

Careers Corner Weekly

Events 8th May to 21st May



Monday 08 & 15 May 2023

ACU - Uni Step Up Applications Open

Uni Step-Up Online offers students from regional, rural and remote locations the chance to get a head start on university by studying two first year units while still in senior secondary school.

Uni Step-Up Online is a 2 unit program that is delivered fully online, one night per week during term times.

Time: See link below

Location: See link below

Details and Registration:

[https://www.acu.edu.au/about-acu/events/2023/january/uni-step-up-applications-are-now-open?](https://www.acu.edu.au/about-acu/events/2023/january/uni-step-up-applications-are-now-open?redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1)

[redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1](https://www.acu.edu.au/about-acu/events/2023/january/uni-step-up-applications-are-now-open?redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1)

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How to:

Prepare for Interviews

Stand Out in Group Interviews

Answer Tough Questions

Interview Online

Competitions Open Now!



Events 8th May to 21st May

Wednesday 10 May 2023

Master of Biomedical Science Information Session

Hear from Course Coordinator, A/Prof Peter Kitchener, and learn more the new structure. This will also be an opportunity for you to ask questions and meet and hear from our students.

Time: 5:00 PM - 6:00 PM

Location: In and around Parkville campus

Details and Registration:

<https://study.unimelb.edu.au/student-life/events/master-of-biomedical-science-information-session>



Thursday 11 May 2023

Doctor of Optometry Information Session: 2024 Intake

Hear from Associate Professor Michael Pianta who will delve deep into the Doctor of Optometry program, the first of its kind in the southern hemisphere and how it is creating a new benchmark in optometric education. You will have the opportunity to hear from current students in this interactive session.

Time: 6:00 PM - 7:00 PM

Location: See link below

Details and Registration:

<https://study.unimelb.edu.au/student-life/events/doctor-of-optometry-information-session-2024-intake>

Tuesday 16 May 2023

ACU - Returning to study as a non-school leaver: entry, pathways and RPL webinar

Unsure what to expect when you return to study? In this webinar, our Future Students team will take you through the application process, entry requirements and ACU's recognition of prior learning (RPL) process.

You'll hear from a current student who will share their experience of returning to study from a non-Year 12 background. And you will have the opportunity to ask the presenters questions - so you can put your mind at ease.

Time: 6:00 PM - 6:30 PM

Location: Online

Details and Registration:

<https://www.acu.edu.au/about-acu/events/2023/may/returning-to-study-as-a-non-school-leaver-entry-pathways-and-rpl-webinar?redirect=%26FilterBy%3dUpcoming%26Year%3d2023%26PageNumber%3d1>



Events 8th May to 21st May

Tuesday 16 May 2023

AIM - Melbourne Info Evening

Your career in music starts at AIM. Join us on campus for our Melbourne Info Evening to explore your potential with one of Australia's leading music schools.

This is your opportunity to go behind the scenes at AIM. You'll get to experience our state-of-the-art facilities and equipment, get one-on-one advice from teachers, listen in on course info sessions, watch live performances, learn about careers in music, and meet our talented students and alumni.

Time: 5:30 PM - 8:00 PM

Location: Australian Institute of Music, King Street, Melbourne VIC, Australia

Details and Registration:

<https://aim.edu.au/events/aim-melbourne-info-evening-23/>



Wednesday 17 May 2023

Torrens University - Tour the Practice Wellbeing Centre

The Practice Wellbeing Centre, which offers a unique and holistic approach to health in Beauty Therapy, Complementary Medicine, Counselling and Nutrition under one roof. This public-facing facility gives you the chance to gain experience while you study, ensuring you have the confidence to practise when you graduate.

Time: 4:00 - 6:00 PM

Location: See link below

Details and Registration:

<https://www.torrens.edu.au/whats-on/tour-the-practice-wellbeing>

Thursday 18, Friday 19, & Saturday 20 May 2023

Victorian Careers Show 2023

The Victorian Careers Show, in its 3rd year in 2023, follows on from the success of our flagship event, the VCE and Careers Expo which celebrates its 31st year in 2023!

Bookings to exhibit at the Victorian Careers Show in 2023 ARE NOW OPEN!

Time: 9:00 AM - 3:00 PM

Location: Exhibition Pavilion 1, Melbourne Showgrounds, Epsom Rd, Ascot Vale

Details and Registration:

<https://www.victoriancareersshow.com.au/>



Events 8th May to 21st May

SW TAFE			
Date	Event	Description	Time/Location/Registration
Tuesday 09 May 2023	Hamilton Campus Nursing Info Session	If you are interested in applying to study the Diploma of Nursing to start July 2023, you'll need to attend one of our upcoming information sessions in April or May. These information sessions cover everything you need to know about nursing studies, and are a mandatory first step to applying for this course.	Time: 12:30 PM or 5:30 PM Location: Hamilton Campus Details and Registration: https://open.swtafe.edu.au/register-nursing-hamilton/
Wednesday 10 May 2023	Warrnambool Campus Nursing Info Session	If you are interested in applying to study the Diploma of Nursing to start July 2023, you'll need to attend one of our upcoming information sessions in April or May. These information sessions cover everything you need to know about nursing studies, and are a mandatory first step to applying for this course.	Time: 12:30 PM or 5:30 PM Location: Warrnambool Campus Details and Registration: https://open.swtafe.edu.au/register-nursing-wbool/
Wednesday 10 May 2023	Warrnambool Campus Info Session	Meet our course specialists to learn more about our courses on offer, what to expect, career opportunities and how to apply.	Time: 12:30 PM or 5:30 PM Location: Warrnambool Campus Details and Registration: https://open.swtafe.edu.au/register-info-session/
Thursday 11 May 2023	Virtual Nursing Info Session	If you are interested in applying to study the Diploma of Nursing to start July 2023, you'll need to attend one of our upcoming information sessions in April or May. These information sessions cover everything you need to know about nursing studies, and are a mandatory first step to applying for this course.	Time: 12:30 PM or 5:30 PM Location: Online Details and Registration: https://open.swtafe.edu.au/register-nursing-virtual/



Events 8th May to 21st May

Defence Careers Australia			
Date	Event	Description	Time/Location/Registration
Tuesday 09 May 2023	A Virtual Night in the Army Reserve	<p>Consider serving locally in the army Reserve. You will be part of something exciting, challenging and rewarding all while learning new skills and giving back to the community-and tax-free pay!</p> <p>To find out more about the rewarding challenges and experiences on offer, join us for a virtual info session. Speak with current serving members about their own experiences and advice, and learn about the wide range of part-time jobs available.</p>	<p>Time: 06:00 PM - 07:00 PM Location: Online Details and Registration: https://www.defencejobs.gov.au/events/events-detail/6wsn7kf</p>
Thursday 11 May 2023	Melbourne: Trade Careers Information Session	<p>Apply your existing trade skills or receive world-class training in order to work with formidable military assets and enjoy the many benefits of a career in the Australian Defence Force.</p>	<p>Time: 06:00 PM - 08:00 PM Location: Melbourne Defence Force Recruiting Centre Lvl 2 and Online Details and Registration: https://www.defencejobs.gov.au/events/events-detail/6k9y7go</p>
Monday 15 May 2023	Melbourne: Defence Careers Information Session	<p>Are you interested to learn about the wide range of roles available in the Navy, Army and Air Force?</p> <p>Join us at an upcoming info session and speak with current serving members about their own experiences. You'll have the chance to ask any questions you have about Australian Defence Force careers and opportunities.</p>	<p>Time: 06:00 PM - 08:00 PM Location: Melbourne Defence Force Recruiting Centre Lvl 2 Details and Registration: https://www.defencejobs.gov.au/events/events-detail/vi7wdll</p>
Tuesday 16 May 2023	Melbourne: Health Careers Information Session	<p>Look after the wellbeing of Australian Defence Force personnel as a Doctor, Nurse, Dentist, Psychologist, Scientist or Chaplain, in what could be the most rewarding job you'll ever undertake.</p> <p>Join us for an info session to find out more about Health career options and how you can optimise your potential in the Navy, Army and Air Force.</p>	<p>Time: 06:00 PM - 08:00 PM Location: Melbourne Defence Force Recruiting Centre Lvl 2 Details and Registration: https://www.defencejobs.gov.au/events/events-detail/mj4gnpg</p>



NAVY



ARMY



AIR FORCE



Career Tools

Events 8th May to 21st May

Melbourne Polytechnic			
Date	Event	Description	Time/Location/Registration
Tuesday 09 May 2023	Theatre Arts Information Session	Register for an information session. Course: Diploma of Theatre Arts 22598VIC	Time: 4:30 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/theatre-arts/?session=7012t000000gY7FAAU
Wednesday 10 May 2023	Carpentry, Joinery, Furniture Making Information Session	Register for an information session. Courses: Certificate II in Furniture Making Pathways / Certificate II in Building and Construction MSF20516 Certificate II in Building and Construction Pre-Apprenticeship - Carpentry and Joinery Shopfitting Stairbuilding 22338VIC	Time: 3:00 PM Location: Heidelberg Campus Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/carpentry-joinery-furniture-making-2/?session=7012t000000gY63AAE
Thursday 11 May 2023	Interior Decoration Information Session	Register for an information session. Course: Certificate IV in Interior Decoration MSF40118	Time: 2:00 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/interior-decoration-1/?session=7012t000000gY5TAAU
Thursday 11 May 2023	Building Design Architectural Information Session	Register for an information session. Course: Advanced Diploma of Building Design (Architectural) 22477VIC	Time: 4:00 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/building-design-architectural-1/?session=7012t000000gY5nAAE
Thursday 11 May 2023	Music and Sound Information Session	Register for an information session. Courses: Diploma of Music - Sound Production CUA50820 Diploma of Music - Performance CUA50820 Advanced Diploma of Music - Performance CUA60520 Advanced Diploma of Music - Sound Production CUA60520 Certificate IV in Music - Sound Production CUA40920	Time: 4:00 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/music-and-sound-3/?session=7012t000000gXxuAAE
Thursday 11 May 2023	Interior Decoration Information Session	Register for an information session. Course: Certificate IV in Interior Decoration MSF40118	Time: 4:00 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/interior-decoration-1/?session=7012t000000gY5TAAU

Events 8th May to 21st May

Melbourne Polytechnic			
Date	Event	Description	Time/Location/Registration
Monday 15 May 2023	Animal Studies Information Session	Register for an information session. Course: Certificate IV in Veterinary Nursing ACM40418 Certificate II in Animal Care ACM20121 Certificate III in Animal Care Services ACM30122	Time: 5:00 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/animal-studies-2/?session=7012t000000gY7oAAE
Monday 15 May 2023	Diploma of Community Services Information Session	Register for an information session. Course: Diploma of Community Services CHC52015	Time: 10:00 AM Location: Preston Campus Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/diploma-of-community-services/?session=7012t000000gY4BAAU
Tuesday 16 May 2023	Drama and Theatre Arts Information Session	Register for an information session. Courses: Diploma of Live Production and Technical Services - Costume CUA50420 Diploma of Live Production and Technical Services - Live Production CUA50420 Diploma of Screen and Media - Specialist Make-Up Services CUA51020 Diploma of Theatre Arts 22598VIC	Time: 4:30 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/drama-and-theatre-arts-1/?session=7012t000000gY7PAAU
Tuesday 16 May 2023	Hospitality Information Session	Register for an information session. Courses: Certificate III in Commercial Cookery - Apprenticeship SIT30816 Certificate III in Patisserie SIT31016 Certificate III in Hospitality SIT30616	Time: 4:00 PM Location: Preston Campus Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/hospitality-2/?session=7012t000000gY9GAU
Thursday 18 May 2023	Music and Sound Information Session	Register for an information session. Courses: Diploma of Music - Sound Production CUA50820 Diploma of Music - Performance CUA50820 Advanced Diploma of Music - Performance CUA60520 Advanced Diploma of Music - Sound Production CUA60520 Certificate IV in Music - Sound Production CUA40920	Time: 4:00 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/music-and-sound-4/?session=7012t000000gXxwAAE
Thursday 18 May 2023	Auslan Information Session	Register for an information session. Course: Certificate II in Auslan PSP20218	Time: 5:00 PM Location: Online Details and Registration: https://www.melbournepolytechnic.edu.au/information-sessions/auslan-1/?session=7012t000000gY8IAAU

How to Prepare for Interviews

Congratulations! You've landed an interview. But how can you prepare yourself to make the best impression? Here are some tips to help you get ready:

Research the business

Before the interview, take the time to research the company and the role you've applied for. Check out their website, social media, and any recent news articles about them. Understanding the company's values and mission will help you align your answers to the job requirements by using similar language.

Practice your responses

Prepare responses to commonly asked interview questions. Rehearsing your answers ahead of time will help you feel more confident and articulate during the interview. You can rehearse in front of a mirror, record yourself, or practice face to face with a friend or family member.

Plan your appearance

Your appearance plays a big role in making a first impression, so it's important to put time and effort into looking the part. Choose an appropriate outfit and make sure it's clean and ironed. Even if the company is quite casual, it's best to err on the side of dressing more formally for an interview. Details like your hair, makeup, nails, and other accessories all add up to a big picture, so make sure to consider these too.

Be on time

Arriving early is crucial. Plan your route, consider traffic and public transport timetables, and arrive at least 10 minutes before your interview time. This will give you time to compose yourself and collect your thoughts beforehand.



Take a portfolio

Even if you have already submitted your resume and references, taking them with you will make you look prepared and professional. They might come in handy if the employer asks for them, or you might like to refer to awards, certificates, or work samples to support your interview answers. You can even take a sheet of notes to jog your memory on how to answer certain questions.

Follow up

After the interview, be sure to send a thank-you email or note to the interviewer. This is a great opportunity to reiterate your interest in the position and thank them for their time.

How to Stand Out in Group Interviews



Group interviews involve a variety of activities to assess your personality and enterprise skills. While the idea may seem intimidating, they can actually be pretty fun. Following are examples of group interview activities and strategies you can use to stand out:

Icebreakers

You might be asked to introduce yourself or play an interactive game to help the group feel more comfortable working together.

Role-play

The group may be asked to agree upon and act out a solution to a customer complaint, or another common scenario. Role-play is a great opportunity to demonstrate that you are a confident, clear communicator who can think on their feet and solve problems.

Group discussions and presentations

Your group may need to discuss a given topic and then present your conclusion. These activities are used to assess your communication, critical thinking, and problem-solving skills.

Understand group dynamics

Be friendly and engage with the other applicants. Show respect and listen to what others are saying. This will demonstrate your interpersonal skills and your ability to work in a team.

Practice your elevator pitch

Prepare a concise, impactful elevator pitch that highlights your skills, experience, and why you're the best person for the job. This will demonstrate self-confidence and good preparation when you introduce yourself.

Take initiative

It's easy to blend in and let others take the lead, however, taking initiative and leading activities or discussions helps you stand out by demonstrating leadership and collaboration.

Ask questions

Asking questions shows your interest and demonstrates critical thinking. It's also a great way to learn more about the company and the job requirements.

How to Answer Tough Questions

There's nothing more stressful than being put on the spot by a question you don't know how to answer! A bit of preparation can go a long way to helping you feel at ease, so here are some tough interview questions and tips to answer them:

"Tell me about yourself."

This is often the first question in an interview, and it can feel awkward if you haven't thought of an answer. Keep your response positive, concise, and relevant. For example:

- *I'm a student at North Heights High, and my favourite subject is P.E. I play mixed netball and referee at my little sister's football games. I also volunteer in my school canteen, so I already have some customer service skills. I'm really into sport and like interacting with people which is why I'm interested in working at The Best Sports Store.*

"What are your weaknesses?"

This question is tricky, as you're trying to make a good impression - not highlight your weaknesses! Be honest however, but choose something you're working to improve. For example:

- *We only take cash at the canteen, so I've never used an Eftpos machine or PoS system. These are things I'd need training in, but I'm willing to learn and will ask for help until I feel confident.*

"Why should we hire you?"

This question lets you showcase your strengths and fit for the role. Focus on your skills and experience. For example:



- *I love sports and people which is evident through my involvement in netball, refereeing, and volunteering. I know quite a bit about all kinds of sports, so I can help a variety of customers with their needs. I've already got basic customer service skills and I'm keen to learn more. I work really well in a team, so I'd be a great fit for this company and job.*

"Tell me about a time you faced a challenging situation."

This question tests your problem-solving skills. Use the STAR (Situation, Task, Action, Result) method and provide a specific example. For example:

- *During a netball game our team was significantly behind. I felt really discouraged but tried to remain positive and inspire my teammates to keep trying their best. Even though we didn't win, staying in good spirits helped us score more goals and we still felt proud of our effort. This taught me the value of persisting and being a supportive teammate.*

How to Interview Online



Virtual interviews are increasingly popular as a convenient way to interview. While they allow you to interview from home, they come with a different set of challenges from face to face interviews.

Here are some tips to help you ace them:

Get your set up right

Set yourself up somewhere you won't be disturbed by people, pets, or noise. This will help you focus and make a good impression.

Notice what the interviewer will see in the background - a nice painting or pot plant is fine, but if it's your messy bedroom floor select a plain, professional background. Any other background could send the wrong message or distract the interviewer.

Set your camera to a flattering angle which is usually at eye height or slightly above, and try to locate the light source in front of you.

Test your technology

Check the correspondence from the employer so you know which online platform they will use. Pre-download and test it, check your internet connection, your camera and microphone.

Dress professionally

Just because you're at home, it doesn't mean you should dress casually. Dress and groom yourself exactly as you would for a face to face interview, (at least from your head to your waist), to show that you're taking the interview and job opportunity seriously.

Make eye contact

While it's natural to look at the interviewer's face on your screen, it might not look like you're making eye contact. You need to look directly at your camera to appear confident and engaged, even if you can't see the interviewer.

Check your non-verbal cues

Non-verbal communication is more difficult to convey in online interviews, as the interviewer can't read your body language as easily.

In addition to your grooming and eye contact, pay attention to your tone of voice and facial expressions.

Record a practise run through with a friend or family member and watch it back to see how you come across. based on what you see and hear, make adjustments to your appearance, voice, and body language for the real interview.

Competitions Open Now!

All competitions and challenges below are FREE to enter and open to students nationwide.



Competition	Open To	Closing Date
<p><u>What Matters? Writing Competition</u> Respond to the question 'what matters?' in up to 600 words.</p>	Grade 5 - Year 12	5 May 2023
<p><u>Microsoft Imagine Cup</u> An introduction to (AI), machine learning, and cybersecurity. Suitable for all levels, especially beginners.</p>	Ages 13 - 18	10 May 2023
<p><u>Canvas Art Award</u> Creatively interpret the brief into an illustration.</p>	Years 7 - 12	14 May 2023
<p><u>Enterprising Girls Challenge</u> Learn the innovation, design thinking, and tech skills to think like a Girl Boss and start your own business.</p>	Girls aged 10 - 18	N/A