

# Killara HIGH SCHOOL



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## Careers Corner Term 4, 20 November 2020

Like our **School Careers Facebook page** for the latest information

<https://www.facebook.com/killarahighschool>

**KHS Careers Google Classroom:** i5ialrg

**JobJump:** <https://www.jobjump.com.au/> The password to register is: kh

\*Students and parents can sign up to Jobjump.

**School Careers Website:** <http://www.killarahighcareers.com/>

**Careers Bullseyes:** [https://myfuture.edu.au/footer/assist-others/career-bullseye-posters#/#/](https://myfuture.edu.au/footer/assist-others/career-bullseye-posters#/)

### Articles of Interest:

<https://www.smh.com.au/national/nsw/a-major-loss-maker-uts-shelves-its-primary-teaching-degree-20201022-p567mr.html>

<https://www.smh.com.au/national/nsw/how-patterns-of-study-are-shifting-for-hsc-science-students-20201013-p564k6.html>

<https://www.smh.com.au/business/workplace/nsw-budget-recognises-need-for-aged-care-training-facility-20201109-p56czj.html>

<https://www.abc.net.au/news/2020-11-12/struggling-students-finish-hsc-through-tafe-digital/12872952>

<https://www.abc.net.au/news/2020-11-14/hospitality-jobs-go-unfilled-as-covid-19-backpacker-exodus-bites/12879918>

### Year 10 Work Experience Update:

Students who have found placements will be receiving their Work Experience Packs on Thursday, if you are absent, please come to the Careers Office to pick yours up. Those that have not found placements will be expected to attend the in-school work experience program that has been created to provide a similarly engaging experience.

### Years 10-12 student information:

#### Killara High School Portal For Medicine/Dentistry Entry:

For students interested in studying medicine/dentistry you can login into Killara High School's Portal (student and parent access):

Link: <http://icanmed.com.au/killara>

Password: KILLARAMEDDENT

### Year 12 student information:

Congratulations on getting through your HSC exams! We are organising a Year 12 Celebration Morning Tea on the morning of Friday 18th December to celebrate you and have an informal gathering to chat about what you plan on doing next year. Please keep an eye out for information to come regarding this. Finally, please keep in mind that we, as a Careers team, are always here to help you so please pop your head in to ask any questions or just to say hi.

Please be aware that the information listed is subject to change. For further information on any of the above or for general inquiries please contact the careers faculty. Email [careers@khs.nsw.edu.au](mailto:careers@khs.nsw.edu.au)

**Rebecca Dolan & Eve Kiernan (Careers Advisers)**

## Open Days & Info Sessions

### **AWS Girls' Tech Day**

14 November 2020, 9:00 am - 28 November 2020, 5:00 pm

Online

Amazon Web Services – Girls' Tech Day is going virtual this year! Join us on a magical and adventurous journey to explore Machine Learning, Artificial Intelligence, Coding, Virtual Reality, Robotics, and more! This complimentary event will inspire and motivate girls and young women, ages 8-24, to develop and pursue their interests in technology.

- Speaker Sessions – Learn about the experiences of students and women in technology.
- Interactive Coding Sessions – Compose a melody, code virtual models to walk a runway, program an online robot, or build avatars using artificial intelligence.
- Fun with STEAM – Create magic with STEAM (Science, Technology, Engineering, Art, & Mathematics), download the Girls' Tech Day playlist, and much more.

Activities are designed to go at your own pace, and you can revisit as many times as you like.

Join the event any time between November 14 – 28, 2020.

Find out more:

[http://www.cvent.com/events/aws-girls-tech-day/event-summary-bd517818d92949a99198c428f7b8a8bf.aspx?fq\\_p=true](http://www.cvent.com/events/aws-girls-tech-day/event-summary-bd517818d92949a99198c428f7b8a8bf.aspx?fq_p=true)

### **Notre Dame | Online Drop-in Days**

17 November 2020, 4:00 pm - 19 November 2020, 6:00 pm

Online

With 2020 nearing completion, Notre Dame's University Online Drop-in Days, provides the opportunity to further explore your options for study in 2021. Whether you have already applied or not, join our Online Drop-in Days, to get the answers you need.

From 4 to 6pm, Tuesday November 17 to Thursday 19 November you can drop-in online to chat with our Academic staff about undergraduate or postgraduate programs, or discuss your application with our future student advisers.

Find out more: <https://www.notredame.edu.au/events-items/drop-in-week-sydney>

### **Macquarie University | Campus Tour**

17 November 2020, 5:00 pm - 6:30 pm

Macquarie University

Join us for a guided tour around the Macquarie campus, with an option to chat with one of our current students to have all your questions answered.

Find out more: <https://page.mq.edu.au/campus-tours.html>

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**Rebecca Dolan & Eve Kiernan (Careers Advisers)**

## **Macleay College | The Fundamentals of Advertising & Digital Media Webinar**

18 November 2020, 2:00 pm

Online

Macleay College's Advertising & Digital Media programs offer a comprehensive overview of all aspects of the advertising and digital media industries, from creative, account management, marketing, media planning and digital production.

Join Head of Faculty, Glen Fraser, at this interactive webinar and learn how Macleay prepares today's students for tomorrow's careers in Advertising, Digital Media, UX Design, and Social Media Marketing.

Session program:

- How Macleay's course material and teaching method incorporates the latest industry practices
- How Macleay uses real-world course content to ensure students graduate job ready
- How students learn from lecturers with industry experience and up-to-date knowledge.
- Why Macleay students succeed in industry from day one
- Alumni success stories
- Q&A

Find out more: <https://www.macleay.edu.au/study-advertising-and-digital-media>

## **ADF STEM Careers Virtual Information Session**

18 November 2020, 6:00 pm - 8:00 pm

Online

Work at the leading edge of technical innovation in the Navy, Army or Air Force and make the most of your potential in a STEM career.

Join us for a virtual info session to learn more about STEM careers in the ADF.

Find out more: <https://www.defencejobs.gov.au/events/events-detail/pd2218>

## **A Taste of Le Cordon Bleu Online**

18 November 2020, 6:30 pm - 7:30 pm

Online

Discover what it's like to study at the prestigious Le Cordon Bleu Culinary Arts and Hospitality Management Institute.

You are invited to our first virtual event, A Taste of Le Cordon Bleu Melbourne, to spend an evening online with our chefs and alumni who will showcase their skills in live cooking demonstrations. Plus receive an insight into the food, wine and gastronomy business, and reveal how you could be a part of this global enterprise.

Indulge in a taste of French culture as our world-class chefs and lecturers demonstrate their expertise and the unique learning experiences offered at Le Cordon Bleu Melbourne. Take a guided virtual tour of our impressive state-of-the-art commercial kitchens, and discover why our students love coming to class.

Find out more: <https://www.cordonbleu.edu/melbourne/taste-of-lcb/en>

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### **ADF Trade Careers Virtual Information Session**

19 November 2020, 4:00 pm - 6:00 pm

Online

Apply in a fully qualified capacity or receive on the job training, and experience a trade career like no other.

Tune in for a virtual info session to speak with current serving members and ask your questions – is a career in the Australian Defence Force for you?

Find out more: <https://www.defencejobs.gov.au/events/events-detail/jiqnyxf>

### **Macleay College | Future Careers in Journalism Webinar**

19 November 2020, 4:00 pm

Online

Join us at this interactive webinar and learn how Macleay's award-winning diploma and bachelor degree programs prepare students for careers in journalism.

Session program:

- The unique features of our award-winning journalism program
- How Macleay journalism students learn by doing and gain real media experience
- Why Macleay students succeed in industry from day one
- Alumni success stories
- Q&A

Find out more: <https://www.macleay.edu.au/journalism-webinar>

### **Macleay College | Future Careers in Business and Accounting Webinar**

25 November 2020, 4:00 pm

Online

Join Head of Faculty, Riyadh Zaman, at this interactive webinar and learn how Macleay prepares today's students for tomorrow's careers in Business, Accounting, Marketing and Entrepreneurship.

Session program:

- How Macleay's course material and teaching method incorporates the latest industry practices
- How Macleay uses real-world course content to ensure students graduate job ready
- How students learn from lecturers with industry experience and up-to-date knowledge.
- Why Macleay students succeed in industry from day one
- Alumni success stories
- Q&A

Find out more: <https://www.macleay.edu.au/study-business-and-accounting>

### **JMC | Learning Creativity: The Art of Adaptation**

26 November 2020, 4:00 pm

Online

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**Rebecca Dolan & Eve Kiernan (Careers Advisers)**

In today's fast evolving world, the key to thriving in any industry is the ability to adapt.

It is about responding to changing demands, new technologies or emerging industries. Creativity is at the centre of adaptation, and the good news is, it is a skill that can be learned and mastered.

Join us for this online event, bringing insights from the design industry into perspective and provides a practical way to look at creativity and unlock its true potential in all of us.

Find out more: <https://www.jmccademy.edu.au/events/industry-events/learning-creativity-the-art-of-adaptation>

### **WEP | Student Exchange Info Session**

26 November 2020, 6:00 pm

Online

What are your goals?

Imagine making friends from all over the world, learning about yourself and the world around you and seeing sights you could only dream of!

Find out more about your high school student exchange options at WEP's info session.

Find out more: [https://zoom.us/webinar/register/WN\\_PCSJddCIRGmVMar6HgYWIg](https://zoom.us/webinar/register/WN_PCSJddCIRGmVMar6HgYWIg)

### **Sydney Design School | Info Session**

27 November 2020, 1:00 pm - 1:40 pm

Sydney Design School, St Leonards

Find out everything you need to know about our flexible courses and career support. Our Director, Amanda Grace will introduce you to our unique philosophy, passionate Educators and industry focused approach to learning. Ask all the questions you need to make an informed decision.

Find out more: <https://sydneydesignschool.com.au/information-sessions/>

### **UN Youth | NSW Young Leaders Summit**

28 November 2020, 10:00 am - 4:00 pm

Online

This November, our Young Leaders Summit will be focusing on Corporate Social Responsibility and Ethical Industries. This is our final summit for the year – so don't miss out on this opportunity!

Get ready for a day of workshops to learn about all the different ways companies and similar organisations affect the world around them, as well as the impact of this on the environment, populations across different countries and more!

The topics that will be explored throughout the Summit include an introduction to Corporate Social Responsibilities and Ethical Industries, exploring corporate environmental responsibility and examining the social and humanitarian impacts of Corporate Social Responsibility.

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During this Summit, we will also welcome a special guest speaker and then finish off with the opportunity to climb up the corporate ladder in an ethical way with an Interactive Problem-Solving activity to put your newfound knowledge and skills to the test.

Find out more: <https://unyouth.org.au/event/corporate-social-responsibility/>

### **UOW | STEM Career Panel**

9 December 2020, 2:30 pm - 4:00 pm

Online

Are you a school leaver, job seeker, or thinking of a career pivot? Come hear how STEM can give you a toolkit for any career path.

The University of Wollongong has asked some of our most interesting alumni to share their career journeys and industry insights into how a STEM career can lead you to the world of cybersecurity, art & culture, sustainability, collaborative robotics and so much more.

Find out more: <https://www.eventbrite.com.au/e/stem-career-panel-tickets-127413251465>

### **UON | Save the World in 60 Minutes**

9 December 2020, 5:30 pm - 6:30 pm

Online

Join us online for the University of Newcastle's the Art of Problem Solving exhibition, showcasing some of our most exciting engineering and computing innovations – like a soft robot manta ray for coral reef research, a mind-controlled prosthetic hand, a contender for the world's fastest boat, a healthcare respirator and a scaffold for the human spine.

Want to be part of the solution? Get involved with our live event, Save the World in 60 Minutes, where you'll hear from our researchers about emerging renewable energy solutions, brainstorm ways to tackle climate change, and compete for the title of Sustainability Superhero.

Find out more:

<https://www.newcastle.edu.au/events/faculty-of-engineering-and-built-environment/the-art-of-problem-solving>

### **NIE | UCAT and Pathways into Medicine Information Session**

9 December 2020, 6:30 pm - 8:30 pm

Online

NIE is proud to present the free information seminar all about UCAT and the undergraduate pathways into medicine, dentistry, and some other health science programs. The session is packed with invaluable information during which we will be covering the following topics and more.

This forum is an excellent opportunity for teachers, students, and parents to find out about the UCAT and to have their questions answered by an expert who has been working in the field since 1999.

- What is UCAT? UCAT scores? UCAT Sub-tests?
- The Undergraduate Selection Criteria
- Application process into universities for medicine and dentistry
- When and who can sit the UCAT

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- UCAT vs GAMSAT – How is UCAT different?
- Can you prepare for the UCAT?
- Undergraduate medical school interview explained and medical school interview preparation advice
- Gap Year
- Alternative degrees and career choices
- Q & A

Find out more: [https://us02web.zoom.us/webinar/register/WN\\_YWqITKgjRI22iLSBCCPu9g](https://us02web.zoom.us/webinar/register/WN_YWqITKgjRI22iLSBCCPu9g)

### **Torrens University | Course and Career Webinar Series**

16 December 2020, 4:00 pm - 6:00 pm

Online

Here's your chance to ask in detail all those burning questions about our courses and your study options. The webinars are custom designed to help you learn more and chat live with the academic and course and career advisor teams, all from the comfort of your own home. Explore more about Torrens University Australia's courses and how to create a career you're passionate about.

Find out more: <https://www.torrens.edu.au/about/events-and-workshops/course-and-career-webinar-series>

### **UOW Starts Here**

18 December 2020, 2:00 pm - 8:00 pm

University of Wollongong, Wollongong Campus

Got an Early Admission offer for UOW, and want to check out the campus and meet the staff and students? Not sure what course to apply for and need some advice or tips on how to apply? Received your ATAR and have questions?

'UOW Starts Here' is your chance to visit our Wollongong campus, take a tour, get course info and ATAR advice, and speak with UOW study area experts. Our staff will be available to make sure you get the info you need to start at UOW in 2021.

We can also help you with the enrolment process. If you would like help enrolling, please bring your own device.

Find out more: <http://mkto.uow.edu.au/UOWStartsHere-Wollongong2020.html>

## **Workshops & Courses**

### **AFTRS | School Holiday Workshops**

21 December 2020, 9:30 am - 8 January 2021, 5:00 pm

Australian Film Television and Radio School, Moore Park

AFTRS Teens Workshops for high school students are the perfect way to develop your skills and meet other aspiring creatives.

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We run a variety of courses in each of the four school holidays. Our workshops are taught by industry professionals using industry-standard equipment and, where appropriate, are held in AFTRS' state-of-the-art film, TV and radio studios.

With a constantly evolving pathway of courses in filmmaking, digital animation, screenwriting and radio, you can explore and deepen your creative skills set.

Find out more: <https://www.aftrs.edu.au/course-types/school-holidays/>

### **Campion College | Summer Program**

5 January 2021, 9:00 am - 8 January 2021, 2:00 pm

Campion College, Toongabbie Campus

12 January 2021, 9:00 am - 15 January 2021, 2:00 pm

Experience college life and a taste of Campion's liberal arts degree!

Our immersive four-day program provides the opportunity to reside on campus and interact with like-minded peers. We have a fun-filled program including a beach trip, movies, trivia, dancing and sports, as well as sample lectures from our history, literature, philosophy and theology professors.

Find out more: <https://www.campion.edu.au/summer-program/>

### **NIE | Simulated UCAT Day Workshop. Online**

23 January 2021, 10:00 am - 5:30 pm

Australia

The workshop is designed to cover fundamental techniques in navigating all five sections of the UCAT. Students will spend the day with our specialist teachers and will be able to ask questions and address any concerns they may have about the test. You will also be provided with the practice test, which you will attempt soon after the workshop day.

The follow-up online session will provide insightful and extremely valuable information about the application process into medicine and guidance for future planning strategies. Finally, we will spend some time to better explain the Medical Interview process as well as providing students with preliminary instructions on how to start preparing for this very important stage of the admission process. This forum will be an opportunity to answer any general questions that students and their parents may have in relation to the pathways into medicine.

Find out more: <https://www.nie.edu.au/products-listing/product/216-simulated-ucats-day-workshop>

## **Scholarships**

### **Bedford College Scholarships**

Value: \$5,000 AUD

Open/Closing Dates: November 1, 2020 – December 4, 2020

[Find out more](#)

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**Rebecca Dolan & Eve Kiernan (Careers Advisers)**



### **Rural Pharmacy Scholarship Scheme**

Value: \$10,000 AUD per year

Open/Closing Dates: November 2, 2020 – January 31, 2021

[Find out more](#)

### **The Commonwealth Scholarship Program for Young Australians**

Value: Up to \$5,000 per year

Open/Closing Dates: October 26, 2020 – December 4, 2020

[Find out more](#)

### **CQUniCares GWI Scholarship**

Value: Up to \$5,000 AUD

Open/Closing Dates: September 15, 2020 – January 8, 2021

[Find out more](#)

### **UOW Liverpool City Council Opportunity Scholarship**

Value: \$5,000 AUD

Open/Closing Dates: August 18, 2020 – December 11, 2020

[Find out more](#)

### **CSU Albury Wodonga Aboriginal Health Service Scholarship**

Value: \$10,000 AUD

Open/Closing Dates: September 1, 2020 – February 8, 2021

[Find out more](#)

## **Competitions**

### **2020 Dusty Swag Awards**

The “Dusty Swag” Awards were established in 2000 by Patron Rex Tate to encourage poets and storytellers to record the stories of Australia, its unique landscape and its unsung heroes. Entries are invited from Poets and Storytellers of all ages.

The 2020 Competition theme is “Australian Bush”. There are three categories to enter:

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- JUNIORS (Primary) – Poem 20 lines max, or Short Story – up to 200 words
- SENIORS (Secondary) – Poem 40 lines max, or Short Story – up to 750 words
- ADULTS (Over 18 yrs) – Poem 60 lines max, or Short Story – up to 1000 words

**Entries are open until Monday 30 November.**

Find out more and enter here:

<https://writersvictoria.org.au/calendars/opportunities-competitions/2020-dusty-swaq-awards>

### **Wyndham Art Prize 2021**

Now in its seventh year, this annual contemporary art prize attracts entries from some of the best artists across Australia and offers a chance for local and emerging artists to exhibit alongside them.

Artworks can take any form, including (but not limited to) sculpture, painting, drawing, printmaking, textiles, photography, installation, sound digital, video.

Three monetary prizes are available:

- Prize: \$12,000 non-acquisitive
- Local Emerging Art Prize: \$5,000 acquisitive
- People's Choice Award: \$2,500 prize sponsored by Arts Assist

**Entries are open until 21 February 2021.**

Find out more and enter here: <https://www.wyndham.vic.gov.au/wyndhamartprize>

### **RoboCup Challenge NSW 2020**

This year, the RoboCup Challenge is online!

Your task is to design, build, and program your robot or robots to complete a set challenge. You will apply your problem-solving, creative and critical thinking skills to solve a set of problems and fulfil your chosen brief.

This year you can enter the following categories:

- ArtBot Challenge
- OnStage Challenge
- Rescue Sprint Challenge
- Maze Challenge Senior
- Maze Obstacle Challenge Junior
- Helper Robot Challenge
- LEGO® Education SPIKE™ Prime Challenge
- Soccer Simulation

**Challenges are due online Monday 7 December.**

Find out more and enter here: <https://sites.google.com/education.nsw.gov.au/robocupjuniornsw/home>

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## Careers & Jobs

### Jobs in the Outdoors

Do you want a career that is exciting, fulfilling and gives you plenty of opportunity to work outside? Then a career in the Outdoor sector could be perfect for you.

Check out this video for more information on what a career in the Outdoors could hold for you:

<https://www.youtube.com/watch?v=DDmanF3HQDU&feature=youtu.be>

### In-demand roles for 16 November 2020

This week, there was continued strong growth in jobs in Hospitality & Tourism.

If you'd like to find out more about a jobs in this area, check out our Job Spotlights on becoming a [bartender](#), [sommelier](#), [cleaner](#), [food technologist](#), or [dive instructor](#), and the [tourism industry](#), [hair and beauty](#), and the [food industry](#).

Here are the roles with the strongest growth by location:

NSW – [Optimisation Manager](#) (625 jobs)

VIC – [Operations Engineer](#) (599 jobs)

QLD – [Change Analyst](#) (168 jobs)

ACT – [Optimisation Manager](#) (nation-wide) (1,466 jobs)

WA – [Owner Driver](#) (174 jobs)

SA – [Centre Operator](#) (31 jobs)

TAS – [Optimisation Manager](#) (nation-wide) (1,466 jobs)

NT – [Partner](#) (150 jobs)

Source: [Seek Australia](#)

## Further Learning

### Your Path to Torrens University Australia

Torrens University have always believed that ATAR is not a true representation of a student's future success.

So they have removed it as an entry requirement, for good. They believe that individuality of a student, their strengths, and future potential is a better indication of how they might succeed in higher education.

Find out more about your pathway to Torrens: <https://www.torrens.edu.au/low-atar-high-passion>

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## **Study a Diploma in Engineering at UON**

Want to study engineering at uni, but not sure if you'll meet the entry requirements? Or maybe you're not sure yet and want a taste of what it might be like before jumping into a Bachelor degree.

The University of Newcastle's new Diploma of Engineering provides you with the skills and knowledge you'll need to jump straight into work, or to continue on with your studies. This one-year course is ideal for anyone who didn't meet the entry requirements for the Bachelor of Engineering (Honours), or who wants to see what engineering is like before committing to an undergraduate degree.

Best of all, successfully completing the Diploma of Engineering will guarantee you entry into any of the specialisations of the Bachelor of Engineering (Honours) at UON. And the degree won't take you any extra time either, as you will receive credits for what you've already studied in the Diploma.

You don't need an ATAR to apply, just have finished Year 12.

You can study the Diploma of Engineering at UON's Callaghan campus.

Find out more here: <https://www.newcastle.edu.au/degrees/diploma-in-engineering>

## **TAFE NSW Fee-Free JobTrainer Courses**

JobTrainer is a new initiative from the federal Government that will provide fee-free courses to school leavers and other people looking for work.

There are courses available in a huge amount of areas, including trades, business, art & design, health, STEM, and more.

To be eligible for a fully subsidised place you must meet Smart and Skilled eligibility guidelines which are:

- live or work in NSW
- be an Australian Citizen, a permanent resident, a New Zealand citizen, or a humanitarian visa holder
- have left school

And meet one of the following criteria:

- aged from 17 to 24 inclusive (regardless of employment status and including Year 12 School leavers), or
- in receipt of a Commonwealth Government benefit, or
- an unemployed person, or
- people expected to become unemployed

Take a look at the fee-free JobTrainer courses on offer at TAFE NSW here:

<https://www.tafensw.edu.au/jobtrainer>

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## **Summer Skills Program**

Summer Skills is an initiative of NSW JobTrainer. It offers 2020 Year 12 school leavers the opportunity to upskill, prepare and get ahead through fee-free training courses in construction, coding, business, horticulture, social media, mental health and more.

This fee-free training offers multiple benefits for school leavers such as:

- allowing them to gain skills that can be used to help bridge the gap from school to work
- helping find what interests them or learn a new skill
- giving them a head start on their journey after school and their employment by upskilling through short courses and training opportunities.

A mix of training opportunities are available across NSW.

Find out more about the program here:

<https://education.nsw.gov.au/campaigns/summer-skills/about-summer-skills>

## **Why studying a double degree was the best decision I made**

“Now, I know what you’re thinking – double degree, double the work, right? Wrong! I don’t spend any more time at university or in class than my friends in single degrees, and I get to explore both areas of Commerce and Psychology.”

Visnja is a current student at Macquarie University, studying a Bachelor of Commerce with a Bachelor of Psychology (Honours).

Read more about her experience of studying a double degree and why it was the right choice here:

<https://www.mq.edu.au/study/information-for-high-schools/tile-content/articles/student-blog-page-titles/why-studying-a-double-degree-was-the-best-decision-i-made/why-studying-a-double-degree-was-the-best-decision-i-made>

## **Guaranteed Accommodation for Indigenous Students at UON in 2021**

Indigenous students looking for accommodation at the University of Newcastle in 2021 can rest easy knowing that they have access to guaranteed accommodation.

UON has eight residences to choose from, in walking distance to the Callaghan campus and only 20 minutes by shuttle bus to the City campus.

Applications for 2021 are open now. Find out more here:

<https://www.newcastle.edu.au/study/student-living/current-residents/2021-new-applications>

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## Resources

### Gambay – First Languages Map

First Languages Australia is working with regional language centres nationally to develop a map of Aboriginal and Torres Strait Islander languages that reflects the names and groupings favoured by community.

Gambay means “together” in the Butchulla language of the Hervey Bay region in Queensland. You can explore the interactive map to see the languages spoken around the country, and hear it being spoken.

Take a look and learn more here: <https://gambay.com.au/>

### Here's how to write a resume

#### Why you should bother to write a resume

Your resume is an introduction to potential employers and a record of your achievements, we've put together some tips on writing yours. Once it's written, it could not only help you land a job, but it could help to save time and brain power when you're writing other applications too, (e.g. for university courses or scholarships).

It may seem like a pointless exercise if you're still at high school and all the examples you've seen so far list huge career histories, with mountains of work experience and qualifications already listed.

Well, that may not apply to you just yet. But if you approach your resume writing with enthusiasm and with the aim of highlighting your strengths, you might be pleasantly surprised by the volume of material you've already got to showcase about you.

#### The 10 top tips to remember

So, without further ado, here's how to write a resume:

1. Always **include**:
  - Your name, age and contact details
  - Your education details, including the names of your schools and a list of subjects you've studied
  - Any work experience you've had, including paid jobs, volunteer work and school-based work experience
  - A list of your skills
  - Any awards or achievements
  - Hobbies and interests that you're most passionate about

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2. The best resumes are **short, concise, and to the point**. They should never be longer than a page (even if you change your career after 40 years). Nobody has the time or enthusiasm to wade through more than a page. Only list skills and achievements that are **relevant** to the job or course etc., that you're applying for.
3. Pay special attention to the wording. You'll need to make sure that you're showing off your best attributes without being long-winded or waffling, whilst injecting some personality into your resume too.
4. **BE HONEST**. Whilst you really need to promote yourself and talk up your skills and abilities, you need to keep it real. If your CV is too unbelievable or sounds false you might not get an interview, or if you do make it to an interview and are asked about claims you've made on your resume but can't back them up, that's going to be pretty embarrassing and you won't impress anyone.
5. Formatting should be easy to scan-read, visually appealing but not fussy or overly complex (stay away from templates with crazy colours and lots of patterns)
6. Depending on the job or application, you could consider being creative if you think it could work in your favour, e.g. a video or presentation style resume
7. Tailor your CV (and covering letter) to suit the role that you're applying for. You can do that by simply altering the skills you list. There are clues about what to include in the job adverts or application packs, or you could take it a step further and call the organisations directly to find out exactly what they're looking for.
8. Be objective when you read it back – think like an employer. Or ask a friend, family member or teacher for their input.
9. Last but very importantly **proof-read** your resume a few times, preferably with intervals between reading it, before you send it anywhere.

### Looking for more **resume writing tips**?

Here's a few more resources to have a look at (don't worry, they're short):

[It's all about the resume](#)

[Get your resume ready](#)

[High-End Resume Templates](#)

[Create your resume](#)

### **50 Words Project**

Have you ever wondered about learning one of the many local Indigenous languages in Australia?

The University of Melbourne's 50 Words Project is an interactive map that lets you hear 50 words in an Indigenous language, from "hello" to "goodbye", to family members and the names of local wildlife.

Take a look at the map here: <https://50words.online/>

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## Job Spotlight

### How to become a Manager

#### What do Managers do?

Managers coordinate and organise business activities to ensure that objectives, goals, missions, visions and values are met. To work in a career at this level you'll need to wear many hats and have strengths in both administrative and leadership roles.

Management can be split into three tiers:

- Upper Management – in this these roles you'd be responsible for overseeing entire organisations and coming up with clear objectives to help businesses move forward and thrive (e.g. Chief Executive, President, or Director).
- Middle Management – at this level you'd be responsible for being the middleman between the upper managements decisions and plans and the organisation's employees. You'd be interpreting plans and goals and ensuring action is taken to meet them (e.g. General Managers, Regional Managers or Plant Managers).
- Lower Level Management – working in this level you'd be responsible for one small area or team. You'd be responsible for making work happen, supervising staff, problem solving and reporting (e.g. Departmental Manager, Line Manager, Product and Project Managers).

It's not easy to break into management roles without some work experience under your belt and roles can be competitive, so you'll have to always bring your "A" game.

If you're great at seeing the bigger picture, decisive and able to delegate (then leave your staff to get on with their jobs), you could have a rewarding future as a Manager.

#### About you:

- Great *interpersonal skills*, able to *communicate* ideas, build relationships with people at all levels and identify employees' strengths, then *motivate* and challenge them to excel in those areas
- *Critical thinker* who is super *organised*, can *delegate* and *prioritise* in an instant to maintain productivity, meet targets and deadlines, as well as stay on budget and eliminate down time
- *Analytical skills*, effective in *forward planning* and *strategic thinking* to help drive the company forward and encourage innovation
- Good all round commercial and financial knowledge, *enthusiastic learner*, *mentor* and *problem solver*.

#### Industry Specific Management Roles

Although there is no single definition of a Manager's roles and responsibilities, the skills and qualities required to be successful in a career as a Manager remain relatively consistent across all of the industries.

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## **Art**

You could be planning, directing and coordinating activities and performances, monitoring projects and preparing reports, approving budgets and finding funding, or hiring, training and supervising employees and artists.

Projected Job Growth to 2024: 6.2% (Strong)

Average Salary 2019: \$103,000 per year (seek.com.au)

## **Design**

If you choose to work in Design as a Manager you could end up coordinating design work, participating in meetings, analysing where designs aren't optimal and where time, money and effort are being wasted, managing distribution and production of goods and workloads, collaborating with niche experts, or supervising design teams.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

## **Aviation & Transport**

You could be managing an entire airport, airline or automotive company, be responsible for logistics, recruiting staff, monitoring costs, ensuring the organisation meets health and safety requirements, carrying out performance reviews, assessing productivity and viability, planning new routes, and implementing maintenance and training.

Projected Job Growth to 2024: 0.3% (seek.com.au) Moderate (joboutlook.gov.au)

Average Salary 2019: \$108,000 per year (seek.com.au)

## **Business**

Working in retail, banks, schools, hospitals, restaurants, hotels and corporations. Business Managers' tasks vary between industries and organisations. You could be preparing and monitoring finances from budgets and cash flow to financial planning, reporting to stakeholders, writing projections and goals, supervising operations and providing leadership to employees, implementing strategies, and evaluating performance.

Projected Job Growth to 2024: 6.2% (seek.com.au) Strong (joboutlook.gov.au)

Average Salary 2019: \$119,000 per year (seek.com.au)

## **Law**

Management roles in this industry could include being a Law Office Manager, or working in Human Resources, Risk Management, Finance, or Administrative Services, for example.

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Typical duties would be dependent on your role, but as a Law Office Manager for example, you could be meeting with clients, carrying out interviews, assigning cases to specialists, overseeing billing and general finances, preparing documentation and training staff.

Projected Job Growth to 2024: 15.8% (seek.com.au) Very strong (joboutlook.gov.au)

Average Salary 2019: \$60,000 per year (seek.com.au)

## **Construction**

As a Construction Manager you'd be overseeing projects and site operations, interpreting and communicating architectural drawings and plans, hiring labourers and skilled tradies, and ensuring materials are purchased and delivered, as well as other plant and equipment. You could be negotiating with clients, developers, subcontractors and planning departments to ensure projects are delivered on time and within budget.

Projected Job Growth to 2024: 9.2% (seek.com.au) Strong (joboutlook.gov.au)

Average Salary 2019: \$128,000 per year (seek.com.au)

## **Education**

Managers in this industry could be running a school or university, heading up a department, or working in government or private training organisations. You could be developing policies and curriculums, implementing projects, preparing reports or providing advice, looking after financial and physical resources, budgeting, or recruiting and training new staff.

Projected Job Growth to 2024: Very strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

## **Hospitality**

You could find yourself managing hotels, venues, restaurants or bars. Some of the common duties you might be expected to do include managing budgets, approving expenses, implementing customer service, cleanliness and other policies, meeting and greeting customers, ordering in supplies, dealing with complaints, hiring and training staff, or marketing and promotions.

Projected Job Growth to 2024: Moderate (joboutlook.gov.au)

Average Salary 2019: \$69,000 per year (seek.com.au)

## **Humanities**

You could be working in education, politics, government, community groups, youth services. You could be managing a library, organising cultural services, planning and overseeing the creation of public facilities like community centres, running your own business as a technical writer, providing counselling, or performing public relations duties.

Projected Job Growth to 2024: Moderate (joboutlook.com.au)

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Average Salary 2019: \$75,000 per year (seek.com.au)

## **IT**

There are many diverse IT and communication sectors where you could find management roles, but as a general IT manager, you might be responsible for sourcing, installing, updating and maintaining a company's technology resources, researching solutions and finding strategies that will help the organisation (and staff) to perform better, managing staff, designing and implementing new policies and procedures, training staff, assessing network security and finding upgrades, or auditing systems.

Projected Job Growth to 2024: 1.2% (seek.com.au) Strong (job outlook.gov.au)

Average Salary 2019: \$135,000 per year (seek.com.au)

## **Communication and Marketing**

Typically, managers in this industry are responsible for finding new customers, changing brands to suit market requirements, planning and implementing campaigns, identifying new opportunities, conducting and analysing market research, developing pricing and budgeting strategies, doing presentations, collaborating with departments, or making sure consent and licenses are used when necessary.

Projected Job Growth to 2024: 21.7% (seek.com.au) Very strong (joboutlook.com.au)

Average Salary 2019: \$116,000 per year (seek.com.au)

## **Health**

You might be running a GP clinic, heading up a hospital or a department within a hospital, working in environmental health, or even running a wellbeing service. Some general duties you might be doing include organising medical and non-medical resources, working with other health professionals to discuss and plan outcomes and projects, recruiting and training, writing reports, delivering services, monitoring performance, or organising staffing issues.

Projected Job Growth to 2024: Very strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

## **Police, Fire and ADF**

Oversee the overall operational, management, and administration of the services, including finances, logistics, staffing, training, recruiting, response planning, safety issues and compliance. You could be working at a local, regional, state or national level. At the end of the day you'll be helping to ensure that the emergency and defence services are running efficiently and always ready to respond to any situation.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

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## **Environment**

In this industry you could be developing environmental strategies, policies and action plans to reduce pollution, control waste, recycling, environmental health, preserve at-risk environments, promote sustainable development and practises, carry out audits, perform impact assessments, and raise awareness.

Projected Job Growth to 2024: Strong ([joboutlook.gov.au](http://joboutlook.gov.au))

Average Salary 2019: \$105,000 per year ([joboutlook.gov.au](http://joboutlook.gov.au))

## **STEM**

As a Manager in this industry you could end up working in laboratories, education, project management, IT development, Engineering, Maths, or Urban Development; the opportunities are immense. You could be developing new products and solutions, launching innovation think tanks, managing services, integrating systems and more.

Projected Job Growth to 2024: 12.8% ([seek.com.au](http://seek.com.au)) Very strong ([joboutlook.gov.au](http://joboutlook.gov.au))

Average Salary 2019: \$134,000 per year ([seek.com.au](http://seek.com.au))

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

You could complete a degree in Management and still not be hired into a management role; or you might finish school in Year 10 and end up in a very well-paid management role.

To become a Manager, above anything else, takes hard work, experience and dedication. You'll need to become an expert in your field and build as many skills as you can. Networking is also a really important skill to cultivate.

Obtaining relevant qualifications could help you to become eligible for management roles more quickly and help your job applications make it to the interview pile.

There are dozens of Certificates IIIs, IVs and Diplomas in various management fields; check out what's available on [My Skills](#), e.g.

[Certificate IV in Leadership and Management](#)

[Diploma of Project Management](#)

A degree could open up more opportunities and allow you to apply for more senior positions, e.g.

[Bachelor of Business Management](#)

[Bachelor of Applied Management](#)

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Or you could do a degree in any field (related to the industry you're keen to work in) then apply for a postgraduate course in Management, e.g.

### Master of Management

There are also micro-credentials and short courses to consider that will help you to gain and develop the many skills that you'll need as a Manager.

## Frequently Asked Questions (FAQ's)

- **Can I get a Management job with no experience?**

It is highly unlikely that you'll be able to walk into a management role unless you have some experience under your belt. Obtaining relevant qualifications and being able to demonstrate you have the skills required for management could be really beneficial.

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

You can become a Manager without going to university, but it could take you slightly longer and you'll have to work really hard to show you can do the job, network well and get great references. Going to uni could help you get into Management a little faster.

- **What does a Manager do?**

Managers are responsible for employees and the organisations they work for. You are the figurehead and may be in charge of planning, organising, staffing, leading, and controlling. They may also be in charge of:

- Recruiting, selecting, orienting, and training employees
- Ensuring a safe, secure, and legal work environment.
- Developing personal growth opportunities, mentoring and leadership
- Communicating job expectations and company objectives
- Ensuring productivity and standards are maintained with products, services, customer and staff relationships
- Establishing strategic goals and controlling finances
- Working as part of the team, being involved and engaged

- **Where do Managers work?**

Managers are needed everywhere and there are roles in every single industry. Depending on the specific job, you could be working in a corporate office, a retail space, in a factory, on the shop floor, in a school or hospital, in a hotel, restaurant, bar or other venue, in tourism, science or agriculture. The options are endless.

- **What are 3 things I can do right now to help me become a Manager?**

If you're at high school and you think a career as a Manager would be perfect for you, here's a few things you could start doing right now:

1. Take on leadership and mentoring roles wherever you can
2. Get a part time job, work hard and find or ask for opportunities to take on more responsibility
3. Start up a business or entrepreneurial side-gig, or shadow a manager at work

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