

Important Future Events

[CQUni | Rockhampton University Experience](#)

March 3, 2023

University Experience is a free, one day on-campus event allowing Year 12 students an opportunity to explore their post-high school options, including both higher education degrees and TAFE courses. It provides high school students an opportunity to experience a day in the life of a CQUni student.

- Explore study options after high school and participate in a fun, experiential day at CQUni Rockhampton campus
- Pre-select areas of interest and participate in hands-on activities delivered by CQUni teaching staff and current students
- Get a taste for student life – tour the campus and talk to students about their experience with us

[Find out more](#)

Scholarships

[John Bell Scholarship](#)

Open: February 1, 2023

Closes: April 7, 2023

Value: Training and mentoring opportunity

Getting Ready for Work

[Online Job Application Tips](#)

Online job applications are really common these days.

If you're filling in an application form (as well as submitting a resume and/or cover letter) you'll also need to:

Read the application instructions carefully

Don't make the mistake of assuming you know what to do. Applications are specific to the job and the employer, so even though they might look the same the wording and processes might differ.

Carefully read the questions and any instructions before you start answering.

Keep your responses short and to the point.

Proof read them.

Use key words from the job advert or description.

If there's anything in the job description that needs to be directly addressed, make sure you do it.

Check you're applying in the right place

Sometimes job-boards offer "one click apply" or "quick apply" options. They could go to a third party, while the company might also take direct applications via their website.

Some employers may even request you email your resume and cover letter directly to them. It could pay to check the business website and apply directly. It will show you've done your research and are able to follow directions well, plus your application will get exactly where it needs to be straight away.

Fill out every field on the form

It's an easy way to provide as much information as you can while also demonstrating your eagerness for the job.

Plus some online applications won't submit if you haven't put something in every box.

Don't wait

Perhaps you've been told about the "perfect time" to apply. Maybe you think it's a Monday morning, a particular time of day, or right before applications close (to be the last application the recruiter sees).

The truth is the internet never sleeps, so whenever you submit your application, it will always end up in the HR or hiring manager's inbox (as long as it's got through any filters). Job opportunities usually don't last long, and employers might even stop accepting applications early if they feel they've received enough good ones.

So it's always better to apply straight away, rather than wait for the "right time" only to find your application may no longer be needed or relevant.

Other tips

- Make every response professional and polite
- Don't use abbreviations or emojis
- Don't use sloppy grammar or poor typing etiquette
- Never use autofill – it could get things incorrect or in the wrong order. Take the time to complete applications manually
- Don't forget to tailor your replies to each question or section to the specific job you're applying for

- Don't forget to proof read you application
- Download a copy of the [Getting a Job Guide](#) for more tips and tricks.

Competitions

[The Top 10 High School STEM Competitions You Need to Know About](#)

If you're passionate about science, technology, engineering, or mathematics, you might like to show off your skills and knowledge by entering a competition. There are heaps of high school STEM competitions out there, so we've rounded up our top 10 for you to check out.

Top 10 High School STEM Competitions

[Sleek Geeks Science Eureka Prize](#) – combine your knowledge of science with a knack for filmmaking and create a video exploring the 2023 theme 'Green'. Entries for the 2023 competition are open now and close Friday 14 April.

[Big Science Competition](#) – a 50 minute, multiple choice competition testing science knowledge, critical-thinking and problem-solving skills. Ask your teacher or school if you'd like to register.

[UNSW Bragg Student Prize for Science Writing](#) – sharpen your STEM and writing skills by responding to a set essay topic. Dates for 2023 are yet to be announced, so keep an eye out.

[Australian Mathematics Competition](#) – an engaging 30-problem competition that demonstrates the importance and relevance of mathematics in students' everyday lives. This year the competition is set to run from Wednesday 2 to Friday 4 August. Ask your teacher or school if you'd like to register.

[Web.Comp](#) – a week long competition where students can design their own web pages and submit their creations to compete against other students' designs. The competition is free to participate in for all Australian students, and starts on Monday 8 May.

[Australian Brain Bee Challenge](#) – compete your way through 4 rounds of challenges, learning all about the brain and its functions and finding out about careers in neuroscience. Round 1 is an online quiz run throughout March. Ask your teacher or school if you'd like to register.

[Australian Space Design Competition](#) – team up with other students to design a futuristic space settlement – the best submissions will go on to compete in the national finals. Dates for this year’s competition are yet to be announced, so keep an eye out.

[F1 in Schools STEM Challenge](#) – take on the challenge of being in a real Formula One team, engineering and manufacturing your own mini F1 car. Ask your teacher or school if you’d like to register.

[Australian STEM Video Game Challenge](#) – if you love both science and video games, here’s your chance to combine the two. Work in teams to design and develop a video game based on a chosen theme. Registrations are open now until Monday 17 July.

[Young ICT Explorers](#) – use your technology skills to solve real-world problems by developing a unique project. Registrations are open now and close Friday 14 July. You will need a teacher or parent/guardian to register on your behalf.

Want more? You can find heaps more competitions on our [database](#).

[Bell Shakespeare Shorts Festival](#)

Ready to retell Shakespeare on film? The Bell Shakespeare Shorts Festival is back for 2023.

This year, schools and households may register to take part free of charge – simply sign up and start storytelling. The festival is open to students from primary and secondary schools across Australia, as well as household entrants who may want to work on a film individually.

Why not retell *A Midsummer Night’s Dream* in the Australian outback, or reimagine the *Hamlet* quote “To thine own self be true,” or even explore what would have happened to Juliet if she never met Romeo? The possibilities to reimagine Shakespeare are endless.

Participating schools and students will have access to a suite of [video and worksheet resources](#) on filmmaking and performing Shakespeare, written worksheet resources, and teacher professional development workshops.

Students have the chance to win great prizes for themselves and their school and share their films with a national audience!

Films must be about, or inspired by, Shakespeare and follow these guidelines:

- Films must be no more than 5 minutes in duration (secondary schools) and no more than 3 minutes (primary schools);
- Films can be shot on a smartphone, tablet or camera;
- Films must use Shakespeare’s original text, or be inspired by Shakespeare’s use of language, plays or characters in some way; and
- Films must reflect your school and/or your unique community in some way.

Registrations to participate are open now. **Submissions are open from Monday 24 April to Friday 22 September.**

Find out more: <https://www.bellshakespeare.com.au/bell-shakespeare-shorts-festival>

2024 Year 12 QTAC Guide Cover Competition

Over the past few years we have featured artwork on the front cover of our QTAC Guides from students just like you, and this year we're doing it again.

The [*QTAC Guide to Further Study*](#) provides prospective applicants to tertiary courses in Queensland with information about courses available and their entry requirements. Over 50,000 copies of the QTAC Guide are distributed across Queensland each year.

Show us your interpretation of the concept "Choose the Future", and your artwork could feature on the front cover of the 2024 QTAC Guide. The winner will also receive a Google Nest Mini.

Artists must be enrolled in Year 12 in Queensland for 2023. **Entries close Friday 17 February.**

Find out more and enter here: <https://www.qtac.edu.au/2024-qtac-guide-cover-competition/>

Resources

The Ultimate Guide to Prepping Your Study Space

One of the biggest keys to effective study is making sure you have the perfect space. Having a good space to study can help you stay organised and increase your productivity. With that in mind, here is our guide to prepping your study space.

Pick an appropriate space

As nice as it is to snuggle up in bed with your laptop or tablet, it doesn't make for a great study environment. It's best to have a separate zone or area for study that you can keep separate from your relaxing spaces – this means when you sit down in your study space, you'll be in the right head space to start working (instead of dozing off).

This space doesn't necessarily need to be a whole room – it can be a comfy nook in the house, a dedicated section of your bedroom, or even a space at the dining table.

Keep it functional & tidy

You probably have hundreds of books and papers, tons of stationery, and enough sticky notes to cover the whole house – but keeping your study space uncluttered and organised is important. You won't have to waste valuable study time trying to find what you need, and a nice clean space can help clear your mind too.

Make sure your desk and chair are at a comfortable height and that the space has good lighting. It's also a good idea to keep a water bottle on hand to stay hydrated (just be careful not to spill it on your laptop).

Minimise distractions

You'll need to remain focused when you study, so having as few distractions as possible is key. So make sure you pick a space where you know you won't be interrupted by family, or where you can't see the TV. And we know it's hard, but try and put your phone somewhere out of reach while you're in the study zone. Consider setting up temporary blockers to stop yourself from jumping onto YouTube or TikTok, or use a device that doesn't have any games installed you might be tempted to open.

If you need to study in an open or public space, you might like to try noise cancelling headphones, or just listening to some music instead.

Make it your own

Personalising a space can go a long way to making it more comfortable. Knowing that you have a space to call your own can mean you're more likely to want to spend time there, instead of dreading the thought. So if you can, add some personal touches to the space to make it yours. Put up some posters, add a pinboard for photos and lists, or consider adding some plants (they might even [reduce your stress](#)).

Scour Pinterest or Instagram for some inspo and work your creative muscles to make a space that's unique and comfortable.

Once you're done prepping your study space, check out heaps more study tips on our website [here](#).

[It's Never Too Early to Start Preparing for a Gap Year](#)

If you're thinking about taking a gap year, but feel like it's too early to decide, we've got some tips and ideas that might help you make up your mind.

Why should I take a gap year?

There are several reasons you might like to take a gap year, and everyone is different. But if you need some ideas to brainstorm, here are some of the most popular reasons people take gap years:

- **Personal growth:** A gap year can provide you with opportunities for self-discovery, personal growth, and increased independence.
- **Travel and cultural experiences:** Probably the most popular gap year option, travel can allow you to immerse yourself in different cultures and learn about the world.

- Recharge: If you're feeling burned out after high school, a gap year can give you the time and space you need to recharge and refocus.
- Skill building: Some time off from study can allow you to learn new skills, take up a new hobby, or gain valuable work experience.

How can I prepare for a gap year?

If you're convinced that a gap year is right for you, here's what you need to do next to be prepared:

- Decide on your plans: Decide exactly what you want to accomplish during your gap year. Think about exactly how long you plan to take off, and what you're going to do during that time.
- Set a budget: Particularly if you're looking to travel, you'll need to start setting aside some money. Do up a budget now so you know how much you need to save and can start working towards that goal.
- Research visa requirements: Depending on your plans, you may need to apply for visas to travel or work in certain countries. Make sure you know exactly what you need to do and if there are any costs.
- Research programs and opportunities: Jump onto Google and see if there are any providers that can help you plan your gap year, or have programs you might like to apply for.
- Defer your studies: If you're already enrolled at uni, you will need to let them know and research their process for deferral. If you haven't applied yet, we recommend you do some research on deferrals first, as in some cases deferral isn't possible (but you can always reapply next year).

Gap year ideas

Here are some programs and providers that you might like to check out:

- [ADF Gap Year](#) – spend a year building skills and working in the Defence Force.
- [Letz Live](#) – offering overseas work and travel gap year experiences.
- [ProjectsAbroad](#) – find volunteering opportunities overseas.
- [AgCAREERSTART](#) – work with a farmer and build skills within the agriculture industry.
- [First Nations Gap Year Program](#) – work with the Department of Environment and Science.

You can also take a look at our [Gap Year](#) page to find out more.

[How to Write a Personal Statement](#)

In this guest blog, we will explore hints on what to include and how to write a Personal Statement for Early Entry & Scholarship applications.

What is a Personal Statement?

A personal statement is sometimes called an application essay or a statement of purpose. You often need to write personal statements when you are applying for a university or college course, accommodation, a training program, a scholarship, or even a job.

Personal statements are a way of communicating to the person assessing our application a little more about who we are. It's an opportunity for us to show off our strengths and share a little bit about our interests and aspirations for the future. Your personal statement should be a summary or a snapshot of who you are in the context of what you have applied for.

What does a Personal Statement include?

- Academic Achievements
- Leadership Experience/Qualities
- Communication/Teamwork Qualities
- Personal Attributes/Favourable Qualities
- Sporting Involvement/Achievements
- Community Participation/Involvement

Structuring a Personal Statement

Opening Paragraph: Explain why you are applying for the course, scholarship, position, etc.

Paragraphs: 3 to 4 paragraphs on how your qualities, attributes, qualifications, and experience make you the perfect applicant.

A Closing Paragraph: A brief paragraph describing your aspirations for the future and how they relate to this application.

Extra Pointers

- **Be concise** – Every word matters, so you want to say what you need to say in as few words as necessary; don't waste your own or the assessor's time by being too long winded.
- **Structure** – appropriately i.e. the above guidelines
- **Avoid cliché** – The key word here is 'personal'! Using clichéd language smacks of laziness and does nothing to help your application stand out from the masses.
- **Avoid overused words and phrases** – such as 'my passion', 'from a young age', etc.
- **Include suitable activities** – Mention activities that allow you to display helpful personality traits such as leadership, problem solving ability, commitment, creativity, etc.

- **Draft and redraft** – Time invested in crafting your personal statement will help ensure your application is successful.
- **Ask for feedback** – This can be from parents, teachers, or even friends to help you craft the perfect statement.
- **Proofread everything** – Be sure you don't let poor grammar and spelling mistakes create a bad impression; run through your statement multiple times to proofread effectively.
- **Be enthusiastic** – Your job here is to convince the person reading your statement that you are a perfect choice for the course, position, etc.
- **Link outside interests and activities** – This will help tailor your statement to what you're applying for.
- **Avoid exaggeration** – Honesty is the best policy! Don't set yourself up for a very uncomfortable interview by 'overegging' the cake – let the facts speak for themselves.
- **Don't leave it to the last minute** – Your personal statement is important; give it the attention it deserves by preparing it well in advance.

Thanks to Kim Morris, careers advisor at Aurora College, for sharing this great article with us.

Workplace Spotlight

Offices are an incredibly common working environment. But have you ever wondered exactly what it's like to work in one?

In an office, teams of people work together to run a business. People in offices perform a huge variety of roles, from taking sales calls and tracking finances, to writing articles and coming up with new product designs. Offices can vary greatly in size, with some having only a handful of workers to huge offices filled with hundreds of people.

Every office is different, but here are some things you can expect:

1. A professional environment – many offices are considered “white collar” working places, where you'll be expected to dress and act professionally.
2. Consistent working hours – most offices are open the usual 9 to 5, so you can expect regular working hours.
3. The work is mostly sedentary – you won't be doing a lot of physical work or be spending a lot of time on your feet.

Key Outcome – keep businesses running

The main focus of office workers is to keep the business they work for running smoothly, and in most cases making a profit. Offices provide a space where all different workers can communicate and share ideas easily and quickly.

Key Tasks –

- Answer phone calls and emails
- Supervise and manage employees
- Attend meetings with co-workers and clients
- Keep track of finances and expenses

Industry – you can find offices in any industry

Offices can be found in almost any industry – while things like accountancies, banks, and law firms are probably the first things that come to mind, lots of different businesses run from offices. From a design firm to the head office of a manufacturing plant, there are offices in more industries than you might think.

Work Environment – you can expect regular hours and the option to work from home

Regular work hours | Work on-site and from home | Jobs in all locations, including metro, regional, and rural | Job growth depends on location

Most offices run over regular hours, so most workers will find themselves arriving and leaving work at the same time each day. Depending on the workload, you might occasionally have to work overtime.

A lot of the work in offices is done on computers, which means there is also the opportunity to work from home.

Offices are so common that you'll find them in all places, from metro to regional areas. There is a large concentration of offices in major cities, so you might find it slightly easier to find work in an office in these areas.

The Career Clusters you'll find in an office

Because there are so many different kinds of work that can be done in an office, you'll find people from all Clusters. The most common Clusters tend to be Coordinators, Linkers, and Informers.

Where do you find Makers in an office?

There are many Makers who are responsible for the initial fit-out and subsequent maintenance of offices, such as the people who build and install furniture, and install and maintain IT

systems. Some big businesses will also have creatives who will work in-house rather than outsourcing.

The role of a Linker in an office

The Linkers in offices include salespeople, who are responsible for getting a business' product or service out to the public. Receptionists and assistants work hard to connect clients with other workers and perform important general office duties.

What Coordinators do in an office

Coordinators in an office are the people managing and supervising their employees or co-workers to ensure people are doing their jobs. They are also responsible for things like organising pay and leave, and overseeing the hiring and firing process.

How do Guardians work in an office?

Guardians are probably the least common Cluster to find in an office. While most offices need to comply with strict workplace health and safety standards, someone is usually contracted externally rather than being permanently employed in an office (though some very large businesses may have WH&S officers that work in-house).

Where you'll find Informers in an office

Often the Informers make up the backbone of an office, and are the people there doing the day-to-day work – think people like accountants, lawyers, and others who commonly work out of offices. They're there to meet with clients and provide specialist advice and services. Some offices will also hire Informers to come in to undertake things like cultural and diversity training.

What types of Innovators work in an office?

Although we might think of Innovators as the people who work in labs and workshops, a lot of them also work in offices. Scientists and researchers will work in offices to type up reports and share findings. Engineers and architects can also be found in offices, meeting with clients and creating new designs at their desks.

How do we expect working in an office to change in the future?

The last few years have already seen huge changes in how people work in offices (particularly thanks to pandemic). Many more people have taken up working from home, and offices have become much more flexible with their running hours and practices. With future advances in technology, this flexibility is only going to increase.

Not only has technology make office work more flexible, but it has also taken over some more menial tasks entirely. Data entry and research jobs have been made much easier and in some

cases even obsolete, and increasingly powerful AI may even mean certain tasks and jobs don't need to be performed by humans at all.

That being said, there will always be a place for face-to-face interaction, particularly when it comes to sales, and people will still be needed to pick up on any errors and perform creative and innovative tasks that machines cannot.

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