**Weekly Careers News**

For Australian Capital Territory

Monday 10 June, 2024

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# What’s On

## Upcoming Events

### UTS | Early Entry Program info session

June 12, 2024

Join us to find out how to apply for the UTS Early Entry Program, the eligibility criteria, and advice for the transition from school to uni.

[Find out more](https://utsmeet.zoom.us/webinar/register/WN_dY3wHqIRSZSKHkp1ryXW5A#/registration)

### ISCD | Interior Design Info Session

June 12, 2024

Our interior design info sessions are a great way to explore the foundations of design and discover if a career in interior design is for you.

Join from anywhere, ask questions in real-time.

[Find out more](https://info.iscd.edu.au/info-session-registration)

### AIE | Information Evening

June 19, 2024

Discover the courses designed to get you started in game development, film, 3D animation and visual effects at the AIE Information Evening. The evening will include presentations on different areas of industry to get into as well as information about AIE full-time and part-time courses and entry requirements. We will be showing off AIE student work and our staff and teachers will be available to chat with you about our courses and how AIE can get you into a creative career.

[Find out more](https://aie.edu.au/aie_event/information-evening/)

## Important Future Events

### AIE | Industry Experience Day

July 10, 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](https://aie.edu.au/aie_event/industry-experience-day/)

### AIE | Film Production Workshop

July 20, 2024

Learn what it takes to plan and produce a film shoot in this intensive film production workshop. You will get hands-on with cameras, lighting, and the latest in virtual production LED screens. Industry-experienced filmmakers will guide you in taking your script through the various production stages.

In this workshop, we will fast-track the film production process by choosing one scene and taking it through the pipeline from idea to finished shots. As part of this process, participants will be leveraging virtual production sets! This is an exclusive opportunity to learn more about this revolutionary technology which is empowering filmmakers.

This workshop is suited to participants 16 years+ that are interested in learning more about film, working in film crews and developing their own short films.

[Find out more](https://aie.edu.au/aie_event/film-production-workshop/)

### Canberra CareersXpo 2024

August 7 to August 8, 2024

The CareersXpo showcases the multitudinous careers and jobs available in 2024. This event is for school students, adults already in the workforce, or anyone with an interest in seeking a new career path. Join us for a journey of discovery into the labyrinth of inspiring possibilities.

[Find out more](https://careersxpo.com.au/)

### AIE | Open Day

August 11, 2024

Discover the courses designed to get you started in game development, 3D animation, film and visual effects at the AIE Open Day. This event will be held at AIE Campuses in Sydney, Melbourne, Canberra, and Adelaide from 10am to 3pm.

AIE’s Open Day is a great opportunity to meet our teachers, staff and students. The day will cover everything you need to know about the:

* careers in games and VFX that we train students for;
* studios and industries that we work with;
* courses we offer – from beginners to professional mastery, and;
* the software, skills and knowledge we teach.

AIE’s Open Day will also include presentations on entry requirements and how to apply. Find out how AIE can get you into a creative career.

[Find out more](https://aie.edu.au/aie_event/open-day/)

### 2024 NYSF National Youth STEM Summit

August 17 to August 19, 2024

The NYSF National Youth STEM Summit is an exclusive three-day event, held annually in Canberra and designed for young Australians after they have left school, have started their first degree or training, and before they become more senior in their science and technology careers.

​​​The STEM Summit is a conference-style event designed to support delegates’ next steps in their career journeys. It enables delegates to connect with government, industry and academia and provides professional development opportunities through workshops, keynote presentations, networking events, a Careers and Study Expo, and discussions on the latest developments in STEM fields.​​​​

During the STEM Summit, ​there will be a number of opportunities for delegates to network with each other as well as with the wider STEM community. The STEM Summit will cumulate with a Gala Dinner at the Australian Parliament House to celebrate the 40th Anniversary of the National Youth Science Forum.

The STEM Summit is open to people between 18 – 25 (who have completed high school), regardless of whether they have completed previous NYSF programs.

[Find out more](https://www.nysf.edu.au/programs/national-youth-stem-summit/)

### ADFA | Open Day 2024

August 17, 2024

ADFA Open Day will provide prospective Navy, Army and Air Force candidates and members of the community with information on life and study at ADFA. There will also be an opportunity to view exciting demonstrations and displays.

Staff from ADFA, Defence Force Recruiting, and University of New South Wales (UNSW) will be on hand to provide career and course information about the undergraduate degrees on offer, and guidance about the application process.

Existing ADFA midshipmen and officer cadets will be available to talk about military training, academic programs and life experiences.

[Find out more](https://www.unsw.edu.au/canberra/open-day)

### BiG Day In, Canberra

August 27, 2024

Join us at ANU on 27 August for the 2024 BiG Day In Canberra – learn where a STEM/IT career can take you from speakers from organisations such as Westpac, Woolworths, Wisetech Global, Microsoft, Google, Australian Signals Directorate, Defence Force Recruiting, and more to come.

[Find out more](https://acsfoundation.eventsmart.com/events/big-dayb-in-canberra-tuesday-6-august-2024-anu/)

### CIT | Open Day 2024

September 13, 2024

Whether you’re finishing school later this year, an aspiring apprentice, or seeking to change or advance your career, save the date for CIT Open Day 2024 so that you can explore your interests and discover the course that’s right for you.

Open Day is your chance to meet our friendly staff, tour our facilities and experience life as a CIT student.

Open Day activities will be held across all five CIT campuses, providing you the opportunity to explore our teaching and learning facilities and speak directly with CIT teachers and student support staff to learn more about your course options, careers pathways, and how to enrol.

[Find out more](https://cit.edu.au/citevents/cit_open_day_2024)

### UC | Open Day 2024

September 14, 2024

University of Canberra Open Day is the day to discover that you can control your future. It’s a day to meet the experts that will teach you, friends that will inspire you, explore the campus and imagine your future with the University of Canberra.

[Find out more](https://www.canberra.edu.au/about-uc/events/open-day-2024)

### ACU | Open Day 2024, Canberra

September 14, 2024

Open Day is your chance to find out everything you need to know about studying at ACU before you enrol. You’ll be able to check out the campus, meet staff and students, discuss entry pathways, and talk to experts about your study options and career goals.

[Find out more](https://www.acu.edu.au/student-life/experience-uni-before-you-start/open-day)

### DeadlyScience Pathways Program

October 22 to October 24, 2024

As part of the inaugural partnership between WEHI (Walter and Eliza Hall Institute for Medical Research) and DeadlyScience we are proud to officially announce the second iteration of the WEHI DeadlyScience Pathways® Program.

This Program will run from 22nd-24th October 2024 in Melbourne and will once again feature a three-day biomedical science immersion experience at WEHI’s Parkville campus. The Program is designed to engage Aboriginal and Torres Strait Islander students in Years 9-10 in science and STEM related education and employment pathways, and as part of the Program students will participate in a wide range of activities and hear from some of the world’s top scientists and key innovators from across the country.

The program is FREE for participating First Nations students and schools, and WEHI will provide support for those travelling from interstate, or from regional and remote Victoria.

We strongly encourage schools to [complete our Expression of Interest](https://deadlyscience.org.au/wp-content/uploads/2024/04/DeadlyScience-Expression-of-Interest-Form-2.pdf) and return to [pathways@wehi.edu.au](mailto:pathways@wehi.edu.au) **by the 9th June 2024**.

[Find out more](https://deadlyscience.org.au/programs/deadlyscience-pathways/)

### 2025 National Youth Science Forum Year 12 Program

January 6 to January 23, 2025

Are you in Year 11 in 2024? Apply now to join us in January!

The National Youth Science Forum (NYSF) Year 12 Program gives students that are about to start Year 12 a broader understanding of study and career options available in science, technology, engineering and mathematics (STEM).

Staying on campus at university colleges, students are immersed in science and technology. Participants:

* participate in tours of science and technology facilities,
* learn about cutting-edge research,
* engage with industry partners and research providers,
* learn about university, training and STEM career pathways,
* mix with like-minded students their age from all over Australia,
* participate in social and team building activities, and
* network with former NYSF participants.

In January 2025, the NYSF Year 12 Program will run two summer sessions at:

* The Australian National University, Canberra (6 –14 January)
* The University of Queensland, Brisbane (15 – 23 January)

As part of the application process, any students experiencing financial hardship or another disadvantage that negatively impacts their ability to attend the program may apply for an NYSF Access and Equity Scholarship. Students are also encouraged to approach Rotary Clubs after they have started their program application if they need funding support to attend the NYSF Year 12 Program.

**Applications close 15 July 2024.**

[Find out more](https://www.nysf.edu.au/programs/year-12-program/)

# Free Money

## Scholarships

### Pinnacle Foundation Scholarships

**Opens:** July 1, 2024

**Closes:** August 31, 2024

We provide educational scholarships, mentoring and opportunities for young LGBTQIA+ Australians to realise their full potential. Scholarships are awarded for full-time study at public institutions of higher education in Australia, for the purpose of gaining an educational or vocational qualification in any profession, trade or the arts.

[Find out more](https://thepinnaclefoundation.org/our-scholars/apply-for-a-scholarship/)

### NSHSS Film and Video Production Scholarship

**Opens:** March 19, 2024

**Closes:** September 13, 2024

NSHSS has created this scholarship dedicated to those interested in pursuing their studies in film and video production.

[Find out more](https://www.nshss.org/scholarships/s/nshss-film-and-video-production-scholarship-2024/)

### NSHSS Performing Arts: Dance Scholarship

**Opens:** March 19, 2024

**Closes:** September 13, 2024

NSHSS has created this scholarship dedicated to those interested in pursuing their studies in the performing arts. A portion of the application requires the applicant to submit a short video of their performance.

[Find out more](https://www.nshss.org/scholarships/s/nshss-performing-arts-dance-scholarship-2024/)

## Competitions

### The ABC Heywire Competition 2025

**Opens:** March 4, 2024

**Closes:** September 1, 2024

Heywire is a lived experience storytelling competition from the ABC, calling for stories from young people aged between 16-22 in regional, rural and remote Australia.

Entries must be a true story about an aspect of your life. Stories can be in any format: text, video or audio — whatever form suits you best!

[Find out more](https://www.abc.net.au/heywire/competition)

# Study

## Study Tips

### [Burnout: tips to prevent and manage it](https://studyworkgrow.com/burnout-tips-to-prevent-manage/)

Are you feeling tired, demotivated, or just plain down in the dumps? Chances are you might be suffering from burnout. Emotional, mental, and physical exhaustion are all side effects of this too common condition. It might creep up on you, but when you’re struggling with burnout, it can be all-encompassing. Don’t worry though – you’re not alone, and there are things you can do to prevent and manage it.

**When you feel like you can’t go on**

Anyone can experience burnout – whether it’s school, work, or personal factors influencing you, your mental load may feel increasingly difficult to handle when the stress is piling on.

Difficulty finding a [balance](https://studyworkgrow.com/3-tips-to-find-life-balance-as-a-student/) between school, study, work, extracurriculars, and maintaining social connections can explain why you’re feeling at your limit. We’ve all been there, but its important that you identify how you’re feeling and make an effort to turn things around. If you’re reading this article, you’ve already taken the first step – well done!

**Find your mojo again**

If you feel like you’re reaching the end of your tether, there are lots of things you can do to help your wellbeing. It’s time to bounce back and feel like yourself again – and we’re here to help.

**7 tips to reduce or prevent burnout**

Tackle burnout head-on with these 7 tips, and you could find yourself feeling better in no time.

**Remember to take breaks**

Whether you’re actively learning and [revising](https://studyworkgrow.com/stay-calm-and-succeed-with-these-last-minute-study-tips/), or your life is just busy, taking breaks throughout the day or before bedtime can help you to feel more in control. Incorporate rest periods into your to give you back some energy and keep your motivation up.

**Get some balance back**

It’s hard to strike the [right balance](https://studyworkgrow.com/balancing-school-work-extracurriculars-and-a-social-life/), especially when it feels like everything is piling up. First, think about what stresses you out. Then, figure out ways you can remove them or reduce their impact. Setting boundaries (and sticking to them) or learning to say “no” are often effective methods to start with.

**Manage your time**

Making a plan or schedule can help you to visualise what time you have available and help you to see where you need to make changes.

Need help making a plan? [This self-care plan](https://www.blackdoginstitute.org.au/wp-content/uploads/2021/11/Importance-of-selfcare-planning.pdf) from Black Dog Institute contains a personal planning template which you can use to identify your wellbeing needs. Smart Girl also has a [free daily planner](https://www.smartgirlstudy.com/_files/ugd/9a59f0_f4381339c49e495c8a960e44d5f64f32.pdf) that you can use for study or if you just want to make a to-do list.

Decide what your priorities and go from there. Getting organised could help you remember important commitments and spend less time on things that don’t make you happy or add value to your life.

**Get some stress relief**

What makes you feel good? Plan to do whatever it is in your down time. Make the effort even if you’re feeling low or too tired, because once you’ve done it, the chances are you’ll feel a hundred times better.

Here are some stress relief ideas to get you started:

* Walking
* Swimming
* Hot bath or shower
* Yoga or meditation
* Reading
* Watching a movie
* Cooking
* Massage
* Hanging out with friends

**Give your body what it needs**

You wouldn’t expect a car to run on empty or if you filled it up with water. So don’t expect your body perform at its best if you don’t look after it.

You know what comes next: make sure you get enough [sleep](https://studyworkgrow.com/are-you-getting-enough-sleep/), stay hydrated, make good food choices (but treat yourself sometimes too), and exercise. Doing all of these things could help you to focus better on what you need to get done.

**Get creative**

Engaging the creative side of your brain can be a great distraction, but it can also help to boost your mood. You could try some creative writing, make some art, or listen to music.

If your regular de-stressing options aren’t an option right now (e.g. you can’t get to the gym or catch up with your bestie in person) try alternatives that might work for you instead.

You could sign up for online workouts, schedule a video call with your friends each evening after you’ve finished up with study, work, and chores, or just spend some time with your family.

**Ask for help**

If you’re in a really bad headspace or struggling physically and you’re not managing to help yourself, then it’s time to reach out.

There are lots of people who’ll be there for you. Friends, family, teachers, your GP, online support services – all you have to do is let them know that you need a bit of extra help or support.

**It’s OK to not feel OK**

Whatever you do, don’t brush your feelings under the carpet or keep struggling on. Taking action when you recognise the signs could help you to get back on track and feel like your old self again sooner.

You can find more wellbeing resources on our website [here](https://studyworkgrow.com/category/grow/).

## University

### [How to apply to university in 7 steps](https://studyworkgrow.com/steps-for-applying-to-university/)

Thinking about going to university once you’ve finished high school? The process can seem overwhelming, but if you know how to apply then you might find yourself feeling better about the way forward. If you’d like to join over one million Australians currently studying at uni, there are a few steps to follow; but we’re here to walk you through them one by one in this article.

**Step 1 – Decide to go to university**

The first thing you need to do is decide that you actually **want** to go to university, and that it’s the right decision for you. We know that lots of parents want their children to go to university, and if your parents want you to go then it can feel like there’s lots of pressure to apply.

Uni could be right for you if:

* You **want to study** a topic in depth
* You want a job that needs a **degree** (like teaching, nursing, engineering)
* You’re doing well at school and want to **better yourself academically**
* You’re doing well but you’re **not sure which career path** is right for you

University takes an adult approach to education, so not only will you be studying in a flexible learning environment, you’ll also be building your professional networks and gaining experience.

Plenty of people who go to uni are still unsure about what they want to do after graduation, and it’s super common for uni students to change subjects mid degree.

If you need some inspo, take a look at the [most popular uni courses](https://studyworkgrow.com/most-popular-university-courses-2024/) to see if anything sparks your interest.

If you’re still ‘on the fence’ about going to uni, it’s a good idea to apply anyway. Not applying will guarantee that you don’t get in, which means you’ll have less options once school is over. If you’ve decided that applying is right for you, then move on to the next step. If not, you can check out [why an apprenticeship might be right for you](https://studyworkgrow.com/why-an-apprenticeship-might-be-right-for-you/).

**Step 2 – Choose what you want to study**

Before you start looking at shiny university brochures and [going to open days](https://studyworkgrow.com/how-to-navigate-university-open-days-for-high-school-students/), take a minute to think about the kind of things you want to study. You can approach this a couple of different ways, depending on how certain you are about your future career;

If you’ve **chosen** a preferred career pathway:

* Identify the **qualification requirements** for that pathway – do you need a degree? If so, which degree do you need?
* You may be able to choose from more than one degree, and if this is the case then **decide which ones you prefer**. For example, if you want to work in robotics, you could study mechatronics engineering, or mechanical engineering, or electrical engineering – work out which is right for you.

If you **haven’t chosen** a future career:

* **Focus on things you enjoy and find interesting**, rather than pathways you aren’t interested in. This means if you don’t like maths and spreadsheets, don’t pick accounting just because you think you’ll earn lots.
* Look for more **general degrees** which give you a wide range of possible career options and allow you to specialise during your degree. For example, many business degrees have a general first year, then let you pick specific courses further on.
* **Avoid super specific degrees** unless you also like the career they lead to. For example, dentistry almost always leads to [becoming a dentist.](https://studyworkgrow.com/how-to-become-a-dentist/)

Once you’ve chosen what you want to study, write it down, and be clear about it *before* you start looking for somewhere to study it.

[Course Seeker](https://www.courseseeker.edu.au) is a great one-stop-shop for looking at and comparing courses.

**Step 3 – Find somewhere to study**

Where you go to study isn’t as important as *what* you study. Once you’ve graduated, most employers won’t really care where your degree was from, as long as you can do the work – all degree qualifications at the same level are considered equal within the [Australian Qualifications Framework](https://www.aqf.edu.au/).

There are some important things to consider when you’re looking for a place to study:

* **Do they offer the course** you want to study? If not, cross them out.
* **Where will you live** if you study there? Can you stay at home for the first year or so, or are you keen to move out straight away? Will you be able to afford to live on campus? If you’re thinking about living out of home, take a look at our accommodation database [here](https://studyworkgrow.com/accommodation-options/).
* **What opportunities do they offer for** [**building your network**](https://studyworkgrow.com/the-benefits-of-networking/)? Your network will be one of the most valuable things you gain from university, and the internships and connections you make there will give you access to better employment or business opportunities once you leave.

If you’re in the lucky position of having a few good options to choose from, see if you can connect with current students at each university and get their feedback – are they happy with their course, are the getting the support they need, and what advice would they give you?

**Step 4 – Prepare for application**

Once you know what you want to study, and where you want to study it, you need to find outhow you can apply.

You’ll need to first find out about any **important cut-off dates**, so you don’t miss out. Add these into your calendar – it could also be a good idea to tell your parents and other key people about them as well.

Next, find out what documents and details you need to apply. You’ll [probably need your USI](https://www.usi.gov.au/students/get-a-usi), and you may need other student numbers, depending on your state. Some courses may require you to complete additional processes, for example if you want to study medicine you may need to [sit the UCAT](https://www.ucat.edu.au/), which you need to do earlier in the year. **Find out what you need to do early**, so you can prepare in advance and don’t end up missing out by accident.

The last step is to make sure you meet the ATAR or other entry requirements. ATARs are much less important than they used to be, and only a fraction of Year 12s rely on their ATAR as the only thing they use to get into uni. Regardless, you need to know what ATAR you may need, and if there are any other pathways you can use, find out what you need to do for them as well.

**Step 5 – Apply and select your preferences**

The application process varies depending on which university you’ve picked. Remember, it may not be enough to simply apply through the tertiary admissions centre in your state, so check **directly with the university** to make sure you have met all the entry requirements *before* you start your application.

When you apply, you’ll also be asked to select your course preferences. The key thing to remember here is to **fill out every preference**, even if you don’t think you need to.

You can always reject an offer, but if you only list one course, then you’re limiting your options before you start. Even if you are 110% certain that there is only one course you want to pick, find a few similar courses and list them just in case.

We recommend you list your number one course choice first, then your second favourite. For the rest of the list, put some other courses you think you’d be happy with, and add a few ‘easy’ lower ATAR/requirement options at the end, which will give you a couple of backups.

Watch this [short video](https://www.youtube.com/watch?v=gwSNIzeudio) for tips on choosing your preferences.

**Step 6 – Wait**

After you’ve submitted your application, you need to wait for an offer.

Use this time to get some space from your choices, [focus on your final exams](https://studyworkgrow.com/tips-for-acing-your-exams/) and enjoy the last few weeks and months of school. If you decide you want to change your preferences during this time then you’ll be able to do so, but be mindful of the cut off dates and don’t let it dominate your thinking.

**Step 7 – Accept an offer and enrol**

All Year 12 students who are eligible for an ATAR will get it just before Christmas, and if you’ve been successful, you’ll [receive an offer](https://studyworkgrow.com/university-offers-and-your-options-explained/) after that.

You’ll only receive **one offer** for **each state** for **each round** (so if you’ve applied in NSW and Queensland, you can receive an offer for both states), and you’ll get an offer for the **highest preference you are eligible for**.This means that if your top-rated preference requires an [ATAR](https://studyworkgrow.com/atar-cut-offs-and-how-they-work/) of 70, and you got 62, you may not get your first preference, but if your second preference requires an ATAR of 60 then you will receive an offer for that course.

If you want to take the offer, then follow the process to accept it and enrol. If you don’t want to accept it, you can always wait for a later offer round to see if you get a higher preference, which does occasionally happen.

**What are my other options?**

University straight out of school is not your only option. Lots of students [defer](https://studyworkgrow.com/a-gap-year-doesnt-mean-a-gap-in-learning/) for 6 or 12 months and work, gain another skill, or just have some time off. Other students start with a [VET qualification](https://studyworkgrow.com/vet-pathways-to-university/), [apprenticeship](https://studyworkgrow.com/apprenticeship-and-traineeship-faqs/), or [traineeship](https://studyworkgrow.com/apprenticeship-and-traineeship-faqs/), and from there they may work for a while and eventually go to university as a mature student.

Whatever you decide to do, take some time to reflect on your choices, and don’t rush into a decision.

You can read more about university courses and pathways on our website [here](https://studyworkgrow.com/category/study/university/).

# Work

## Job Spotlight

### [How to become a Cartographer](https://studyworkgrow.com/how-to-become-a-cartographer/)

Cartographers are map makers. They design, create, and adapt maps, charts, and plans using a combination of geographical, scientific, and mathematical methods. The scope for this job ranges from creating traditional maps to driving directions, and cartographers are employed by individuals, businesses, or specific industries such as the military. While it may seem obscure, this role is in fact more in demand than ever, with jobs expected to increase in the coming years.

If you love maps and geography, and enjoy researching and designing things, then a career in Cartography could be perfect for you.

**What skills do I need as a cartographer?**

* Geographical, environmental & mathematical knowledge
* Graphic & design skills
* Analytical thinking & technical skills
* Thorough & precise
* Proficient communicator
* Collaborative & adaptable
* Computer literacy skills
* Strong spatial awareness

**What does the job involve?**

* Researching, evaluating, and manipulating data to create maps, charts, and plans
* Using [GIS](https://www.britannica.com/technology/GIS) (geographical information systems) to study and copy landscapes
* Engaging with digital and graphical source material for design and collation of maps
* Conducting topographic (land) and hydrographic (sea) surveys
* Editing and updating older versions of maps
* Using specialist technical software to design maps for different media
* Collaborating with other industry professionals such as surveyors, architects, and engineers
* Using attention to detail to ensure details are accurate and to scale
* Rendering data into visual translations

**What industries do cartographers typically work in?**

* Public Administration and Safety
* Professional, Scientific and Technical Services
* Mining

**What Career Cluster do cartographers belong to?**

Because their work involves using their skills and knowledge to collate specialised information, [Informers](https://thecareerclusters.com/the-informers/) tend to suit careers in cartography. [Innovators](https://thecareerclusters.com/the-innovators/) may also enjoy cartography due to the design and creativity elements of map-making.

**What kind of lifestyle can I expect?**

Cartographers tend to work full time, with an average work load of 40 hours a week, although some work additional overtime. There aren’t many part-time opportunities available for this profession. You most likely won’t need to work weekends or holidays, as the work is generally expected to be done in normal business hours.

Although most cartographers work in an office, there are options for remote work-from-home positions (if you have the software). You may also occasionally need to travel to locations that are being mapped, so expect to occasionally work outdoors as well.

Most cartographers earn an average salary throughout their career, but salaries vary depending on your skill and experience.

**How to become a cartographer**

You usually need to complete a formal vocational or undergraduate qualification in spatial or geographical sciences to become a cartographer.

You may be required to learn programming languages such as Python or Javascript to draw web maps and spatial analysis. Practical experience is also important, so securing an internship could be a beneficial step toward becoming a cartographer.

If you’re in high school and you’d like to find out if a career as a cartographer is right for you, here’s a few things you could do right now:

* Focus on STEM subjects at school, such as mathematics, geography, mechanical drawing, and computer science. Finishing Year 12 with an emphasis on these skills is your first step to becoming a cartographer.
* Do an [online GIS course](https://www.esri.com/training/catalog/57630434851d31e02a43ef28/getting-started-with-gis/) to familiarise yourself with the technology.
* Join a professional cartography organisation, such as the [Mapping Sciences Institute Australia](https://mappingsciences.org.au/). This is great for networking within your field, as well as keeping an eye on any events or training on offer.

Find out more here:

* [Geospatial Council of Australia](https://geospatialcouncil.org.au/)
* [International Map Industry Association](https://imiamaps.org/)
* [Women](https://www.womeningis.org/) [in](https://www.womeningis.org/) [GIS](https://www.womeningis.org/)
* [Geospatial Information & Technology Association](https://www.gita.org/)
* [ESRI – Environmental Systems Research Institute](https://mediaspace.esri.com/media/t/1_5ajl623e)
* [American Association of Geographers](https://www.aag.org/about-us/)
* [ICSM – Intergovernmental Committee on](https://www.icsm.gov.au/education/fundamentals-mapping) [Surveying](https://www.icsm.gov.au/education/fundamentals-mapping) [and Mapping](https://www.icsm.gov.au/education/fundamentals-mapping)

**Similar careers to cartographer**

* Surveyor
* Geologist
* Geophysicist
* Environmental scientist
* Geographer
* Spatial information scientist
* Remote sensing scientist
* Soil scientist

Find out more about [alternative careers.](https://studyworkgrow.com/category/work/job-spotlights/)

## Jobs & Careers

### [7 unconventional jobs for animal lovers](https://studyworkgrow.com/unconventional-jobs-for-animal-lovers/)

Do you love spending time with animals, but aren’t too keen on the years of study it takes to be a [veterinarian](https://studyworkgrow.com/how-to-become-a-veterinarian/)? Are you someone who likes to think outside the box? Look no further, because we have a list of 7 unconventional jobs for animal lovers that might be right up your alley.

**Pet detective**

Humans aren’t the only ones who go missing – sometimes, our beloved pets are lost or stolen, and there’s not much we can do about it. That’s where pet detectives come in. Their goal is to reunite owners with their pets using investigative skills and animal know-how. But the job is about [more than search-and-recovery](https://www.theguardian.com/lifeandstyle/2021/jun/20/meet-the-new-breed-of-pet-detectives-who-can-help-track-down-stolen-animals); because of the emotional turmoil people experience when they lose a pet, sensitivity is important, and many pet detectives take on a counsellor-type role in the process.

If you love solving mysteries and want to make a real difference in the lives of pets and their owners, this could be the perfect role for you.

If you’re keen on the idea and want to get started, the Missing Animal Response Network offer [online field courses](https://www.missinganimalresponse.com/mar-courses/) for lost pet recovery training. Three Retrievers Lost Pet Rescue also have a [free online handbook](https://jamesbranson.substack.com/p/lost-pet-rescue-handbook?r=ufxzg&utm_campaign=post&utm_medium=web&triedRedirect=true) for Lost Pet Rescue. Need more inspo? Get in the zone of a pet detective by reading this [pet detective autobiography](https://www.amazon.com/dp/1582345554?tag=lospetresrec-20&linkCode=ogi&th=1&psc=1), or rewatch Ace Ventura: Pet Detective for a giggle.

**Animal colourist**

Do you have an artistic flair? Do you like the idea of hairdressing, but prefer animals to people? Being an animal colourist is a creative step ahead of [dog groomer](https://studyworkgrow.com/how-to-become-a-dog-groomer/), where you can use non-toxic dye to colour a range of different animals in tonnes of imaginative ways. Think turning an ordinary horse into a zebra, or a dog into a wolf. Animal colourists can be employed in the film and advertising industry, or hired by owners who want their pets to have that extra ‘wow’ factor. You could even branch out and include things like animal nail painting or feather extensions in your skillset.

You probably won’t need any formal education for this job, but undertaking a [certificate in pet grooming](https://www.petstylistacademy.com.au/acm30122-pet-grooming) could give you an edge. While you could potentially do an online course, hands on study is recommended due to the physical nature of the role. If you wanted to start your own business, becoming a [Pet Industry Association member](https://www.piaa.net.au/about-us) is also a good idea.

To get you excited and to see the kind of work you could do as an animal colourist, check out the website [Animals of a Different Colour](https://www.animalcolorist.com/portfolio1.html) or [this video](https://www.youtube.com/watch?v=fMdbBmKclvw) with animal colourist expert Rose Ordile.

**Big cat dentist**

Yes, big cats need dentists too. If you’re more of a cat person and want to help lions and tigers with their pearly whites, you could look into pursuing veterinary dentistry with a focus on exotic felines.

It can be dangerous work due to the sheer size of these creatures and their fearsome nature, so it’s not for the faint hearted. If you consider yourself fearless, enjoy hands-on work and are interested in the realm of animal dentistry, this career could be your calling.

Don’t take our word for it – check out [Kevin Richardson](https://youtu.be/l6acqFJuLGU) (aka the Lion Whisperer) as he performs a variety of big cat dental extractions in real-time.

**Dog Show Stylist**

Prefer our canine friends? If the glitz and glamour of show business appeals to you, you might like to become a dog show stylist. These groomers to our furry stars are responsible for taking care of your dog’s skin, coat, and nails. It’s not just from a health perspective – image is very important in this industry, so we recommend [going to a dog show as a spectator](https://www.akc.org/expert-advice/advice/attend-a-dog-show/#:~:text=Anyone%20can%20attend%20a%20dog,held%20in%2Dconjunction%20with%20Conformation.) to see what this sport is all about.

Because they groom dogs specifically for the competitive world of dog shows, attention to detail and knowledge of the [written breed standard](https://www.dogsaustralia.org.au/Breed/Index) is a must if you want to become a dog show stylist.

Take a look at what you’re up against [here](https://www.akc.org/expert-advice/news/akc-national-championship-winners-roundup/), with a list of the American Kennel Club championship winners through the years.

**Crocodile Wrangler**

Crocodile wranglers aren’t just found in movies or TV – it’s a real profession where highly trained individuals specialise in handling and managing crocodiles for a variety of purposes. Whether it’s for wildlife management, conservation, research, or public safety, we need crocodile wranglers now more than ever. If you have a passion for wildlife, aren’t afraid to get down and dirty, and have a soft spot for these scaly reptiles, you might love the adventure of being a crocodile wrangler.

To work in this unpredictable environment, you’ll need to be very familiar with [crocodilian biology](http://www.iucncsg.org/pages/The-Crocodilian-Body.html), so a bachelor’s degree in biology or zoology is generally advised, as well as a [Certificate III in Working with Crocodiles](https://www.yourcareer.gov.au/learn-and-train/courses/SFI30520). Hands on experience is essential, so completing a [training course in crocodile handling](https://koorana.com.au/training/) can be helpful too.

Want to know more about what it’s really like to be a crocodile wrangler? [This interview](https://themalestrom.com/film-tv/monster-croc-wrangler-matt-wright/) with crocodile wrangler Matt Wright gives the lowdown on the ins and outs of crocodile wrangling.

**Pet adoption counsellor**

Do your friends describe you as caring and supportive? Do you like helping people (and animals)? If your answer is a resounding “yes,” you could be an adoption counsellor, helping pets find their fur-ever homes.

Pet adoption counsellors are basically matchmakers between humans and pets. It’s their job to help find new homes for pets in shelters by reviewing adoption applications and helping facilitate a strong bond between pet and prospective owner. They are also responsible for training animals for adoption and educating potential pet parents about the reality of ownership.

You only need a high school diploma to become a pet adoption counsellor, but why not [get started now at an animal shelter](https://govolunteer.com.au/animal-welfare-volunteering-organisations?page=2) and discover [the benefits of volunteering for students](https://studyworkgrow.com/benefits-of-volunteering-for-students/)? You can also check out this [day in the life of a pet adoption counsellor](https://www.hillspet.com/pet-care/new-pet-parent/day-in-the-life-of-pet-adoption-shelter?lightboxfired=true) for more.

**Ostrich babysitter**

I know you might be sceptical, but trust us, this is a real job. Being an ostrich babysitter really isn’t that different from being a regular babysitter, except you get to watch cute baby ostriches all day. Ostrich babysitters are tasked with making sure the newborn chicks don’t fight with each other, get attacked by predators, or escape.

It’s mainly a popular role in South Africa, but [ostrich farming](https://www.youtube.com/watch?v=hWxkbn5GILg) is taken seriously all over the world. These feisty flightless birds need lots of care and attention, so it’s important you have [animal work experience](https://studyworkgrow.com/work-experience-ideas-for-high-school-students-who-love-animals/) before taking on this niche role.

If you want to get started in the world of ostrich babysitting, you might like to [take a tour of an ostrich farm](https://ostrichaustralia.com.au/tours/) to see what the work environment might be like, or [brush up on your ostrich knowledge](https://nationalzoo.si.edu/animals/ostrich) to get a head-start. Or you could obtain a [Certificate of Ornithology](https://australianonlinecourses.com.au/courses/certificate-of-ornithology-bird-studies/) (bird studies) if you don’t want to be limited in your bird babysitting abilities.

**Want more?**

If you’re interested in a career that’s out of the box, check out our blog on [13 unusual jobs you might not know exist](https://studyworkgrow.com/13-more-unusual-jobs-you-might-not-know-exist/).

Looking for something a bit more mainstream? We have heaps of articles on how to kickstart your career journey [here](https://studyworkgrow.com/category/work/).

## Skills for Work

### [How to master your next Zoom interview](https://studyworkgrow.com/zoom-interview-tips/)

Since the post-COVID era, using Zoom and other online platforms has never been more popular for all kinds of connectivity, including interviews. If you’re not sure how to navigate an online interview, we’ve put together a few of the top Zoom interview tips that could help you wow your potential employers.

**Zoom interview tips and tricks**

Not only are video interviews more convenient for all involved, they allow hiring managers to reach a bigger pool of candidates. Think about it – if you’re looking for international jobs but don’t want to hop on a plane until everything’s certain, Zoom’s got you covered.

Being online can also help if you’re someone who gets nervous during in-person interviews; having a computer interface and being in the comfort of your own home can help ease anxiety for some people.

Here are some things to consider and tips to remember if you’re invited to a Zoom interview.

**Mute yourself**

We’ve all been there: you’re in class or in a meeting, and then someone’s unmuted audio disrupts the flow.

The best solution? Use the mute button so that if the interviewer(s) are talking, they can’t hear anything going on at your end.

Whether you’re worried about the dog barking or your parents shouting at your siblings, it could help you to feel more relaxed and allow your interviewer to stay focused on how well you’re doing.

**Make good eye contact**

In face-to-face interviews it’s easy to give good eye contact to show that you’re engaged. When you’re on a video call, it can be really tempting to get distracted by other windows, or to admire how good you look on screen (we’re all guilty of this).

We recommend that you look at the camera and consider closing the window where you can see yourself – that way it won’t look like you’re watching yourself instead of paying attention to the interviewer.

**Be selective about where you set up**

When you’re preparing for an interview, pay some attention to the background. Choose a room that’s well lit – the interviewer will want to see your face, not just a halo or a silhouette.

Get away from the main house traffic – you can also make sure that you close the door and windows if you’re in a noisy environment.

Think about what’s going to look the most professional in the background – do you really want them seeing the posters on your wall or your neighbour’s washing flapping on the line? It’s worth taking a few minutes before your Zoom slot to try out the area you have in mind and make sure that you’re happy with it.

Struggling to find a great spot? Ask your school or local library if they have a little room that you could use.

**Eliminate distractions**

Before you start, *remember to silence your phone*; you don’t want your Mum calling you halfway through to find out how you went. It could be really distracting and probably isn’t the image that you want to be presenting.

You could also turn off any notifications on your computer while you’re at it – closing any other applications or web pages and setting the Zoom meeting to full screen is another good idea to make sure you’re focusing properly.

Let those around you know you’ll be in an interview, whether it’s family, friends, or roommates, so they’ll be sure not to interrupt.

**Stay focused**

Just as you would when you’re talking to someone in real life, make sure that you use all of your communication skills to show that you’re giving your full attention to what’s being said or asked.

Good posture, eye contact, nodding and other non-verbal gestures all show the interviewer that you’re actively listening (don’t forget, if you’ve muted your audio, they won’t hear you if you’re agreeing verbally).

**Sort your technology out**

Yes, you can use Zoom on a phone, and while that can sometimes be handy, it’s best to use either a laptop or computer. That way you can set it all up on a table, have your hands free and present an image that doesn’t wobble about or shake.

Whatever you decide to connect on, make sure it’s fully charged or on-charge before you go online. It would be disastrous if you got cut off mid-way through an interview and couldn’t get back online.

Make sure your Zoom application is up to date and that you’ve got a great internet connection.

**Be professional**

If you’re being interviewed from home, it could be tempting to wear your work-out gear or pyjama’s– our advice is don’t. Dress as you would for a face-to-face interview. Not only will you look the part, but it could also help to put you in the right frame of mind. So pull out your best outfit, get it ironed, do your hair and shine your shoes.

It’s also a good idea to close down everything else on your computer (browser windows, apps, social media accounts etc.), so that if you have to screen share or accidentally hit the wrong button, there won’t be anything in view that you wouldn’t want the interviewer to see.

**Practise beforehand**

As well as practicing some [interview questions](https://studyworkgrow.com/example-interview-questions/) and answers and doing your background research on the company, it’s a good idea to brush up on all your Zoom functions. Maybe do a mock interview with a friend or relative over Zoom and see what tricks you can pick up.

**Plan a couple of questions**

At the end of an interview, you’ll often be asked if you have any questions. Asking a couple of well thought out questions could show that you’re interested in the job and also that you’ve been paying attention.

You could ask about the company’s culture, the role’s responsibilities or what the interviewer enjoys most about the company. Don’t ask questions about topics that the interviewer has already covered though, even if it was on your list – this could make it seem like you weren’t listening properly before.

**One final pro tip**

*Stay away from the filters.* Whatever you do, don’t make [this district attorney’s mistake](https://youtu.be/s-frHneo95k)!

**Need more interview tips?**

You can find [mock interview tips](https://studyworkgrow.com/prepare-for-your-next-interview-with-interview-warmup/), take a look at [our top 5 interview tips](https://studyworkgrow.com/interview-tips/), or see how to [prepare for a scholarship interview](https://studyworkgrow.com/preparing-for-a-scholarship-interview/), plus more in our resources at [Study Work Grow](http://studyworkgrow.com.au/).

# Grow

## Health & Wellbeing

### [What to do when disaster strikes](https://studyworkgrow.com/what-to-do-when-youre-faced-with-a-disaster/)

There’s never a good time for an emergency to happen, but sometimes we’re powerless to what life throws at us. So if you have an accident, become seriously ill, are coping with grief, or if there’s a natural disaster – what do you do when disaster strikes?

It can be easy to freak out about things that are out of our control, but there are a few things to remember that might help alleviate anxiety. Sometimes you can’t avoid a crisis, but there are steps you can take to make it easier to manage. Don’t forget, you’re never alone, and there will always be someone to give you the help you need.

**You are the priority**

Firstly, remember that you’ll never be penalised for events that are beyond your control, and that the most important thing is to [take care of yourself](https://studyworkgrow.com/7-mental-wellbeing-apps-teens-need-to-know-about/).

**If you can’t be at school or an exam**

* **Reach out** – if you don’t tell anyone about what’s going on, they won’t be able to help. You can talk about what’s going on with a trusted adult, and they may be able to offer some resources or other options. It never hurts to have a helping hand.
* **Contact the school** – You’ll need to do this ASAP, as they’ll want to know that you’re ok and start making alternative arrangements for you. Plus, if you leave it too late, it might be harder for them to make special consideration adjustments.
* **Get a medical certificate** -This is especially important in the case of missing an exam. Your GP or hospital should be able to provide you with one, and these days there are also options for getting one online or via telehealth. General medical centres also sometimes take walk-ins free of charge.

**If you’re already in an exam and start to feel unwell**

* **Let the moderator know** – they’ll arrange for you to leave the room and school can help you get the help you need.
* **Get a medical certificate** – by obtaining this ASAP and giving it to the school, the exam board may be able to use an internal mark as a reference to calculate a replacement exam mark.

**If you or a loved one are experiencing a mental health crisis**

* **Seek professional or medical help** – there are plenty of [mental health resources](https://www.lifeline.org.au/?gad_source=1&gclid=EAIaIQobChMI4MKq8f_FhgMV9tQWBR1-sh0wEAAYAiAAEgIdTvD_BwE) available out there, and having a professional on hand is one of the best ways to address a mental health crisis head on. If this is a bit daunting, try [5 ways to get mental health support without talking on the phone](https://studyworkgrow.com/5-ways-to-get-mental-health-support-without-talking-on-the-phone/).
* **Let your school know** – they also need to be aware of what’s happened, so keep them updated. Again, they can only help you if they know about what’s going on.
* **Get a medical certificate** – medical certificates are also necessary in these instances, so that exams can be rescheduled or alternative arrangements made to get you back on track with your studies.

It’s important to know that the steps for navigating a mental health crisis is the **same** as any other serious medical crisis. Mental health is just as valid as a physically manifesting illness, and you are entitled to support just the same.

**Educational disadvantage**

Years 11 and 12 are formative years of schooling, especially when preparing for the transition from secondary school to higher education. If something happens and your education is negatively impacted, your final grades may also be impacted as a result.

If you’ve suffered from situations like chronic illness, a learning disability, a death or other difficult family situation, mental illness or any other big upheaval in your life, chances are such experiences will affect your learning ability. Don’t worry – most universities and tertiary admissions centres will have a process to make allowances for these kinds of exceptional circumstances.

Get more information from your relevant institution about the application process and any bonus points that you may be eligible for. Most universities also have a student support hub, so don’t hesitate to reach out and make the most of the support you are entitled to at this difficult time.

**Emergency situations during school time**

From lockdowns to fire alarms, your school is sure to have emergency procedures in place for your safety.

You’ll no doubt have practised these drills at school, but if you can’t remember what you’re supposed to do, remain calm and follow the instructions given by your teachers and other staff.

Once any potential danger has passed, you’ll probably just have to go back to class and carry on with your day. Usually when an emergency happens at school other entities like police or fire-fighters will be called in, so once they give the all clear you should be able to rest assured that they’ve disposed of any threat to your safety.

In the very unlikely event that returning to class isn’t possible, your school will let you know what’s going to happen and contact your parents or carers to update them. They’ll always ensure you’re safe, so be sure to follow directions.

**Disasters outside of school hours**

If there’s a bushfire, cyclone or other natural disaster near your home or school, (or that is predicted to affect those areas), your school will advise your parents if they’ll be open and the protocols in place for if there’s any change.

In all cases, if it’s not safe for you to travel, or you cannot get to school – call the office if possible and wait until it’s safe to sort out what can be done about any missed work or exams.

If you’re in Year 11 and 12, you can find out more about management plans and reasonable adjustment processes for your state or territory here:

* [New South Wales](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/illness-misadventure)
* [Victoria](https://www.vic.gov.au/emergencies-and-natural-disasters-department-education-and-training)
* [Queensland](https://www.qcaa.qld.edu.au/senior/assessment/aara)
* [Australian Capital Territory](https://www.bsss.act.edu.au/__data/assets/pdf_file/0019/517600/AST_Student_Information_Booklet_2022.pdf)
* [Western Australia](https://senior-secondary.scsa.wa.edu.au/assessment/examinations/special-provisions)
* [South Australia](https://www.sace.sa.edu.au/web/special-provisions)
* [Tasmania](https://www.tasc.tas.gov.au/students/years-11-and-12/preparing-for-exams/illness-emergency/)
* [Northern Territory](https://www.sace.sa.edu.au/web/special-provisions)

**Always contact your school for advice**

No matter what happens, keeping an **open line of communication** with your school will allow them to help you, and do what’s best for your health and wellbeing.

They’ll always have up to date information about the steps you’ll need to take and help you implement any action that you’ll need to undertake.

**Want more?**

You can check out more wellbeing tips and advice on our website [here](https://studyworkgrow.com/category/grow/).

## Money

### [A high school student’s guide to understanding tax](https://studyworkgrow.com/tax-for-high-school-students/)

Feeling a bit confused about tax? You’re not alone, but we’re here to make it easy for you. We’ve spoken directly to the ATO, and they’ve provided us with a handy guide for high school student who might be new to the tax system. So if this is you, you’re in the right place.

**Tax for high school students**

As a student, you probably don’t spend much time thinking about tax. If you have a part-time or casual job though, it’s time to make sure you understand the ins and outs of why tax might apply to you.

In this article, we’ll take you through some important information and tips on how to lodge your tax return.

**Why does the ATO collect tax?**

The Australian Taxation Office (ATO) collects tax to fund essential community services, such as:

* Healthcare
* Education
* Emergency services
* Roads and train lines
* Welfare and disaster relief

Chances are you use these services yourself – and your quality of life would go down if these services weren’t available to the wider community.

Everyone with an income over a certain threshold needs to pay tax, which means there’s only so much you can earn before you cross that limit and become taxable. We’ve made a list [here](https://studyworkgrow.com/tax-for-students/) so you can see the different tax-free threshold amounts according to which country you’re in.

The good news though (depending how you look at it) is that the more money you earn the more tax you must pay. As a result, if you’re earning a lower rate – say, if you’re a student working part time – the amount of money you need to pay as tax will also be lower.

So, what else do you need to know about tax?

**Your tax file number**

Your tax file number (TFN) is your **personal reference number** in the tax and superannuation systems. It’s free to apply for a TFN, and your TFN is yours for life, even if you move to another country, change jobs or change your name. You don’t have to have a TFN but **without one you pay more tax**. You also won’t be able to apply for government benefits or lodge your tax return electronically.

Your TFN is one of the most important parts of your identity, so make sure you keep it secure. You should not share it with anyone except:

* The ATO
* Services Australia
* Your bank
* Your employer
* Your super fund
* Your registered tax agent

**Applying for a TFN**

How you apply for a TFN depends on your circumstances, but it’s completely free to [apply for a TFN with the ATO](http://www.ato.gov.au/apply-for-a-TFN). To apply for a TFN **online** you will need to:

* Be 15 years or older
* Have an Australian passport
* Be an Australian citizen (which means you were either born here, or have a citizenship certificate)
* Have at least one other Australian identity document (e.g. driver’s licence)
* To set up a [Strong myGovID](https://www.mygovid.gov.au/set-up)

If you don’t have a passport or are under 15 years old, you can use one of the other [application options](https://www.ato.gov.au/individuals-and-families/tax-file-number/apply-for-a-tfn/australian-residents-tfn-application#Optionstoapply).

If you’re struggling to set up your TFN, consider asking a trusted adult for help. Remember, they’ve had to do this before too.

**Lodging your return**

You’ll lodge your tax return **annually** – yes, you’ll need to do this every year if you’re earning over the tax limit we talked about earlier.

You can use a [registered tax agent](https://moneysmart.gov.au/work-and-tax/choosing-an-accountant) or lodge it yourself. If you’re lodging your own tax return, it’s due by 31 October every year.  If you plan to lodge through a tax agent you usually have longer to complete your return, but make sure you contact them before 31 October.

If you choose to lodge your own tax return, [lodging online with myTax](https://www.ato.gov.au/individuals-and-families/your-tax-return/how-to-lodge-your-tax-return/lodge-your-tax-return-online-with-mytax) is easy, safe and free. To use myTax, you need to have a [myGov](https://my.gov.au/en/about/help/mygov-website/create-mygov-account) account, which you can [link to the ATO](https://www.ato.gov.au/online-services/online-services-for-individuals-and-sole-traders/ato-online-services-and-mygov/create-a-mygov-account-and-link-it-to-the-ato). Once linked, you can use myTax simply by clicking through to the ATO in myGov, then click **Prepare** to start your tax return. If you have simple tax affairs, your return should be processed in around two weeks.

You can check if you need to lodge a tax return using ATO’s [Do I need to lodge](https://www.ato.gov.au/calculators-and-tools/do-i-need-to-lodge-a-tax-return/) tool. Even if you don’t need to lodge a tax return, **once you have a TFN you need to tell the ATO if a tax return is not necessary**. You can do this by completing a [non-lodgment advice](https://www.ato.gov.au/individuals-and-families/your-tax-return/how-to-lodge-your-tax-return/lodge-a-non-lodgment-advice), which can be done through ATO online services via myGov.

**What income should I declare?**

You must declare **all the income** you receive from your job, government payments, investments, business and foreign income.

The ATO usually receive this information from your employers and financial institutions, but you will need to check to make sure it is complete and correct. You may also need to enter some of your income manually.

**What are deductions and how do I claim them?**

If you spend money on things to do your job, you may be able to deduct these from your income on your tax return. These are called [deductions](https://www.ato.gov.au/individuals-and-families/income-deductions-offsets-and-records/deductions-you-can-claim?=redirected_deductions) and might include items like protective clothing or other equipment.

To claim a deduction for a work-related expense:

* you must have spent the money yourself and were not reimbursed
* the expense must **directly relate to earning your income**
* you must have a [record](https://www.ato.gov.au/individuals/income-and-deductions/records-you-need-to-keep/) to prove it (usually a receipt).

If the expense was for both work and private purposes, you only claim a deduction for the work-related part.

**Record keeping**

If you claim work-related deductions, **you must have records** or be able to [show how you calculated your claims](https://www.ato.gov.au/individuals-and-families/income-deductions-offsets-and-records/records-you-need-to-keep/documents-to-support-and-verify-your-claims). Keep your records for five years from the date you lodge your tax return. Keeping track of your records on the go is easy with the [myDeductions](https://www.ato.gov.au/online-services/online-services-for-individuals-and-sole-traders/ato-app/mydeductions?=redirected_myDeductions) tool in the ATO app.

**Car expenses**

You can claim a deduction for the cost of using your own car while performing your duties. This includes travel between different work locations, including for different employers.

You generally can’t claim the cost of trips between home and work, even if you live a long way from your usual workplace or work outside normal business hours, as these are private in nature.

**Clothing expenses**

You can’t claim the cost of buying, hiring, repairing or cleaning **conventional** clothing you bought to wear for work, even if your employer says this is compulsory or you only wear it when you are at work.

‘Conventional clothing’ is everyday clothing worn by people regardless of their occupation – for example, business attire worn by office workers, black pants and a white shirt, or jeans or drill shirts worn by tradespeople.

You can claim the cost of buying, hiring, repairing or cleaning clothing if it falls within one of these categories:

* Occupation-specific
* Protective
* Compulsory uniforms
* Non-compulsory uniforms (registered with AusIndustry).

Make sure you keep records of your clothing and laundry expenses, [such as receipts or a diary](https://www.shoeboxed.com/blog/tax-expense-spreadsheet/), to prove your claims. You can’t claim the cost of the item if your employer pays for or reimburses you for the expense.

**ATO app**

You can keep on top of your tax and super with the [ATO app](https://www.ato.gov.au/online-services/online-services-for-individuals-and-sole-traders/ato-app). By downloading this, you can quickly access your personal tax and super information in one place. Download it from the [Google Play Store](https://play.google.com/store/apps/details?id=au.gov.ato.ATOTax) or [Apple App Store.](https://apps.apple.com/au/app/australian-taxation-office/id664461825)

**Need more info?**

The ATO is there to help you. If you need more information you can check out their [New to tax and super](http://www.ato.gov.au/newtotax) page, ask a question on [ATO Community](http://www.ato.gov.au/newtotax) or [contact the ATO](https://www.ato.gov.au/About-ATO/Contact-us/).

You could also check out their handy [Get your tax right the first time](https://iorder.com.au/publication/publicationdetails.aspx?pid=DE-35184) poster.

You can find lots more info and advice on all things financial on our website [here](https://studyworkgrow.com/category/grow/money/).

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