

BMGS CAREERS NEWSLETTER

Tuesday, 18 May 2021

Jump to:

[Open Days & Info Sessions](#)

[Workshops & Courses](#)

[Scholarships](#)

[Competitions](#)

[Careers & Jobs](#)

[Further Learning](#)

[Work Experience](#)

[Resources](#)

[Job Spotlight](#)

Open Days & Info Sessions

[National Careers Week 2021](#)

Monday 17 May 2021, 12:00 am - Sunday 23 May 2021, 12:00 am

National Careers Week is an initiative of the Career Industry Council of Australia and aims to celebrate careers, career development, career development services, and career development practitioners.

It also promotes the economic, social and personal benefits of career development for all Australians

Find out more: <https://careersweek.com.au/>

[AFL SportsReady | Celebrating Careers Through Traineeships](#)

Tuesday 18 May 2021, 11:00 am - Wednesday 19 May 2021, 12:45 pm

Online

To celebrate National Careers Week, we are exploring the career journeys of former trainees.

Initially inspired by being paid to get a qualification, many of AFL SportsReady's alumni have gone on to have successful careers built on the foundation of their traineeship.

Come along to these free webinars and find out how 'Careers are made through traineeships.'

Webinar 1: 18th May, 11.00 am – 11.45 am

Webinar 2: 19th May, 12.00 pm – 12.45 pm

Find out more: <https://aflsportsready.com.au/how-did-you-get-the-job-webinar-series/>

[UTS College | Information Session](#)

Tuesday 18 May 2021, 6:30 pm - 7:30 pm

Online

If you're considering studying at UTS but need another way in, UTS College can help. Our diplomas can guarantee you entry into a UTS degree and, if you enrol this June you could be starting second year at UTS in 2022.

Want to learn how? Then don't miss our information session.

Hear from academics, current students and staff about our range of courses, academic support services, fast track options, entry requirements, the application process, our unique mode of learning and more.

Why attend:

- hear from academic staff and students about the advantages of studying at UTS College

- discover how you could fast track to the second year of a UTS degree
- learn about our tailored support services and student activities
- hear about learning Live Online and on campus
- ask our friendly staff any questions you have.

Find out more: <https://utscollege.edu.au/about/events/uts-college-information-session>

Youth Law Australia – the Young Workers’ Rights Service

Wednesday 19 May 2021, 1:00 pm - 2:00 pm

Online

The Young Workers’ Rights Service is an initiative by Youth Law Australia, funded by the Fair Work Ombudsman, that provides free and confidential legal advice to young people who are particularly vulnerable in the workplace.

Come and find out about how the Young Workers’ Rights Service can help you with any of your questions about or issues at work. We will also run an online law clinic at the completion of the presentation.

Find out more: <https://www.eventbrite.com.au/e/youth-law-australia-the-young-workers-rights-service-tickets-153629827951>

UTS | Law Undergraduate Information Evening

Wednesday 19 May 2021, 6:00 pm

University of Technology Sydney

UTS presents a networking session with our key law staff and students, offering the opportunity to see our new state-of-the-art facilities at UTS Central.

Find out more: <https://www.uts.edu.au/about/faculty-law/events/law-undergraduate-information-evening>

Sydney Design School | Info Session

Wednesday 9 June 2021, 6:00 pm

Sydney Design School, St Leonards

Find out everything you need to know about our flexible courses and career support. Our Director, Amanda Grace will introduce you to our unique philosophy, passionate Educators and industry focused approach to learning. Ask all the questions you need to make an informed decision.

Find out more: <https://sydneydesignschool.com.au/information-sessions/>

Meet Melbourne in Albury

Thursday 29 July 2021, 6:30 pm - 8:00 pm

Albury Entertainment Centre

Come and chat with us in person about studying at Melbourne.

There’s a lot to uncover about Australia’s number 1 university, and this is your chance. Join us at Meet Melbourne to learn about:

- Our unique Melbourne curriculum and how breadth and majors can design a degree as unique as you, setting yourself up for a successful career
- Find out about student life initiatives, University Accommodation, our wellbeing and support services and how we can support you making your new home in Melbourne
- Opportunities in and outside of the classroom, such as concurrent diplomas, work-integrated learning, internships, exchange and our suite of competitive scholarships
- Access Melbourne, our special entry access scheme, which offers guaranteed entry to eligible students from rural and regional areas, and those with a disadvantaged financial background.

Find out more: <https://study.unimelb.edu.au/connect-with-us/events-for-future-students/all-events-listing/meet-melbourne-albury>

ACU | Entry and Pathways to ACU

Tuesday 7 September 2021, 6:00 pm - 7:00 pm

Online

Whether you're currently completing Year 12 or have been out of school for years, there are many entry pathways to ACU – including our ACU Guarantee early offer program.

Find out more: <https://www.acu.edu.au/about-acu/events/2021/september/entry-and-pathways-to-acu>

Workshops & Courses

Purpose Labs: A unique learning opportunity for students

Tuesday 25 May 2021, 4:00 pm - 5:00 pm

Online

What do you want to do after you have finished high school?

It's a tough question that can cause high anxiety. It's also a question that only 1 in 5 students have a clear answer for.

But, what if you didn't need an answer right now? What if you could take away the anxiety by gaining clarity of purpose and then kick-starting a project to test it? There's nothing that a dose of curiosity, creativity and experimentation can't uncover.

Purpose answers the question: What am I here to accomplish (now and in the near future, not forever!) that is meaningful to me and useful for my community and the world?

Purpose taps into what you are good at, what you love, what the world needs and how to make a living from it. When these four things collide, anything is possible and opportunity is everywhere.

Join Carolyn Tate, Purpose Educator and author of [The Purpose Project](#) at this experimental class to discover how to find your purpose, turn it into action and hear stories of purpose projects others are working on.

Find out more: <https://www.eventbrite.com.au/e/purpose-labs-a-unique-learning-opportunity-for-students-tickets-151589627657>

AFTT | Theatre Production High School Workshop

Wednesday 7 July 2021, 9:30 am - 5:00 pm

Academy of Film, Theatre & Television, Surry Hills

This is a fantastic opportunity to participate in a one-day workshop at AFTT. We are offering the chance to gain hands on experience in every facet of Theatre Production, from Stage Management to Lighting & Sound design and operation. Participants will be guided by our team of professional industry specialists through a step-by-step process in how to produce a Theatrical Performance, culminating in the hands on running of the show.

Find out more: <https://www.aftt.edu.au/events/high-school-workshops/theatre-production-high-school-workshop>

Teen Etiquette & Image Workshop

Thursday 8 July 2021, 10:00 am - 3:00 pm

National Trust (NSW), Millers Point

Over the past 20 years the use of technology, in particular smart phones, has significantly changed the way we interact with each other. Used to communicating through screens, teenagers are losing the art of face-to-face communication. Our teenage workshop provides hands-on mentoring, where your young

adult will learn how to interact with others and why these skills are so important. Each participant will receive a Certificate to confirm his or her completion of the Teenage Etiquette and Image Workshop. Our Teenage Etiquette and Polished Image courses are designed to give young ladies and men aged 12-17 years a sense of confidence in the way they move, feel, communicate and present themselves. Find out more: <https://www.eventbrite.com.au/e/teen-etiquette-image-workshop-12-17-sydney-tickets-127404557461>

University of Sydney | Tertiary Jazz Pre-audition Workshop

Saturday 24 July 2021, 2:00 pm - 5:00 pm

Sydney Conservatorium of Music

Are you planning to audition for a Conservatorium tertiary degree in jazz? Be well informed about the audition requirements and process so you can achieve your best result in this highly competitive field. This three-hour workshop includes discussion and demonstration of the process, a mock Jazz aptitude test and the opportunity for some students to have their mock audition critiqued by members of the Tertiary Jazz staff in front of your peers (this is optional). This is an invaluable opportunity to ensure your optimum preparation for the “real thing”.

Find out more: <https://openacademy.sydney.edu.au/course/WFTJW>

2021 Mini-Writing Festival

Monday 26 July 2021, 9:30 am - Friday 30 July 2021, 2:40 pm

Online

A live interactive mini-writing event for schools in Australia and New Zealand.

The Mini-Writing Festival includes 15 live workshops linked to CBCA Book Week theme, *Old Worlds, New Worlds, Other Worlds*.

Registrations will close on 24 July, or when the festival registration numbers have reached capacity.

Find out more: <https://www.littlescribe.com/lp/mini-writing-festival/>

Scholarships

Study Work Grow Co-op Scholarships Guide

More than just money, a co-op scholarship can provide you with tons of extra benefits, including guaranteed accommodation, mentoring opportunities, access to exclusive resources, and so much more. If you're interested in applying for a co-op scholarship, don't forget to take a look at our new [2022 Co-op Scholarships PDF Guide](#). It's packed with all the info you need to know about co-op programs available around Australia.

Competitions

Enter SmartFone Flick Fest

SmartFone Flick Fest is Australia's international smartphone film festival for filmmakers of all ages. They are a world-wide festival open to anyone with a smartphone or tablet and a great idea for a short film. SF3 provides a platform for budding, emerging and professional filmmakers to bring their ideas to life and have their films seen by a global audience, without the need for lots of fancy equipment or a big budget.

You can submit your movie any time before 1 August.

Find out more and enter here: <https://sf3.com.au/>

2021 Travel Photographer of the Year Competition

The 2021 Travel Photographer of the Year awards (TPOTY) are now open.

TPOTY is truly global – wherever you live in the world and whether you are amateur or professional, beginner or expert, young or old, Travel Photographer of the Year is for you.

Entries are open until Tuesday 12 October.

Find out more and enter here: <https://www.tpoty.com/2021-competition/>

Hadley's Student Prize

The University of Tasmania is sponsoring a student prize this year for an outstanding artwork by an Australian senior secondary student working with a landscape theme in their visual art practice.

The winner will receive \$500 towards art supplies, a chance for their work to be exhibited, and more.

Entries are open to students in Years 11 and 12 across Australia. **The competition closes on Wednesday 30 June.**

Find out more and enter here: [https://www.hadleysartprize.com.au/wp-](https://www.hadleysartprize.com.au/wp-content/uploads/2021/05/Hadleys-Student-Prize-Presented-by-UTAS-Hadleys-Art-Prize_2021.pdf)

[content/uploads/2021/05/Hadleys-Student-Prize-Presented-by-UTAS-Hadleys-Art-Prize_2021.pdf](https://www.hadleysartprize.com.au/wp-content/uploads/2021/05/Hadleys-Student-Prize-Presented-by-UTAS-Hadleys-Art-Prize_2021.pdf)

KYD School Writing Prize

Now in its third year, the KYD School Writing Prize gives a voice to young people exploring aspects of contemporary life and society that concern them.

We seek entries of between 1000 and 1500 words in either fiction and non-fiction, with students responding to a current social or political issue. The winner receives a \$500 cash prize, editorial support and publication in KYD.

Entries for the 2021 prize close on 18 June.

Find out more and enter here: <https://www.killyourdarlings.com.au/awards/kyd-school-writing-prize/>

Careers & Jobs

Careers in Nursing

12 May marked [International Nurses Day](#) here in Australia. It's a day where we get to give thanks and celebrate the selfless dedication of nurses around the world. So it seems like the perfect time to write about careers in nursing – the options, opportunities and pathways.

First up, what do nurses do?

Nurses are professional health care workers who cater for the needs of individual patients, families, or communities. They also support and work with other health care professionals such as Doctors and Surgeons.

Most nurses work in teams, from huge hospital departments with hundreds of medical professionals and staff, through to small group nursing practices. Some nurses work independently, for example as community aged care nurses, travelling from home to home to deliver care wherever it is needed.

Decide if you have what it takes to become a nurse

Do you think you're empathetic, caring and would great at dealing with all kinds of patients? Can you think and react well under pressure? Are you a problem solver?

If you can answer yes to all the above, then it could be worth looking at nursing as a career option in more depth.

You'll also need to have other skills and attributes which should include:

- Excellent Communicator
- Fit and active
- Tolerant
- Resilient
- Flexible and adaptable outlook
- Attentive and thorough

Nurses work in a variety of settings

You might imagine that as a nurse you'll be stuck working in a ward in a hospital. Nurses work in a whole range of environments, from the middle of the city through to remote communities at the tip of Australia.

You could end up working in a:

- Hospital
- GP's practise
- School or other teaching / training environment
- Out in the community (visiting people's houses or working in clinics)
- Court of law as a forensic nurse
- War zones and at military bases
- Prisons
- On cruise ships and at resorts
- Office working as a Nurse Unit Manager (NUM) or similar clinical management or administration roles

You could even end up working in publication houses as writers and reporters, or in board rooms representing other nurses.

Working from home is not usually an option. From a practical point, most nursing jobs require specialised equipment. Then there are ethical and hygiene considerations around having patients in your home.

What's the work life balance like for nurses?

Nurses and midwives tend to have a relatively average working week at 42 hours. But that can depend on where you work, your level of responsibility, and what happens on your shift. You may also be required to work long shifts (often 12 hours) and at odd hours including at night, early mornings or late starts, as well as on weekends and public holidays. People don't stop getting sick just because it's a weekend.

While you may not have a lot of flexibility in when and where you work, on the plus side, as a nurse it could be easier to come by part time and casual positions, that could allow you to work less when you have other things going on in your life (e.g. studying, parenting, caring for family), then go back to full time later on.

Job opportunities available for nurses

Jobs in healthcare have some of the strongest growth going forward into the future, so you can expect that there will always be plenty of jobs available. In fact, in 2021 there's been lots of news about the shortage of nurses worldwide.

Nursing jobs are available across Australia, they're needed wherever there are people.

Nurses are also needed all around the world, and your skills will make you a valuable employee wherever you go.

There are lots of types of nursing jobs

Assistant in Nursing – AINs are technically not nurses. They can perform nursing duties under the direction and supervision of a registered nurse.

Enrolled Nurse – works under the supervision of a registered nurse.

Registered Nurse – regulated by the Nurses and Midwives Board and are registered and licensed under the appropriate Nursing Act. They hold a higher level of responsibility and accountability than other nursing roles.

Clinical Nurses – RN's who have specialised in a certain area, obtained additional qualifications, and have work experience in those areas.

Midwife – health professionals responsible for the care of women and babies during pregnancy, labour, and for a little while after the babies are born. Midwives are usually licensed registered nurses who have obtained additional midwifery qualifications, as well as the necessary additional licensing.

Nurse Practitioner – RNs with additional qualifications and work experience who can provide advanced nursing services to patients and their families. From performing physical examinations and ordering testing, to prescribing medications.

Within these fields you can choose to specialise further to work in a field that you're passionate about.

For example, you could work in:

- Critical Care or ICU and Emergency
- Mental Health
- Aged Care
- Paediatrics
- Cardiac
- Surgical
- Community Health
- Nurse Educator

Pathways into Nursing

One of the great things about becoming a nurse is the number of career pathways available to you.

If you've got the grades to get you into uni straight after leaving high school, then applying to uni and heading straight towards becoming an RN could be a good plan.

If you're not so sure that you'll get into a Bachelor of Nursing or Midwifery, then you could apply to do a Diploma, start working as an EN, then upskill to an RN later if you'd like to.

Once you're an RN you've still got loads of options about which direction you'd like your career to go.

During the time you do your practical placements to qualify as an RN, you'll get to try out a few different areas and decide if you'd like to specialise in a particular field.

You'll need to be [qualified](#) and [registered](#)

To work in any capacity as a nurse, you'll need to do some study after high school and get the appropriate registration.

Other careers in [health](#)

If you love the idea of nursing but you're not sure you want to commit to lots of study after high school, you could look at other careers in the health and caring industries that require [shorter courses](#) such as a Certificate III in [Aged Care](#), or a Certificate III in Individual Support.

Get a little experience and see some of the other roles in action, then decide if you'd like to gain more qualifications whenever you feel ready.

In conclusion

If you're looking for a rewarding but challenging role that's got good job stability and offers opportunities for continued growth and change – nursing could be a career that'll suit you really well. If you're looking for more information and guidance, the **Nursing Career Path Handbook** will be available [soon](#).

Further Learning

[Learn about Cadetships with PCA](#)

Alister, Founding Director of [Professional Cadetships Australia \(PCA\)](#), took some time out of his busy schedule to provide us with some information about cadetships and pathways.

SWG: Hi Alister, would you please explain what a cadetship is for us?

Alister: A cadetship is offered to a Year 12 student before they complete Year 12. It takes effect from February the following year. Cadets combine university study with paid work at a company. They study and work throughout their cadetship.

SWG: How much do cadets work each week, and what kind of work will they do?

Alister: A cadetship program typically takes four years to complete. Each participating company has its own imperatives but there is a fair degree of flexibility, particularly after the first two years of the cadetship. All cadets combine study and work throughout their cadetship. At UBS, cadets work full-time in the first two years and after this, they typically work part-time for the remainder of their degree while studying full-time. At Barrenjoey, the study and work combination will be determined on an individual basis.

SWG: What sort of jobs does a cadetship prepare students for?

Alister: Our Business Cadetships Program places cadets at leading companies in the financial services industry. The experience gained under the cadetship equips cadets for virtually any business career post-cadetship. The Engineering & Technology Cadetships (ETCAD) Program prepares Engineering Cadets for a career in their chosen engineering profession and Technology Cadets for a career in financial technology as well as other areas of technology.

SWG: What happens at the end of the cadetship?

Alister: A cadetship typically lasts for the duration of a cadet's degree. There is no obligation for a cadet to stay at the company once their degree is completed. There may or may not be a position available for the cadet post-cadetship but the track-record of graduating cadets has been exceptional. PCA has been operating for over fourteen years and there are former cadets working in a myriad of business areas all over the world.

SWG: Do cadets get to choose which degree they study, and which university they attend?

Alister: Under PCA's cadetship programs, cadets study at the university of their choice in Sydney. Cadets may choose from a wide range of degrees and in some cases, combined degrees are possible. Our website contains further details about appropriate degrees: www.professionalcadets.com.au

SWG: What is included? Do cadets still pay for their degree?

Alister: Cadets are paid a generous salary from the beginning of their cadetship which is reviewed at the end of each year. They may use their salary however they like but obviously they usually choose to pay their university fees as a first priority! There are other attractive financial incentives, including superannuation, and these are discussed with cadets when, and if, they receive a cadetship offer.

SWG: Are there other networking opportunities included in the program?

Alister: Working at leading companies, cadets quickly form networks in-house as well as with professionals at other firms in Sydney and Australia. Participating companies typically have a global platform, so there is potential for a cadet to grow an international network as well. The opportunity to network is one of the reasons why cadets have a competitive advantage over university graduates who have not undertaken a cadetship.

SWG: How did you get into working in this field?

Alister: I taught English in secondary schools for 25 years. For half of that time, I was also the Careers Adviser at a large coeducational school in Sydney. I enjoyed helping my students find their career direction but in time, I decided that I wanted to develop career opportunities for students from all schools.

SWG: Why do you enjoy matching students with companies for cadetships?

Alister: Each Year 12 student is their own unique mix of experience and skills. At PCA, we endeavour to understand where an applicant's strengths lie so that they can fully realise their potential by working in a business area that suits their interests and aptitude.

SWG: Which companies do you offer cadetships with?

Alister: The companies offering cadetships vary from year to year. In 2021, Business Cadets will be placed at UBS and at Barrenjoey Capital Partners. Technology Cadets will work in Group Technology at UBS. There are no engineering placements this year.

SWG: What do you look at in the application process and what qualities do you look for in a potential cadet?

Alister: A Business or Technology Cadet is an articulate, highly-motivated young person who enjoys working with other people. He or she demonstrates initiative and is keen to contribute intelligently to the world of financial services and technology.

PCA assesses each application according to the following key competencies:

- Consistent academic effort and achievement at school
- Transferable skills relevant to financial services and/or technology
- Evidence of leadership potential
- Team involvement at school and/or in the community
- Work experience (paid or unpaid)
- Personal motivation

SWG: Do you take cadets from diverse backgrounds and do you offer special consideration?

Alister: PCA's cadetship programs embrace equity and diversity. We endeavour to attract a broad range of applicants but we do not discriminate on the basis of where an applicant goes to school, their cultural background or their gender. Applicants are assessed on the six key competencies above and are referred to participating companies on merit. While we do not offer special consideration, applicants with disabilities are welcome to apply.

SWG: Thank you so much Alister for sharing your time and knowledge with us.

To find out more about Business and Technology Cadetships that you could apply for while you're still at high school have a look at [here](#) and [here](#).

Please note applications for PCA's Business Cadetship Program close on **26 May**.

[Get Your Uni Applications in Early](#)

2022 might still seem pretty far away, but did you know that you can already apply for university?

Heaps of courses in New South Wales and the Australian Capital Territory are now open for application through [UAC](#) – and if you apply before 30 September you can take advantage of their early bird fees.

Applications for courses in Western Australia are also currently open through [TISC](#).

Lots of universities have also opened direct applications for 2022, such as [ANU](#) and [Notre Dame](#).

And don't forget that you can also secure your place early through an Early Entry program. There are heaps of them available throughout Australia, and you can find details about them all in our 2022 Early Entry [PDF Guide](#) and [Handbook](#).

Work Experience

[UNSW Engineering High School Work Experience Program](#)

In partnership with the IAC, UNSW run an annual work experience program to promote engineering career options to high school students. The program is for Year 10 students across NSW and runs for five days.

You can gain first-hand experience with engineering projects across six areas of the civil and environmental engineering fields:

- Coastal and Port Infrastructure
- Structures and Design
- Construction and Project Management
- Water, Wastewater and Environment
- Road, Transport and Underground
- Surveying and Geospatial Engineering

Daily field trips are led by UNSW staff, supported by engineering professionals. Students visit a range of engineering sites across Sydney, followed by an afternoon debrief and short report writing session at the UNSW Kensington campus. Students selected for the program will be required to meet daily at 8.50am, at Central Station, with each day of the program finishing around 4pm at UNSW. Students **MUST** attend the full five days.

UNSW is interested in receiving applications from Careers Advisers for students who are self-motivated, reliable, punctual and have strong mathematical ability. Importantly, students must have an interest in pursuing a career in engineering.

[Learn more](#)

[3 Dos and Don'ts at your first work experience placement](#)

If you've never done work experience or had a job before, going in for the first time can seem a bit scary. You might have heaps of questions racing through your mind, like what do you say, how can you make a good impression, and how should you act?

Don't panic – Grandshake has written a great blog with 3 important dos and don'ts you can follow to make your first work experience placement great.

Here's a quick sneak peak:

- Do ask questions
- Do be professional
- Do believe in yourself
- Don't be negative
- Don't use inappropriate language
- Don't complain

You can take a look at their full blog here: <https://www.grandshake.co/post/3-dos-and-dont-at-your-first-work-experience-placement>

Grandshake also offer heaps of great virtual work experience opportunities for students. The best part about virtual work experience? You can do it from anywhere, at anytime. [Check out the free programs on offer from Grandshake here.](#)

Resources

[Email etiquette – why is it important?](#)

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

What is email etiquette?

Basically, email etiquette is a set of rules that you use when you're composing an email. You use these rules to make your email more professional and clear. The rules can be different depending on who you're sending an email to, but are a great base to work from no matter who you're talking to. Think of it a bit like sending a letter (old-fashioned, we know!). If you just put a piece of paper in the envelope without saying who it's for, who it's from, or what it's about, it's probably going to be pretty confusing for the person who receives it.

Why is email etiquette important?

Having good email etiquette makes it more likely that people will respond positively to your emails. It shows people that you are professional and polite, and makes it less likely to cause misunderstandings. Here's a great example from UTS of what **not** to do in your email:

The screenshot shows an email interface with the following elements:

- To:** HU HELPS UTS
- Cc:** (empty)
- Subject:** Why did I fail?????????
- Body:**

Hi,

I got a bad grade in my assignment and i wanna meet to ask why you gave me that grade when I worked REALLY HARD on that assignment and STAYED UP ALL NIGHT to get it done!

I will come to your office on Thursday.

Annotations in colored ovals highlight the following issues:

- Blue oval:** The subject line does not give enough information, and no introduction is given.
- Orange oval:** The tone is rude and demanding.
- Pink oval:** The language is too informal.

If you received an email like this, how do you think you would respond? Would you be inclined to help this student, or more likely to ignore them?

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

Email etiquette tips

So what are some things you can do to make your emails more professional, and potentially avoid offending someone? We've gathered some of the top tips for you to keep in mind before you hit send.

Make your subject line clear and concise

Depending on who you're emailing, they might have tens or even hundreds of emails to sift through every day. And the first thing they're likely to see is the subject line. If the subject line is confusing or vague, they're much more likely to scroll right past it.

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

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

Use proper greetings

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

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

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

Politely sign-off

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

Introduce yourself

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

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

Proofread your message

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

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

Keep it simple

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

Include a signature

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

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

Check who you're sending it to

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

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

Final thoughts on email etiquette

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

Look back at the email example from UTS above, then take a look at their suggestion for a good email:

The screenshot shows an email interface with several callouts in colored ovals pointing to specific parts of the email:

- Green oval:** "The subject line explains what the email will be about." (points to the subject line)
- Blue oval:** "The student addresses the recipient by name, and introduces himself." (points to the salutation and first paragraph)
- Orange oval:** "The tone is polite, and the student gives a proper sign off." (points to the closing and signature)
- Pink oval:** "It uses full words and sentences, and proper punctuation." (points to the main body of the email)

The email content shown is:

To: HU HELPS UTS X Bcc

Cc

Question about Assignment 2 for 'Workplace Communication'

Hi Andrew,

My name is John Lee and my student number is 123456.

I did not really understand the feedback I received on my report for Workplace Communication. I would really like to learn as much as possible from this subject, and improve my communication skills, so I was wondering whether it would be possible to arrange a time to meet with you to discuss the feedback so that I can understand it better?

I am on campus every day in the afternoons, so if you are available to meet with me, please let me know what time would suit you.

Kind regards,
John Lee
SID: 123456

Much better!

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

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

Study Work Grow x National Careers Week 2021

This year, National Careers week is running from May 17 to 23. This is a week to celebrate and explore the huge variety of careers available to you, and start thinking about your career development.

NCW develops heaps of fantastic resources each year that can support you when thinking about your future. This year, they have created handy information sheets that provide useful tips, information and exercises about careers and your future.

Here are our top info sheet picks for the week:

- [How to start your career using just social media](#)
- [Five steps to getting your career started](#)
- [Virtual interview Do's and Don'ts](#)
- [Making the big decisions – choosing subjects and courses](#)

Want to dive a bit deeper into careers? We're also releasing a series of blogs to celebrate National Careers Week based on this year's theme, "Career. More than just a job". You can read the next two blogs in the series here:

- [What can you do with your Core Skills?](#)
- [How to handle chaos in your career](#)

Make sure to keep an eye out for more information and resources coming in the next few weeks. Or you can see all of our National Careers Week resources here: <https://studyworkgrow.com.au/category/swg-x-ncw-2021/>

Job Spotlight

How to become a Sonographer

See beyond what our eyes can see

What do Sonographers do?

Sonographers are medical imaging professionals who operate ultrasound devices to capture and interpret anatomical images. Sonographers can specialise in imaging certain parts of the body, such as abdomen and chest, breast, cardiac, musculoskeletal, obstetric and gynaecological, paediatric, small parts, and vascular.

If you are caring and committed, are dedicated to improving people's health, and are an excellent communicator, a career in Sonography could be perfect for you.

About you:

- Caring and compassionate
- Can remain calm under pressure
- Good attention to detail
- Empathetic and gentle
- Reliable and trustworthy
- Great communicator
- Committed to lifelong learning
- Can work independently and as part of a team

The job:

- Operate a variety of ultrasound equipment
- Perform examinations on patients
- Select appropriate equipment for use
- Explain procedures to patients and answer questions
- Position patients and equipment to ensure images are clear
- Take referrals from other medical professionals, such as GPs
- Maintain patient comfort during procedures
- Select images to send back to other medical professionals
- Write reports and convey findings

Lifestyle Impact: Low

- Part Time opportunities: Average – 56% of Sonographers work full-time, meaning there is some opportunity for part-time roles (source: joboutlook.gov.au).
- Average hours for full-time workers: 41 hours a week, which is average (source: joboutlook.gov.au).
- Sonographers' salary (average) \$130,000* per year (Source: com.au). *Salaries vary depending on your skills and experience.
- Future career growth: Strong (Source: joboutlook.gov.au).

Sonographers are most in demand in these locations:

This is a very small industry, with only around 4,800 workers in 2019 (source: joboutlook.com.au). There are opportunities available for Sonographers across the country, especially in rural and regional areas where medical professionals are less common.

Performing examinations and procedures for patients will require you to work on-site, so opportunities to work from home are extremely limited.

How to become a Sonographer in Australia

You must complete a postgraduate qualification in medical sonography order to work as a Sonographer in Australia. You will also need to register with the Australasian Sonographer Accreditation Registry (ASAR).

Step 1 – Complete your high school certificate and take subjects such as English, Maths, Biology, and Chemistry.

Step 2 – Study a relevant Bachelor-level qualification at university. This will usually need be a health- or science-based qualification, such as:

[Bachelor of Nursing at CQUni](#)

[Bachelor of Medical Imaging \(Honours\) at QUT](#)

[Bachelor of Medical Radiation Science at Charles Sturt](#)

You could also consider taking a combined undergraduate and postgraduate course, such as CQUni's [Bachelor of Medical Sonography/Graduate Diploma of Medical Sonography](#).

Step 3 – Once you have finished your undergraduate degree, you will need to then complete a postgraduate qualification to work as a Sonographer. You could take a course such as:

[Graduate Diploma in Medical Sonography \(General\) at UniSA](#)

[Master of Medical Ultrasound at Monash](#)

[Graduate Diploma in Medical Ultrasound at UC](#)

Step 4 – You will need to register with ASAR before you can start working as a Sonographer. You will also need to participate in a recognised Continuing Professional Development (CPD) program throughout your career in order to retain your registration.

Step 5 – Consider upskilling or specialising in a particular area with a postgraduate degree, such as:

[Graduate Certificate in Breast Imaging at UniSA](#)

[Graduate Diploma in Vascular Sonography at WSU](#)

[Master of Medical Sonography \(Cardiac\) at UniSA](#)

Find out more here –

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

<https://www.sonographers.org/>

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

<https://www.asmirt.org/>

Similar Careers to Sonographer

Radiographer

Medical Imaging Technologist

[Medical Doctor](#)

[Registered Nurse](#)

[Dentist](#)

[Surgeon](#)

[Aged Care Worker](#)

[Pathology Collector](#)

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

Frequently Asked Questions (FAQs)

What do Sonographers do

Sonographers operate ultrasound equipment to take images of patients to find potential problems.

Which industries employ Sonographers?

Sonographers are most commonly found in the Healthcare and Social Assistance industries.

Do I need to go to university to become a Sonographer?

Yes. You will need to complete a relevant undergraduate level qualification, and then a postgraduate qualification in order to work as a Sonographer.

Where do Sonographers work?

Many Sonographers work in private practice, but there are also roles available in public clinics and hospitals as well.

What are 3 things I can do right now to help me become a Sonographer?

If you're in high school and you'd like to find out if a career as a Sonographer is right for you, here's a few things you could do right now:

1. See if you can get work experience in a health-related setting, such as in a hospital or local clinic. This can help you decide whether or not the career is right for you and can help you start building connections.
2. Browse the postgraduate courses available and make sure you know the requirements for entry. Make sure the undergraduate course you're looking at will let you gain entry into the postgraduate course.
3. Try volunteering in your local community. This is a great way to build some essential skills such as communication, empathy, and independence, as well as looking great on your job and uni applications.

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