

Careers Newsletter



BLUE MOUNTAINS
GRAMMAR SCHOOL

Thursday, 1 February 2024

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What's On in the Next Few Weeks

RMIT | AI Intensive Bootcamp 2024 Summer School

January 29 to February 9, 2024

Join us for an extraordinary learning experience at the Microsoft AI Intensive Bootcamp.

Designed to provide students with comprehensive resources and guidance to enhance their skills and gain valuable certifications, this ground-breaking AI-intensive program will prepare you to take the AI-102 Microsoft Azure AI Engineer or AI-900 Microsoft Azure AI Fundamentals exam.

Bootcampers will also be provided with additional learning paths and practice assessments so they can attempt any exams across Cloud, Data, Security, Power Platform, M365 or Dynamics. You can choose which exam you would like to complete depending on your level of confidence at the end of the Bootcamp.

[Find out more](#)

TAFE NSW | Great Lakes Discovery Day

January 29, 2024

Connect with our teachers and staff to talk about 2024 courses on offer. Learn more about your study options, attend a course information session, join a campus tour and enjoy some light refreshments.

[Find out more](#)



TAFE NSW | Moss Vale Open Day

January 30, 2024

Whether you're a school leaver, want to build new skills to land a promotion, are thinking about a career change, or just looking for some essential skills that can help to successfully launch your business – this event is the time to explore all your options.

This is your opportunity to tour our campus, find out what support looks like or if you're still choosing your course or where to study, come along and have a chat to our TAFE NSW teachers.

Our team will also be on hand to answer questions about studying with TAFE NSW while at school or the many post school pathways on offer.

Ready to enrol? We can help finalise your enrolment or have a chat about the services available to you at TAFE NSW Moss Vale.

[Find out more](#)

TAFE NSW | Wauchope Discovery Day

January 30, 2024

Connect with our teachers and staff to talk about 2024 courses on offer. Learn more about your study options, attend a course information session, join a campus tour and enjoy some light refreshments.

[Find out more](#)

TAFE NSW | Batemans Bay Open Day

January 30, 2024

Whether you're a school leaver, want to build new skills to land a promotion, are thinking about a career change, or just looking for some essential skills that can help to successfully launch your business – this event is the time to explore all your options.

This is your opportunity to tour our campus, find out what support looks like or if you're still choosing your course or where to study, come along and have a chat to our TAFE NSW teachers.

Our team will also be on hand to answer questions about studying with TAFE NSW while at school or the many post school pathways on offer.

Ready to enrol? We can help finalise your enrolment or have a chat about the services available to you at TAFE NSW Batemans Bay.

[Find out more](#)



TAFE NSW | Albury Open Day

January 30, 2024

Whether you're a school leaver, want to build new skills to land a promotion, are thinking about a career change, or just looking for some essential skills that can help to successfully launch your business – this event is the time to explore all your options.

This is your opportunity to tour our campus, find out what support looks like or if you're still choosing your course or where to study, come along and have a chat to our TAFE NSW teachers. Our team will also be on hand to answer questions about studying with TAFE NSW while at school or the many post school pathways on offer.

Ready to enrol? We can help finalise your enrolment or have a chat about the services available to you at TAFE NSW Albury.

[Find out more](#)

Important Future Events

UOW | 2024 Languages Day

February 23, 2024

Being able to converse in more than one language is a highly regarded skill. It can open doors into other cultures and communities and expand your knowledge of the world.

This free, interactive event offered by the Faculty of Arts, Social Sciences & Humanities is designed specifically for students studying languages in Years 9-11 in 2024. Participants will spend the day at UOW learning valuable skills from academic staff and students. The day includes fun and engaging activities which will invigorate their passion for languages, plus the opportunity to learn about languages degrees offered at UOW.

[Find out more](#)

Charles Sturt | Explore Day

March 5 to March 26, 2024

Are you in Year 10, 11 or 12? Then Explore Day is your chance to check out what life at Charles Sturt University is like.

Keen to check out where you'll be staying? Take a look at our accommodation and tour our campus, chat with students and get the lowdown from lecturers. There's even a free lunch and a swag bag of goodies. But the best bit about Explore Day? It's all about you! Pick which interactive session/s interests you, book your spot and then get set for some hands-on learning – and a whole lot of fun.

Each of our Explore Day campuses will run different sessions on everything from arts to vet science, so there's lots for you to explore.

[Find out more](#)



Charles Sturt | Medicine Information Night

March 20, 2024

Join our online Medicine Information Night to discover our five-year Doctor of Medicine. Charles Sturt University offers the Joint Program in Medicine in partnership with Western Sydney University. The two-year program runs on our Orange campus in regional New South Wales and is followed by three years of regional placements.

Whether you're in high school, looking for a career change or keen to take the next step in your health career – this information night is for you! Parents, carers and career advisers are also welcome to attend.

[Find out more](#)

Central Coast Career Pathways Expo 2024

April 9, 2024

The emphasis of the Career Expo is to examine industries and the range of career pathways available through further education, training and employment opportunities.

The Career Pathway Expo is held when Students in Year 10 are selecting subjects for Year 11, and Students in Year 11 and 12 are considering their career options!

[Find out more](#)

AIE | Industry Experience Day

April 11 to April 17, 2024

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

The sessions are run by industry professionals who have worked on some blockbuster games and films. Everything is provided for you to participate in the hands-on workshops and you will be using the same software that is used in the industry.

[Find out more](#)



University of Sydney | Year 12 Regional Residential

April 15 to April 19, 2024

Explore campus and prepare for future study at the University of Sydney. Applicants must be in Year 12 in 2024 and attend a regional school. The University will organise and cover the cost of travel, accommodation, food and experiences of the program. This is an immersive experience where students will:

- Explore course and related career options through in-depth interactive experiences.
- Navigate pathway and study options.
- Experience life as a University of Sydney student.
- Meet and chat with current University of Sydney students.
- Orientate to campus, visit accommodation options, and see a little of Sydney City.
- Participate in workshops and sessions to plan and prepare for HSC study.

[Find out more](#)

Free Money

Australian Mathematics Competition

Opens: January 22, 2024

Closes: August 23, 2024

First run in 1978, the Australian Mathematics Competition is Australia's longest running, largest and most well-known maths competition for school students.

Like all our competitions, the AMC contains unique problems designed each year by leading educators and academics to challenge and extend your students' problem-solving skills.

[Find out more](#)

Study

University

Understanding Special Consideration

Life isn't always kind to everyone. If you've experienced an exceptional situation or event during your high school period, particularly in your senior years, you may not be able to perform to the best of your abilities. And that could affect your results.

You don't have to miss out on achieving your goals if circumstances beyond your control mean that you've been held back in your studies or exams. That's where special consideration comes in.



Exceptional doesn't always mean better

When you're at school, you might hear about "exceptional students" and link them with being high achievers. And that's technically one definition – but that's not all there is to it.

Exceptional can also mean *unusual, out of the ordinary, not your everyday occurrences*.

So even if you're not one of the top academic achievers at school, don't think the word can't apply to you. Because if you've been unfortunate and suffered in any way, then your case may be exceptional too.

How can you get into university if you've been disadvantaged?

There are lots of systems in place designed to help you secure a place at university, regardless of what you've been through in high school. Lots of institutions refer to this as *special consideration*, meaning they take into account all that you've been through and may make adjustments to your application. They may also be called *access schemes, adjustment factors, or alternative pathways*.

Researching your options and applying for special consideration could help you secure a place in the course you wanted, even if your results don't necessarily meet the requirements.

Who is eligible for special consideration?

Universities understand that there are lots of ways that your studies could have been negatively impacted. If you can prove (or show evidence) of the circumstances or event that caused your setback, then you'll most likely have some exceptions applied to your application that could help you gain entry.

Special consideration categories generally include:

Home situation and obligations

Lots of living environments can make school even tougher than it has to be, including:

- Domestic, physical, sexual, emotional, or financial abuse at home
- Your parents went through a legal separation or divorce that caused problems
- You or someone in your household has struggled with substance abuse
- Lack of stable housing (e.g. homelessness, couch surfing)
- You have been forced to care for yourself and/or other family while under the age of 18
- Your studies have been disrupted through foster care or other out of home care
- You have not had adequate education support due to cultural demands
- You're the main carer at home for a disabled or seriously ill family member
- You have experienced bereavement through the death or serious illness of a loved one
- Your home has been affected by disaster (natural or otherwise)

If any of those categories describe you or your home environment, then you will most likely be eligible to apply for special consideration. Benefits you might receive include adjustment factors towards your results or access to other kinds of help.



Personal illness or disability

Sadly, you're not eligible for this category if you've been through a few bouts of gastro.

However, if you have suffered from:

- A long-term or chronic medical, psychiatric, or psychological condition or disability
- A serious, short-term medical, psychiatric, or psychological condition (e.g. an accident, surgery, break down)
- A formally diagnosed learning, sensory, physical, psychological, or other disability or disorder

And you have evidence to support your claim (this could be from your school or a doctor), then you can most likely apply for special consideration.

Educational disruption

For students in high school who have experienced:

- High turnover of staff at your school (e.g. more than three teachers for one class in a school year)
- Moving between multiple schools (you'll need a letter from each school you enrolled at to support this claim)
- Prerequisite subjects not being offered at your school
- Bullying that impacted on your ability to attend school or do well
- School being closed or significantly affected by natural disaster (e.g. buildings destroyed)
- Regional or remote schooling (check carefully with your chosen university)

You may be able to apply for special consideration, or the university might offer to enrol you in a foundation program that provides a pathway into your chosen course.

Financial hardship

If you're from a low-income background you could apply for (or in some cases automatically receive) financial help, either from the university or an external provider. This could be in the form of:

- Scholarships
- Bursaries
- Government payments

Some universities may also consider financial hardship under special consideration.

What you'll need to do next

If you feel like high school was tough but you still want to go to university, you have options – special consideration is just one of them.

First, speak to your teachers or other school support staff (like your careers advisor). Ask them what your school can do to help you, or what support services they can recommend.



Research your study options and when you've narrowed down your preferences, contact the university or admissions centre directly and see what they recommend.

Remember, you'll need to gather all your supporting evidence and make sure you complete any necessary paperwork and applications *before* any deadlines.

Most importantly, *don't give up*.

Find out more

You can read more about university pathways, study options, and more on our website [here](#).

Study Tips

Tips for acing your exams

Whether you're at school or university, chances are you're probably going to have to sit exams at some point. But exam prep can be stressful. That's why we've put together these tips for acing your exams – they could help you to keep your cool and be the boss you were born to be. Let's take a look.

The day before

Our first tip is to set yourself up for success early. Ticking some things off your list a day or two before exam time can take a huge load off your shoulders.

Schedule a final revision session

Read over your revision notes a couple of times just to refresh your memory. If you haven't already highlighted your notes, grab your favourite coloured pen and mark up the most important information. It will help you focus, keep you motivated, and hopefully help the information stick in your brain.

Try a practise exam if you have one prepared; if not, read through any previous exams. Revision is important, but don't spend all day cramming! Remember to take breaks, eat, and stay hydrated. Otherwise you'll feel uptight and exhausted before you've even lifted your pencil.

Get your stuff ready

Organise your pens and other equipment that you might need (remember to take spares as well!). A bottle of water is always good to have on-hand too.

Double check the location and time the exam starts, then organise how you'll be getting there – try to leave a few minutes early in case you get held up.



Don't push yourself

Finish studying at a reasonable time. When you're stressed out it can be tempting to keep studying and stay up late, but that's really not going to do much other than make you tired and less able to focus in your exam.

Have a healthy dinner, spend some time relaxing, then get to bed nice and early for a good night's sleep.

Set your alarm, leaving yourself plenty of time to get ready in the morning. If you usually find it difficult to get out of bed, then set a second alarm too – exam day isn't the best day to sleep in.

On the day

You've done all the right prep and you're ready to go – here are our tips for making the best of exam day.

Be positive and wake up your brain

Relax – it can be tempting to pick up your revision notes and get some final cramming in, but we'd suggest that you don't. A little light reading, however, is perfect to get your brain ready for the work ahead (think of it like stretching your body before a work out). So maybe read the news, an article, or a few chapters of a book to help your brain limber up.

Breathe

Take a few deep breaths – it could help you to feel more relaxed and better able to focus your mind. Seems simple, but [it really does work](#).

Ears open

Listen to all the instructions from the examiner and remember to pay attention to how long you have to complete your exam.

Read

Use any reading time to quickly look through the exam, see how many questions there are, and give yourself an idea of how long you can spend answering each question.

One step at a time

Go back to the start of your paper. Be methodical and read each question. Read it again. Then start answering. Try and keep your writing and any working out neat so it's easy for the examiner to understand.

If you're using a laptop or other device, don't rely on spellcheckers completely, particularly for things like grammar and punctuation.



Double-check

Once you've completed all your questions, if you have time, go back and read through your paper. If you've missed something or made a mistake, this is your opportunity to put it right.

Don't panic

The time limit is important, but don't let it consume you either. Don't worry if other people start finishing before you; take as much time as you need and try not to rush your answers.

After the exam

Congratulations, you did it! Now is the time to relax, take a break, and prepare for any other exams you've got coming up. Here are some of our final tips:

Try not to compare yourself to others

Try not to compare your answers with your friends'; it doesn't usually accomplish anything and can just lead to extra stress. Instead, congratulate each other and move on with your day.

Do some reflecting

Reflect on what went well (and not so well) for next time – did you read through all the questions? Did it help to start with an 'easy' question? Or did you get stuck somewhere?

Take a well-earned break

Look after yourself for the next day or so, whether that involves treating yourself to some nice food, sleeping in, or just catching up on your favourite series. Remember, it's just an exam and it's not the end of the world – you will always have options no matter what.

Find out more

You can find heaps of other useful study tips on our website [here](#).

Work

Job Spotlight

[How to become a Bookkeeper](#)

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

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



What skills do I need as a bookkeeper?

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

What tasks can I expect to do?

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

What industries do bookkeepers work in?

- Professional, Scientific and Technical Services
- Construction
- Manufacturing

What is the work environment like?

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

Bookkeepers do most of their work indoors, in an office environment, and within regular business hours. They generally work an average amount of hours each week.

You can expect to earn an average salary as a bookkeeper.

How to become a bookkeeper

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

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

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



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

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

Step 5 – Keep learning and regularly update your skills.

Find out more here:

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

Similar careers to bookkeeper

- Accountant
- Financial Officer
- Payroll Officer
- Bank Clerk
- Loan Officer
- Auditor
- Actuary

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

Jobs & Careers

[7 cool careers in the food industry](#)

If you think of the food and hospitality industry, there are a few typical careers that probably come to mind: chef, waiter, bartender, barista... But if you're looking for something a bit more out there, we've found 7 cool careers in the food industry that you might not have considered before. Let's take a look.



Craft Brewer

If you're looking for a career in an industry that is growing strong, craft brewing could be perfect. You could get hands-on and learn all about the brewing process and make your own beer, or be more involved in the marketing and distribution side.

If you want to learn more, check out the courses on offer from the [Institute of Brewing & Distilling](#), or have a go at a [brewing course from TAFE QLD](#).

Food Lawyer

Yep, there really are lawyers out there for everything. Food lawyers can help advise companies that grow and sell food, work with chefs and restaurants, and advocate for workers in the industry.

If you'd like to know more about what a career as a food lawyer might look like, you can check out [this article from National Geographic](#).

Food Stylist

If you have a sharp eye and get lots of comments on your Insta food snaps, you could consider a job as a food stylist. Restaurants and stores are keen to make their food look just as good as it tastes, which is where food stylists come in. There are opportunities for you to work freelance, or in-house for a restaurant or shop as part of their social media team. There are even [heaps of courses you can take](#) to sharpen your skills.

Molecular Gastronomist

Molecular gastronomy is a blend of science and food used to create all kinds of weird and wonderful concoctions. You could make your start in this career by doing a cookery or food science course from a school like [Le Cordon Bleu](#).

And if you really want to take your training to the next level, you could do something like the [Hautes Études du Goût](#) (Advanced Studies in Taste, Gastronomy and the Art of Fine Dining) programme in Paris.

Chocolatier

Who doesn't love chocolate? Chocolatiers are the people responsible for creating the sweet treats we enjoy.

Many chocolatiers start out by taking a baking or patisserie course, commonly offered at lots of vocational institutions. But there are even [courses you can take online too](#).

Cheesemaker

If you love cheese, why not learn how to make your own? As a cheesemaker you could be involved in creating, producing and selling cheese, or maybe even experimenting to create something new.



You can start out by [taking a private class](#), then expand on your skills to become a [Master of Cheese](#) (no, really!).

Restaurant Designer

The look and feel of a restaurant can be nearly as important as the food – this is where restaurant designers come in. Experts in design, they plan the layout, colours, furniture, and more that goes into a restaurant.

To get a start in this career, you could consider a qualification in design, architecture, or even construction. You might also like to read up on the experience of four Australian restaurant designers on [Good Food's blog](#).

Find out more

If we have you thinking about a career in food, you can also check out our [Job Spotlights](#) to find out more about jobs and pathways to get you there.

Grow

Gap Years

[A gap year with no travel](#)

A gap year is traditionally when students who have just finished school take a year off before heading off to university or full-time work. And as you probably already know, most people love to spend their gap year travelling.

While it's great seeing the world and meeting new people, it's unfortunately not always possible, whether it's because of finances or a global pandemic. So if you're thinking of taking a gap year but can't (or don't want to) travel, you might be wondering what else there is to do instead.

Never fear – there are heaps of other things you can do in your year off that don't involve jumping on a plane. But first, let's talk a little about why you'd want to take a gap year at all.

Benefits of a gap year (even with no travel)

A year can sound like a long time – and if you don't exactly have a plan, it might be a little daunting to imagine what you're going to do with all that time. If you're on the fence about taking a gap year, here are some benefits that might sway you:



Take a breather

High school can get pretty intense. Do you really want to jump into another three (*or more*) years of study straight away? A gap year can be a great time to relax, de-stress, and do some soul-searching. Remember – it's OK to not know what you want to do right after leaving school!

Grow as a person

Having time away from study can leave you with lots of time for other activities. You might pick up a new hobby, volunteer, join a club, take a class, learn a new language, set new goals...the list is endless. Sometimes it's good to just take some to grow as a person and develop important skills.

You might change your mind

Maybe you found something you really love doing during your gap year and now you don't want (or need) to go to university. On the other hand, maybe your time off just made you even more keen to start studying again. Both of those are OK! Spending your time off wisely can help solidify your decisions for the future.

How can I spend my gap year?

Now for the big question: if I can't travel, what else can I do with my gap year? Well, the answer is *lots*.

Volunteer

There are heaps of benefits to volunteering. You get to meet new people, build new skills, and hopefully do something you enjoy. It can also be satisfying knowing you're giving something back to the community as well.

Work

I know what you're thinking – don't you want to take a gap year to relax a little? But even working part-time can be hugely beneficial. You get to learn new skills, build your employment networks, and – best of all – earn some cash. Finding a job or even work experience in a field you're interested in can also help you decide whether or not it's the right choice for you.

Start a new hobby

Love nature? Start up your own garden. Feeling a bit creative? Learn to paint or play an instrument. Still got those dreams of travel in your mind? Learn a new language. Been putting off those fitness goals? Now is the time to start.

You'd be surprised at what you can achieve in a year. Spending some time doing what you love can also help you narrow down your focus when thinking about what to study. Want some low-cost hobby ideas? Take a look at [this list from Lifehack](#).



Learn how to become an adult

Having a year off without having to worry about study can give you time to learn other useful life skills. You could learn how to budget, start cooking at home, do some research into tax and superannuation, or find out how to rent a house or unit. These are all things you definitely need to learn how to do one day, so you might as well start now.

Take a look at some of the [blogs on our website](#) for heaps of info on becoming independent.

So what's next?

Our biggest tip if you're looking to take a gap year is to make sure you have a plan. Don't take a year off just to lay around the house and do nothing – that's not going to benefit you at all. Take a step back for a second and think about your interests and ambitions. What matters to you? What can you do about it right now? Think about ways you can spend your gap year to improve yourself and your future prospects. Even small steps add up to big progress over time.

Where can I find out more about gap years?

We have a huge collection of resources on gap years, from tips and advice to program recommendations – check them out [here](#).

Goal Setting

[5 tips to make the most of your goals](#)

The New Year is probably the most popular time for people to start making new goals. By writing them down, formulating an action plan and making yourself accountable, you are very likely to succeed. But once you've printed off your current goals list, what next? Here are our top tips to help you make the most of your goals.

Make sure you don't forget

Stick your goals up on your wall, near your desk, or somewhere else that you'll frequently see them. It'll serve as a great visual aid to keep you motivated.

Let friends and family know what you've done and what you've committed yourself to as well. Even just [talking about your goals to other people can ensure a greater degree of success](#).

Help yourself out

Write all the completion dates (including those for your milestones) in your calendar app or set reminders on your phone. That way when life gets busy, you'll be prepared and ready to keep to your schedule.



Review

Make time to look at your goals and continually reassess:

- Is it still important to you?
- Is it still a priority in your life?
- Does it fit in with everything else going on?
- Is there anything you could do better, or change to make life easier?
- Are you on track? If not, do you want to get back on track? No – mark your goal as complete and move on with the next one. Yes – great, think about how you can go about it.

Remember, it's not supposed to be a punishment, and you can change it anytime you like.

Find some cheerleaders

It's not always easy to be self-motivated; sometimes we all need a bit of a boost. So one of the best things you can do is share your goals (and timelines) with people who have your back, want you to succeed, and that you can rely on to give you a pep talk or a reminder when you need one.

Celebrate

It's really important to acknowledge your efforts and what you've achieved so far. So every time you hit a target, reach a milestone, or complete a goal, make sure you give yourself a pat on the back.

You might like to go even further and treat yourself. Schedule your rewards into your calendar for when you reach milestones. It could help you stay motivated and focused.

Find out more

We have heaps of other blogs and resources on goal setting on our website [here](#).

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