



Careers Newsletter

4 September 2019

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 4310 or email 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=fZoyckJwvVg&feature=youtu.be>

DEFENCE FORCE INFORMATION SESSIONS – NSW – SEPTEMBER

September 3

[Army Reserve Information Session](#)

Tuesday | 6.30pm | Sydney Defence Force Recruiting Centre

September 10

[Cyber & IT Information Session](#)

Tuesday | 6.30pm | Sydney Defence Force Recruiting Centre

September 11

[Army Careers Information Session](#)

Wednesday | 6.30pm | Sydney Defence Force Recruiting Centre

September 16

[Defence Careers Information Session](#)

Monday | 6.30pm | Sydney Defence Force Recruiting Centre

September 17

[Trade Careers Information Session](#)

Tuesday | 6.30pm | Sydney Defence Force Recruiting Centre

September 25

[Health Careers Information Session](#)

Wednesday | 6.30pm | Sydney Defence Force Recruiting Centre

➤ **UNIVERSITY OF SYDNEY | BACHELOR OF ADVANCED STUDIES INFORMATION SESSION**

9 September 2019, 1:00 pm - 2:00 pm

Carslaw Building, University of Sydney

Come along to this information session to learn more about your study options and opportunities in the Bachelor of Advanced Studies, including the honours and advanced coursework pathways. Hear from representatives from the Faculty of Arts and Social Sciences, Business School, Faculty of Science, and the School of Architecture, Design and Planning.

Find out more: <https://www.eventbrite.com.au/e/bachelor-of-advanced-studies-information-session-registration-67635496591>

➤ **MACQUARIE UNIVERSITY CAMPUS TOUR**

10 September 2019, 11:00 am - 12:30 pm

Macquarie University

You can never truly know if a uni is right for you until you visit in person and get a feel for the campus. At Macquarie University, we're ready to help you get to know your future home. On every tour you'll see our various lecture theatres, our award-winning library, MUSE – our flexible and creative study space, the Sport and Aquatic Centre, and the Campus Common, where you can explore the many dining options.

Find out more: <https://www.mq.edu.au/study/why-study-here/our-campus/campus-tours>

➤ **WESTERN SYDNEY APPRENTICESHIP & TRAINEESHIP EXPO**

10 September 2019, 3:00 pm - 8:00 pm

Penrith Panthers Exhibition Marquee

This is the perfect chance to meet industry experts from a range of interesting fields and apply for apprenticeships, traineeships, jobs and further education from exhibitors representing industry, businesses, group training companies, registered training organisations and many more.

Find out more: <https://www.facebook.com/events/330044334563891/>

➤ **STUDENT EXCHANGE AUSTRALIA NEW ZEALAND | ONLINE INFO SESSION**

11 September 2019, 7:30 pm - 8:30 pm

Online

The LIVE Online Info Session is conducted by a senior member of our staff using a service which allows us to meet online or over the telephone. You will be able to meet our representative over a video internet connection, ask any questions and watch a presentation.

Our LIVE online session will cover the following topics.

- Introduction to Student Exchange, the regulatory environment & benefits
- Program options, destinations & eligibility
- Safety and Well being, our support system & where you will stay
- Money Matters, including available discounts & scholarships
- Deadlines & how to apply
- Why choose Student Exchange?

Find out more: <https://studentexchange.org.au/info-sessions/live-online/>

➤ ENDEAVOUR COLLEGE OF NATURAL HEALTH | OPEN DAY, SYDNEY

12 October 2019, 10:00 am

Endeavour College of Natural Health - Sydney Campus

If you're thinking about studying natural health, Endeavour College of Natural Health's Open Day is the perfect opportunity to discover more about our degrees, meet our academics and current students and tour the campus.

Here's what you can expect from our Open Day:

- Meet our industry expert academics and teaching staff
- Chat with current students about their experience
- Tour the campus and visit our teaching clinic, library, student areas and teaching rooms
- Discover what career options are available to you after graduating
- Find out more about our courses including what you'll learn, assessment types, hands on experience and more
- If you have prior education or work experience, learn about our pathway entry options which could count towards your degree
- Meet with our student enrolment advisors to discuss your study options, which course is right for you, fees and payments, applying and enrolling

Find out more: <https://www.endeavour.edu.au/open-day>

➤ UTS CAMPUS TOUR

16 October 2019, 3:00 pm - 4:00 pm

University of Technology Sydney

Explore Australia's most innovative campus, located in the heart of Sydney with the best the city has to offer. Our experienced Student Ambassadors will lead you through the Broadway and Haymarket precincts, including a stop at the iconic Dr Chau Chak Building and the 220 seat multi-disciplinary Super Lab. They can help you answer your questions about courses, university life and all the exciting opportunities available to students at UTS.

Find out more: <https://forms.uts.edu.au/web/index.cfm>

➤ AFTT | PERFORMANCE HIGH SCHOOL WORKSHOP

1 October 2019, 9:30 am - 5:00 pm

Academy of Film, Theatre & Television

Come along to our Introductory Workshop and learn what a career in the acting industry would be like. The workshops are a great opportunity to visit our campus and experience the way we teach our students as we showcase acting in a concise one day workshop. This is a very hands on day where students will have a chance to interact, use state of the art equipment and learn new techniques.

Explore an introduction to the Morris Technique preparation exercises, coupled with improvisation and script work in the AFTT theatre. You will also have the chance to apply acting techniques whilst performing on camera and collaborating with peers to write, perform and shoot your very own single shot short film.

Find out more: [https://www.aftt.edu.au/events/high-school-workshop/july-workshop-\(1\)](https://www.aftt.edu.au/events/high-school-workshop/july-workshop-(1))

➤ **AFTT | FILM HIGH SCHOOL WORKSHOP**

2 October 2019, 9:30 am - 5:00 pm

Academy of Film, Theatre & Television

Come along to our introductory workshop and learn what a career in the film industry would be like. This workshop is a great opportunity to visit our campus and experience the way we teach our students as we showcase film in a concise one day workshop. This is a very hands on day where students will have a chance to interact, use state of the art equipment and learn new techniques.

Using AFTT's industry standard film gear, students will be taught the basics of film making and post production work flow. An industry professional tutor will guide them through the process, setting a strong foundation on which they can easily build upon.

Find out more: <https://www.aftt.edu.au/events/high-school-workshop/july-workshop>

➤ **TORRENS UNIVERSITY | DAY IN THE LIFE HEALTH WORKSHOP, SYDNEY**

2 October 2019, 9:30 am - 1:30 pm

Torrens University Australia, Pyrmont Campus

Considering a Career in Health? Unsure which path to take?

Register for Torrens' Day in the Life workshops and take the opportunity to experience what it's like to work and study in Nutrition or Naturopathy.

Run by Torrens' talented team, take part in free professional workshops in:

- Nutrition
- Naturopathy

Hear first-hand what it's like studying with Torrens and take a tour of their campus!

Find out more: <https://www.torrens.edu.au/about/events-and-workshops/day-in-the-life-health-sydney>

➤ **UNIVERSITY OF SYDNEY | INTRODUCTION TO CALCULUS MOOC**

The University of Sydney's Introduction to Calculus Massive Open Online Course (MOOC) gives students a second chance to meet the mathematics prerequisites required for entry into a range of courses.

This means you don't have to worry if you don't have the maths prerequisite for your dream course.

Here are the steps to make the Introduction to Calculus MOOC count in your application to the University of Sydney.

- Choose a University of Sydney course in your UAC preferences.
- Complete the Introduction to Calculus MOOC.
- Register for the post-MOOC exam using the online form.
- Sit your post-MOOC exam on campus at the University of Sydney.
- Update your UAC preferences if required, so that your chosen University of Sydney course is your first preference.

Successful completion of the MOOC will satisfy the mathematics prerequisites for the course of your choice.

Find out more about the MOOC here: <https://sydney.edu.au/study/how-to-apply/undergraduate/mathematics-prerequisite/massive-open-online-course-mooc-for-mathematics.html>

➤ INTRODUCTION TO ACTUARIAL SCIENCE ONLINE COURSE

The Australian National University is offering a fully online course for those who may be interested in studying Actuarial Science.

The course is available to anyone, even without any prior knowledge of Actuarial Science.

During the course you will learn:

- The basics of actuarial science
- Valuing series of cash flows
- Incorporating uncertainty into cash flows due to investment and mortality
- Monte-Carlo simulation of uncertain cash flows in Excel (or an equivalent spreadsheet tool)
- Applying actuarial techniques to life insurance and predicting human life expectancy
- How actuarial science is used in finance, investments, banking and insurance

During the course you will also hear from a wide variety of actuaries about their careers.

If you are thinking about studying Actuarial Science but aren't quite sure where to begin, this course could be the perfect starting point.

Find out more here: <https://www.edx.org/course/introduction-actuarial-science-anux-anu-actuarialx-1>

➤ NIDA DRAMA SCHOOL – HOLIDAY PROGRAM

NIDA is running a series of drama workshops from students in years 7-10 over the upcoming school holidays. The courses help students to develop performance skills including improvisation, voice and movement, devising, acting and rehearsing scenes. Students will perform scenes at the end of the week for family and friends.

They are running at the following locations:

- The Concourse, Chatswood
- Newcastle Grammar School

If you are thinking about going to NIDA or enjoy acting and drama, this course could be perfect for you.

Find out more and enrol here: <https://www.open.nida.edu.au/course/OHND512>

➤ THINK. CREATE. CODE

With many careers today involving some form of computation, there is a growing urgency for individuals to move beyond digital literacy, to understand how digital technologies work, and to develop literacy in code.

The University of Adelaide is offering a MOOC called "Think. Create. Code" to help students understand the inner workings of digital technology, and creating and manipulating images with code. Your images and animations will be displayed in an online Art Gallery, forming part of a vibrant learning community.

You will also develop effective computational thinking skills and concepts transferable to other coding environments and programming languages.

What you'll learn:

- Computational thinking skills
- Introductory programming concepts, such as sequencing, iteration and selection
- Skills and knowledge of how to create art and basic animations with ProcessingJS
- Preparation for study of computer science or other programming languages

The course can be done from anywhere at anytime.

Find out more and enrol here: <https://www.edx.org/course/think-create-code-adelaidex-code101x-3>

➤ MUSIC TECHNOLOGY FOUNDATIONS ONLINE COURSE

Have you always dreamed of writing and producing your own music? The University of Adelaide is offering a fully-online short course in music technology foundations, giving you the knowledge and skills you need to start creating your own music. In this course, you'll learn about the core principles of music technology, including sound, audio, MIDI, effects and sequencing.

What you'll learn:

- How to produce and record your own music
- History, theory and practice of music technology
- Sound, audio, MIDI, effects and sequencing
- Hands-on practice with music-making using contemporary digital tools

The course is self-paced and can be done from anywhere at anytime.

Find out more and enrol here: <https://www.edx.org/course/music-technology-foundations>

➤ LEARN ABOUT "IMAGINEERING" AT DISNEY

Have you ever visited a Walt Disney theme park, marvelled at the fantastic rides and attractions and wondered just how people come up with those ideas?

Well now you can get an insight into the minds of the "Imagineers" at Disney and see behind the scenes. Disney has released an online course called "Imagineering in a Box", showing you how artists, designers and engineers work together to create theme parks. The course combines a wide variety of skills, including story development and conceptual design, to math, physics and engineering, to show students how they can create their own immersive experiences. It is designed to encourage creativity and innovation.

Best of all, it's completely free.

Get inspired and view the course online

here: <https://www.khanacademy.org/humanities/hass-storytelling/imagineering-in-a-box>

➤ AUSTRALIAN VETERANS' CHILDREN ASSISTANCE TRUST

Value: \$3,000 - \$5,000

Open/Closing Dates: August 18, 2019 – October 31, 2019

The Australian Veterans' Children Assistance Trust is a national independent charity helping the children and grandchildren of ex-service men and women to a better future through tertiary education. Through the generous support of the Australian Government Department of Veterans' Affairs, ex-service organisations, corporate sponsors and private donors, we provide scholarships which assist recipients to obtain the tertiary qualification they need for their chosen career.

To be eligible to apply for AVCAT scholarship you must:

- have Australian residency
- be the child or grandchild of a person with operational service (as defined by the legislation) or three or more years continuous full-time other service, as a member of the Australian Navy, Army or Air Force
- be planning to enrol or be enrolled in tertiary education in Australia at an Australian university, TAFE or registered training organisation in 2019
- be studying or planning to study full-time on-line or face-to-face
- be receiving, or be eligible to receive, Centrelink Youth Allowance or an equivalent educational payment
- be under the age of 25 (except for exceptional circumstances)

[Find out more](#)

➤ AUSTRALIAN SENIORS AGED CARE FUTURES GRANT

Value: \$5,000

Open/Closing Dates: June 1, 2019 – October 31, 2019

The Australian Seniors Insurance Agency was established to provide cost effective insurance solutions for mature Australians in 1998. We do this by providing a range of insurance products and policies designed to suit those over 50 years old. We believe in supporting the ageing community of Australia in a number of ways, and a big area is healthcare. So with that in mind, we are helping to encourage the best people into the healthcare, age care industry by providing the Australian Seniors Aged Care Futures Grant.

1. To be eligible, you must be enrolled full-time in an accredited Australian Tertiary Education Institution and be studying for a certificate, diploma, degree or traineeship in any of the following areas:
 - Aged Care
 - Aged Care Nursing
 - Dementia Care
 - Disabilities Care
 - Any other courses leading to similar careers as an aged carer
2. Only citizens or permanent residents of Australia can apply.
3. You must have reached 18 years of age to enter.

To apply for the Australian Seniors Aged Care Futures Grant, you will need to write an essay (maximum 500 words) on why you want to work in your selected industry and the difference you hope to make in your particular field of study.

[Find out more](#)

➤ SYDNEY SCHOLARS AWARDS

Value: \$6,000 - \$10,000

Open/Closing Dates: September 2, 2019 – September 30, 2019

This scholarship supports outstanding Year 12 students to undertake an undergraduate degree at the University of Sydney.

You must:

- be a domestic student (this includes New Zealand citizens), or an international student who has recently completed an International Baccalaureate (or educational award equivalent to the HSC)
- be applying for admission through UAC
- have achieved an ATAR of 95 or above (if you are applying to the Sydney Conservatorium of Music or the Sydney Dental School you must receive an ATAR of 90 or above)
- apply in the year that you complete your secondary education (if you are offered a Sydney Scholars Award, you may defer it for up to two years).

[Find out more](#)

➤ **YOUNG CARER BURSARY**

Value:

Open/Closing Dates: July 23, 2019 – September 3, 2019

The Young Carer Bursary Program supports young carers to continue with their education. The program offers a limited number of bursaries of up to \$3,000 each year. Young carers across Australia can apply from late July until early September.

To apply you must be a young carer:

- Young carers are people up to 25 years old who provide unpaid care and support to a family member or friend with a disability, a physical or mental illness, a substance dependency, or who is aged.
- aged 12 – 25 years old for the entire time you're receiving the bursary
- studying at high school level or beyond, up to and including your first undergraduate degree*
- an Australian citizen or permanent resident
- not receiving another scholarship

*Undergraduate degrees include: advanced diplomas, bachelor degrees, bachelor degree with honours and associate degrees.

[Find out more](#)

➤ **INDIGENOUS TIME AT SEA SCHOLARSHIPS (ITSS)**

Value: \$1559.85 per fortnight

Open/Closing Dates: August 14, 2019 – September 10, 2019

The Indigenous Time at Sea Scholarship is an initiative of the Marine National Facility (MNF) under the CSIRO Indigenous Engagement Strategy which seeks to significantly increase Indigenous employment and engagement nationally within CSIRO. Through this strategy, CSIRO aims to enhance the educational, employment, training and career development opportunities for people of Aboriginal and/or Torres Strait Islander descent.

Funded by the Australian Government, owned and operated by CSIRO under direction of an independent Steering Committee, the MNF provides a blue-water research capability to the Australian scientific community and their international collaborators. This capability includes the research vessel Investigator. An opportunity exists for two university students to undertake a work placement with the MNF on board the RV Investigator for a research voyage from Darwin to Fremantle as part of the science contingent and MNF technical services team.

The voyage will provide the opportunity to gain a unique experience on Australia's only blue water research vessel to facilitate skill development and networking, while gaining exposure to methods and techniques applicable to careers in marine science and the maritime industry more broadly.

Indigenous Time at Sea Scholarships are open to students who are:

- enrolled in full-time study in an undergraduate or postgraduate degree course in a STEM discipline (Science, Technology, Engineering or Mathematics) at an Australian university;
- of Australian Aboriginal and/or Torres Strait Islander descent; and
- be able to pass a seagoing medical, attend pre-voyage meetings and complete additional pre-departure materials.

[Find out more](#)

➤ FYA UNLEASHED AWARDS

Each year, the Foundation for Young Australians hosts the Unleashed Awards to celebrate incredible initiatives, led by young people, addressing issues big and small, whether it's in the local community or broader society.

FYA's Unleashed Awards are a unique opportunity to back, connect, and celebrate young people who are contributing to and leading change.

In 2019 there are six categories open for nominations for young people aged 12-29. Finalists from across the country will be flown to the ceremony where award winners will be announced at Melbourne Town Hall on the night of Thursday 14 November, 2019.

Each category has a prize of \$1000. The categories for this year are:

- Jumpstart Award (ages 12-17)
- Local Legend Award (ages 12-25)
- Too Deadly Award (Indigenous youth ages 15-29)
- Gamechanger Award (ages 18-29)
- Storyteller Award (ages 15-29)
- Spotlight Award (ages 12-29)

For finalists not based in Victoria, FYA will cover the flights and accommodation for one representative from each shortlisted entry plus a chaperone if they are under 18, or a friend if they are over 18.

Find out more and nominate someone here: <https://www.fya.org.au/unleashed/>

➤ CREST AIR CONDITIONING 2020 APPRENTICE PROGRAM

Applications are now open for Crest Air Conditioning's 2020 Apprentice Program. This is a four-year apprenticeship with Crest where you will gain experience in real working conditions as well as a nationally recognised qualification.

You will learn all about refrigeration and air conditioning, including:

- Learning how to diagnose faults, carry out repairs, test and maintain a diverse range of air conditioning systems including domestic and commercial air conditioning systems, mechanical ventilation systems and water heating and cooling systems.
- Reading and interpreting plans for installation of new systems and servicing of existing systems
- Learning about refrigerated systems that cool and heat water and air
- Commissioning of systems including testing and balancing of air and water distribution

Find out more and apply here: <https://crestair.com.au/careers/apprenticeship-program/>

➤ JETSTAR 2020 APPRENTICESHIP PROGRAM

Applications are now open for Jetstar's 2020 Apprenticeship Program.

If you have an interest in aviation and engineering, this is an exciting opportunity to work and learn with one of the biggest airlines in Australia. Jetstar are looking for apprentices in the following trade streams, within aviation:

- Structural
- Mechanical
- Avionics

The apprenticeship will run for four years and is based in Newcastle.

Applications close 11.00am AEST on Sunday 8th September.

Find out more and apply: <https://www.jetstar.com/au/en/careers/engineering-jobs/jetstar-2020-apprenticeship-program/2658264>

➤ 1300APPRENTICE 2020 INTAKE

1300apprentice look after a wide variety of apprenticeships and traineeships in locations across Sydney and are now looking to commence their intakes for vacancies commencing either later this year or beginning in 2020.

Interviews will take place in the October school holidays at their offices in Burwood.

The apprenticeships and traineeships they primarily offer are:

Apprenticeships

- Horticulture: Landscaping, Parks & Gardens, Retail Nursery, Sports Turf Management (Green keeping), Arboriculture.
- Electrical: Electrical, Instrumentation & Control, Air-con/Refrigeration, Telecommunications, Electronics.
- Metals Engineering: Automotive (Heavy vehicle, light vehicle, Body repair, motorcycle), Boiler making, Fitter/Machinist, Sheet metals.
- Construction: Carpentry, Shopfitting, Cabinetmaking.

Traineeships

Accounting, Business, Financial Services, Information Technology, Legal, Real Estate, Retail, Surveying, Warehousing.

We are looking for candidates who have a genuine interest in these areas and ideally have some work placement or VET study while at school. For the majority of these vocations, driver's licence and own transport would be highly desirable and, in some cases, essential.

Find out more and apply here: <http://www.1300apprentice.com.au/job/spring-holiday-intake-start-2020>

➤ BECOME A STEM CADET WITH THE AUSTRALIAN GOVERNMENT

The Australian Government is currently accepting applications from high achieving undergraduate students studying a STEM-related field for their STEM Cadetship program in 2020.

The cadetship program gives you the opportunity to gain experience through work for the Department of Defence as a public servant. Not only will you receive a salary, but you also get contributions towards your university expenses, and a guaranteed position with the Department of Defence upon completion of the program.

During the program you get the chance to work with some of the world's most cutting-edge technology, and learn from world leaders in your chosen field.

The program currently operates in the following locations:

- Adelaide
- Brisbane (Amberley)
- Canberra
- Melbourne
- Newcastle
- Perth (Rockingham)
- Sydney

Applications are currently open until Wednesday 11 September.

Find out more about the program and apply [here](#).

➤ OPEN DAYS | 2-21 SEPTEMBER 2019

There are still a couple of Open Days happening over the next few weeks. If you're still interested in seeing what other uni's and education providers have to offer, then here's what's on.

NSW:

[Billy Blue College of Design | Sydney](#) Tues 3 Sept | 6:00 pm – 8:00 pm

[CSU | Orange](#) Fri 6 Sept | 8:00 am – 5:00 pm

[Australian Catholic University | Strathfield](#) Sat 7 Sept | 9:00 am – 2:00 pm

[UNSW](#) Sat 7 Sept | 9:00 am – 4:00 pm

[BMITHMS | Leura](#) Sat 7 Sept | 9:30 am – 2:00 pm

[National Art School | Sydney](#) Sat 7 Sept | 10:00 am – 4:00 pm

[Cameron Jane Make-Up Design |](#) Sat 21 Sept | 10:00 am – 12:00 pm

[WSU | Liverpool City Campus](#) Sat 21 Sept | 10:00 am – 2:00 pm

Online:

[JCU Virtual](#) Tues 17 Sept | 10:00 am – 2:00 pm

Don't forget, if you've missed out on an Open Day, or you can't decide between a few places, it's not too late.

Contact the administration offices or student services directly. They might be able to organise a personal tour for you, or answer all your questions over the phone.

➤ ACE YOUR APPLICATIONS

It's that time of year, when regardless of your next move after high school, you'll be needing to start applications.

Applications to uni, TAFE, applying for jobs, scholarships, bursaries, or even applying for gap year projects or visas to travel overseas.

Here's our top tips on putting together a great application, that'll get you noticed for all the right reasons.

Find out how to apply

If you're applying directly to a uni or TAFE, check their "how to apply" pages and make sure you know the process, and what you'll need to complete your application. Not all institutions will take direct applications though, and you might need to apply through a TAC.

Read about the application process for applying through Tertiary Admissions Centres (TACs). [QTAC](#) in Queensland, [UAC](#) in New South Wales and the Australian Capital Territory, [UTAS](#) in Tasmania, [VTAC](#) in Victoria, [SATAC](#) in South Australia and the Northern Territory and [TISC](#) in Western Australia.

If you're applying for work, make sure you read what the employer wants in the application and how to submit it.

Know the **key dates** – if you submit applications late (after they have closed), you may not be considered and miss out.

Meet the requirements

Most importantly, if there are any eligibility criteria, make sure you read them and that you can tick off each one. If you submit an application but don't meet the entry requirements, then you're not going to be successful.

Usually this means you're the legal age, your residency status is suitable, you have basic skills such as language, literacy and numeracy that meet a required level.

For Uni and TAFE courses, you may need a minimum ATAR / OP, to have studied particular subjects and/or modules, have specific skills.

For scholarships etc. you may need to be a certain gender, have been accepted to study at a specific institution or to do a particular subject. You might need to prove your indigenous, financial, disability, special consideration, rural or other status.

For some jobs, you might need previous qualifications or skills, (and be able to prove them).

Be prepared

Once you know how to apply, when you need to apply by, and that you're eligible. Spend some time getting together all the bits and bobs you're going to need. This could include:

- **Personal details:**

Do you need proof like a Medicare card, Centrelink number, birth certificate, change of name certification, proof of address such as driver's license or passport?

If you have them, check they are valid and show the correct details. Otherwise you might have to get them updated before you can apply, or find alternative documentation.

Check if you'll need to provide copies of documentation, how those can be accepted (scanned, email, hard copies, etc.), and check if they'll need to be certified by a JP or someone else with the right authority.

For TAFE, apprenticeships, traineeships or other recognised training, you'll probably need a [USI](#).

If you'll be getting paid by your trainer or employer, then you're likely to need a [tax file number \(TFN\)](#), so make sure you've applied for one and you have the details handy.

- **Education:**

Do you have the right proof of your exam results, academic, sporting, performing, leadership or community achievements at school, have you provided supporting letters of recommendation?

If not, try to get hold of all the documentation before you start your application. Your school should be able to help you out.

- **Back up your claims:**

It's easy to tell someone you've got tonnes of skills and experience, but you'll need to be able to support those claims. Even better if you can do it (briefly) in your application, rather than waiting until the interview.

Use examples (short and relevant), of your skills. E.g. "I've developed great team working skills through captaining the school soccer team".

Make sure you've got great references. This is important if you're applying for jobs particularly. Potential employers will be happy to see you're reliable, got relevant experience, or are well regarded by other professionals.

For more tips on how to write a professional resume, this blog could help [It's all about the resume](#). Or have a look at our [Super Simple Resume Builder](#) and other resources

If your application requires a portfolio, video or some other form of media, make sure you have all your best work ready to go. Well-presented and looking it's best, edited to perfection with great content.

Take your time

If you don't spend much time on you application(s), chances are it will show in the end product. Which could mean that you go to the bottom of the pile.

Make sure you provide everything that's required to complete to application – this could be a copy of your resume and a covering letter, a completed application form, and any supporting evidence required.

Fill in all the details correctly.

Personalise your application. If you send off a generic application or cover letter, you might not make the best impression that you can. Make the time to address why you think you'd be the best fit for the course or job. Adjust the information you provide to highlight the skills and qualifications you've got that best the meet the requirements.

In general, it's best to keep applications short and relevant. There might be loads of other applications submitted and if yours is brilliant, but really long – it might not get the attention it deserves.

Try and make your personality shine through. Yeah sure you have all the right qualifications and skills, and you meet any other criteria, but so might dozens more applicants. If you can tailor your applications and allow the reader to get a glimpse of you, it could ensure that you get through to the next stage.

Finally, check your work. Check it once, twice is better, three times even. Ask a friend or family member to have a read before you submit and ask them to be brutally honest about any changes you need to make, mistakes you've made or information that's missing.

Press SEND

After all your hard work, don't forget to do the final stages – press the send or submit button, get it in the post (or to the courier if the deadline's approaching or it's a portfolio of all your original work).

➤ **VOLUNTEER FOR NATIONAL BANDANNA DAY**

Now in its 25th year, National Bandanna Day is on Friday 25 October. National Bandanna Day is the major fundraising and awareness campaign for CanTeen Australia, and helps raise funds and awareness for young people living with cancer.

You can volunteer to help out on the day and sell bandannas. Your contribution could help to make a positive difference in someone's life.

Find out more about volunteering here: <https://www.canteen.org.au/bandanna-day/volunteer-to-help-on-the-day/>

➤ **KEEP TRACK OF YOUR SOCIAL MEDIA TIME**

Feel like you check your phone way too much? Do you find yourself mindlessly scrolling through Instagram, and before you realise it an hour has passed?

Well, did you know that Instagram has an in-built feature that tracks the amount of time you spend on the app? It's great for getting a visual on how much time you really spend on your feed.

And best of all, you can also set yourself reminders after you've been on for a certain amount of time. So now you can manage your social media time without even having to think about it!

Read up on some more great tips about how to manage your social media time [here](#).

➤ **JOB SPOTLIGHT: LANDSCAPING**

Landscaping encompasses everything from design and construction to maintenance and management of outdoor environments and all their features – from trees, plants, lawns, water features and irrigation to walls, drives and other constructions.

You could specialise in domestic gardens, commercial or industrial landscapes. Within those areas you could specialise further into hardscaping (paving and landscape construction) or softscaping (plant establishment and maintenance). There are plenty of areas where landscaping work is required, such as residential homes, schools, commercial enterprises (such as golf courses and hotels), local councils, roadsides and streetscapes, parklands, and many more.

What type of person would this job suit?

- You'll need to enjoy being outdoors, appreciate the natural world and getting your hands dirty
- Have at least basic knowledge of plants and their maintenance, pests, soils and drainage
- The work can be physically demanding so you may need to be **fit** and strong (depending on your role)
- **Creative**, with an eye for design and strong attention to detail would be a bonus
- Be **practically minded**, with the **skills** to work with a variety of tools, and possibly small to heavy plant machinery
- Be good at **planning, prioritising** and multi-tasking
- Enjoy working on your own
- Work well in a team if you'd like to take on the design, planning and construction elements
- Have good **communication** skills to interpret what your customers need and want
- Business skills, if you would like to get promoted to management or decide to become self-employed
- **Resourceful** and able to problem solve

Industries where landscaping qualifications could be used:

- Arboriculture
- Landscape Services
- Gardening Services
- Turf and Sports Turf Management
- Retail Nursery and Nursery Production
- Horticulture

Pathways

If you're passionate about growing plants and have a passion for enhancing outdoor environments, then a career in one of these industries may be for you.

You can choose to head to university and gain a degree, which could make you immediately able to apply for more specialist roles. There are also plenty of apprenticeships available which could provide a qualification, salary, plus work experience.

Study a [Bachelor of Design \(Landscape Architecture\) at QUT](#), you'll need an OP 11 or selection rank (ATAR) 77 to be eligible. Or the [Bachelor of Landscape Design at UC](#) where the required selection rank is just 60.

The [3 + 2 Landscape Architect from UWA](#) is a good example of a comprehensive course that could see you qualified with a Masters after 5 years. You'll need an ATAR of 80.0 to be eligible to apply.

Alternatively, you can start out at TAFE and gain a Cert II, III or IV, then complete an apprenticeship, or get some work experience, before deciding if you want to go to uni later to improve your skillset further.

The [Cert II in Landscaping](#) available from a number of [RTO's](#) including [North Metro TAFE](#) in WA, is a good example of an introductory course that could get you started.

Levels

Landscape Gardener / Labourer

Certificate II in Landscaping may be desirable

You might be maintaining gardens for private homes, commercial and other large public settings. Planting, pruning and looking after trees, lawns, flowers and hedges. You might also get projects where you'll have to install irrigation, build pathways, retaining walls, water features and other outdoor structures.

The average salary is \$48,000 per year at this level. You could work for a company or set up your own business.

Jobs:

[Lawn Mower | Gardener – Sydney NSW](#)

[Landscape Gardener – Sydney, NSW](#)

[Parks and Garden Maintenance – Adelaide, SA](#)

[Labouring Assistant – Perth, WA](#)

Landscape Tradesperson

[Certificate III in Landscape Construction](#)

Normally you'll have successfully completed an apprenticeship and have more skills to be involved in a wide range of landscaping activities. Typically, this could be supervising landscape maintenance, paving, construction of decks and other features, setting out landscape works, co-ordinating planting, and operating heavy machinery and other equipment.

The average salary is \$56,000 per year at this level.

Jobs:

[Landscape Construction Tradesperson – Sydney, NSW](#)

[Supervisor / Leading Hand Landscape Construction – Fremantle, WA](#)

[Landscape – Brisbane, QLD](#)

Landscape Supervisor

Certificate IV in Horticulture

Duties in this role could include supervising a team of workers, project managing a variety of landscape planting and construction works, preparing designs, purchasing materials, and operating a budget.

There are a number of ways to get work as a landscape supervisor, but most begin as landscape tradespersons.

The average salary is \$64,000 per year at this level.

Jobs:

[Landscape Supervisor / Foreman – Darwin, NT](#)

[Commercial Landscape Supervisor – Brisbane, QLD](#)

[Civil Landscape Foreman – Sydney, NSW](#)

Landscape Manager

[Certificate IV in Landscape Design](#) or [Horticulture](#) + relevant work experience in Supervisory role or

[Diploma of Landscape Design](#)

Landscape managers take on responsibility for managing business activities related to the landscaping industry.

You could be managing projects, overseeing the design of structures and features, preparing quotes and reports, or meeting, advising and liaising with clients.

The average salary is \$73,000 per year at this level.

Jobs:

[Project Manager – Melbourne, VIC](#)

[Project Manager / Estimator – Cairns, QLD](#)

[Project Manager – Sydney, NSW](#)

Landscape Architect / Planner

Degree in architectural design or landscape architecture

You'd be working with clients to plan and design landscapes for commercial, industrial, institutional, residential and recreational buildings and landscapes. The works would be carried out by teams of landscapers. You could be partially involved in the project management and handover.

The average salary at this level is \$87,000, but may be much more, especially if bonuses and perks are included.

Jobs:

[Graduate Landscape Architect – Melbourne, VIC](#)

[Landscape Architect – Melbourne, VIC](#)

[Landscape Architect / Project Manager – Sydney, NSW](#)

Growth in this industry is **very strong** and expected to remain so.

Ms D Janes – Year 11 Coordinator and Careers Adviser

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