

Welcome

We would like to welcome everyone back and we hope everyone had an enjoyable summer school holidays. Please see below the latest in University and TAFE news.

Year 12 News

The Careers Team would like all Year 12 students to book in to make a Careers appointment in Term 1. Please go to favourites in compass and click on Koonung Careers. There is a button with Booking on it. Click on this and select a time that is suitable. It must be in one of your free periods.

Please remember to look at Compass Newsfeed as we will continue to share information from the Universities and TAFEs about upcoming events or course information.

Year 11 News

Year 11 students can book a Careers Interview if they would like. This can be done online on the Koonung Careers Website by clicking on the button 'Book Appointments'.

Year 11 students should continue to look at Compass Newsfeeds as we will share information from the Universities and TAFEs about upcoming events or course information.

Year 10 News

Year 10 students need to secure Work Experience placements for June 24th to June 28th, 2024. Students will be exploring Work Experience options during their weekly Pathways class. Students must have their placements by the end of 1st Term.

Included in this newsletter:

Open Days & Info Sessions

Scholarships

Careers and Jobs

Work Experience

Job Spotlight





Open Days & Info Sessions

Victorian Careers & Employment Expo 2024

March 14 to March 16, 2024

Victorian Careers & Employment Expo is open from March 14 to 16, 2024 at the Melbourne Showgrounds. The Expo will showcase over 130 organisations and employers with career opportunities for all ages. Visitor entry is free.

[Find out more](#)

AIE | Industry Experience Day

April 11 to April 17, 2024

AIE's Industry Experience Day is a great opportunity for students in Years 10, 11 and 12 to learn about the local and international game development, 3D animation and visual effects industries. Students will get the opportunity to learn about the different pathways to get into the industry, what should be in a portfolio and will be able to get creative in practical workshops using industry-standard 3D animation and game development tools.

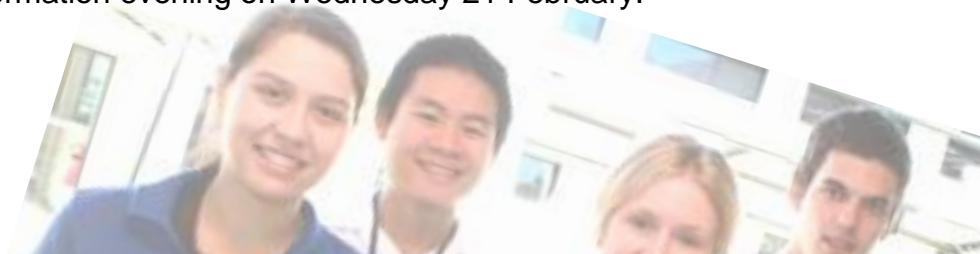
[Find out more](#)

Scholarships

The Hansen Scholarship Program is for current Year 12 students who have a demonstrated outstanding academic success, a resilience to adversity and a commitment to helping others within their community. Applications are open from 5 February 2024 and close on 3 April.

The Hansen Scholarship Program is worth \$108,000. Key benefits include a tailored academic and mentorship program and free accommodation at Little Hall residence for the duration of their three-year undergraduate degree.

Students and parents who would like to learn more about the scholarship, hear from our current Hansen Scholars and get some tips on submitting a competitive application are invited to join us at an online information evening on Wednesday 21 February.





For more information about the Scholarship Program, to register for in the information session or to apply please visit: [Hansen Scholarship Program \(unimelb.edu.au\)](http://unimelb.edu.au)

Vocational Education

What are vocational pathways?

Did you know that university isn't your only option after leaving school? Vocational education is a great way to get you skilled and ready for work, and is often faster than traditional university pathways. Read about some of the vocational pathways available to you, from school to the end of your career.

What is vocational education?

Vocational education focuses on teaching specific skills and knowledge required for a particular job or role. Much of the learning is hands-on and practical, and provides you with a direct route to a specific career or industry.

Lots of people still hold the belief that vocational education is only for trades, but that couldn't be further from the truth! There are courses available in nearly every single industry, from health to technology, design to business, hospitality to environment.

So what are some of the pathways you can take with vocational education?

School to vocational education

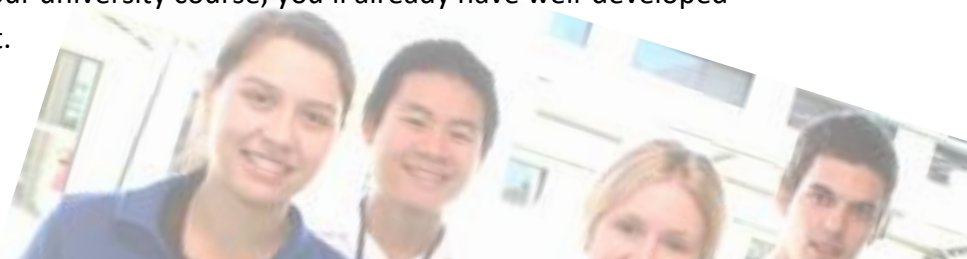
Many vocational courses have no prerequisites for enrolment, meaning you can start no matter what your results are or which subjects you study. In fact, in some cases you can even study vocational subjects and courses while you're still at school.

Want to start working instead? You could also get paid while you learn by doing an [apprenticeship or traineeship](#), which combines part-time work and vocational education.

Vocational education to university

Obtaining a vocational qualification can also be a great pathway to university if you don't meet the entry requirements straight out of school. Many universities will accept a vocational qualification for entry into some courses.

One benefit is that doing a vocational course first is a great way to get a feel for what tertiary study is like. By the time you start your university course, you'll already have well-developed study skills and know what to expect.





Another benefit is that your vocational qualification can allow you to start working in a relevant field while you study at university part-time. For example, if you already have a vocational qualification in allied health, you can work in a hospital and gain practical experience while you study for your nursing degree.

Changing careers

If you work in the same job for a while but find yourself wanting something different, vocational education is a great way to get re-skilled into a brand new career. Some courses can be completed in as little as six months, meaning you can jump into your new job sooner. And if you want to remain in the same industry or workplace, there are vocational qualifications that can help you climb the ladder into more advanced positions too. Sometimes your employer might even encourage you to upskill and pay the tuition fees on your behalf. It doesn't matter how young or old you are – anyone can study a vocational qualification.

Is vocational education right for me?

Whether or not you choose to follow a vocational pathway comes down to your individual circumstances and preferences. If you're not sure yet, here are some questions to help narrow down your options:

- Do I prefer to learn by doing lots of reading and research, or would I rather learn through practical experience?
- If I already have a dream career in mind, is there a specific qualification I must earn before I can start work? If so, what is it?
- Do I want to start working straight away, or do I want to keep studying for a while?
- Do I have a fixed plan for my career, or am I more flexible and open to other options?
- How much am I willing to pay for a course, and how will I pay for it?

At the end of the day, the choice is yours – follow the pathway you're most comfortable and happy with, even if it might not be the one your parents or friends think you should do.

Find out more

Want to know more about your options beyond school? You can read heaps of other blogs on our website [here](#).





Grow

Volunteering

The benefits of volunteering for students

Like everyone else, students lead busy lives; so the idea of fitting volunteering into your jam-packed schedule can be tricky. But [evidence shows time spent volunteering has many benefits](#) – not just for the people being helped, but the volunteer themselves too. So what are some of the main benefits of volunteering for students? Let's take a look.

Learn about a career you're considering

Work experience can sometimes be hard to find, and can also feel like it lacks a sense of real responsibility or experience. Conversely, volunteering opportunities can be easier to find and allow you to test-drive potential careers without the commitment of a proper job.

For example, if you choose to volunteer in an aged care facility, it might be because you're considering a job in health or social work. If you volunteer for [Landcare](#), you might be interested in careers where you can work outside, such as landscaping, agriculture, or even environmental science.

Time spent volunteering provides real-world first-hand experience of the industry, and could help spark your interest (or rule out unsuitable careers). Unlike work experience, you can volunteer over many weeks, months, or even years and build up a solid bank of experience – this can give you more certainty when choosing a career down the track.

Find something you're passionate about

Regardless of the benefits, volunteering is still a big commitment and requires you to willingly give up your precious time. So it's important that you feel strongly enough about the cause to *really* want to make a difference, rather than just doing it because it looks good on your resume.





Being truly passionate about something helps you gain more from the experience. And connecting your passion to your career can also help you feel more fulfilled and happier in your day-to-day work.

If you aren't sure how to find volunteering opportunities that align with your interests, ask yourself some questions like these to kick-start the process:

- What do you enjoy doing?
- What causes are important to you?
- Do you want work with children or animals?
- Do you mind getting your hands dirty?
- Would you like to be part of a team, or do you prefer to work alone?
- What skills do you have to bring to a volunteer role?
- What skills are you interested in developing?

Develop important workplace skills

Unlike school, sport, or other extra-curricular activities, volunteering placements are usually run more like traditional workplaces. You're expected to turn up on time, take instructions from people who are not educators, and achieve set goals.

Volunteering gives you the opportunity to build communication and teamwork skills in a work-like environment. You'll need to listen to instructions, potentially deal with clients or customers, and work alongside other volunteers. This level of accountability is difficult to replicate within the more sheltered school environment.

Volunteering placements that take place on a regular basis could also lead to you advancing in your role, and you could even become responsible for training new volunteers.

All the skills you develop while volunteering will be useful in the workplace. Additionally, you can confidently add them to your resume knowing you have real evidence to back up your claims. This makes it a win-win for you and your potential new boss – employers usually regard volunteering experience very highly.

Build an understanding of the world (and yourself) outside of school

Volunteering often allows you to come face-to-face with existing problems and needs within the community. It can also help you develop an appreciation for your own opportunities and circumstances. Spending time in the community, gaining first-hand experience of the issues that affect people around you, can be truly character-building.

Unlike school, many volunteering roles often allow you to test-drive multiple different tasks and types of work. This way you can find which ones resonate with you the most.





For example, if you volunteer with a homeless charity, you may find you prefer to spend time talking to clients and providing that much-needed human interaction. Alternatively, you may find your strengths lie in sourcing food and goods to supply to clients, or in caring for their animals, or in handling the social media for the volunteer group. Learning that multiple solutions and roles are required within a single workplace could expand your understanding of the world of work and yourself.

Access networking opportunities

It's no accident that the most exclusive university scholarships offer integrated networking opportunities as part of the package. We often find ourselves relying on our networks, particularly in the professional world.

Understanding the importance of networking and knowing how to develop connections early on means you can use your networks for everything, from securing part-time work to finding internships, sourcing referrals, and even finding new clients down the track.

Your time spent volunteering will also allow you to meet people who could one day be the key to finding your next position or opportunity.

The benefits aren't limited to your career

Volunteering also comes with several benefits for students outside of job finding and skill building. It could help you:

- Feel more confident
- Raise your self-esteem
- Find purpose and meaning
- Know you are a part of something important
- Improve your [physical and mental health](#)

It's important to remember that you get the most benefits from volunteering when you're doing it for the right reasons. You'll find it much more fulfilling and rewarding if you're truly doing it for others, not just for your own benefit.

Find out more

There are heaps of benefits to volunteering for students – it can help you gain valuable skills and experience, and learn more about yourself as a person and your place in the world. If you want to read more, we have lots of other ideas and tips to spark your interest on our website [here](#).





Workplace Spotlight

How to become a Bookkeeper

Bookkeepers help businesses and individuals manage their finances, keep track of their expenses, and make informed decisions about their financial future. You get to work with numbers and financial data, which can be both challenging and exciting.

Bookkeeping is a great career choice for those who enjoy working with numbers, helping others, and making a positive impact on people's financial lives.

What skills do I need as a bookkeeper?

- Attention to detail
- Organisation
- Mathematics
- Communication
- Problem solving
- Good with technology

What tasks can I expect to do?

- Recording financial transactions in accounting software
- Reconciling bank statements and credit card statements
- Generating financial reports for management and stakeholders
- Managing accounts payable and accounts receivable
- Assisting with budgeting and forecasting activities

What industries do bookkeepers work in?

- Professional, Scientific and Technical Services
- Construction
- Manufacturing

What is the work environment like?

Work as a bookkeeper is often flexible, allowing you to work from home or part-time if you choose. Additionally, bookkeeping is a stable and in-demand profession, with plenty of opportunities for growth and advancement.





Bookkeepers do most of their work indoors, in an office environment, and within regular business hours. They generally work an average amount of hours each week. You can expect to earn an average salary as a bookkeeper.

How to become a bookkeeper

Bookkeepers typically need a high school diploma or equivalent, and some employers may prefer candidates with an undergraduate qualification in accounting or a related field. On-the-job training is common, and bookkeepers may also choose to pursue additional certifications.

Step 1 – Finish high school with a focus on English and Mathematics. Business subjects could also be helpful.

Step 2 – Consider completing a relevant qualification, either at a vocational or university level.

Step 3 – Check if your country, state, or territory has certain requirements or licenses you must obtain in order to provide financial advice or services. If you don't, you may end up in legal trouble.

Step 4 – Look into further qualifications or certifications that could make you more desirable and trustworthy to potential clients.

Step 5 – Keep learning and regularly update your skills.

Find out more here:

- [Institute of Certified Bookkeepers](#) (Global)
- [Institute of Certified Bookkeepers](#) (Australia)
- [Institute of Certified NZ Bookkeepers](#)
- [Institute of Accountants and Bookkeepers](#) (UK)
- [Institute of Certified Bookkeepers](#) (Ireland)
- [National Association of Certified Public Bookkeepers](#) (US)
- [Certified Professional Bookkeepers of Canada](#)

