships for entrepreneurship and innovation. These scholarships not only offer financial support but also provide invaluable mentorship and networking opportunities.

What do they offer?

Entrepreneurial scholarships usually offer more than just monetary aid. They're a nod of recognition to your creative spirit and a vote of confidence in your ability to make a positive impact in the world. These scholarships are designed to fuel your passion, offering resources that can transform your innovative ideas into tangible ventures.

While financial aid is undoubtedly a significant perk, many entrepreneurial scholarships go the extra mile by offering mentorship programs, networking opportunities, and access to additional resources. These experiences can be invaluable in refining your ideas and connecting with like-minded individuals who share your passion.

Who can apply?

With so many scholarships available, it's crucial to narrow down the options that align with your specific entrepreneurial or innovative goals. Some scholarships focus on specific industries like technology, healthcare, or sustainable energy, while others encourage a broader scope of creativity. Take the time to research and apply for scholarships that resonate with your vision.

When applying for entrepreneurial scholarships, remember to highlight not only your academic achievements but also your entrepreneurial spirit. Showcase any innovative projects, initiatives, or experiences that demonstrate your commitment to driving positive change.

Scholarships for entrepreneurship and innovation

Here are some opportunities we've found that might interest you:

- [Jane M. Klausman Women in Business Scholarship](#) (International): The Jane M. Klausman Women in Business Scholarship program helps women pursue undergraduate and master's degrees in business management and overcome gender barriers from the classroom to the boardroom.
- [QUT Budding Entrepreneur Scholarship](#) (Aus): These scholarships are to support budding student entrepreneurs and engage their passion for entrepreneurial action in the for-profit or for-purpose space.
- [UTS Ivany Foundation Entrepreneurship Scholarship](#) (Aus): This Scholarship aims to support aspiring entrepreneurs undertaking entrepreneurship studies in the UTS Business School.



- [Curtin Business Innovation Scholarship](#) (Aus): The Business Innovation Scholarship has been developed by Curtin University to encourage and support students who have chosen to study in the field of business information systems.
- [Dell Transforming Lives with Technology Scholarship](#) (Aus): The Dell Transforming Lives with Technology Scholarship provides support to a female student commencing study at Griffith University in an undergraduate information technology degree. The scholarship is aimed at students who foster the will to have a positive impact on the world.
- [WBS Young Entrepreneurs Scholarship Programme](#) (UK): Warwick Business School is offering a scholarship to pay your full UG tuition fee and learn from established entrepreneurs to help you realise your entrepreneurial idea.
- [The Milton Fisher Scholarship](#) (US): The Milton Fisher Scholarship is a four-year renewable scholarship open to exceptionally Innovative and Creative high school juniors and seniors, and first-time college freshmen.

Once you've secured an entrepreneurial scholarship, embrace it wholeheartedly. Engage with mentors, attend networking events, and utilise resources to refine your entrepreneurial skills. You can find more scholarships and tips on our website [here](#).

Apprenticeships and Traineeships

[Why do people want to get an apprenticeship anyway?](#)

If you're not 100% sure what you want to do once school is over, but don't think university is the answer, you might want to consider an apprenticeship.

Careers look different to how they used to – once upon a time you picked uni, a trade, or a job, and that was pretty much it for the rest of your working life. Now, tradies get degrees in management, uni grads learn trades to round out their qualifications, and [around 39% of students work and study at the same time](#).

Apprenticeships and traineeships are great because you generally don't need a lot of skills or knowledge when you start, and you'll get quality on-the-job training as well as classroom based training. Plus, you'll be earning an income all along the way.

That way, when you finish you'll have all the skills you need to work independently, as well as a formal qualification to prove how awesome you are.

Skilling Australia Foundation [found in 2019](#) that VET graduates had:

- Higher starting salaries – \$56k vs \$54k (uni grads)
- A much better chance of being in employment – 78% vs 68%
- A graduate employment rate of 92%



What's the difference between an apprenticeship and traineeship?

The main difference is usually the industry – apprenticeships tend to be for more technical trades, while trainees might learn business skills or job-specific skills they need before they can be fully employed. Traineeships are also generally shorter than apprenticeships.

Finding an apprenticeship might be easier than you think

It's easy to find apprenticeships if you know what to look for. Most people think of electrical or plumbing trades, but there are a huge number of things you can do with an apprenticeship or traineeship, and you can even get one in the military.

Finding a traineeship or apprenticeship can be a great choice – here's why:

- You'll enjoy satisfying and practical work, and in many trades you'll avoid being stuck behind a desk.
- Get paid while you learn, and start living in the 'real world' sooner.
- You'll probably have a job before you finish, and if you do move employers, you'll have recognisable skills that make you more employable.
- You generally don't need great marks to get started.

There are also usually a range of incentives for businesses to take on trainees and apprentices, which means more are available and there will be lots of support to make sure you finish your training.

How do I get started?

First, put together a [resume](#) (also known as a list of good stuff you've done). Include everything, and get it checked by someone who loves you (they'll point out the good things you've missed) and someone who's good with writing (like a teacher – they love helping students prepare resumes).

Find out what free stuff you can get – there's lots of support out there for apprentices and trainees. You could get allowances and living subsidies, cheap student loans and subsidised training, or even cash incentives to make you more appealing to employers.

Finally, start job searching. Fantastic employers won't come searching for you (most of the time), you need to go and find them. But it doesn't have to be difficult – there are heaps of apprenticeships and traineeships in just about every area, including regional and remote places.

Here's how to search for an apprenticeship or traineeship

Let people know you're looking. Tell your teachers, friends, or parents (and their friends). Word of mouth is still a great way to get a job.

Search job sites. Simply googling apprenticeships or traineeships in your area will give you a good start. You might also like to try searching popular job sites like [SEEK](#) or [Indeed](#).

Look at government websites. Most countries usually have a government website built especially for apprentices and trainees to look for opportunities, including support options and other handy info. Here are some government sites you might like to browse:



- [Australian Apprentices](#)
- [New Zealand Apprenticeships](#)
- [Apprenticeships UK](#)
- [Apprenticeship USA](#)
- [Job Bank Canada](#)

Find out more

So, if you'd like to earn a good wage, enjoy a secure and rewarding job, and earn while you learn, getting an apprenticeship or traineeship could be the right option for you. And we can guarantee it'll be a whole lot more fun than spending your life on the couch.

If you'd like more help, or any advice on finding an apprenticeship then talk to your careers advisor or guidance counsellor. Or you might like to read more resources on our website [here](#).

Getting Ready for Work

[Preparing to start your holiday job](#)

Landed yourself a holiday job? Congratulations! If this is your first job, you might also be wondering what comes next and what you'll need to do before you start. Here are some ideas on how to prepare for your holiday job.

Formally accept the position

Employers might let you know that they want you for the job in-person, on the phone, or by email. If you received your job offer by email or in the post, you'll need to reply letting your employer know that you've received the offer and you'd like to accept. If you verbally accepted the job, it's still nice to follow up with a written thanks and confirmation of your acceptance. Now is also the time to ask if you're unsure about anything to do with your new position, before you've signed any contracts and committed yourself further.

For example, are you confident:

- About the duties you'll have to carry out?
- What the employer's expectations of you are, e.g. customer service or performance?
- You know how much you'll be earning, as well as when and how you'll get paid?
- You know all the details about your start date and time, plus have a roster of when you'll be working?
- You know what uniform or dress code you'll have to stick to and who'll be responsible for providing those?



Getting organised

Make a note of your start date and schedule on a calendar or in your phone. Then you can go ahead and prepare the rest of your holidays around your new job to avoid scheduling conflicts or letting people down.

Remember to update your parents with all the details too, or leave them somewhere they'll be able to find them (on the fridge is always a popular option). It's good idea to let your family know where you are for safety, and is essential if you'll be needing their help to get you to and from work.

Check what you'll need to bring on your first day, such as:

- Bank account details
- Your tax file number
- Details of your nominated superannuation fund
- Any other paperwork that's required
- Uniform and meals, etc.

Organise your commute. If you'll be relying on public transport, then make sure you know the routes and timetables – you could even organise a travel pass to avoid having to buy tickets for each trip.

If you're lucky enough to be driving yourself, you may need to work out directions if you're not 100% sure where you need to go. Find out what the situation is regarding parking – is there a designated area, do you need to pay, etc.

Will you be required to wear a uniform? If so, then you'll need to give your employer your sizes and find out when and where you can pick it up. If a uniform isn't required, then you need to make sure you've got your work wardrobe sorted out, that it's clean, and that it conforms to what's expected.

Organising packed lunches and your own drinks will help you to avoid spending your hard earned cash while you work and help you to save even more.

First day

Make sure you arrive with plenty of time to spare. It's never great turning up late, but particularly not on your first day.

Remember to look smart and ready to work.

Double check you've got everything you need *before* you leave the house – that includes paperwork and details you'll need give to your employer so that they can pay you. You might even have to show licenses or qualifications if they're required. Don't forget your lunch, drinks, and any travel money you might need as well.

You might also like to take a notepad and paper so that you can jot down notes or instructions.



We've all been there

Remember, every employer and employee has been in exactly the same position as you before. First day nerves are normal, and you won't be expected to get everything perfect the first time. If you do make a mistake or forget how to do something, it's usually best to speak up sooner rather than later.

Hopefully these tips have helped you to feel more prepared for your holiday job. We hope you'll love the experience, learn lots of new skills, make new friends, and earn loads of money.

Work Experience

[5 work experience ideas for students who love travel](#)

If you're a high school student with a burning passion for exploration and adventure, you might be looking for work experience tailored to your love for travel. From behind-the-scenes glimpses of the tourism industry to hands-on conservation efforts in breathtaking natural landscapes, there's lots of options to consider. Here are five ideas for work experience for students who love travel.

Find experience in a tourism office

If you're drawn to exploring new destinations, consider reaching out to your local tourism office. As part of your work experience, you'll get a behind-the-scenes look at how a city or region markets itself to visitors. You might help create brochures, update websites, or even plan events. This experience can provide valuable insights into the tourism industry.

Become a travel blogger

Do you enjoy documenting your adventures and sharing them with others? Consider a work experience where you can shadow a travel blogger or vlogger, or even give it a try for yourself. Learn how to create engaging content, manage social media, and collaborate with brands. This opportunity can give you a taste of what it's like to turn your passion for travel into a career.

A placement in hospitality and event planning

If you're intrigued by the logistics of the travel industry, consider a placement in hospitality or event planning. This could be at a hotel, resort, or even a local events company. You'll gain first-hand experience in guest services, event coordination, and the overall operation of a hospitality establishment.



Participate in a cultural exchange program

Immerse yourself in a different culture by participating in a cultural exchange program. These programs often offer work placements in various fields, such as education, agriculture, or community development. Not only will you get to travel, but you'll also have the chance to make a positive impact on the community you're visiting.

Work in parks or conservation

For nature enthusiasts, consider work experience with a national park or conservation organisation. You'll have the opportunity to work on projects related to environmental conservation, wildlife protection, and education. This experience allows you to combine your love for travel with a deep appreciation for the natural world.

Remember, work experience is about learning and gaining valuable skills, so don't be discouraged if it's unpaid. The knowledge and insights you'll acquire are invaluable. And who knows, this could be the first step towards turning your passion for travel into a fulfilling career.

You can read more blogs about work experience and search placements on our website [here](#).

Competitions

Acer High Schools Cup

The Acer High Schools Cup is a national program that provides students across Australia a robust and well structured competitive environment for High Schools to compete in Video Games.

The Acer High Schools Cup offers students a platform to pursue their passion for video games and esports. Esports is a constructive pursuit that hones cognitive skills, team building, communication and sportsmanship through Video Games.

Tournaments will be conducted during each term of the school year. High Schools may register their students at the start of each term, or in advance. Competition takes place over the internet familiarizing students with the benefits of the latest technology and software.

Find out how to enter [here](#).

Local Word Writing Prize

Geelong Regional Library Corporation (GRLC) and Deakin University (DU) are pleased to once again present the Local Word Writing Prize.

One entry of up to 3000 words is welcome from emerging and established writers in prose fiction and creative non-fiction.



The winner of the prize will receive:

- a prize of \$2000
- a one-hour mentoring session with a Deakin University writing practitioner
- publication on GRLC's website and announcement in GRLC's e-newsletter

Commended writers will receive:

- a prize of \$250
- publication on GRLC's website and announcement in GRLC's e-newsletter

Entrants must be over the age of sixteen and residents of Australia.

Entries close at 5:00pm, Saturday 27 January, 2024.

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

Resources

[10 effective exam tips for high school students](#)

In high school, the end of the year can be daunting with exams, assessments, and planning for what's next. If you can get organised and plan ahead, you'll not only be well-prepared to conquer it, you could also relieve some of the pressure. We've put together some exam tips for high school students to help you create a study schedule, stay organised, and boost your grades.

Create a study schedule

Plan your study sessions in advance, break down your subjects into manageable chunks. A schedule helps you stay organised and ensures you cover all necessary topics.

Set specific goals

Goal making is a fantastic life hack, so define some clear and achievable study goals for each subject and every study session. Having a purpose for your study time keeps you focused and motivated, and you'll feel great checking off each item as you go.

Use active learning techniques

There are lots of learning techniques out there to help you engage with your study materials and be effective in your learning. Try summarising key points in your own words, teaching the content to someone else, or creating flashcards for quick review. Check here for [7 more effective study techniques](#) that could work for you, or find out about other [study hacks to complement other learning styles](#).



Prioritise problem areas

Identify your weaker subjects or topics and allocate more study time to them. Don't neglect your strengths, but make sure you give extra attention where it's needed. Remember, you can always ask your teachers for help if you are struggling.

Take regular breaks

Breaks are essential for maintaining concentration, staying on track, and self-care. Follow the [Pomodoro technique](#) to maximise productivity, or check out these other tips to help you [boost your study motivation](#).

Stay healthy

A balanced diet, regular exercise, and enough sleep are crucial during exam preparation – a healthy body supports a healthy mind. You could try some [brain boosting snacks](#) and incorporating other [wellbeing tips](#) if you're not too sure where to start.

Practise past papers

Reviewing [past exam papers](#) is an excellent way to help you gauge your progress, identify any knowledge gaps, and familiarise yourself with the format and types of questions you'll get in your exams.

Use online resources

Take advantage of online study materials, video tutorials, and educational websites to supplement your learning. They often provide fresh perspectives on difficult topics (you'll just need to make sure you don't get distracted while you're online).

Join a study group

Join a study group with classmate – if there isn't one already, why not get one started? Discuss concepts, ask questions, and help teach each other by sharing skills and understanding. As long as you stay focused, study groups can help reinforce your learning and grow your knowledge.

Stay positive and manage stress

Maintain a positive mindset, and don't let stress overwhelm you. Practice relaxation techniques such as deep breathing, meditation, or yoga to keep anxiety at bay.

Remember, success in exams is not just about how many hours you study but how effectively you use that time. Implementing study tips that work for you, could help you perform better and make the learning process more enjoyable or at least less stressful.

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



[Balancing school work, extracurriculars, and a social life](#)

We get it; juggling academics, extracurriculars, and a social life can feel like trying to spin plates. But fear not, because finding that balance is not only possible, but it's also important for a fulfilling high school experience. Let's dive into some practical tips on how to manage it all without burning out.

Prioritise your responsibilities

First things first, understand what matters most to you. Sit down and list your academic [goals](#), your passions, and the social experiences you cherish. This will help you see where you need to allocate your time and energy. Remember, it's about *quality*, not *quantity*.

Create a structured schedule

Time management is your best friend. Use planners, calendars, or apps to organise your days. Allocate specific time slots for studying, extracurricular activities, and downtime with friends. Be sure to include self-care and relaxation too – they're essential for maintaining your overall wellbeing.

Learn to say 'no'

It's okay to decline certain commitments if they threaten to overwhelm you. Saying 'no' doesn't mean you're letting anyone down; it means you're taking care of yourself. Focus on what aligns with your goals and passions, and politely decline what doesn't.

Utilise study techniques

Efficient studying can save you a lot of time and stress. Experiment with [different techniques](#) like the Pomodoro method, active recall, or mind mapping. Find what works best for you, and remember to take breaks to keep your mind fresh and focused.

Combine activities when possible

Look for opportunities to merge your interests. Maybe there's a club that ties into your academic pursuits, or perhaps you can incorporate social elements into your extracurriculars. This way, you're multitasking in a way that's meaningful and enjoyable.

Communicate and collaborate

Don't be afraid to talk to your teachers, mentors, or parents about your schedule. They're there to support you, and they might offer valuable advice or even adjust expectations to help you maintain a healthy balance.



Embrace flexibility

Life is unpredictable, and sometimes plans change. Be adaptable and open to adjustments in your schedule. Resilience is a key skill that will serve you well beyond high school.

Take care of yourself

Never underestimate the power of [self-care](#). Ensure you're getting enough sleep, eating well, and staying active. Taking care of your physical and mental health is foundational to maintaining balance.

Reflect and adjust

Regularly assess how things are going. Are you feeling overwhelmed or satisfied? Do you need to make some changes? Reflecting on your progress and adjusting your approach is a crucial part of finding the right balance.

Balancing academics, extracurriculars, and a social life is indeed a challenge, but it's one that's entirely conquerable. Remember, it's about understanding your priorities, managing your time wisely, and being kind to yourself along the way. With practice and persistence, you'll find your perfect equilibrium and make the most of your high school experience.

You can find more wellbeing resources on our website [here](#).

[10 tips to help school leavers be successful at finding work](#)

Leaving school marks a significant milestone in your teenager's life. As they prepare to take their next steps into [further study](#), a [gap year](#), or the [workforce](#), your guidance and support could make all the difference. Here are 10 tips for parents or guardians navigating this transitional period to help their school leavers find work.

Talk positively

Young people get enough negativity from the media about unemployment and careers. If you talk about work in positive terms, encourage them to explore lots of options, and stay upbeat about their opportunities, it could boost their confidence and inspire them to keep looking.

Help them find professional support

Although it might be hard, stepping back from your teen's decision making and just supporting their choices could help your relationship along, and also give them the space to become more independent and responsible for their own choices.

Even if things aren't going to plan, there's lots of support available to them. From employment agencies to careers advisors, to financial support and training organisations, there are plenty of services around to help young people transitioning into the world of work. A quick internet search or a call to your teen's school could help you find what's available in your area.



Realise their skills

Sometimes your teen might feel stuck writing [resumes](#) and job applications, that they don't have enough experience, or that they don't have the skills listed in job adverts. You can help them by going through their entire school life and highlighting any projects and activities they've done, experiences they've had, and all the skills they've learned along the way. Young people (and often us as parents and employers) forget to see the value in achievements at school, so it's valuable to go through them thoroughly and work out what skills and experience they might already have.

[Transferable skills](#) and experience can come from:

- School leadership positions (i.e. school or house captain)
- Buddy programs
- Tutoring
- Joining clubs (environment, chess, robotics etc.)
- Cadets, guides, or scouts
- Team or individual sports
- Coaching or mentoring
- Umpiring or refereeing
- Volunteering (in the canteen, on sports day, for a community project, etc.)
- Part-time or casual employment
- Work experience
- Caring for a family member
- Participating in a production or musical
- Appearing in an art exhibition
- Competing in the Eisteddfod (music, dance, etc.)
- Entering competitions (STEM, maths, entrepreneurship, photography, writing, art, etc.)
- Youth forum participation
- Public speaking or debating
- Expeditions and awards, e.g. Duke of Edinburgh
- Exchange programs

Not only can you help to elevate their resume, but it could also help your young person's self-worth and allow them to see how they could be an asset to employers. That could shine through in their application and give them more to talk about in interviews.

Encourage self discovery

Introspection is something that can be difficult for teens, but it can also be useful for boosting their confidence. Help your child identify their interests, strengths, and weaknesses. This self-awareness can guide them toward careers that align with their passions.



Explore local opportunities together

Finding work can sometimes be tricky, whether it's because there's lots of competition, or there aren't many jobs out there your teen wants to do or feels qualified for. If this is the first time your teen has dipped their toes into the world of work, they might not know where to start or what to look out for. And not getting jobs that they've applied for could be demoralising.

As a parent or guardian, you can help guide them towards where to look, help read through job descriptions to decipher what the job could be like and if they're eligible. You could help them to work out who the major employers are in your area, and look at ways for them to get a foot in the door.

Looking into labour market information in your area could provide lots of insight too. Here are some examples of sources you could use:

- [Australian Jobs Report 2022](#)
- [Labour Market Update](#)
- [Labour Market Statistics](#)
- [Australian Labour Market Overview](#)
- [My Future](#)

Interview preparation

Parents can assist their teens in getting ready for job interviews by conducting mock interviews, asking common questions and offering feedback on their responses. Encourage your teen to dress appropriately, emphasising the significance of good posture and positive body language. And don't forget to remind your teen that interviews are actually a two-way process, where they are also assessing if the job is a good fit for them. These can all help your child feel confident and ready before their first interview.

Be their sounding board

It can be difficult to step back, but sometimes it's best to just listen to their frustrations and offer whatever help or advice you can. If your opinions or advice aren't being well received, that's OK; just be patient. Let them know you're there to support them and that they're always welcome to let you know what they need from you.

Encourage personal development

Networking and gaining new skills are all excellent ways to boost your teen's self confidence and make them stand out during job applications.

You could encourage them to create a professional social media profile on LinkedIn, or attend local community, business, and other networking meetings. Groups like Toast Masters could be a great way to meet professionals and build public speaking and presentation skills.

Volunteering is another great way to make connections with organisations and individuals in your local community, gain skills, and explore a variety of jobs and industries.



Attending workshops and talks, or completing [short courses](#), [microcredentials](#), or other part-time studies could also open new pathways, make their resume shine, and appeal to a wider range of employers.

Set realistic expectations

Talking about your own career journey or reading about other career stories is a good way to show that it's OK to start with a part-time job, entry level job, [apprenticeship or traineeship](#), or even stick it out for a bit in a job that they don't particularly love as they explore options and gain work experience. All these things could be a great stepping stone to their next opportunity.

Have a plan B

Having a back up plan is always a great way to roll in life. So why not help your teen to think about or formulate a Plan B, just in case things aren't working out the way they hoped. Remember, school leavers might be eligible for certain government payments and support, designed to relieve some pressure from young people while they look for full time work. This could help pay for rent, transport costs, work wear, and other living or job seeking costs.

Find out more

For more practical tips and help, you could grab a copy of the [Getting a Job Guide](#), packed with things to help school leavers find work, from what to include in their resume to sample interview questions and checklists to help them be better prepared.

Workplace Spotlight

What is it like to work in a restaurant?

Restaurants serve as places where people go to enjoy prepared food and beverages in a comfortable setting. They offer a wide range of cuisines and dining experiences, from casual to formal.

For many, restaurants provide a break from cooking at home, offering a chance to savour different flavours and dishes. They also serve as social hubs, allowing friends and family to gather, celebrate special occasions, or simply enjoy each other's company over a meal.

Restaurants can also be venues for business meetings, dates, or solo dining for those seeking some time alone.

While every restaurant is different, they do have some things in common:

1. Customer service focus – ensuring visitors have an enjoyable experience is important for any worker in a restaurant.
2. Communication is key – whether taking orders from customers or relaying information to other staff.



3. A fast-paced environment – restaurants are often busy, so being adaptable and energetic can help.

Impress patrons with delicious food

Restaurants play a crucial role in our communities by providing spaces for people to gather, enjoy delicious meals, and celebrate special occasions.

Key tasks

- Greet and seat guests
- Take and relay food and drink orders
- Prepare and serve dishes
- Maintain cleanliness in dining and kitchen areas
- Handle payments and provide excellent customer service
- Assist in restocking supplies and ingredients
- Collaborate with kitchen staff for smooth operations
- Address customer concerns or special requests
- Follow health and safety regulations
- Work efficiently in a fast-paced environment

You can find restaurants in the accommodation and food services industry

Restaurants are usually found in the accommodation and food services industry. From cosy family diners to elegant fine-dining establishments, there are a diverse array of restaurant experiences.

You can expect shift work and on-site work

Shift work | Work on-site | Jobs more common in metro areas | Strong job growth

Opening hours can vary widely depending on the type and location of the restaurant. Some may open earlier for breakfast service, while others may stay open later into the evening. Many of the employees in a restaurant work in shifts.

In the restaurant industry, on-site work is the standard. Most restaurant roles, such as servers, chefs, and kitchen staff, require physical presence at the establishment to carry out their duties effectively.

However, there are some remote work opportunities in the industry, particularly in administrative roles like restaurant management, marketing, or accounting, where tasks can be performed off-site. Additionally, some restaurants may incorporate technology for online ordering and reservations, which can be managed remotely.

Restaurants are generally more common in metropolitan or urban areas. This is because cities and towns with higher population offer a larger customer base and greater foot traffic, making them more attractive locations for restaurants.



The Career Clusters you'll find in a restaurant

People from all Clusters are needed for a restaurant to run successfully, but Makers and Linkers are typically the most common Clusters. In many roles, you might find yourself performing tasks across multiple Clusters.

What do Makers do in a restaurant?

Makers in a restaurant work hard to help prepare and cook the food and drinks, as well as keep the place clean and tidy. Some Makers are needed to deliver fresh ingredients to the restaurant, while others might help with the initial fit out of the restaurant.

- Chefs
- Kitchenhands
- Cleaners
- Shop Fitters
- Delivery Drivers

The role of a Linker in a restaurant

The Linkers in restaurants are the ones who serve and assist patrons, helping them find seats, taking orders and payment, and answering any questions about the menu. Restaurants also usually have Linkers who help promote them to the public and attract new customers.

- Waiters
- Social Media Managers
- Marketing Managers

Where you'll find Coordinators in a restaurant

Coordinators help to manage the behind-the-scenes of a restaurant, organising rosters, pay, and scheduling, ordering supplies, hiring and supervising other employees, or making plans for the restaurant's future.

- Restaurant Managers
- Supply Coordinators
- Administrative Assistants

What do Informers do in a restaurant?

Informers in a restaurant help train new employees, teaching them how to operate any equipment and build their service skills. Restaurants often also hire Coordinators to manage the books, or advise them on any regulations and laws they must follow.

- Staff Trainers
- Accountants
- Lawyers



The role of Innovators in a restaurant

Innovators are involved with the design and layout of the restaurant, ensuring it's comfortable and appealing to customers. They might also design the restaurant's website, branding, and logo, or come up with new flavours and food combinations to impress patrons.

- Interior Designers
- Graphic Designers
- Food Technologists

How do Guardians work in a restaurant?

Guardians are responsible conducting regular inspections, ensuring that the restaurant is meeting any required food safety codes and regulations. They may also be contracted to ensure that the workplace is safe and everyone follows proper safety procedures.

- Workplace Health and Safety Officers
- Food Safety Inspectors

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

In the future, we can anticipate several changes in the way people work in restaurants. Technology is poised to play a more significant role, with the integration of automated systems for tasks like order-taking and payment processing.

Moreover, there might be an increased emphasis on sustainability and eco-friendly practices, influencing everything from menu offerings to sourcing ingredients. This may lead to a rise in positions related to sustainability coordinators or eco-conscious menu developers.

Additionally, with a growing awareness of dietary preferences and restrictions, there may be a surge in demand for specialised chefs or culinary experts who can cater to specific dietary needs.

No matter what happens, adaptability and a willingness to embrace these changes will be key for success in the restaurant industry.

Job Spotlight

How to become a Virtual Assistant

Virtual Assistants (or VAs) can provide all the services that an office assistant can, from clerical work to marketing, web design, and book work, but work remotely instead of on-site. VAs are particularly in demand from online businesses, entrepreneurs, and smaller or mid-size businesses who may not want or have space for the support on-site – but there is really no limit to who you could end up working for.

If you're motivated and resourceful, want a job with lots of flexibility, and are happy to get your work done in your pyjamas, this could be a dream career for you.



If you have these skills, you could make a great Virtual Assistant

- Excellent communication and IT skills
- Reliable, accountable, and trustworthy
- Able to multitask effectively and work well under pressure without supervision
- A confident ideas person and great problem solver

What tasks can I expect to do?

Roles vary depending on your employer's needs, but duties could include:

- Carrying out basic administrative jobs, such as responding to emails, scheduling meetings, booking travel and accommodation, organising calendars, or minuting meetings
- Preparing spreadsheets, keeping accurate online records, or creating presentations
- Performing market research, building databases, or helping with recruitment
- Managing and updating social media accounts, scheduling content, or providing customer service

Where do Virtual Assistants work?

You will be doing almost all of your work indoors, and of course it will be done remotely. This means you'll need to have reliable access to a computer and a stable internet connection. On the plus side, you can do your work from nearly anywhere – including your home, your favourite café, or the library.

What kind of lifestyle can I expect as a Virtual Assistant?

Part-time and casual work is very common for Virtual Assistants, giving you lots flexibility in how you structure your day. You'll most likely be working normal business hours (usually 9 to 5), but if you're an early bird or night owl, you might even be able to negotiate your own hours.

Most Virtual Assistants can expect to earn an average salary throughout their career.

Demand for Virtual Assistants is growing, as small businesses and entrepreneurs often look to more cost-effective services than retaining on-site employees, and advances in technology make remote work easier and more effective.

How to become a Virtual Assistant

There are no formal requirements for becoming a VA, but finishing high school and completing other training or qualifications may help you get a foot in the door more easily.

Step 1 – Study English, Maths, and IT at high school.

Step 2 – Consider undertaking a traineeship or obtaining a relevant qualification, such as in business, IT, or even design.



Step 3 – Find work experience in an office environment.

Step 4 – Ensure you have all the necessary equipment and a comfortable working space. This might include a computer or tablet, internet connection, mobile phone, headset, video camera, and any mandatory software.

Step 5 – Start networking. This will help you make contacts, find clients, or even build up a database of service providers you can call on if you need their skills.

Find out more here:

- [VA Institute Australia](#)
- [Society of Virtual Assistants UK](#)
- [Association of Virtual Assistants USA](#)
- [Indeed](#)

Similar Careers to Virtual Assistant

- Administrative Assistant
- Social Media Manager
- Personal/Executive Assistant
- Office Manager
- Entrepreneur
- Small Business Owner
- Marketing Assistant
- Bookkeeper

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

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