



Australian Government



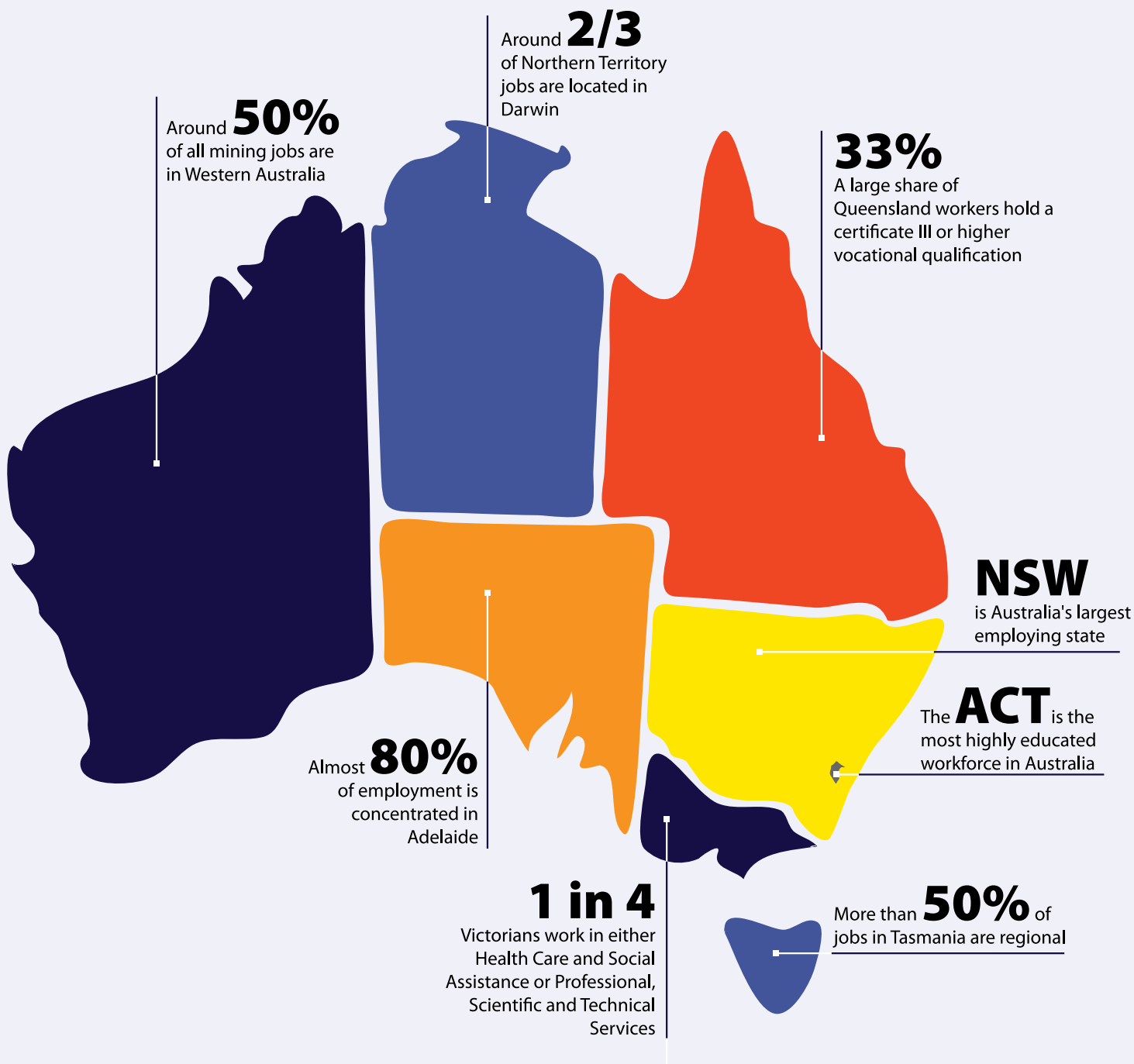
National
Careers
Institute

AUSTRALIAN JOBS 2022

MyCareerMatch Student Edition



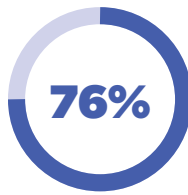
JOBS BY LOCATION



JOBS BY INDUSTRY



Accounts for (%) of Australian workers



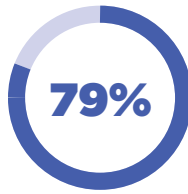
female

TOP EMPLOYING OCCUPATION

- Registered Nurses **1**
- Aged and Disabled Carers **2**
- Receptionists **3**



Accounts for (%) of Australian workers



full-time

TOP EMPLOYING OCCUPATION

- Accountants **1**
- Software and Applications Programmers **2**
- Solicitors **3**



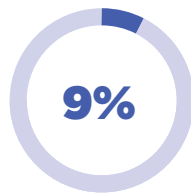
Accounts for (%) of Australian workers



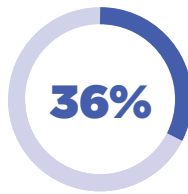
aged 15 to 24

TOP EMPLOYING OCCUPATION

- Sales Assistants (General) **1**
- Retail Managers **2**
- Checkout Operators and Office Cashiers **3**



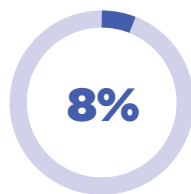
Accounts for (%) of Australian workers



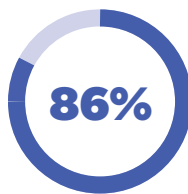
are self-employed

TOP EMPLOYING OCCUPATION

- Carpenters and Joiners **1**
- Electricians **2**
- Construction Managers **3**



Accounts for (%) of Australian workers



hold post-school qualifications

TOP EMPLOYING OCCUPATION

- Primary School Teachers **1**
- Secondary School Teachers **2**
- Education Aides **3**

JOBS BY OCCUPATION

Managers

1 in 4 aged 55 or older

TOP EMPLOYING OCCUPATIONS

- 1 Retail Managers
- 2 Advertising, Public Relations and Sales Managers
- 3 Construction Managers



Professionals

3 in 4 hold a bachelor degree or higher

TOP EMPLOYING OCCUPATIONS

- 1 Registered Nurses
- 2 Accountants
- 3 Primary School Teachers



Technicians and Trades Workers

84% employed full time

TOP EMPLOYING OCCUPATIONS

- 1 Electricians
- 2 Carpenters and Joiners
- 3 Motor Mechanics



Community and Personal Service Workers

45% employed in Health Care and Social Assistance

TOP EMPLOYING OCCUPATIONS

- 1 Aged and Disabled Carers
- 2 Waiters
- 3 Child Carers

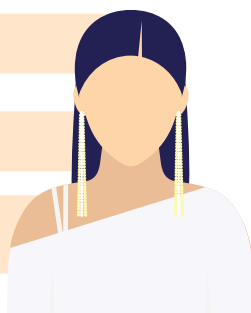


Clerical and Administrative Workers

Almost 3 in 4 workers are female

TOP EMPLOYING OCCUPATIONS

- 1 General Clerks
- 2 Receptionists
- 3 Contract, Program and Project Administrators



Sales Workers

38% are aged 15 to 24 years

TOP EMPLOYING OCCUPATIONS

- 1 Sales Assistants (General)
- 2 Checkout Operators and Office Cashiers
- 3 Real Estate Sales Agents



Machinery Operators and Drivers

80% employed full time

TOP EMPLOYING OCCUPATIONS

- 1 Truck Drivers
- 2 Storepersons
- 3 Forklift Drivers



Labourers

60% do not hold post-school qualifications

TOP EMPLOYING OCCUPATIONS

- 1 Kitchenhands
- 2 Commercial Cleaners
- 3 Shelf Fillers



EMERGING AND TRENDING SKILLS

By understanding which skills are emerging and trending in the labour market, we can identify how jobs are changing and which new jobs are emerging.

Trending skills are defined in the Australian Skills Classification (see page 10 for more information) as skills that have grown in demand over the past five years in a particular occupation. These are not necessarily new skills, but skills that are increasing in demand as a proportion of all jobs advertised for that occupation over a five-year period.

Emerging skills are trending skills that are also new to particular occupations in the Australian Skills Classification. These are distinct from other trending skills in that they have recently emerged in some occupations where they

were not previously identified in job advertisements for that occupation within the last five years.

Emerging and trending skills exist across many occupations, highlighting the need for ongoing skills development for all Australians. Analysis using the Australian Skills Classification has found that digital skills are amongst the fastest growing skills in the economy and developing a proficiency in digital skills will be critical for all occupations, not just those at high skill levels.



Customer relationship management (CRM) software

Software used to track and record customer data and interactions, monitor services levels, and aid in the identification of sales and marketing opportunities.

- Salesforce software
- Microsoft Dynamics
- MarketSharp



Software development and programming languages

Software development and programming languages used to create systems, applications, and web platforms.

- C++
- Microsoft Visual Basic
- Python



Project management software

Software that supports the process of planning, documenting, and managing projects, including managing deadlines, task scheduling and budget.

- Atlassian JIRA
- Microsoft Project
- Confluence



Social media platforms

Software used to publish text, visual, audio and other content to social media and other websites

- Facebook
- Instagram
- LinkedIn



Graphics or photo imaging software

Software used to produce, edit, and manipulate digital images and other graphical content.

- Adobe Photoshop
- Adobe Illustrator
- Microsoft Visio

Figure 1: Examples of digital skills in the Australian Skills Classification that are emerging or trending across occupations in the labour market.

SOCIAL MEDIA PLATFORMS

Social media platforms are among the largest cluster of technology tools that are trending or emerging across occupations. Social media platforms are used to publish text, video, audio and other content to social media or other websites and examples of these tools include Facebook, Instagram, Twitter and LinkedIn.

Skills in using social media platforms is emerging or trending in 51 occupations. This is mostly among professionals such as network analysts, multimedia designers and recruitment consultants.

This skill is also emerging or trending among managers including café and restaurant managers, conference and event organisers and school principals. Demand is also increasing in occupations among clerical and administrative workers, community and personal service workers, technicians and trade workers and sales workers.

The use of social media may be applied in different ways across these occupations. For managers and sales workers, social media has provided an alternative avenue for digital marketing. Community and personal service workers may use social media as a broad communication channel to keep stakeholders informed, and market research analysts may use social media to collect data for marketing campaigns.

COURSES AND TRAINING FOR SOCIAL MEDIA SKILLS

If you're looking to upskill, there are a variety of VET qualifications and skill sets that teach skills using social media platforms.

Visit <https://www.myskills.gov.au/> to find out more.

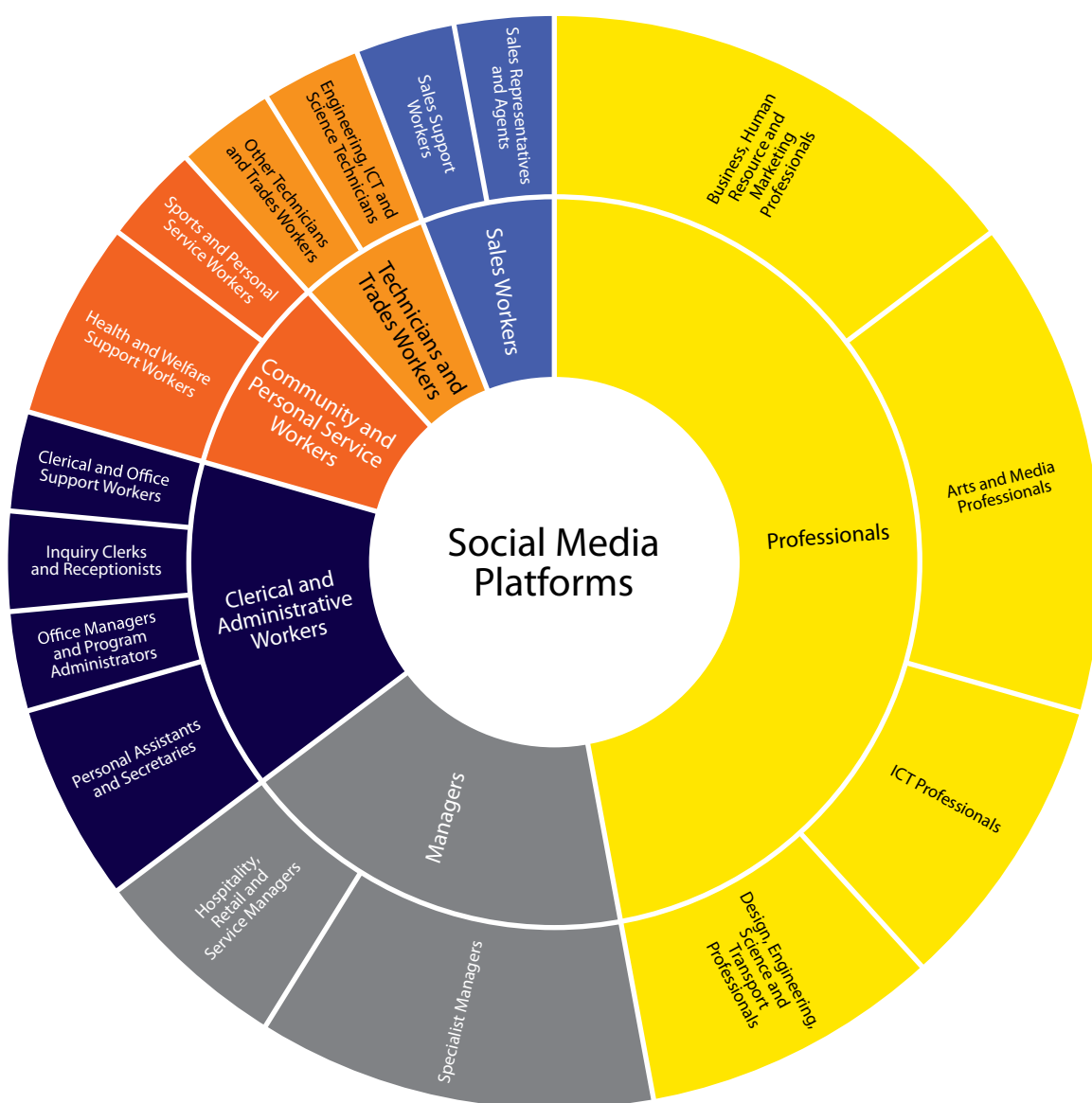


Figure 2: Occupation major and sub-major groups in the Australian Skills Classification where use of social media platforms is an emerging or trending skill.

SKILLS FOR THE FUTURE

SKILLS ARE KEY

The COVID-19 pandemic has caused large-scale disruption to Australian businesses, workplaces and jobs. Even as the Australian economy recovers, we are likely to see more workforce transitions due to increased digitisation, technological adoption and ongoing structural changes.

In these times of global uncertainty and change, skills are key. The Australian Skills Classification explores the connections between skills and jobs.

(www.jobsandskills.gov.au/work/australian-skills-classification)

The Classification identifies three categories of skills for Australian occupations:

- Core competencies: these are skills commonly used in all jobs to varying degrees of proficiency (sometimes called 'employability skills').
- Specialist tasks: these describe the day-to-day work within an occupation.
- Technology tools: technologies, such as software or hardware, used within an occupation.

The Classification also includes skills clusters, where similar skills are grouped together. These clusters show the connections and relationships that exist between skills across the labour market. The Australian Government provides a range of other job matching tools and resources to help young people and existing workers skill and reskill themselves for jobs and careers that are in demand. More information about these tools can be found at yourcareer.gov.au.

WHAT TYPES OF SKILLS WILL BE IN DEMAND?

When applying for jobs, remember to emphasise your core competencies (i.e. employability skills), rather than just the technical skills you may have. Oral communication, teamwork, problem solving, and initiative and innovation are required for all jobs, and this will continue to be the case in the future. These skills are also highly valued by employers across all sectors, as they are necessary in every job.

We also know it is important to have the skills that help you work with technology. Almost all jobs will require the use of at least one technology tool. Several technology tools are so universal that they are likely to be used by most, if not all jobs. These common technology tools include using the internet, sending emails, texts or instant messages, and video conferencing.

Other technology tools are highly specialised and are specific to a job. For example, the primary task for DevOps Engineers is managing information technology projects or systems activities but technology tools support them to perform this and other tasks, such as using project management software.

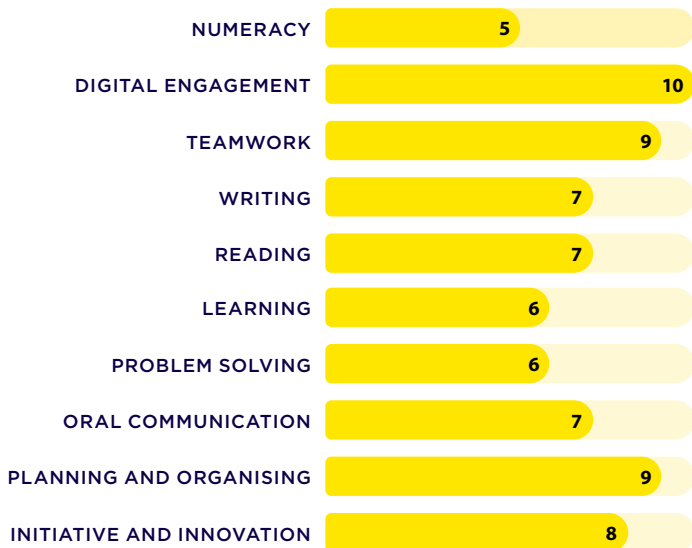


OCCUPATION PROFILE FOR DEVOPS ENGINEER

261316 DevOps Engineer

Facilitate and undertake communication, collaboration, integration and automation to improve efficiency and workflow across different specialist IT teams.

CORE COMPETENCIES



SPECIALIST TASKS

- Manage information technology projects or system activities
- Direct organisational operations, projects or services
- Develop software applications
- Communicate technical information to suppliers, contractors or regulatory agencies
- Coordinate operational activities with external stakeholders + 10 more



TECHNOLOGY TOOLS

- Application server software
- Business intelligence and decision support software
- Configuration management software
- Database management software
- Enterprise application integration software
- Project management software
- Software development and programming languages

CAN SKILLS GAINED IN ONE JOB BE TRANSFERRED TO ANOTHER JOB?

Many jobs have a similar set of skills. If you are looking for work or needing to change jobs, the good news is that you are likely to have many transferable skills. Identifying your transferable skills can open a broad range of job opportunities. The Australian Skills Classification can improve job matching by linking the skills required in one job to another. The Classification identifies the work activities or specialist tasks a person undertakes specific to a job. You can use the specialist tasks in the Classification to describe your full range of skills including relevant skills picked up through work experience, formal education and on-the-job training. Occupation profiles also provide a clearer understanding of employers' skill needs and the transferable skills you may have.

WILL TRAINING AND QUALIFICATIONS BE NECESSARY?

There are many pathways to work, and it is important to make decisions based on your own strengths. In a competitive labour market, training and qualifications matter. It also helps to understand the skills you acquire through your education, training and work experience.

You can use the Government's resources, like Your Career, to identify your transferable skills and address skills gaps. These resources also identify local labour market trends and opportunities — so you know your training and qualifications will lead to ongoing work.

Skills development and lifelong learning will expand your opportunities as some jobs change, new jobs emerge, and technological progress continues. For more information see yourcareer.gov.au.

JOBS WITH SIMILAR SKILLS



CONTENT CREATOR - MARKETING

SIMILAR SKILL SET TO A...

- Digital Marketing Analyst
- Market Research Analyst
- Marketing Specialist
- Public Relations Professional
- ICT Sales Professional
- Technical Sales Representative



ELECTRICIAN - GENERAL

SIMILAR SKILL SET TO A...

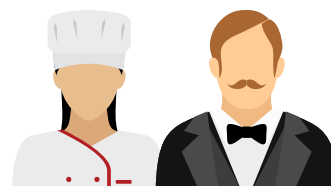
- Electrician (Special Class)
- Electronic Instrument Trades Worker (General)
- Lift Mechanic
- Electrical Engineering Technician



CYBER SECURITY ENGINEER

SIMILAR SKILL SET TO A...

- Software Engineer
- Developer Programmer
- Analyst Programmer
- Systems Administrator
- DevOps Engineer
- Software Tester



BARISTA

SIMILAR SKILL SET TO A...

- Cafe Worker
- Bar Attendant
- Waiter
- Cook
- Pastrycook

WHAT EMPLOYERS ARE LOOKING FOR

The labour market is constantly evolving. The early impacts of the COVID-19 pandemic and border closures resulted in fewer jobs being advertised and strong competition for jobs.

More recently, the Australian jobs market is experiencing widespread skill shortages. Three quarters of recruiting employers were having trouble recruiting in July 2022 and employers were taking longer to fill their vacant positions¹.

Regardless of these challenges, employers are still looking for a person who is the right fit for their job and business. Generally, employers are looking for someone with the whole package: the right educational qualifications are essential and work experience is often a pre-requisite. Also, do not forget your employability skills! Employers may be willing to compromise on some aspects, depending on the type of job, but not on others. For example, an employer may hire someone as a Checkout Operator without any work experience but will insist on good teamwork and communication skills.

EDUCATION AND TRAINING

Overall, work is becoming more highly skilled. Most of the jobs in the future will require a Vocational Education and Training (VET) or university qualification. The workforce has also become more skilled. In 2021, over two-thirds of Australians aged 20-64 years (69% or 10.4 million people) had a non-school qualification (a certificate, diploma, or degree). This has increased from 57% or 6.7 million people in 2005².

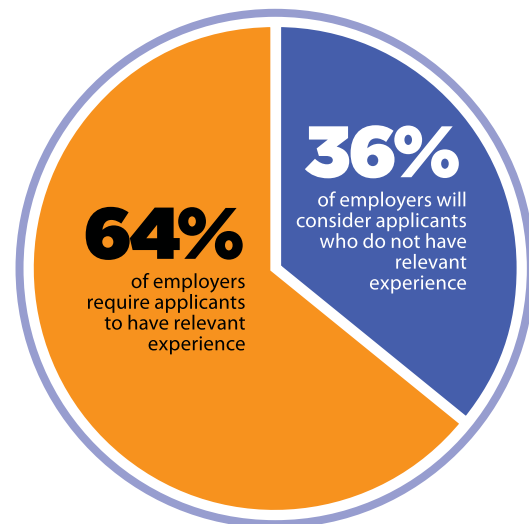
Labour market outcomes improve for those that have gone on to further post-school education.

University is not the only pathway to a good job. Apprenticeships, traineeships, diplomas, or Certificate III or IV level qualifications will also set you up for a stable and rewarding career. Don't do training for the sake of it! If you are considering a VET course or qualification, the best type of training is related to the job you want to do.

In response to COVID-19, new short courses, or 'micro-credentials', are also available to help you upskill (check out courseseeker.edu.au or your local VET provider to search and compare available courses).

EXPERIENCE

Workplace experience is another important quality highlighted in the results of the National Skills Commission's (NSC) employer survey. All jobs will give you valuable experience and help you develop vital employability skills. Regardless of the job, you will gain an understanding of what is expected in the workplace and be able to demonstrate to employers that you are committed to work, reliable and trustworthy. Most importantly, it gives you a foot in the door and provides you with an opportunity to build your network and gain referees. Experience can be gained through part-time, casual, or temporary jobs, work experience placements, internships or even by volunteering.



WHAT IF YOU DO NOT HAVE ANY WORK EXPERIENCE?

If you don't have any work experience, think about other ways to demonstrate your transferable skills. You could provide examples from your school activities or work on group projects, working with your local sports club, even participating in debating, theatre or dance performances or chess competitions.

Employers are also very encouraged by young people who participate in the community or volunteering activities.

Some employers do not require applicants to have prior work experience for the job they have advertised. Some recent examples include employers recruiting Checkout Operators and Office Cashiers, Other Factory Process Workers, Housekeepers, and Sales Assistants.

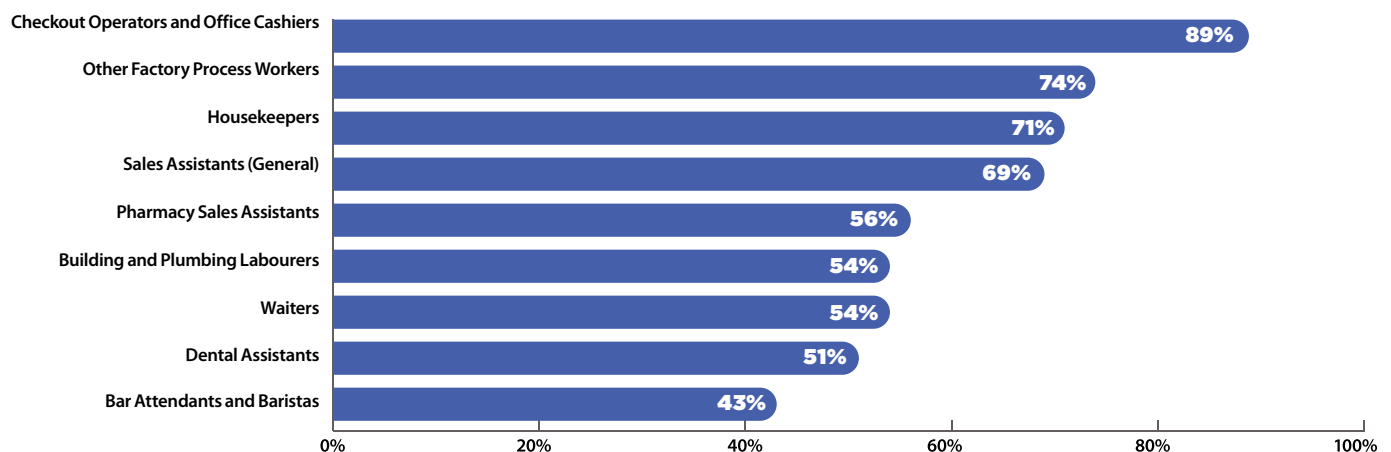


Figure 1: Proportion of recruiting employers who did not require relevant work experience, selected occupations (FY 2021/22).³

1. National Skill Commission, Recruitment Experiences and Outlook Survey, weighted data, 2022.
 2. ABS, Education and Work, Australia, May 2021.

3. National Skills Commission, Recruitment Experiences and Outlook Survey, 2021-22 (based on employers who had recruited in the previous 3 months).
 4. Source: ABS, 2021 Census, Australia

FINDING A JOB

The first step on the road to employment is to find out what jobs are available. But where are jobs listed? Employers often use a number of methods to find candidates and below are some of the most common methods used.



72%

Internet

Many employers use the internet to advertise jobs. This includes their own company website, or job search websites like Australian Job Search.

of jobs are advertised on recruitment and company websites

HOT TIP

Tailor your resume and application for each different job you apply for. This helps you stand out from others who may use the same resume and application every time.

24%

Social media

More and more employers are using social media to hire workers. Look out for ads posted on business pages or in Facebook job groups.

of jobs are advertised on social media



HOT TIP

If you are contacting an employer or business for work on Facebook, make sure your public profile is presentable! Employers often look at profiles to review potential employees.

Ask friends, family and former co-workers if they know of any work available.



4%

Newspapers

Don't forget about the humble newspaper – some employers still advertise their job openings in the classifieds section.

of jobs are advertised in newspapers

29%

Word-of-mouth

Employers often ask people they know to 'spread the word' about an available position, or even ask current staff if they know someone who would fit the role.

of jobs are promoted by word-of-mouth

HOT TIP

Keep an eye out for jobs posted in your local newspaper, especially if you live in a regional area.

HOT TIP

Meeting and talking to employers is a chance to make a good impression. Showing enthusiasm in person gives you a better chance at a job over someone who simply drops off their resume.

Not all jobs are advertised! Don't forget to approach employers directly as well!



Approach employers

Many job seekers approach employers to ask if they have any jobs open or to drop off their resume. Employers often consider these job seekers for current or future opportunities.

WHAT YOU OFFER

CORE COMPETENCIES

Core competencies are the basic building blocks common across most occupations and industries. They decide a set of non-specialist skills gained in early life and schooling and provide a base to further develop skills and specialties. Popular terms for these include 'foundation skills', 'common skills', 'soft skills', 'core skills', 'employability skills' and '21st century skills'.

Employers often place a high value on these as they want someone who will be a good fit for their business. While you can gain these skills through work experience, they are not job-specific, cover a range of personal qualities and skills, and transfer across different occupations and industries.

CORE SKILLS

People skills	Communication skills
Work ethic	Initiative
Ability to work in a team	Personal presentation
Reliability and punctuality	Customer service
A positive attitude and motivation	

21ST CENTURY SKILLS

Problem solving	Digital literacy
Creativity	Presenting skills
Critical thinking	Financial literacy

Research by the NSC highlights the importance of these skills, showing that three quarters of employers consider personal qualities at least as important as, if not more than, technical skills¹.



Even though all employers are unique and place emphasis on different attributes, they will not compromise on employability skills specific to their job requirements. Feedback from employers shows that they can teach someone to use a machine, for example, but they cannot teach someone to be reliable or have good communications skills.

YOU NEED AN EXCELLENT RESUME AND JOB APPLICATION

Your resume and application are often your first chance to market yourself to potential employers.

To improve your chances of reaching the next stage in the recruitment process, your application will need to stand out.

How do you do this?

- Research the business and job. This will help you tailor your application and show your interest in the position.
- Ring the employer and ask questions about the job and the business. This will help you understand the position and also demonstrates your enthusiasm and means the employer may remember you and look out for your application.
- Be succinct. Your application and resume should be around 1-2 pages each.
- If possible, include examples from your current job, work history or extracurricular activities and explain how these directly relate to the position on offer.
- Double and triple-check that there are no spelling or grammatical errors in your application.

TAILOR YOUR APPLICATION TO EACH JOB

Every job and business is different, so write your application specifically for each job. Do not fall into the trap of using generic applications: imagine what an employer would think if they receive an application suited to a role as a sales representative when their position is for an apprentice refrigeration mechanic.

Employers want the right match for their business and showing that you have read the job description carefully and researched their organisation will help set you apart from other candidates.

More advice on writing resumes and job applications can be found at workforceaustralia.gov.au.

DIGITAL JOB APPLICATIONS

Applying for a job has changed – the COVID-19 pandemic has seen employers and businesses implement new technologies in their recruitment practices. Video interviews have become the norm and, with flexible working arrangements, you can apply for jobs outside of your immediate location.

Here are some tips that may help you land a job online:

- Make sure you read all instructions carefully, so you don't miss any steps.
- Check that all information and responses for online applications are well thought out and don't have any spelling or grammar mistakes.
- Make your resume software friendly by using a simple format and clearly addressing any selection criteria and required skills.
- Some employers will do an online search for your name or look at your social media profile, so consider reviewing your digital presence to ensure it is appropriate.
- Be prepared for video interviews – know where to find a good internet connection and professional backdrop and make the most of the time available for each question. Also dress professionally – a good rule is to dress as you would for an interview in-person.

1. National Skills Commission, Survey of Employers' Recruitment Experiences, 2019

WINNING THE JOB

TELL YOUR FRIENDS AND FAMILY YOU ARE LOOKING FOR A JOB

National Skills Commission research indicates that more than a quarter (27%) of employers filled a job with someone they knew, directly or indirectly. This rose to 39% of employers in regional areas¹. It is common for employers to hire someone who is:

- personally known to them, such as a friend or family contact
- a professional contact, for example, a previous co-worker
- recommended by someone they know.



Recent NSC employer survey findings suggest that almost a third of all employers used word of mouth to fill positions². Telling friends, family contacts, school teachers or neighbours that you are currently looking for work can help improve your chances of hearing about a job opening, or even being recommended for one when an opening occurs. Good old-fashioned knocking on doors can also help – consider dropping off your resume to businesses in your area. Often employers don't advertise vacancies at all and instead refer back to these resumes and ring people when an opportunity comes up.

Don't forget that social media is a perfectly good way to contact people too! However, don't ask for a job straight away – send a simple message with what you have been doing, that you are looking to start working or move on from your previous job, and ask for some advice or insight. This way, if whoever you tell does become aware of an opportunity, they will be more likely to think of you. But take care! There are scammers who target job seekers online. If the message or email doesn't look right, or if it sounds too good to be true, delete the message.

GET OUT THERE AND TALK TO EMPLOYERS

If you don't have a wide network of people, or if you have already told people you're looking for work and haven't heard anything, don't be discouraged! Remember that approaching employers directly to ask if they have any positions available can also lead to a job.

From August 2021 to July 2022, for 5% of vacancies, employers considered people who had approached them looking for work, with many employers hiring them. Approaching employers lets you show your communication skills, initiative and motivation – traits that many employers are looking for. This can be a daunting prospect for many, however, make sure you use it as an opportunity to have a conversation and make a lasting impression. This will make you stand out amongst other job seekers who just drop off their resume. If an employer doesn't have a job available at the time, but suggests you get in contact again at a later date, make sure you follow up. It shows initiative, that you were listening and are keen. You could just be in the right place at the right time!

GET READY FOR THE INTERVIEW: PREPARE, PLAN, PRACTISE AND PRESENTATION

The interview is usually the second stage of marketing yourself and landing a job. Interviews can be nerve-wracking, but some preparation beforehand can really help you stand out.

- Practise interview questions with a friend or family member.
- Prepare some questions about the job and business to ask at the interview. This demonstrates your interest and shows that you are prepared.
- Think about your presentation and what you will wear. Remember, first impressions count!
- Dress appropriately for the job. While formal business attire may be appropriate for a job based in an office, it may not be suitable for a job in the construction industry.
- Don't be late! Find out where you need to be, plan your trip and aim to arrive at least 10 minutes early.
- Explain the skills that you would bring to the job and talk about your personal and employability skills. Employers want to know who they will be working with and the interview is your opportunity to demonstrate this.
- Prepare examples to demonstrate your skills and fit with the organisation based on your real-life experiences, such as at a previous job, while studying or volunteering.

WHAT IF YOUR APPROACH IS NOT WORKING?

You may need to consider:

- whether your expectations are realistic – it is unlikely that you will start at the top and you need to show you are willing to work your way up from the bottom
- widening your search to different types of jobs and locations
- applying for contract or casual work, part-time or shift work.

"[The job seeker]. ... asked if we had any jobs going. We didn't actually need anyone at the time, but she had good qualifications and a good personality so we added her"

Property and Real Estate Services employer

- ❗ Remember that all jobs can open doors to something better and give you valuable experience and skills - don't just wait to land the perfect job.

Don't be afraid to ask for feedback if you are unsuccessful. Many employers will tell you why you didn't get the job. With each application and interview you gain experience that you can use to improve your job search skills. It is all part of the job search experience.

Looking for a job is hard work. Depending on where you live, there can be competition for jobs. It can take a while to secure a position and you may receive knockbacks in the process, but if you keep trying, your efforts will pay off.

The COVID-19 pandemic has changed the jobs market. We now see many opportunities available in the health and care sector, in IT and software development jobs, in the education and training sector and in construction and trades roles. Other sectors also have recovered strongly, including retail, hospitality and the arts (more information on all of these industries can be found from [page 36](#)). The key message is to think broadly: the perfect opportunity may be waiting, but it could be in a role you hadn't considered before! But remember, whether it is a short-term job or one that is part of your long term career plan, all jobs provide valuable skills, experience and give you references for the future.

1. National Skill Commission, Survey of Employers' Recruitment Experiences, 2018.

2. National Skill Commission, Recruitment Experiences and Outlook Survey, weighted data, Aug 2021-Jun 2022.

EDUCATION AND EMPLOYMENT

There are many options when you are leaving school, or are entering or re-entering the workforce at an older age. For some people, the thought of further study is exciting, but for others it isn't a viable or favoured choice.

If you are considering gaining additional qualifications, there are two main training pathways for you to consider.

- The VET system develops workplace-specific skills and knowledge by delivering nationally recognised training. VET includes publicly owned TAFE institutes, private providers (including enterprise and industry providers), community organisations and schools. It provides training for a vast array of occupations, including highly skilled Technician and Trades Worker roles.
- Australia's higher education system is made up of universities and other institutions that offer undergraduate degrees and higher qualifications. Higher education is the pathway to a range of jobs, including the most highly skilled Professional occupations. Employment and training decisions should be based on a variety of factors including aptitude, interests, expectations of pay and working conditions, training and goals.

EDUCATIONAL ATTAINMENT IS RISING

The number of people undertaking tertiary training is increasing and more of the workforce now holds post-school qualifications. In 2021, 64% of Australians aged 15 to 64 years held post-school qualifications (up from 57% in 2011), with this increase being driven by people with a bachelor degree or higher.

POST-SCHOOL QUALIFICATIONS ARE BENEFICIAL IN TODAY'S JOBS MARKET

The higher your education level, the less likely you are to be unemployed. As shown in the graph below, the unemployment rate (see page 56 for information on how this is calculated) is the highest for those who have not studied after leaving school (10.4% for those with only a Year 10 or below education) and the lowest for workers with a Bachelor degree or higher (3.2%).

Higher qualifications also generally lead to increased real wages. Some lower skill level occupations, though, have relatively high pay, sometimes to compensate for unsociable working hours or difficult working conditions.

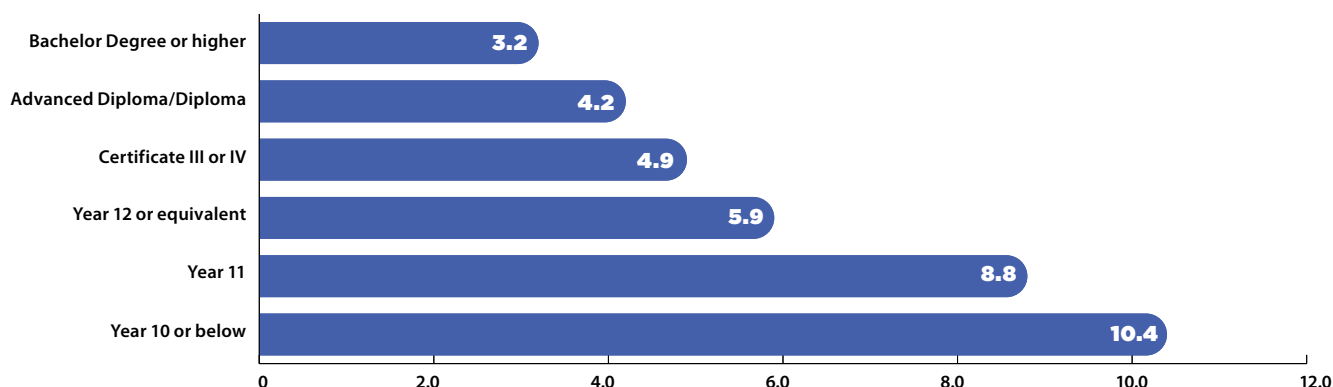


Figure 1: Labour market outcomes (unemployment rate) by highest level of educational attainment, 2021 (%)

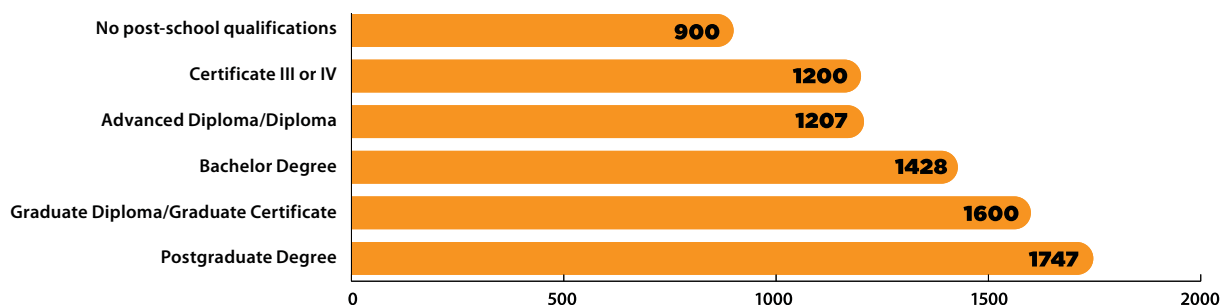


Figure 2: Median weekly earnings in main job, by highest level of post-school qualification, 2021 (\$)

WHAT IF I DON'T COMPLETE FURTHER EDUCATION?

Although most new jobs created in recent years (and those expected in the future) are in skilled occupations, there will continue to be large numbers of jobs in lower skill level occupations (that is, jobs which do not usually require post-school qualifications). Lower skill level occupations generally have higher turnover rates than those which require post-school qualifications and many job openings are available each year across all industries.

Significant proportions of Labourers (60%), Sales Workers (56%) and Machinery Operators and Drivers (53%) do not hold post-school qualifications. This includes occupations like General Sales Assistants, Waiters and Checkout Operators and Office Cashiers.

There are opportunities in all industries for people who do not have post-school qualifications. For example, more than half of the jobs in Accommodation and Food Services and Retail Trade are held by workers who do not have such qualifications.

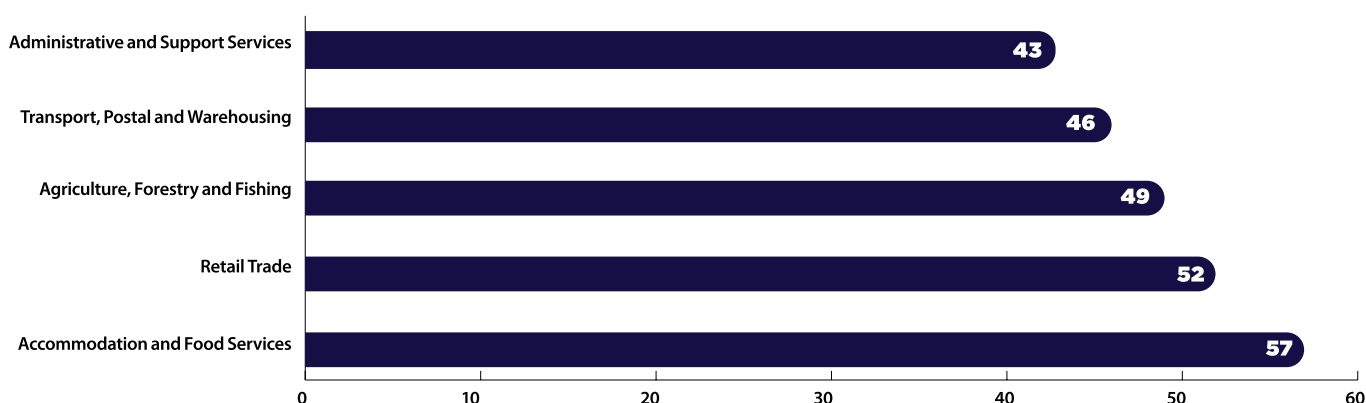


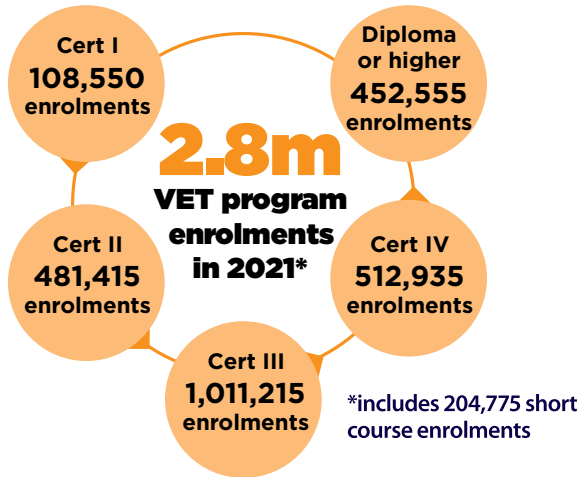
Figure 3: Proportion of workforce without post-school qualifications, top 5 industries, 2021 (%)

WHAT IS NEEDED TO GAIN EMPLOYMENT WITHOUT POST-SCHOOL QUALIFICATIONS?

There is often strong competition for jobs which do not require post-school qualifications. Previous experience is commonly required by employers and this can be a key barrier for new job seekers. There are, though, a number of strategies which can enhance a job seeker's prospects. These are outlined on [page 6](#).

VOCATIONAL EDUCATION AND TRAINING

The VET system provides a skilled workforce with nationally recognised qualifications and knowledge-based competencies. Students can enrol in qualifications (with around 1,800 on offer), accredited courses, industry recognised skill sets and units of competency, allowing them to gain the specific skills they need, when they need them. Training takes place in classrooms, workplaces and online, and can be full-time or part-time.



In 2021, most VET program course enrolments were in the Management and commerce and Society and culture fields of education.

There were 4.3 million VET students in 2021, and around half of these students (2.7 million) were not enrolled in a full course. This study (officially referred to as nationally accredited stand-alone subjects) includes training that is critical to supporting employers and the Australian economy. Examples include enabling employers to meet workplace and public health and safety requirements, such as "construction white cards" for building sites, responsible service of alcohol and first-aid certifications.

VET program enrolments only counts enrolments in full programs, including short courses. As some students enrol in stand-alone subjects, there are more VET students than course enrolments.

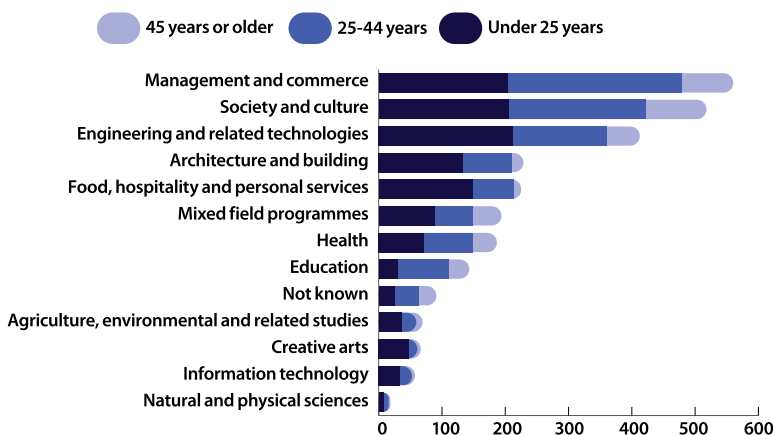


Figure 1: VET Program enrolments, by field of education and age of student, 2021 ('000)

Graduates in 2020 in the fields of Education and Architecture and building commonly reported employability benefits from their study, with more than 70% of these graduates stating they improved their employment status after training.

Information technology and Creative arts graduates reported the least improvements in employment status after graduating (35% and 36% respectively).

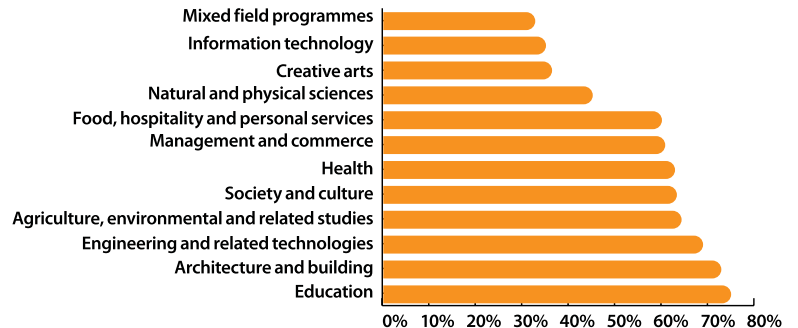


Figure 2: VET graduates with improved employment status after training, by field of education, 2021

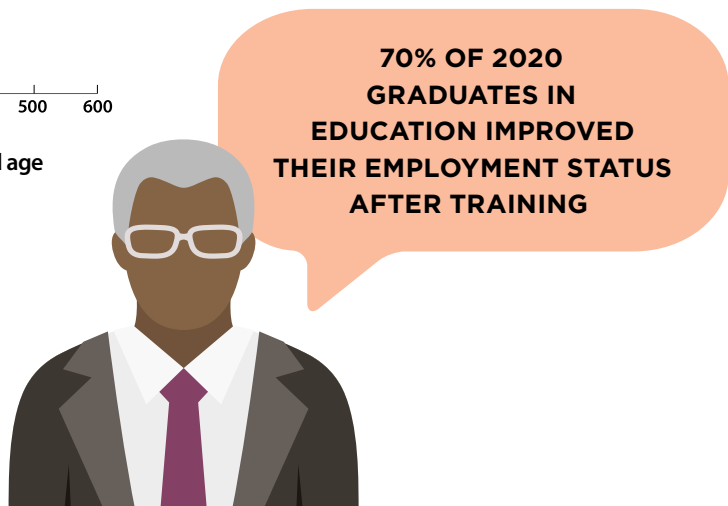
DO VET GRADUATES HAVE HIGH EARNINGS?

Workers who hold a VET qualification at the Certificate III or higher level generally earn more than those who have not studied after leaving school (see page 12). In 2021, the median annual income for VET Graduates, at the Certificate II level or higher, working full-time after completing their training was \$57,400. The highest median salaries were for those who studied:

- Education (\$67,100)
- Management and commerce (\$61,100)
- Engineering and related technologies (\$61,000)

Level of education	Improved employment status after training (%)	Median annual income (\$)
Diploma and above	69.0	68,800
Certificate IV	68.0	70,000
Certificate III	63.6	52,200
Certificate II	49.5	41,700

Figure 3: VET employment outcomes after graduation, 2021



HIGHER EDUCATION

Universities offer courses at the undergraduate and postgraduate levels, including associate degrees, bachelor degrees, masters and PhD qualifications. The vast majority of students study at the bachelor degree level (62.1% in 2021). Higher education usually involves a commitment to at least three years of full-time equivalent study to attain a bachelor degree, but many courses involve longer periods of education

There were 1.6 million students enrolled in higher education in 2020 (up by 32.9% over the past decade).

WHAT SUBJECT AREAS ARE AVAILABLE?

The higher education sector provides training in all fields of education, but one of the largest numbers of enrolments are in Society and Culture (343,667 enrolments in 2020), which is a diverse field of education including studies in law, psychology, human welfare and society, language and linguistics, economics and sport and recreation.

Further information on higher education enrolments can be found at education.gov.au/higher-education-statistics.

	2020 enrolments ('000)	10 year change (%)
Natural and Physical Sciences	137	46.09
Information Technology	121	145.61
Engineering and Related Technologies	118	33.18
Architecture and Building	43	50.75
Agriculture, Environmental and Related Studies	22	16.29
Health	278	60.28
Education	135	19.08
Management and Commerce	380	12.78
Society and Culture	344	28.47
Creative Arts	98	14.89
Food, Hospitality and Personal Services	0.3	-62.64
Mixed Field Programmes	13	62.98
Non-award courses	16	-20.62
All	1,705	33

Figure 1: Higher Education enrolments, by field of education.

The data takes into account the coding of Combined Courses to two fields of education. As a consequence, counting both fields of education for Combined Courses means that the totals may be less than the sum of all broad fields of education.

HIGHER EDUCATION GRADUATE EMPLOYMENT OUTCOMES

Higher education graduates generally have strong employment outcomes, especially as graduates gain experience in the labour market. In 2021, 85 per cent of undergraduates were employed four months after completing their degree. For graduates who had completed their degree three years earlier in 2018, 92 per cent were employed in 2021.

Vocationally oriented study areas (such as Rehabilitation, Pharmacy, Teacher Education and Engineering) generally have stronger employment outcomes immediately after graduation. Graduates with more generalist degrees (such as Humanities, culture and social sciences or Science and mathematics) have weaker employment outcomes immediately after graduation, but they do improve significantly over time.

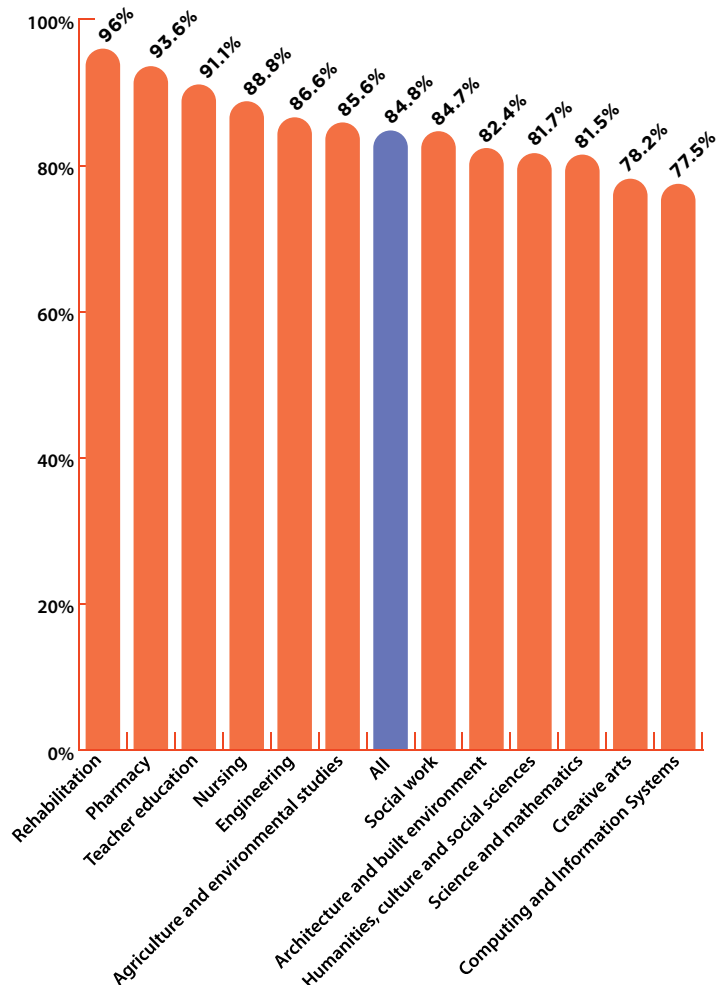


Figure 2: Bachelor degree graduates employed four months after graduation, selected fields of education, 2021 (%)

SALARIES

In 2021, the median annual full-time starting salary for an undergraduate was \$65,000. Study areas with the highest median salaries included:

- Dentistry, \$100,000
- Medicine, \$76,000
- Teacher education, \$72,000
- Engineering, \$70,000

Postgraduate coursework graduates had a median salary of \$89,700 and for postgraduate research graduates it was \$95,000.

FURTHER INFORMATION

ComparED lets you explore and compare the quality of higher education institutions and study areas you are interested in, based on the experiences of current students and graduates. compared.edu.au

Course Seeker helps potential students make informed decisions about future study. It provides clear, meaningful and transparent information about ATARs, pre-requisites and enrolment practices and policies of higher education providers across Australia. courseseeker.edu.au

ARE YOU 15 TO 24 AND MAKING PLANS FOR THE FUTURE?

You might be getting ready to leave school or graduate from university. You might be thinking about changing jobs, or are finishing training. Support is here to help you make your next move. You can talk to a career practitioner for free, or you can download the School Leavers Information Kit (<https://www.yourcareer.gov.au/school-leavers-support/school-leavers-information-kit-card>).

WANT TO TALK TO SOMEONE ABOUT YOUR OPTIONS?

We offer a free, dedicated information service available to answer your questions and provide support over the phone. You can talk to an Information Officer or book a career guidance session with an experienced career practitioner. To book your free session:

- Call **1800 CAREER** or **1800 227 337**
- Text **SLIS2023** to **0429 009 435**
- Email schoolleavers.nci@dewr.gov.au

The **School Leavers Information Service** offers people aged 15 to 24 with post-secondary school pathway information, and connects them to an experienced career practitioner for a free, 45-minute, personalised career guidance session over the phone.

Our career practitioners can help you with:

- looking for work
- resume building and identifying your skills
- apprenticeships or traineeships
- career planning and management
- short-term study options

We also have information officers who can help you:

- understand the School Leavers Information Kit (SLIK)
- use yourcareer.gov.au
- finding additional support services for you.

IDENTIFY YOUR SKILLS!

No matter what option you pursue, don't forget that you already have a range of employability skills that can help you. Employability skills – like communication and teamwork – are important in all education, training and work pathways.

The SLIK includes information about how you can characterise your employability skills by drawing on your experiences. It shows you how you can build these skills into your résumé, or education and training applications, to set you apart from the crowd. The SLIK also shows how you can apply your skills within a range of different industries.

Organisational skills

"For my part-time job as a supermarket attendant, I always attended my shifts on time, had good time management, could be relied upon to meet deadlines and wasn't distracted by my phone."

Digital capabilities

"At school I learned how to use Microsoft Word, Outlook, PowerPoint and Excel. I understand how to do basic tasks using all these tools and am eager to learn more."

Communication and social skills

"Volunteering at the local animal shelter, I developed clear and professional verbal and written communication skills. I also built my confidence engaging with people from a range of backgrounds."

Teamwork

"Playing as part of the First XV, I learned how to work effectively with others and build a positive team culture."

Plus, there is information about:

- further education and training
- different industries across Australia
- gap years, volunteering, working harvest jobs in regional Australia or starting your own business
- applying for jobs.

And, tailored information, no matter your location or circumstance:

- disability and special education needs
- localised information in each state and territory
- rural, regional and remote support
- Aboriginal and Torres Strait Islander support.

Making decisions about what to do when you leave school can be challenging. Don't forget you can talk to an experienced career practitioners in a free, 45-minute personalised career guidance session over the phone.

Your school is also there to help. If you're still in school, your career advisor or guidance counsellor can help you work out the right options for you, including information on what's available in your state or territory.



SCHOOL LEAVERS INFORMATION KIT (SLIK)

Life can be full of exciting opportunities! After you've left school, you might discover new passions, develop valuable skills or learn more about what you want out of life. The SLIK can help you figure out where you're heading including your next steps with education, training or work. Download a free copy of the SLIK at yourcareer.gov.au/schoolleaver.

With all the options out there, you might still be deciding what to do next. We know the transition from school into work, study or training can sometimes be challenging.

DO YOU WORK IN A SECONDARY SCHOOL WITH YEARS 10, 11 OR 12?

We offer in-school activities including presentations, workshops, mock interviews, curriculum development support and individual career guidance sessions for students in years 10, 11 and 12 as well as attendance at career nights with students, parents and guardians. These activities are designed to complement the existing career programs and the fantastic work that is already happening in schools and can be tailored to suit the needs of the school and students. Email the School Leavers Information Service at schoolleavers.nci@dewr.gov.au for more information or call **1800 CAREER (1800 227 337)** to speak with an Information Officer.

ARE YOU A PARENT OR GUARDIAN OF A YOUNG PERSON?

To help you start the conversation at home, we have developed the Parents and Guardian's Guide for School Leavers. This is available at yourcareer.gov.au/schoolleaver and has been designed to help you understand options available to support and assist your young person in making their choice after they leave school. There is also a webinar series you can watch to get tips and tricks on starting those conversations too.

Whether they choose to start working straight away, continue their education and training, or take an alternative pathway such as a gap year, this guide sits alongside the SLIK and includes information on financial assistance and other support available to your young person.

If you have a young person with a disability or special education need who is a school leaver, you can also contact the School Leavers Information Service for tailored support or guidance for your young person.

Call **1800 CAREER (1800 227 337)** to speak with an Information Officer.



GET YOUR COPY OF THE SLIK

The SLIK can help you figure out where you're heading including your next steps with education, training or work.

Download a free copy of the SLIK at yourcareer.gov.au/schoolleaver.



YOURCAREER.GOV.AU

Helping you take the next step in Your Career

There has never been a more important time for people to have reliable access to information about education, training and work pathways.

yourcareer.gov.au is Australia's authoritative source of careers information to help people take the next step in their careers – no matter what age or stage they are at.

For people looking for their first job, a change in career or a return to the workforce, Your Career makes it easy to find the information they need.

Your Career provides information about study or work options based on tailored careers information and highlights support programs available to help.

Delivered by the National Careers Institute, the Your Career website is powered by the National Skills Commission's labour market intelligence.

Your Career includes:

- career quizzes to explore a future career, or options now
- study or training options to help gain new skills
- tips for successful job search, including resume writing
- links to support services to help people find employment, manage wellbeing and understand their rights at work; and
- an A to Z of occupations, including detailed career descriptions, pay and available jobs.



FEATURES OF YOUR CAREER:

Your Options Now

Find the types of jobs currently available or a short course to build on your skills.

Your Future Career

Find study, training or job options that support your current career needs or goals.

Get career ideas

Explore jobs that match your skills, interests and goals and be inspired by real career stories.

Work support

Support services and programs are available to help. Find out what is available to you.

Get job ready

Learn how to build a great resume and get the job you want!

Learn and train

Study can help you get the job you want or extend your skills in a career you already have.

Take your next step with yourcareer.gov.au.

Scan to have your say:



This survey is conducted by the National Careers Institute (NCI) to see how the publication Australian Jobs is used and to collect feedback from users on any improvements. No personal information is collected through this survey. The survey will take approximately two minutes to complete and the NCI appreciates your feedback.

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