



# TRANSITIONING FOR YEAR 12 STUDENTS



**PRESHIL**  
THE MARGARET LYTTLE MEMORIAL SCHOOL  
CAREERS HUB

# TRANSITIONING TO UNIVERSITY

## Tips to Remember

***What do I need to remember to be successful in my first year of Uni?***

- I should attend orientation and transition activities – ***that way I can find out about support and advisory services available to me!***
- I need to seek assistance to learn expectations of my lecturers – ***I will have to learn about tertiary essay writing, using sources, avoiding plagiarism, and managing my time, etc.***
- I must remember to ask for help – ***no-one will necessarily be offering any!***
- I will need to be an independent learner – ***my lecturers and tutors will not be reminding me about deadlines!***
- I will need to take charge of my own learning – ***no-one will be checking up on me to see if I am keeping up with work or assignments!***
- I will need to organise my time effectively – ***there are no bells to remind me where to be!***
- I must remember that my classes may be much larger than what I have been used to at school – ***I will receive less individual attention!***
- I must make friends – ***building new friendship groups will help me cope and help me stay motivated!***
- I will be learning new skills that will be critical for my success – ***I will have to learn important research and referencing skills!***

### Tips:

Download the following useful *free* apps from iTunes and Google Play -



**LOST ON CAMPUS:** find every tutorial room, lab, lecture theatre, coffee shop, carpark, bus stop, even your nearest vending machines and free microwaves on campus - [lost on campus](#)



**iUSEpass - travel concession for international students:**  
[International Student Travel Concession](#)



An important tip for school leavers for getting a job is to create yourself a **LinkedIn** profile. LinkedIn is like a professional Facebook account where you can blog, comment on professional discussions, and build a professional portfolio that aligns with your resume. This needs to be developed over a period of years before graduating from university, so start soon, and continue to work on it during university.

[www.linkedin.com](http://www.linkedin.com)

### *Top Tips shared by the head of LinkedIn, Cliff Rosenberg*

#### **PICK A PROFESSIONAL SHOT**

Including a profile picture in your profile is a must. Putting a face to your name makes it 21 times more likely to be viewed, but first impressions last, so make sure your profile picture is professional.

#### **INCLUDE A SUMMARY**

Clearly outline your professional story; what your aspirations are and what qualifications you have to offer that others do not. This is your opportunity to demonstrate how your unique qualities make you perfect for your dream role. This is your elevator pitch.

#### **BUZZWORDS ARE BUZZKILL**

Are you motivated, creative, passionate? Great. So is everyone else on LinkedIn. Do yourself a favour — delete every single one of these buzzwords from your profile and replace them with keywords.

#### **HIGHLIGHT YOUR EXPERIENCE**

Illustrate your unique professional story and achievements by adding pictures, compelling videos and innovative presentations to your experience section. If you are just graduating, include your school history.

#### **SHOWCASE YOUR SKILLS**

Maintaining a relevant list of at least five skills on your profile will help others understand your strengths and match you with the right opportunities. Also add other certifications that highlight important skills.

#### **STAY ACTIVE**

Share content that excites you, such as a gripping video, a well-written news story or a particularly impressive presentation through status updates.

### **Useful links to Victorian Universities Support Services**

<b>Australian Catholic University</b>	<a href="#"><u>Support Services</u></a>
<b>Deakin University</b>	<a href="#"><u>Student Life &amp; Services</u></a>
<b>Federation University</b>	<a href="#"><u>Student Support</u></a>
<b>La Trobe University</b>	<a href="#"><u>Student Support</u></a>
<b>Monash University</b>	<a href="#"><u>Get Started</u></a>
<b>RMIT University</b>	<a href="#"><u>Student Support</u></a>
<b>Swinburne University</b>	<a href="#"><u>Student Support Services</u></a>
<b>University of Melbourne</b>	<a href="#"><u>Student Services Directory</u></a>
<b>Victoria University</b>	<a href="#"><u>Student Advice and Support</u></a>

### **University Clubs & Societies**

<b>Australian Catholic University</b>	<a href="#"><u>Clubs &amp; Societies</u></a>
<b>Deakin University</b>	<a href="#"><u>Clubs &amp; Societies</u></a>
<b>Federation University</b>	<a href="#"><u>Clubs &amp; Societies</u></a>
<b>La Trobe University</b>	<a href="#"><u>Clubs &amp; Societies</u></a>
<b>Monash University</b>	<a href="#"><u>Clubs &amp; Societies</u></a>
<b>RMIT University</b>	<a href="#"><u>Student Life</u></a>
<b>Swinburne University</b>	<a href="#"><u>Clubs &amp; Student Organisations</u></a>
<b>University of Melbourne</b>	<a href="#"><u>Student Groups &amp; Clubs</u></a>
<b>Victoria University</b>	<a href="#"><u>Sport &amp; Social Clubs</u></a>

## ***Study Abroad & Exchange Programs offered by Victorian Universities***

Find out more about the Study Abroad programs offered by browsing the following links:

<b>Australian Catholic University</b>	<a href="#">Study Abroad and Exchange</a>
<b>Deakin University</b>	<a href="#">Deakin Abroad</a>
<b>Federation University</b>	<a href="#">Study Abroad and Exchange Programs</a>
<b>La Trobe University</b>	<a href="#">Studying Overseas</a>
<b>Monash University</b>	<a href="#">Monash Abroad</a>
<b>RMIT University</b>	<a href="#">Study Abroad</a>
<b>Swinburne University</b>	<a href="#">Swinburne Study Abroad</a>
<b>University of Melbourne</b>	<a href="#">Study Abroad</a>
<b>Victoria University</b>	<a href="#">Study Overseas</a>

Students who choose to take up an opportunity to do some of their university study overseas get the opportunity to immerse themselves in another culture, study at an overseas university, and really get to engage with students and lecturers at those institutions.

An added bonus of many study-abroad programs is that students get to study for one or two semesters at these overseas partner institutions and earn credit towards their degrees.

## ***Scholarships to Study Abroad***

*Looking to study abroad but worried about the costs? Good news! There are hundreds of **scholarships to study abroad**, including general scholarships and more specialized funding schemes. Some are offered by government agencies, some by individual universities, and others by external funding organizations and charitable enterprises.*

The **Top Universities website** is an excellent resource to learn more about what scholarships are on offer. Students can search for **region-specific scholarships** or **country-specific scholarships**. Students can even search for **subject-specific scholarships**.

Students are encouraged to browse [Top Universities - Study Abroad Scholarships](#)



## **University Terms**

When students are looking into university study, they often come across words or terms they are unfamiliar with. So, here are a few of the more commonly used terms to help students understand what is being talked about.

***Associated Degree*** – an associate degree is generally a two-year qualification that is made up of two-thirds of a bachelor degree and may be offered by both TAFEs and universities. Students often use this as a stepping stone to the full Bachelor Degree.

***Assumed knowledge*** – refers to subjects the university recommends or prefers a student to have studied at school before starting the course.

***ATAR*** – Australian Tertiary Admissions Rank – the figure used by UAC and VTAC to calculate the entrance ranking for a university course.

***Bachelor Degree*** – the award/qualification a student gains when they have completed studies in an undergraduate course, which takes between 3 or 4 years of full-time study. This is the traditional starting point of a university qualification.

***Bridging Course*** – an introductory course to help students achieve the preferred entry level to a degree, e.g., a bridging maths course for students who do not have the preferred maths but need it to access a course.

***Census Date*** – the last day a student can withdraw from their university course and not owe fees.

***Commonwealth Supported Place (CSP)*** – a student's enrolment in a university degree for which the Commonwealth government contributes towards the cost of that student's education (formerly known as a HECS place).

***Credit*** – if a student has previously studied – perhaps at TAFE – and has Recognised Prior Learning (RPL), the student may be able to receive credit for a subject or subjects in their course. Also often referred to as *Advanced Standing*.

***Double degree*** – a student can choose to complete a double degree – this integrates studies in two degrees resulting in an award of two degrees, usually after a minimum of 4 years of study. Often also referred to as *Combined Degrees*.

***Defer*** – a student may choose to delay starting their course. Deferring an offer of a place might mean delaying for 6, 12, 18 or 24 months. Deferment ensures the student is guaranteed their place in their selected course.

***Elective*** – a subject that is not core to the degree and is often from another faculty, e.g., a commerce student might choose psychology (from the Arts Faculty) as an elective.

**Faculty** – a department within a university devoted to a particular area of study – so, Faculty of Arts or Faculty of Science

**FEE-HELP** – a loan scheme for domestic students used to pay all or part of an eligible student's tuition fees for university courses but cannot be used for additional study costs such as accommodation or textbooks. A 20% - 25% loan fee applies.

**HECS-HELP** – a loan scheme that assists domestic students with a CSP place to pay their contribution. Students may choose to pay their fees upfront or choose to defer payment via the HECS-HELP loan scheme.

**Honours** – many Bachelor degrees offer a fourth year – called an Honours year. The Honours year allows students to further focus on a particular area of interest. The Honours year can either be integrated into a 4-year Bachelor degree or be offered as a separate year after completion of a 3-year Bachelor degree.

**Lecture** – a period of teaching given by a lecturer to a large group of students in a lecture theatre; can often be as many as 300 students in a lecture.

**Major study** – an area within a course that allows in-depth study in a particular field. More than one major may be allowed in some courses.

**Minor study** – a grouping of subjects allowing a broader understanding of a few subjects, with less emphasis on in-depth study.

**Prerequisite** – a set of conditions – usually a completion of a subject – that must be met before enrollment in a subject or course is allowed.

**SA-HELP** – SA-HELP is a loan scheme that assists eligible students to pay for all or part of their student services and amenities fees – so, non-academic fees.

**Transcript** – this is the university academic record each student receives, like a school report.

**Tutorial** – a period of teaching given to a small group of students – involving discussion and participation.

**Undergraduate** – a student studying at university for a first level degree, e.g., a Bachelor degree.

**VET Student Loans** – a loan scheme for domestic students used to pay all or part of an eligible student's tuition fees for TAFE courses but cannot be used for additional study costs such as accommodation or textbooks. A 20% loan fee applies.

**Workplace learning** – practical training in a workplace, such as internships or practical work experience. This is a hands-on experience – some universities call it *Industry Based Learning* or *Work Integrated Learning*

### **Low Income Healthcare Card for Australian Students**

Once you have finished school you are no longer a student and you may be eligible for a **Low Income Health Care Card**.

*This card gives access to a range of concessions, not only on some health care items but also on a range of other goods and services if you are on a low income.*

In particular, some TAFE and other short courses may offer discounts for cardholders.

You may also be eligible for public transport concessions (note that if you are studying interstate you are not eligible for public transport concessions in Victoria).

Eligibility for a Low Income Health Care Card is based on YOUR income over the previous 8 weeks. As long as your income is less than \$5,088 over that period (or \$636 per week) you should qualify. You will maintain the Low Income Health Care Card as long as your income does not exceed \$6,360 (or \$795 per week) in any 8 week period.

It is highly recommended that all graduating Year 12 students consider applying for this card once the exams are over.

Visit [Low Income Healthcare Card](#) and find out more about all the benefits, and how to apply.

### **Useful Websites/Links**

**Discover Your Career** – a new website launched by the National Careers Institute, and become more informed about career ideas, career industries, and how to become job ready  
[www.yourcareer.gov.au](http://www.yourcareer.gov.au)

**Myfuture** – a career information & exploration service providing current career information, articles and links to many resources  
[www.myfuture.edu.au](http://www.myfuture.edu.au)

**Careers Online** – career research, resume help, job hunting tips, job links, etc.  
[www.careersonline.com.au](http://www.careersonline.com.au)

**Job Search Australia** – free online jobsite, searches can be made by region and state, occupational category, type of employment – casual, part-time, or full-time, and covers a range of occupations.  
[www.jobsearch.gov.au](http://www.jobsearch.gov.au)

**Victorian Government Vacancies** – find out about government jobs and careers available at the Victorian Government of Australia.  
[www.careers.vic.gov.au](http://www.careers.vic.gov.au)

**Study Assist** – Information for students about government assistance for financing tertiary study. A useful PDF titled *Beyond School Study Guide* can be found there -  
<https://www.studyassist.gov.au/BSSG>





## Useful Tips for Successful Interviews



Many candidates lose the job in the first minute of the interview by not thinking carefully about their initial impact. *John Lees* shares his expert interview tips.

### **1 Don't waste the opening moments**

Many candidates lose the job in the first minute of the interview by not thinking carefully about their initial impact. Interviewers make a quick initial decision about your personality from the moment you arrive, based on how you look and sound. Dress as if you already work there and you've just been promoted. Make those initial seconds relaxed and upbeat as you can, even if you're just talking about your journey.

### **2 Don't over-deliver**

Most candidates say too much. Interviewers are not that interested, and will usually accept a short, positive answer and move on. Practise compressing your evidence into good short stories no more than 3 minutes long setting out what problem you were handling, what you did, how you did it, and what the result was.

### **3 Don't act like a stranger**

Leave your coat, umbrella, and bag in reception. Just take in a slim folder into the interview room containing the documents you need, and you will look like an employee rather than a visitor.

### **4 Don't try to wing difficult questions**

Don't duck predictable questions about your know-how and skill level – think carefully about good examples. Equally predictable questions cover things like strengths (talk about qualities that match the job) and weaknesses (talk about skills you are improving and make it clear that you're a fast learner).

*John Lees has written a wide range of careers books. His 2013 titles are *Just The Job!*, his first systematic guide to job searching, and *Knockout CV*, a comprehensive guide to writing a winning CV.*



**Freelancer  
UBER Driver  
Work from home  
Part-time employment**

**Remember, employers are looking for:**

- ✓ ***Skills broader than your discipline***
- ✓ ***Skills more than content***
- ✓ ***Transferability of skills***
- ✓ ***Longevity of skills***
- ✓ ***Analytical skills***
  
- ***So, while at university, set yourself up be the kind of graduate employers are looking for***
- ***Don't assume that a certain qualification only leads to employment with certain companies***
- ***Don't second-guess where the jobs are***

**HOW? VALUE-ADD by doing Work Experience, Industry-based Learning, Overseas Exchange, taking 'breadth' subjects**



## **YHA Fact Sheet**

YHA Australia is part of the world's largest backpacker accommodation network and has a very useful **fact sheet** for students going travelling or on working holidays. Below are some interesting travel tips for graduating Year 12 students:

### **Top Travel Tips**

1. Want to earn money while you travel? Australia has working holiday agreements with many countries – see [www.immi.gov.au](http://www.immi.gov.au) - be aware that some visas must be applied for before you leave Australia though.
2. Make sure your passport is valid for at least 6 months after you plan to return, and check entry requirements for countries you plan to visit e.g. tourist visas, US pre-authorisation.
3. Visit the doctor at least 6 weeks before you leave to get vaccinations and prescription medication.
4. Let your bank know you're going overseas so they don't cancel your card when they see an overseas transaction.
5. If you can't afford travel insurance, you can't afford to travel!
6. Register with [www.smartraveller.gov.au](http://www.smartraveller.gov.au)
7. Always give a family member or friend a copy of your itinerary so they can contact you in an emergency.
8. Book your first couple of nights' accommodation ahead for peace of mind when you get off the plane and have to find your way around a new city, a new country.
9. Always aim to arrive in a new town during the daylight hours as it is more difficult to get your bearings at night.
10. It can be cheaper to organise transport passes before you leave Australia, e.g. Busabout hop-on hop-off between major European Cities, Greyhound Canada/USA, Eurail train network.
11. Pack lightly - you'll be surprised how little you can comfortably travel with, and roll clothes when packing.
12. Sometimes the best plan is 'no plan'... don't be too locked into a pre-arranged schedule that you have no time for spontaneous experiences!
13. Look at alternative low-cost options to communicate with home – email, SKYPE, Facebook, Facetime, WhatsApp, Viber, WeChat (on Wi-Fi or from an internet café), prepaid local or international SIM cards.

**For more information about YHA and to access many other useful tips, visit [YHA Australia](http://www.yha.com.au)**

*“Of utmost importance, I should remember that getting into university is like a gym membership – I have to actually go to see the benefits!”*

*“University is a place of learning; it is not just a building where students are stored for a number of hours a day.”*

*(Professor Tom Kvan)*



*“Students who do best at university or TAFE are those with **persistence, determination, organisational and self-management skills** who are also **assertive in asking for help.**”*

### **Remember:**

Most importantly, make sure you choose a course you will enjoy and are interested in; otherwise you may experience problems with motivation.

Form **friendship** groups with other students so you can be active in groups that discuss work and share ideas. Students who are engaged in **learning communities and community networks** have a more positive learning experience. There are also many student clubs for varying interests and causes that you can be a part of.

**JOIN OUR ALUMNI  
COMMUNITY AND  
STAY IN TOUCH**

**Preshil – Secondary School**

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T. 9817 6135

E. [alumni@preshil.vic.edu.au](mailto:alumni@preshil.vic.edu.au)

W. [preshil.vic.edu.au](http://preshil.vic.edu.au)

Some information provided with the kind assistance of Jacky Burton  
from the Yarra Careers Practitioners Group.