



## Careers Newsletter

8 April 2020

**Disclaimer** – all information is printed in good faith  
It is the responsibility of the student to confirm all details with the appropriate institution.

To contact Ms Janes please call 9414 4377 or email [djanes@stpiusx.nsw.edu.au](mailto:djanes@stpiusx.nsw.edu.au)

### **JobJump - Parents and students please watch YouTube video and sign up**

Sign up to JobJump for information about tertiary study options, ATAR's and apprenticeship and TAFE information. Create a resume, sign up for news alerts.

To register go to <https://www.jobjump.com.au/>

Search school – St Pius X Chatswood

Register with an email address (use a private address, not spx)

Password – pius (lower case)

**Parent information:** <https://www.youtube.com/watch?v=fZoyckJwVg&feature=youtu.be>

## Open Days & Info Sessions

### **Cancelled Events**

7 April | BiG Day In – Newcastle

7 April | UNSW Year 10 Subject Selection Evening – NOW ONLINE

21 – 23 April | Screenteens School Holiday Workshop – NOW ONLINE

30 April | SAE Info Night, Byron Bay

30 April | SAE Info Night, Sydney

30 April | UNSW Year 10 Subject Selection Evening – NOW ONLINE

30 April | ACAP Info Session, Sydney

7 May | UNSW Law Admission Test (LAT) Information Evening – NOW ONLINE

14 May – 29 July | UOW Information Evenings

27 May | Griffith STEM Roadshow, Northern Rivers – POSTPONED

17 June | UTS Law Undergraduate Info Evening

### **[iCanMed Free UCAT Webinar: Final 90-Day UCAT Study Plan to Complete Prep](#)**

7 April 2020, 1:00 pm - 4:00 pm

Online

At the time of this workshop, you will have approximately 90 days until you sit one of the most significant tests of your life: the UCAT. So, how do you make sure that your preparation will help you to perform well on the big day? And if your preparation isn't up to scratch, how do you fix it in time for the test?

# Liberating Education

This iCanMed workshop will show you exactly what you should be doing (and when) to manage your time well and put your best foot forward on the day of the exam, plus identify any existing weaknesses in your study approach before it is too late.

Find out more: <https://icanmed.easywebinar.live/bris-fw-070420>

## **Year 12 in the Coronavirus Era – Navigating Unchartered Waters**

7 April 2020, 7:30 pm - 8:30 pm

Online

In this live conversation with Dr Michael Carr-Gregg and Dr Tim Hawks OAM, two experts discuss their views on the challenges faced by year 12 students as they navigate the unchartered waters of finishing school in the era of coronavirus. Hosted by executive coach, author and mother of three Brigitte Johnson, bring your questions and they will be answered.

Find out more: <https://events.humanitix.com/year-12-in-the-coronavirus-era-navigating-unchartered-waters/tickets>

## **US College Masterclass Webinar**

13 April 2020, 4:00 pm

Online

On April 13, a former Stanford Admissions Officer will take you through the US College application process.

Topics Martin will cover include:

- How Admission Officers read applications
- An Insight into the Admissions Committee room
- The weighting of academics vs holistic elements
- A formula for personal statement writing
- Extracurricular examples from past Stanford admits
- The data that can shape your application strategy
- Live Q&A for webinar attendees
- 

Find out more: <https://pages.crimsoneducation.org/AU-US-Masterclass-LP-FB.html>

## **Webinar – Exam Strategies and Study Tips from a 99.95ATAR and Oxford Law Admit**

23 April 2020, 5:00 pm

Online

In this webinar, Oxford Law admit Rupert B. will be covering his 5 must-know home study tips that he developed over Year 11/12. He will also break down the 5-step exam preparation strategy that works for every VCE subject. Further, he'll expose the 4 most permeating misconceptions regarding the VCE and offer you the opportunity to participate in a Q&A.

Find out more: <https://app.livestorm.co/crimson-education/exam-strategies-and-study-tips-from-a-9995atar-and-oxford-law-admit>

# Liberating Education

## [Learn Online with the Centre of Excellence](#)

Being stuck at home doesn't mean you need to stop learning. The Centre of Excellence offers hundreds of online courses in a variety of subjects, including health, history, business, arts, STEM and more.

You can take a course from anywhere at any time.

Take a look at what's on offer here: <https://www.centreofexcellence.com/>

## [Learn to Code with Codecademy](#)

Are you interested in IT and programming? You can learn to code online for free with Codecademy.

Whether you want to build websites, manage databases or program games, you can learn all kinds of coding languages and applications.

They are also currently offering scholarships for their Pro classes for high school and university students across the world.

Find out more here: <https://www.codecademy.com/>

## [Prepare for the UCAT Online with MedEntry](#)

If you're thinking of studying medicine, you will probably have to take the UCAT at some point. But what is it all about? How do you prepare?

MedEntry offers online resources to help you prepare for the UCAT. Their online learning platform works on multiple devices, and you can access the materials anywhere at any time.

Find out more here: <https://www.medentry.edu.au/our-services/ucat-packages/online>

## [2020 Mercy Foundation Youth Awards](#)

The Mercy Foundation Youth Awards is a photo competition open to high school students across Australia from years 7 to 12. The competition aims to encourage young people to learn more about social justice issues in Australia.

This year, the competition opens Monday 27 April and the theme for 2020 is "Freedom – Ending Modern Slavery".

**Entries close on Friday 3 July.**

Find out more and enter here: <https://www.mercyfoundation.com.au/youth-awards/about-the-youth-awards/>

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## The 2021 Simpson Prize Competition

The Simpson Prize is a national competition for Year 9 and 10 students. The competition encourages participants to focus on the significance of Anzac Day and to consider what Anzac Day means to them and to Australia.

The student winners, runners-up and teacher chaperones from each state and territory enjoy a two-day trip to Canberra where they visit several of the capital's museums and institutions, attend the presentation ceremony, and enjoy a special dinner.

Accompanied by two teacher chaperones and a historian from the Australian War Memorial, the eight state and territory student winners will then travel to overseas battlefields.

For this year's competition, entrants are asked to respond to the question *"How do lesser known stories from the Western Front expand our understanding of the Australian experience of the First World War?"*

**Entries are open until Friday 6 November.**

Find out more and enter here: <http://www.simpsonprize.org/>

## Maureen Freer (FAWQ) Literary Competition

Entries to the 2020 Maureen Freer (FAWQ) Literary Competition are now open.

Writers can submit either a short story, poem or non-fiction article to be in the running to win cash prizes.

**Entries are open until Tuesday 30 June.**

Find out more and enter here: <https://fawq.com.au/maureen-freer-fawq-literary-competition-2020/>

## 2020 Hilarie Lindsay Poetry Competition

Entries to the 2020 Hilarie Lindsay Poetry Competition are now open.

Students in years K-12 from around Australia are invited to enter a poem they have written on any subject.

**Entries are open until Monday 31 August.**

Find out more and enter here: <https://fawns.org.au/entry-2020-hilarie-lindsay-young-writers-poetry-competition/>

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## [The Mocktail Awards 2020 – DEADLINE EXTENDED](#)

JMC Academy invites high school students to submit their short film for The Mocktail Awards. The nominated films will be showcased and the winner will be awarded at the prestigious Martini Awards to be held in June 2020.

This invitation is open to all high school students based in New South Wales, ACT, Victoria and Queensland who have completed a short film between 1 January 2019 to 10 May 2020.

The winning film will receive over \$2,500 worth of prizes.

**Entries are now open until Sunday 10 May.**

Find out more and enter here: <https://www.jmccademy.edu.au/events/industry-events/mocktails>

## [Photography Ideas You Can Do at Home](#)

If you're the creative type, now could be a good time to build up some work to show in your portfolio. And you don't have to leave the house to do it either.

Gobe Magazine has some wonderful suggestions for things you can photograph at home to keep the motivation going.

Check it out here: <https://mygobe.com/explore/photography-projects-from-home/>

## [UAC Guide 2020-21 Available Now](#)

Thinking of studying at university in NSW or ACT in 2021? UAC has released their latest guide, packed with information about universities, admissions, pathways and more.

UAC applications for 2021 are now open.

Check it out here: <https://uac.edu.au/assets/documents/uac-guide/uac-guide-2020-21.pdf>

## [Virtual Tours of Famous World Landmarks](#)

Even though most of these places are currently closed to the public, this doesn't stop you from being able to experience them at home. You can take a virtual tour of some of the world's most famous landmarks, including:

- the Pyramids
- Machu Picchu
- the Eiffel Tower
- the Taj Mahal
- Stonehenge

And more!

Check them all out here: <https://www.theguardian.com/travel/2020/mar/30/10-best-virtual-tour-worlds-most-famous-landmarks>

## **Navigating Disrupted Schooling**

In these uncertain times it can be hard to stay focused on the future. Even though your study plans may have been disrupted, there are still things you can do to stay on track.

QUT's Jill Willis has written a great article with some tips for students in year 12 on how to take advantage of home learning, and keep on track with your study goals.

You can read it here: <https://www.qut.edu.au/education/about/news/news-article?id=160709>

## **9 motivational tips for remote learners**

Doing your schoolwork from home might seem like a holiday, or maybe it's a bit daunting.

Either way, you might be needing some tips to help keep you motivated each day and stay on track with the work that'll be expected from you.

Here are some ideas that could help:

1. **Read our blog [7 ways to set yourself up for online learning](#)** and get some tips that could help you prepare to focus on your work. Including how to set up a study space and work area, plus ideas on how to create a routine and schedule.

2. **Connect with other students**

Make sure you join any groups that your teacher or school has set up so that you stay in touch with classmates and the rest of your cohort.

Hearing about what they've achieved could inspire you to try more or spark some level of competitiveness.

Plus, it could help you feel less isolated and more supported, you can ask them for ideas or help if you're unable to get a response from your teacher.

3. **Be patient**

You're learning something new, schools are having to adapt very quickly, and your teachers are also working hard to change the way they work, accommodate *all* of their students, and juggle life at home as well.

Remember everyone is going to need a little wiggle room so you may not get answers as instantaneously as you normally would. Try asking your parents, searching online, or asking members of your study groups if they can help while you're waiting to hear back from a teacher.

4. **Reward yourself**

A little treat can be a great incentive to get your work done. Whilst that might seem hard when you can't get out and about as much as you would like, think outside the box. It doesn't have to be a big thing, but once you've achieved your goals for the day you could:

- Watch a bit of your favourite show

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- Treat yourself to a movie
- Enjoy some food that you've been craving
- Get outside for some fresh air and exercise
- Organise a phone or video call with a friend or family member
- Get back to the computer game you've been missing
- Have a meditation session
- Do some yoga
- Make your favourite meal for dinner
- Spend a bit of time doing your hobby
- Read a great book
- Soak in a bubble bath

For each milestone that you achieve, for example submitting a big assignment, completing a tricky unit of work that you've struggled with etc., you could try and think of more tempting ideas to reward yourself – perhaps you can negotiate with your parents for this one.

- Make an online purchase of something you've been eager to get your hands on
- Get a takeaway from the restaurant you've been missing the most
- Take a "day off"
- Have a lie in
- Get your family to join you doing something fun – dance challenge, games competition, have a mini sports day, picnic on the patio.

## 5. Conquer procrastination

Recognise when you are procrastinating.

- Are you actively choosing to do something other than work you've scheduled?
- Are you sidelining the subjects or assignments you don't want to tackle and only taking the easier options?
- Are you spending longer than you should on other tasks so that you'll run out of time to do the thing you're avoiding?
- Delaying making a decision about that email, essay or project?
- Taking unscheduled breaks because you just *need* that drink so much right now?
- You're waiting to be 'in the right mood' or 'a better frame of mind' to complete the work you're supposed to be doing?

If you answered YES to any of the above, then you're probably procrastinating.

But what can you do about it?

Well, you could try:

- Tackle the work you'd least like to do first up and get it out of the way
- Get stuck into work as soon as you receive it rather than putting it off
- Assign a monitor. Ask someone to check up on you, it could be a parent or carer, sibling, friend, or teacher, it doesn't matter who. Tell them what you need to get done and by when and give them permission to keep you on track – even nag if they have to.
- Keep a daily to do list and check off each item as you go. It could serve as a visual reminder of how much you've achieved and what you still have to accomplish

- Set yourself a deadline and use a timer to keep you focused, seeing those minutes tick away could really help to motivate you
- Calm down. Sometimes when you look at a new task or schedule you might feel overwhelmed and become frustrated, angry or upset. The reality is you're probably more than capable of getting the job done ask your teacher or friends for some helpful tips and advice that'll set you off on the right track
- Be realistic. Don't try to achieve more in a day than you would have at school and don't place too much pressure on yourself, just do your best
- Break down tasks – when something seems to big, too challenging, find ways of breaking it down into chunks that seem doable, then set deadlines to achieve each point
- Remove distractions
  - turn off the TV or computer games
  - turn your phone off or leave it another room
  - don't sign into social accounts on your computer (until you've finished your work)
  - put a sign on your door saying you're studying – ask your household not to interrupt you.
  - if your house is noisy, try putting on some headphones and listening to some quiet music or the radio to help you concentrate.
- The bigger the challenge or the more you are procrastinating, the bigger the reward you could set yourself for when you've got the job done.

## 6. **Build a great relationship with your teachers**

Teachers want you to succeed, they'll want to help you out, so ask them when you need help or advice and let them know if you are struggling.

Provide them with feedback when they ask, and sometimes when they don't. For example, if you particularly enjoyed a task or found a great way of approaching it – let them know.

Building a good online relationship could make it easier for you to ask for help and could motivate you to try harder with your work.

## 7. **Work with your energy levels**

When you're scheduling your work, set your hours according to your energy levels. We're all different some of us work better in the mornings, some later in the day. Some of need a big break early in the day and some of us prefer a long lunch.

This is one of the benefits of remote learning, you'll get to be a bit more flexible to suit yourself...as long as you don't treat every day like a holiday that is.

## 8. **Stay Positive**

Just like going to school every day, there will be days when you just don't want to sit down at your desk and work, there'll be days you dread because you've scheduled in something that you're not happy about doing.



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Utilise your growth mindset, acknowledge that studying is hard work or that you feel fed up, but don't let those temporary negative thoughts become your permanent identity.

Remind yourself that **can** do this and that you **will** do this. Ask for help or let someone know you're in a funk – a pep talk might be all you need to change your mood around.

Look forward to the reward at the end of the day, maybe swap it out for your favourite treat as incentive to push on.

## 9. Have a little brag

Had a great day?

Really challenged yourself?

Got a project done?

Give yourself a pat on the back and enjoy your reward, but also consider sharing your sense of achievement and pride. Share with family, friends, or your teacher, let them celebrate with you and boost your sense of pride in what you've accomplished.

## Need to Relax?

Finding yourself a bit overwhelmed, or need something to do while you're stuck at home? We've gathered some online resources for you to enjoy, helping you chill out while keeping your mind busy.

### 1. Online Jigsaw Puzzles

The Museum of New Zealand has put released some great interactive jigsaw puzzles featuring works from their collection. You can choose how many pieces the puzzle has, from 10 to 1000.

<https://www.tepapa.govt.nz/discover-collections/read-watch-play/online-jigsaw-puzzles-using-our-collections>

### 2. Read a Book with the National Emergency Library

You might not be able to access your public library at the moment, but you can still access nearly 1.4 million books on the National Emergency Library website.

<https://archive.org/details/nationalemergencylibrary>

### 3. Get Creative with The Lowry

The Lowry has released a heap of creative activities and resources you can access to keep those creative juices flowing, from dance to visual arts and more.

<https://thelowryblog.wordpress.com/>

### 4. Chill Out with some Yoga

London-based studio MoreYoga has a suite of great videos on their YouTube channel, with tutorials for beginners and those more experienced.

<https://www.youtube.com/channel/UCsBZquO0sNPrQyUNh30rhiA/videos>

## 5. Learn Korean with BTS

Are you a K-Pop fan? Even if you're not, you can learn a new language with the boys from BTS on Weverse.

<https://www.weverse.io/>

## 6. Test your World Knowledge

Lonely Planet's Ultimate Travel Quiz is packed with plenty of tricky questions to test you on your geography knowledge. You might even learn a few things you didn't know before.

<https://www.lonelyplanet.com/blog/2019/05/03/lonely-planets-ultimate-travel-quiz>

## 7. Stream a Play or Musical

Filmed on Stage has put together an awesome guide full of places that are streaming shows around the world for free, and it's being constantly updated as well.

<http://www.filmedonstage.com/news/76-free-musicals-and-plays-you-can-now-stream-during-the-coronavirus-outbreak-updating-daily>

## Saving Your Money

A lot of workplaces are currently being affected by the coronavirus. You might be worried that you're not getting as many hours at your job, or maybe you have been temporarily stood down. First of all, don't panic. The Government has announced their JobKeeper payments, meaning you could earn an extra \$1,500 a fortnight. To be eligible for the payment, you need to be at least 16 years of age, and working full-time or part-time, **or** as a casual employee for more than 12 months. This is a payment that your employer needs to sign up for, so you could have a chat with your boss to find out if it might be coming your way.

This payment might be more money than you usually make – so you also need a place to save it, especially if you've had your hours cut or have been stood down.

Many banks offer special savings accounts for young people that are easy to set up (most of them you can apply for online), and they don't charge you any fees. Some of them include:

- [Commonwealth Bank Youthsaver](#)
- [ANZ Progress Saver](#)
- [Westpac Bump Saver](#)
- [Bendigo Bank Student Account](#)
- [Suncorp Kids Savings Account](#)

A savings account is a great incentive to keep your money tucked away, as most banks will offer you bonus interest if you make regular deposits and don't take money out too often. You can't access the money with a debit card either, removing the temptation of impulse buying.

Most banks also offer budgeting tools and tips with their banking apps, making it even easier to set a savings goal and keep track of it.

You can read more about the JobKeeper payment here:

<https://treasury.gov.au/coronavirus/jobkeeper>

## How Important Is Social Distancing?

If you're stuck at home at the moment, you might be feeling a bit restless and frustrated. How bad would it really be to go and spend some time with your mates?

The Mythbusters did an experiment on just how easy it is to spread germs through our normal activities, and the message is more important than ever.

Take a look at the video here: <https://www.youtube.com/watch?v=3wPKBpk7wUY>

## Job Spotlight

### How to become a Bookkeeper

#### **What do Bookkeepers do?**

Bookkeeping is one of the oldest professions. Bookkeepers help businesses keep track of the money they earn and spend by recording and monitoring daily transactions. (Not to be confused with accountants, who are qualified to provide more services).

If you are meticulous, great at problem solving and love numbers, then this could be a brilliant career to consider.

#### **About you:**

- Persistent and diligent, prepared to account for every last cent
- Extremely organised and methodical, with an analytical mind
- Highly numerate, with great communication and technical skills

#### **The job:**

- Keep accurate financial records and reconcile accounts
- Create and send invoices, pay suppliers, maintain the company's payroll
- Find and report irregularities quickly
- Produce reports including balance sheets, income statements, end of year assessments, and prepare information for tax returns

#### **Bookkeepers salary (average) \$64,000 per year**

(Source: Joboutlook.gov.au )

**Job growth in bookkeeping** is stable (source: Joboutlook.gov.au)

To be competitive in this field, you'll have to keep up to date with relevant information, training and technology. You could work remotely and reach clients all over the country, in many different industries.

#### **How to become a Bookkeeper in Australia**

Although there are no formal requirements for becoming a bookkeeper, without a relevant qualification and some industry experience you may find it difficult to be competitive in the industry, and you may not be eligible to register as a BAS agent or become certified in this profession.

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**Step 1** – Study English, Mathematics and IT (mastering spreadsheets and bookkeeping programs is possible) at high school – taking some business-related subjects could also be helpful.

**Step 2** – Get your high school diploma.

**Step 3** – Choose your pathway:

- Complete a [Certificate IV in Accounting and Bookkeeping](#) or similar from a registered training organisation (RTO). This could take a minimum of 18 weeks full time study or up to 2 years.
- Consider undertaking a [traineeship](#) where you'll complete the necessary qualification, receive on the job training and get paid.
- A [Diploma of Accounting](#) which could take up to 2 years.
- [Bachelor of Accounting](#) takes a minimum of 3 years full time – although this is not necessary for most bookkeeping positions, it could allow you to apply for more professional roles immediately upon graduating.

**Step 4** – Complete 1,000 to 1,400 hours of work experience with the supervision of a registered ABS Agent.

**Step 5** – Register with the [Tax Practitioners Board \(TPB\)](#) to become a BAS Agent; check the requirements in your state or territory as they may vary. You'll need do this in order to legally offer certain services.

**Step 6** – You could then apply to become a [Certified Bookkeeper](#) which could make you a more desirable and trustworthy prospect to potential clients.

**Step 7** – Keep learning and regularly update your software skills.

Find out more here –

<https://www.icb.org.au/>

<https://www.austbook.net/>

## Similar Careers to Bookkeeper

Accountant

Financial Officer

Bank Clerk

Auditor

Assistant Accountant

Payroll Officer

Loan Officer

Actuary

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

## Frequently Asked Questions (FAQ's)

- **How long does it take to become a bookkeeper in Australia?**

If you are prepared to start at the bottom, you could complete a Certificate in as little as 6 months – other courses may take longer. On average you could expect it to take around 3 years to become a registered BAS Agent. If you choose to complete a bachelor's degree first, it could take even longer.

- **What do bookkeepers do?**

Bookkeepers maintain financial records for businesses and companies. They monitor transactions, update statements, balance accounts, produce important financial statements and other reports helping businesses run efficiently.

- **Where do bookkeepers work?**

Bookkeepers might work in-house for a variety of organisations and industries, from their own private offices, or even work remotely from home.

- **Do I need to go to university to become a bookkeeper?**

No, you will require a high school diploma as an absolute minimum and be prepared to obtain work experience and start from the bottom of the ladder. Or you can choose to undertake qualifications and apply for more advanced professional positions.

- **Do I have to be good with technology to become a bookkeeper?**

Yes. You'll need to be able to use lots of different types of software and adapt to the ever-changing technological environment in this profession. So being tech savvy and continually learning and developing your skills are requirements in this career.

Ms Janes

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