

# BMGS CAREERS NEWSLETTER

Tuesday, 25 May 2021

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## Open Days & Info Sessions

### [UNSW | Rural Clinical School Medicine Information Evening](#)

Monday 24 May 2021, 6:00 pm - 7:00 pm

Online

Are you interested in a career in medicine, immersing yourself in the diverse and hands-on learning opportunities at our Rural Clinical School campuses?

Prepare for the future of health and join a community focused on improving life for all. Studying the Bachelor of Medical Studies/Doctor of Medicine at UNSW will provide you with the theoretical understanding and practical experiences you need to launch your career as a medical professional.

With five rural campuses across NSW, the Rural Clinical School Medicine Information Evening will provide insight into the dynamic blend of clinical experiences and research-focused learning that you will be immersed in as a UNSW Medicine student. You'll also find out detailed information on the application and admissions process for 2022, including how to apply for the Rural Entry Scheme, as well as the range of student life opportunities available across our vibrant rural campuses.

Join us online where you will hear from our expert panel of academic staff and current students, and get all of your UNSW Medicine questions answered.

Find out more: <https://www.events.unsw.edu.au/event/unsw-sydney-rural-clinical-school-medicine-information-evening>

### [Torrens University Australia | Virtual Careers Expo](#)

Thursday 27 May 2021, 11:30 am - 7:00 pm

Online

In its second year, the Virtual Careers Expo is an innovative and interactive collaboration between Australia's major tertiary education providers, designed to showcase the wide range of options available to students as they prepare for life after school. Hear from more than 50 institutions. Highlights include:

- Wander through our virtual expo hall and Webcast Hub to watch seminars and feature presentations from more than 50 institutions.
- Download course guides and take a virtual campus tour.
- Chat with staff and current students to find out more about each institution.

Find out more: <https://www.torrens.edu.au/whats-on/virtual-careers-expo>

### **Helping Your Daughter Navigate Relationships Webinar**

Monday 31 May 2021, 7:30 pm - 8:30 pm

Online

In this webinar Michelle Mitchell and Linda Stade will address the most common of all girl challenges – relational aggression, and how it surfaces in the playground. They will discuss frenemies, exclusion, gossip, the silent treatment, belittling and conditional friendship. Together they hope to help you dial down the drama and replace it with a framework of empowerment.

This webinar will cover the following:

- How to identify relational aggression – what it looks and feels like for our tween and teen girls, and the way it surfaces in the playground.
- How to bring down the emotion and encourage girls to solve friendship problems by offering a framework of empowerment.
- How to navigate the ups and downs of friendships with your daughter, without taking over.
- How to approach schools with troublesome friendship issues.
- How to help girls navigate cliches and the pecking order.
- How to support girls as they transition between friendships or friendship groups.
- How to model and explain the role of forgiveness and empathy in relationships.
- How to help girls deliberately dial down the drama and reduce conflict in relationships.

Find out more: <https://michellemitchell.org/helping-your-daughter-navigate-friendships-webinar/>

### **Endeavour College | Diploma of Health Science for Regional Students**

Tuesday 1 June 2021, 10:00 am - 11:00 am

Online

Just because you don't live in a major city doesn't mean you can't pursue your passion for natural health. With Endeavour's completely online Diploma of Health Science, you'll be able to develop foundational knowledge in various areas of complementary medicine as well as in biological and social sciences – a perfect base for you to launch your career in natural health.

Find out more: <https://www.endeavour.edu.au/events/diploma-of-health-science-for-regional-students/>

### **Charles Sturt | Year 10 Subject Information Night**

Tuesday 1 June 2021, 7:00 pm

Online

Charles Sturt hosts an online event to focus on what Year 10 students and parents need to know right now. We'll discuss subject selection, pathways, and the journey through Year 11 and 12 to university.

Find out more: <https://charlessturt.zoom.us/meeting/register/u5Elf-urrjMjHtlxSBVuZ7VDOLB9JQQ95L3>

### **University of Sydney | Your Future in Business**

Wednesday 2 June 2021, 4:00 pm - 5:00 pm

Online

Join us to hear about how the Bachelor of Commerce at the University of Sydney will prepare you for your future in business. Hear directly from our students to learn more about the range of support available from our dedicated Careers and Employability Office (CEO), and how Business School students can boost their employability skills, gain practical industry experience and a variety of a real-world opportunities at Australia's top ranking university for Graduate Employability.

Find out more: [https://uni-sydney.zoom.us/webinar/register/WN\\_iAc2xSkKQ\\_eZp-ft1\\_aWw](https://uni-sydney.zoom.us/webinar/register/WN_iAc2xSkKQ_eZp-ft1_aWw)

### **Sydney College of the Arts | Portfolio Day**

Tuesday 8 June 2021, 4:00 pm - 7:30 pm

The University of Sydney, Camperdown Campus

Sydney College of the Arts at the University of Sydney will hold a Portfolio Evening on Tuesday 8 June, to assist you with preparing your portfolio and application to study our three-year Bachelor of Visual Arts and our four-year Bachelor of Visual Arts and Bachelor of Advanced Studies.

You can also bring art work (complete or incomplete), and receive an optional 15-minute one-on-one consultation with an academic to receive personalised feedback on your portfolio and visual arts practice.

We encourage you to join us in-person where you'll discover our new facilities on a guided tour of the Sydney College of the Arts. Lead by one of our students, you'll see the spaces come alive with activations in many of the spaces including glass blowing, mono-printing, darkroom showcases, ceramics, painting, jewellery workshops, and more.

Register for an in-person or online session at either 4pm, 5pm or 6pm. Each session will run for approximately 1 hour. If you'd like to have a personalised portfolio consultation, please indicate this in your registration and allow an additional 20mins.

Find out more: <https://www.eventbrite.com.au/e/sydney-college-of-the-arts-portfolio-day-tickets-154176180105>

### **University of Newcastle | 2021 Parent Webinar**

Tuesday 8 June 2021, 6:00 pm - 7:00 pm

Online

Sam Doherty, the senior manager of Admissions, will be running a live University of Newcastle Parent Webinar, covering key topics such as how to apply to university and the various entry schemes that are available for your child.

Find out more: <https://www.newcastle.edu.au/events/future-students/2021-parent-webinar>

### **University of Sydney | Pathways to Medicine and Health Degrees**

Wednesday 9 June 2021, 4:00 pm - 4:30 pm

Online

Healthcare is one of the fastest-growing industries around the world and people are drawn to the opportunity to make a difference in other's lives as well as the flexibility to enjoy diverse careers domestically and internationally.

The University of Sydney offers the widest range of medicine and health programs in Australia. This webinar will advise on the options available to students who don't get into their first choice.

Find out more: [https://uni-sydney.zoom.us/webinar/register/WN\\_iDBeNfODS6SpqSEos6PLcg](https://uni-sydney.zoom.us/webinar/register/WN_iDBeNfODS6SpqSEos6PLcg)

### **Basair | Pilot Career Seminar**

Monday 14 June 2021, 7:00 pm - 8:30 pm

Bankstown Airport

In this free & interactive Pilot Career Seminar, you'll learn everything you need to know about a career as a Commercial Pilot.

Find out more: <http://www.basair.com.au/Events/Register/171>

### **University of Sydney | Economics at Sydney**

Wednesday 16 June 2021, 4:00 pm - 5:00 pm

Online

Are you considering studying a Bachelor of Economics?

Join us for an overview of the Economics degrees and majors at The University of Sydney, including essential information on admission requirements, pathways and scholarships. You'll also have the chance to hear from current economics students and alumni, who will share their experience in the degree, their career insights, and help you make the right choice about your future in economics.

Find out more: [https://uni-sydney.zoom.us/webinar/register/WN\\_mYMexhSGQnabhvfkQCYQMA](https://uni-sydney.zoom.us/webinar/register/WN_mYMexhSGQnabhvfkQCYQMA)

### **University of Sydney | Become a Dalzell Scholar Webinar**

Wednesday 23 June 2021, 4:00 pm - 4:30 pm

Online

Our Dalzell Scholars stream gives high-achieving students access to a range of enrichment opportunities that will challenge you alongside your talented peers.

Join us online to learn about the exciting opportunities available to our Dalzell Scholars, including engaging in experiences that will enhance your academic abilities, develop leadership capabilities and expand your global network.

Find out more: [https://uni-sydney.zoom.us/webinar/register/WN\\_zuopFBjgS8CiQPBOA9mQ5A](https://uni-sydney.zoom.us/webinar/register/WN_zuopFBjgS8CiQPBOA9mQ5A)

### **Schindler Apprentice Information Night 2021**

Monday 12 July 2021, 6:00 pm - 7:00 pm

Online

When you join Schindler, you become part of a global family that is one of the world's leading providers of elevators, escalators, and moving walks.

With 6 locations across Australia and a team of over 1,200 people, there is so much to experience as an Apprentice at Schindler. Through a world-class program, over four years you will take on regular structured in-house training, gain a formal electrical trade qualification and learn from a network of the industry's leading experts... Schindler will elevate your career!

Join our online information evening which will cover:

- What does an apprenticeship at Schindler offer?
- Meet the apprentices
- What makes a good apprentice?
- Life after your apprenticeship
- The application process
- Q&A discussion panel

Apprenticeship roles will be opening soon, so this is a perfect opportunity to learn everything you need to know about the Schindler Apprenticeship program.

Find out more: <https://www.eventbrite.com.au/e/schindler-apprentice-information-night-2021-tickets-151005969921>

### **AIE | Open Day**

Sunday 15 August 2021, 10:00 am - 3:00 pm

Academy of Interactive Entertainment, Ultimo & Online

Discover the courses designed to get you started in game development, 3D animation, film and visual effects at the AIE Open Day.

AIE Campuses will be open for you to check out the facilities, meet our teachers and see our student work. We will also be holding a livestream of our Open Day for prospective students interested in studying online.

We will be covering 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: [https://aie.edu.au/aie\\_event/open-day/](https://aie.edu.au/aie_event/open-day/)

### **[Avondale | Open Day 2021](#)**

Wednesday 18 August 2021, 10:00 am - 3:00 pm

Avondale University College, Cooronabong

Attend Open Day for our Lake Macquarie campus to learn more about study options, speak with current students and academics, find out all you need to know about uni life, and discover what makes the Avondale experience so special.

Find out more: <https://mkto.avondale.edu.au/opendayregistration.html>

### **[National Art School | Open Day 2021](#)**

Saturday 4 September 2021, 10:00 am - 4:00 pm

National Art School, Darlinghurst

The National Art School is Australia's leading fine art school, with an unrivalled studio-based teaching model that has delivered a rich tradition of artistic practice and generations of world-renowned alumni for the past 100 years. Leading into the 21st Century, NAS provides a progressive and holistic art education, and invites the public to join us on Open Day to share our creative community.

You can explore our studios and working spaces, visit NAS Gallery, meet our faculty and students, get advice about your study options and the application process, attend mini-lectures and get involved in loads of fun interactive art workshops!

Find out more: <https://nas.edu.au/open-day/>

### **[ACU | Talk with Teachers](#)**

Tuesday 5 October 2021, 6:00 pm - 7:00 pm

Online

If teaching is your dream, you will get the chance to make a huge difference to the lives of young people. You'll shape minds, inspire ambition and impact the future.

Join us online to hear from ACU teaching alumni who are working in education. Take part in a Q&A session with our graduates and learn about their experiences going from the lecture halls to leading their own classrooms and how they make a difference to young people's lives.

Find out more: <https://www.acu.edu.au/about-acu/events/2021/october/talk-with-teachers>

### **[ACU | Talk with Occupational Therapists, Speech Pathologists and Physiotherapists](#)**

Wednesday 6 October 2021, 6:00 pm - 7:00 pm

Online

Allied health practitioners help us live life to the fullest. You can diagnose, treat, and rehabilitate patients, and help improve their quality of life.

Join us online to hear from ACU alumni about their experiences improving people's quality of life. Take part in a Q&A session with our graduates and learn about the rewarding and challenging careers of occupational therapists, speech pathologists and physiotherapists.

Find out more: <https://www.acu.edu.au/about-acu/events/2021/october/talk-with-occupational-therapists-speech-pathologists-and-physiotherapists>

### **ACU | Talk with Exercise Scientists**

Thursday 7 October 2021, 6:00 pm - 7:00 pm

Online

A career in sport and exercise science will allow you to help people achieve peak performance and optimal health and wellbeing.

Join us online to hear from ACU alumni about their experiences working as exercise scientists and clinical exercise physiologists. Learn from our graduates who have worked in community or private practice as accredited exercise physiologists.

Find out more: <https://www.acu.edu.au/about-acu/events/2021/october/talk-with-exercise-scientists>

## **Workshops & Courses**

### **University of Sydney | Tahgara Winter Program**

Monday 28 June 2021, 10:30 am - Wednesday 2 June 2021, 3:30 pm

New South Wales, Australia

The Tahgara Winter Program 2021 is an online academic preparation program for Year 12 Aboriginal and Torres Strait Islander students.

This five-day program is everything you need right before your big finish at high school. You'll receive online tutoring from university students, learn about degrees and careers and get support to apply for university admissions pathways and scholarships.

What will you do?

- Participate in exam preparation workshops;
- Sign up to one-to-one academic tutoring support;
- Join faculty specific information sessions;
- Attend campus tours and access world class facilities;
- Receive personalised support to draft your Gadigal application;
- Connect with other Year 12 students like yourself;
- Meet our community of staff and students who will be on hand to share information about degrees, the Gadigal Program, scholarships, student support services and more.

The program will be offered online for the first 3 days followed by an opportunity to attend in-person activities held on campus at The University of Sydney on the final 2 days.

Applications close Sunday 30 May.

Find out more: <https://astar.tv/tahgara-winter-program-2021/>

### **COSPAR-K: A Space STEM Event**

Wednesday 11 August 2021, 9:30 am - Sunday 15 August 2021, 3:30 pm

International Convention Centre Sydney & Online

COSPAR-K is a Free Space STEM Event that is running in partnership with the NSW Department of Education's STEM Industry School Partnerships (SISP) Program.

STEM education is critically important for Australia. The demand for strong workforce skills in STEM areas has reached a fever pitch, while at the same time there has been a fall in students studying these subjects at high school and university. The time for better engagement is now. COSPAR-K provides this opportunity.

This free Space STEM Event will feature two zones: the Awesome Activities Arena and Spectacular Speakers Schedule. We have something for everyone, whether you can attend in-person or would like to connect in virtually via COSPAR-K TV.

Find out more: <https://www.cospar2021.org/stem#cospark>

## **[NIE | Medical Interviews Preparation Workshop](#)**

Saturday 21 August 2021, 10:00 am - Sunday 22 August 2021, 3:00 pm

Online

The unique NIE workshop program aims for students to gain an in-depth understanding and required knowledge of the medical interview processes for specific universities, including Multi-station Mini Interview (MMI), Structured, and Semi-structured panel interviews. The workshop is structured and based on the models that are taught during our proven one-on-one personalised medical interview sessions. The workshop will allow each and every attendee to learn the required skills and practical understanding for the university which they received an interview offer from.

Find out more: <https://www.nie.edu.au/medical/umat-interviews/medical-interviews-workshop>

## **[TECHSPO Sydney 2021](#)**

Wednesday 25 August 2021, 9:00 am - Thursday 26 August 2021, 4:00 pm

ANZ Stadium

TECHSPO Sydney is a two-day technology expo returning August 25th to 26th, 2021 to the iconic ANZ Stadium in Sydney, Australia. TECHSPO Sydney 2021 is your chance to:

- Experience a safe and intimate gathering with business professionals in a clean and hygienic environment.
- Check out exhibitors showcasing the next generation of advances in technology & innovation.
- Be inspired, amazed and educated on how these evolving technologies will impact your business for greater growth.
- Interact with technology enthusiasts, build your network and collaborate with your peers.

Find out more: <https://techsposydney.com/>

## **Scholarships**

### **[Edith Cavell Trust Scholarship](#)**

Value: Up to \$5,000 AUD

Open/Closing Dates: May 1, 2021 – July 31, 2021

[Find out more](#)

## **Competitions**

### **[Mary River Press Services Short Story Prize](#)**

Do you want to polish up your short story writing skills and get a free expert appraisal of your work? Entries are currently open for the Mary River Press Services Short Story Prize, worth a total of AU \$140.

The prize is open to all short story authors writing in English. They seek original short stories between 2,000 and 5,000 words. All winners will be published on the Mary River Press Services site.

**Competition closes 30 October 2021.**

Find out more and enter: <https://maryriverpress.com/competitions/>

### **Head On Student Photo Awards 2021**

Enter your best work into the Head On Photo Awards 2021.

The Head On Student Award is open to all K-12 Australian school students.

Finalists will be exhibited in Head On Photo Festival 2021 and a printed catalogue, as well as win some great prizes.

**Entries are open until 31 May.**

Find out more and enter here: <https://www.headon.com.au/student-awards>

### **Wild Snaps Photo Competition**

There is always wildlife around us, even at home and in our local environments. With the many healing properties nature has to offer, Taronga Zoo are challenging students to capture the natural beauty of their local area.

Simply take a photo with a mobile phone, camera or other photo device of wildlife that is local to you. Whether it's a tiny insect on a leaf, to a kangaroo spotted on a walk, grab a camera and get your best snap!

The competition is open to students from Kindergarten to Year 12. **Entries close Friday 4 June.**

Find out more and enter here: <https://taronga.org.au/education/digital-programs-online-resources/wild-snaps>

### **UAC Challenge 2021**

Enter UAC's TikTok/Instagram challenge and you could win up to \$750! To enter, create a 15-second video or song, image or meme inspired by one of the following words:

- Year 12
- uni
- UAC
- study
- potential.

To submit your content to the challenge:

- follow us on Instagram or TikTok
- use #UACChallenge21
- tag us in your post @uacinfo (Instagram) or @uacapply (TikTok).

Each week a panel of judges will choose a finalist to receive \$250. On the last day of the competition – **Friday 25 June** – one of the five finalists will be selected as the #UACChallenge21 titleholder and will receive a grand prize of \$500.

Engagement will be considered when selecting a winner, so make sure you like, share and comment on your favourite post!

Find out more: <https://www.uac.edu.au/about/privacy-legal/uac-challenge-2021>

## **Careers & Jobs**

### **ATO Career Kickstart Program**

Applications are now open until 2 June 2021 for the Australian Taxation Office (ATO) Career Kickstart program.

They're looking for candidates in Geelong, Gosford, Newcastle and Townsville who have successfully completed their Year 12 studies within the last 12 months, have a willingness to learn, embrace challenges and are team players.



The 12-month non-ongoing program offers many benefits, including a competitive salary, structured on-the-job and corporate training, a workplace culture that is supportive and professional and promotes equal opportunities.

Candidates will have the chance to challenge and enrich their learning by undertaking work experience in an administration officer or client experience officer role. They'll be supported along the way by a work placement team leader, learning and development trainers and a dedicated program manager. If you're interested, apply today at [ato.gov.au/careerkickstart](https://ato.gov.au/careerkickstart).

## Further Learning

### **[Aboriginal and Torres Strait Islander Traineeships at CSIRO](#)**

Want to earn while you learn with Australia's largest national science agency? CSIRO offer traineeship positions for Aboriginal and Torres Strait Island people in locations around Australia.

You will get to study a course of interest which will take between 1-2 years. CSIRO will cover your course fees and you will spend some time studying and some time at work and earning a wage.

Register your interest in participating in a traineeship with CSIRO here:

<https://jobs.csiro.au/job/Variou-Registration-of-Interest-Aboriginal-and-Torres-Strait-Islander-Traineeships/520725900/>

### **[Audition to Study at the Sydney Conservatorium of Music](#)**

If you're wanting to study the [Bachelor of Music](#), [Bachelor of Arts \(Music Major\)](#), or [Diploma of Music](#) at the Sydney Conservatorium of Music in 2022, applications for first round auditions are now open.

You can audition either in-person or by video. Round one auditions will be taking place from 5-9 July.

Applications to audition in round one close 27 June.

Find out more about studying music and the Sydney Conservatorium of Music here:

<https://www.sydney.edu.au/music/study-music/undergraduate-courses-and-admission.html>

### **[Free Short Course to Create an Effective LinkedIn Profile](#)**

Not sure how to create an effective LinkedIn profile? This week, Braintree launched a brand new online training course on 'Tips & Tricks to creating an Effective LinkedIn profile' designed specifically for students starting out on their journey with LinkedIn.

With over 313 million members LinkedIn is the world's largest professional network. With more than 2 new members per second, how are you maximising your network?

In this course, you will learn:

- How crucial LinkedIn is to your professional development
- The Power of Networks
- Your External Brand
- How to get Noticed
- Excel your Excellence
- Target Audience
- How to Attract Connections
- Joining the conversation
- Groups
- Endorsements and Recommendations

Use this link to access the course free of charge, courtesy of us:

<https://braintree.thinkific.com/courses/take/tips-tricks-to-create-an-effective-linkedin-profile/lessons/24375834-opening-and-introduction>

## **Short Course in the Fundamentals of Communication with Grandshake**

In this short, 40-minute microprogram you will learn verbal and non-verbal communication skills including how to be a better listener, mastering your first impression, the art of persuasion and how to control the flow of the conversation. Learning the skills to communicate more effectively will help you in all areas of life.

Is this for you? If you:

- Want to be able to form strong connections with people
- Wish you always knew the right thing to say
- Realise how important good communication is
- Want to make amazing first impressions
- Love learning

Then sign up for free today!

Find out more and access the course here: <https://www.grandshake.co/product/fundamentals-of-communication>

## **Work Experience**

### **Talking Virtual Work Experience with Grandshake**

Virtual work experience is on the rise.

Traditional work experience is still around, but it can be challenging to find a placement, let alone ones in the industry at the top of your preference list. And that's before pandemics come into play.

Virtual Work Experience could make it easier for you to access opportunities in the work environments you'd most like to try out. Another bonus of the virtual world is that those experiences are not limited to students living locally, applicants can be from anywhere across Australia, even the most remote or regional areas.

We spoke to Dhawal Nayak, founder and CEO at [Grandshake](#), to answer a few commonly asked questions about Virtual Work Experience.

#### **SWG: Why Work Experience?**

Dhawal: Work experience allows individuals to explore and test potential career paths with the core purpose of learning within a professional environment. As such, interns often gain access to unique networking and pathway opportunities.

#### **SWG: What are the benefits of virtual work experience?**

Dhawal: Virtual work experience, also known as 'remote learning', offers the same benefits of physical placements; however, with the extra bonus of accessibility and flexibility. Meaning, students can network with industry professionals, participate in real-world projects and earn credentials from the comfort of their own home. Log in anytime, anywhere.

#### **SWG: How is virtual work experience different to normal work experience?**

Dhawal: One of the core benefits of Grandshake work experience is the opportunity to freely trial different careers, to determine what you do and don't like.

#### **SWG: What do employers think about virtual work experience?**

Dhawal: As the workplace evolves as a result of COVID-19, so do the demands of employers. Initially, work placements were expected to be a casualty of the pandemic. Instead, many employers have embraced virtual internships or work experience tools as they help them identify future talent as easily as possible.

**SWG: Do your students have to pay anything, and/or do they get paid for their work?**

Dhawal: Our virtual work experiences are sponsored by industry, enabling us to offer them free to all young people aged 14-19. At the end, students receive an industry recognised microcredential detailing their achievements across the 4 week course.

**SWG: Does Grandshake count as Structured Workplace Learning?**

Dhawal: No, Grandshake virtual work experiences and microprograms are not currently integrated within school curriculums.

**SWG: How many times can I try a work experience placement?**

Dhawal: Given the customisation of our experiences, students are encouraged to enrol into as many work experiences and microprograms as they desire. However, we advise that students only actively participate in one work experience at a time.

**SWG: What happens if I don't like it?**

Dhawal: We encourage students to complete the 4 weeks to gain the full experience so they can better understand what they liked, or didn't like, about the role or culture. However, if a student needs or wishes to withdraw, our facilitators will support them to pursue one of the following options:

- Pausing experience progress – student can return upon a later date
- Additional support – we will connect the student with a supportive team member to assist them through the work experience
- Withdrawal – any student can withdraw from any experience, at any time.

**SWG: Do I have to work outside of school hours?**

Dhawal: If a school does not offer Grandshake virtual work experience as part of the curriculum, students usually complete the work outside of school hours. We do advise students to complete Grandshake activities outside of teaching periods; however, it is ultimately up to the school.

**SWG: What kinds of things will students get to do?**

Dhawal: Across the 4 week virtual work experience, students will:

- Connect with industry mentors through live sessions;
- Learn about their industry and specific field;
- Engage with their peers via a virtual workplace;
- Work on and pitch a real-world company project;
- Develop industry relevant technical and soft skills

**SWG: What can students expect from your programs?**

Dhawal: Through completing Grandshake virtual work experiences students can expect to learn and apply the skills necessary to thrive in the workplace. They will leave with practical knowledge they can apply to real world situations in their chosen field and gain exposure to what it is like to work in a professional environment.

**SWG: Is it easy to apply for one of your virtual work experiences?**

Dhawal: Our sign up process is as easy as can be! Students simply need to visit our website, sign up via the button located in our top-right menu, and then enrol into a virtual work experience in a field they're interested in.

We have a weekly intake every Monday for each virtual work experience. Students commence the next Monday that occurs after they sign up.

**SWG: How can students prepare for work experience?**

Dhawal: It is advised that prior to enrolling into a virtual work experience, students are able to allocate 2-4 hours per week. Other than this, all a student needs is a WIFI connection and a can-do attitude!

**SWG: What should students do after their work experience is complete?**

Dhawal: Upon completing a virtual work experience, students should implement Week 4's advice surrounding future pathways and networking. This includes tips on how to stay connected with mentors, how to utilise their new microcredential, and the next steps in their education or career path. They are also encouraged to take a look at the other virtual work experiences and microprograms Grandshake offers to gain some more insight into other industries that the students may be interested in.

**SWG: Thanks Dhawal for taking the time to answer our questions.**

Grandshake is an online skills platform providing FREE work experience, career guidance and industry mentoring to all Australian students within Australia.

The platform is built upon their belief that all students should have access to industry opportunities within STEM, no matter their geographic location or financial situation. Therefore, all offerings are free, accessible through any WIFI device anywhere and customisable to every student's time schedule.

Each work experience occurs across a 4 week period, where students complete weekly check-ins, connect with industry mentors, and deliver their own real-world project.

Through completing Grandshake virtual work experiences students learn the skills necessary to thrive in their chosen industry and how to apply them within a professional environment.

## Resources

### [Take the Kokoda Challenge](#)

Test your endurance and have fun with a team of friends to help raise money for youth programs by taking the Kokoda Challenge.

The Kokoda Challenge is designed to give you the experience of Australian soldiers who fought along the Kokoda trail in 1942. Push your physical and mental boundaries to complete the 17km, 48km, or entire 96km trek, all while raising money for a great cause.

You need to gather a team of 4 to participate in the Challenge, and school groups are welcome to register as well.

The Kokoda Challenge is run on the Gold Coast, Brisbane and Melbourne. Registrations are closed now for 2021, but you can sign up to see if a spot becomes available or to be the first to hear about the 2022 challenge.

You can find out more about the Challenge here: <https://www.kokodachallenge.com/events>

### [Resources for Parents of Teens](#)

Parenting can be really rewarding, but it can also be tricky, and occasionally really hard. So it's understandable that sometimes parents want to seek out support or advice.

With access to the internet and social media, sometimes all that advice can seem a bit overwhelming and finding the right experts becomes a minefield.

## How to find reliable resources for parents of teens

There are lots of self-appointed experts out there. From other parents, to authors of guides or books who've done a bit of research of their own. Are they really anymore of an 'expert' than you though? Probably not.

Before you consider taking anyone else's advice or following them for help, there's a few things that could identify them as bona fide experts in the field of parenting teens.

You could check:

- **Their qualifications** – A tertiary qualification accredited by education, social work, or psychology association or organisation is one thing to look for if you're not sure.
- **Peer recognition** – Do other experts in the field recommend them or share their work?
- **Publications** – Have they published lots of material in different forms, not just blogs and podcasts. Look for papers, books and other scholarly works.
- **Hands on work** – Do they work in any of the fields we mentioned in the qualification section (or have they in the past)? You want to know that their advice is tried and tested.

## Here's our list of top Resources for Parents of Teens

To save you a bit of time and to get you off on the right foot, here's a list of some resources that we've compiled:

### Experts in their field

[Maggie Dent](#) is a well-known author, educator, parenting and resilience specialist who has a particular interest in the early years and adolescence. You could start with the [Raising Adolescents](#) page on her website, or scroll through some of the podcasts on her [Parental As Anything](#) podcasts.

[Dr Justin Coulson](#) the founder of [Happy Families](#) offers plenty of advice about parenting for children of all ages.

[Michelle Mitchell](#) has been an educator, counsellor, and mentor to children and teens. She has a great [library](#) of blogs, videos and podcasts available on her website.

You can access the [blogs for parents](#) on [Dr Kristy Goodwin's](#) website, she's a leading digital wellbeing & productivity expert. On her website she also offers a number of masterclasses and has a portal that you can [access to online](#) – these options attract a fee.

[Dr Kenneth Wilgus](#) is a licensed psychologist and is the creator of the [Feeding the Mouth the Bites You](#) workshop and book. He also contributes to [Focus on the Family](#) with a number of teen focused podcasts and articles.

[Michael Carr-Gregg](#) is a well-known psychologist and author. You can find heaps of resources on his website and you can book consultations with him too.

### Blogs, groups, help lines and more

There are dozens more [blogs](#) covering all kinds of topics on [Parenting Ideas](#), they're produced by a panel of contributors who you can read about [here](#).

[Reach Out](#) is an Australian based online mental health service focusing on young people and their parents. They produce self-help content, community forum, one-on-one support, and there are [hotlines](#) you can call if you need some extra or immediate support.

[Raising Children](#) is an Australian website. They provide parenting videos, articles and apps backed by Australian experts. They have a whole Teen page with sections addressing behaviour, communicating and relationships, development, entertainment and technology, family life, healthy lifestyles, mental and physical health, school, education and work; and more.

Check out [Seriously Social's Family and Relationships Channel](#), it's an initiative of the Academy of the Social Sciences in Australia. All of their content claims to be fact checked and reviewed by experts.

### Other experts

Don't forget about the experts around you.

GP's, your child's school teachers and counsellors are also great sources of information and support. You could google "Teen Psychologists" and find someone locally who may offer consultations or provide advice. Many offer online sessions as well.

All of the resources and experts we've listed above are Australian based. But there are hundreds of other experts from around the world who address teen issues, that you could look to or follow as well. If you know of any other useful resources, we'd love to hear about them. You can email us at [info@studyworkgrow.com.au](mailto:info@studyworkgrow.com.au) and we'll make sure we share it with other parents out there.

### [Study Work Grow x National Careers Week 2021](#)

This year, National Careers week ran 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:

- [Network Your Way to a New Job](#)
- [YOU + Careers Expo = Your Future](#)
- [8 lessons you can learn from a job rejection](#)
- [Your Resume is all about you... Or is it?](#)

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 last two blogs in the series here:

- [When is the right time to start learning about careers?](#)
- [What is Digital literacy and what does it mean for 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 Receptionist

*Work behind the scenes to make businesses run smoothly*

### What do Receptionists do?

Receptionists are the first point of contact in a business and receive and welcome visitors, helping people with questions and requests. They assist other staff by performing administrative and other office duties, such as answering phones and data processing.

If you are polite and outgoing, can multitask and have great time management skills, and want a career that can take you to almost any industry, a career in Reception could be perfect for you.

### About you:

- Kind and approachable
- Great communicator
- Can multitask effectively
- Impeccable personal presentation
- Positive and outgoing
- Good phone etiquette
- Excellent time management skills
- Good technological literacy

### The job:

- Answering and forwarding telephone calls
- Greeting and assisting visitors and customers
- Responding to emails
- Filing important documents
- Arranging and recording details of appointments
- General office duties such as photocopying and data processing
- Answering questions and receiving complaints
- Maintaining the reception area
- Assist other staff with duties as required

### Lifestyle Impact: Low

- Part Time opportunities: High – only 43% of Receptionists work full-time, meaning there is lots of opportunity for part-time roles (source: [joboutlook.gov.au](http://joboutlook.gov.au)).
- Average hours for full-time workers: 40 hours a week, which is average (source: [joboutlook.gov.au](http://joboutlook.gov.au)).
- Receptionists' salary (average) \$50,000\* per year (Source: [com.au](http://com.au)). \*Salaries vary depending on your skills and experience.
- Future career growth: Moderate (Source: [joboutlook.gov.au](http://joboutlook.gov.au)).

### Receptionists are most in demand in these locations:

This is a large industry, with around 181,800 workers in 2019 (source: [joboutlook.com.au](http://joboutlook.com.au)). There are opportunities available for receptionists across Australia, and they can work in almost any industry. Depending on the business, you may be able to work from home or remotely.

### How to become a Receptionist in Australia

You don't need any formal qualifications to work as a receptionist in Australia, though there are some you can take to increase your employment prospects.

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

Step 2 – Consider studying a relevant VET course to boost your skills and employability. You could study a course such as a [Certificate III in Business Administration](#).

Step 3 – Find work as a receptionist and start building on your skills and networks.

Step 4 – If you want to work in a specific industry, you could take an industry-specific administration course, such as:

- [Certificate III in Automotive Administration](#)
- [Certificate III in Accounts Administration](#)
- [Certificate III in Arts Administration](#)
- [Certificate IV in Health Administration](#)

Step 5 – Once you have some experience under your belt, you can move into higher positions such as office manager or team coordinator.

Find out more here –

<https://www.myskills.gov.au>

<https://www.aapathways.com.au/career-research/job-pathways>

### Similar Careers to Receptionist

Personal Assistant

[Executive Assistant](#)

Secretary

Clerk

[Administrator](#)

[Call Centre Agent](#)

Office Manager

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

### Frequently Asked Questions (FAQs)

#### What do Receptionists do?

Receptionists greet clients and customers and assist other staff with administrative and office duties.

#### Which industries employ Receptionists?

Receptionists can work in almost any industry, and are most commonly found in the Health, Hospitality, Business, Education and STEM industries.

#### Do I need to go to university to become a Receptionist?

No, but you may consider undertaking a relevant VET qualification or undertaking work experience to help boost your employment prospects.



### Where do Receptionists work?

Receptionists work on-site at a business or organisation, and are often the first person you will see when you enter the building. Depending on the business, you may also be able to work remotely or from home.

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

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

1. Try and find work experience as a receptionist in an industry that interests you. This can help you start building on your skills and networks for future prospects.
2. Consider undertaking a school-based traineeship to gain a business or administration-related qualification. This way you can keep studying while building your qualifications and earn some money.
3. Try volunteering in your local community. This is a great way to build some essential skills such as communication, confidence, and independence, as well as looking great on your job applications.

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