

BMGS CAREERS NEWSLETTER

Tuesday, 2 August 2021

Jump to:

[Open Days & Info Sessions](#)

[Workshops and Courses](#)

[Scholarships](#)

[Competitions](#)

[Careers & Jobs](#)

[Work Experience](#)

[Further Learning](#)

[Resources](#)

[Job Spotlight](#)

Open Days & Info Sessions

[UOW | Science, Medicine and Health Information Session](#)

Monday 2 August 2021, 6:00 pm

Online

Join UOW Academics to learn more about courses delivered by our Faculty of Science, Medicine and Health.

Academics will discuss course options and career opportunities. You will also have the opportunity to ask questions about courses and studying at UOW during a Q&A session. The Faculty of Science, Medicine and Health deliver courses in:

- Pre-Medicine, Health and Science
- Nursing
- Earth Atmospheric and Life Sciences
- Chemistry and Molecular Bioscience

Find out more: https://uow-au.zoom.us/webinar/register/WN_Zzr5lcl6RGyqJ8dN7NcOOQ

[UOW | Engineering and Information Science Webinar](#)

Tuesday 3 August 2021, 6:00 pm

Online

Join UOW Academics to learn more about courses delivered by our Faculty of Engineering and Information Sciences.

Faculty Academics will discuss course options and career opportunities. You will also have the opportunity to ask questions about courses and studying at UOW during a Q&A session. The Engineering and Information Sciences Faculty deliver courses in:

- Engineering
- Computer Science and Information Technology
- Mathematics and Statistics
- Physics and Medical Radiation Physics

Find out more: https://uow-au.zoom.us/webinar/register/WN_KMSuUugmSx6Bb0QwyOYRuQ

University of Sydney | Indigenous Admission Pathways

Wednesday 4 August 2021, 4:00 pm - 5:00 pm

Online

Are you an Aboriginal or Torres Strait Islander student? If so, then the Gadigal Program is for you. Learn more about the how this program will assist you on your journey to the University of Sydney.

Find out more: https://uni-sydney.zoom.us/webinar/register/WN_4RqpRn6TRxybxHsS1vfL_g

UOW | Faculty of the Arts, Social Sciences & Humanities Information Webinar

Wednesday 4 August 2021, 6:00 pm

Online

Join UOW Academics to learn more about courses delivered by our Faculty of the Arts, Social Sciences and Humanities.

Faculty Academics will discuss course options and their career opportunities. You will also have the opportunity to ask questions about courses and studying at UOW during a Q&A session. The Arts, Social Sciences and Humanities Faculty deliver courses in:

- Arts and English
- Communications and Media
- Creative and Performing Arts
- Education
- Geography and Sustainable Communities
- Social Science
- Social Work
- Psychology
- Human and Social Inquiries

Find out more: https://uow-au.zoom.us/webinar/register/WN_cEqZLi8HSOWh0qzVogAfOA

UOW | Business and Law Information Webinar

Thursday 5 August 2021, 6:00 pm

Online

Join UOW Academics to learn more about courses delivered by our Faculty of Business and Law.

Faculty Academics will discuss our range of course options and their career opportunities.

You will also have the opportunity to ask questions about courses and studying at UOW during a Q&A session.

Find out more: https://uow-au.zoom.us/webinar/register/WN_AjBGvV6KQc-OOs9zEljsNQ

ADF | Health Careers Virtual Information Session

Tuesday 10 August 2021, 6:30 pm - 8:30 pm

Online

Protect the health and wellbeing of Australian Defence personnel both on base and on deployments, in a rewarding Health role.

Join us for a virtual info session and speak with current serving members about the job variety and satisfaction you can experience while contributing to humanitarian, combat and disaster-relief operations.

Find out more: <https://defencejobs.gov.au/events/events-detail/wags6h7>

ADFA | Virtual Open Day 2021

Friday 13 August 2021, 9:00 am - 4:00 pm

Australia

ADFA Open Day will be held in August 2021. It's your chance to get an insight into the experience of studying at ADFA.

- Find out what it's like to live and learn at ADFA.
- Get an insider's perspective on everything from classes to military training.
- Discover more about degrees on offer: Arts, Business, Engineering, IT, Science or Technology.

Find out more: <https://defencejobs.gov.au/students-and-education/australian-defence-force-academy>

CQUni | Interactive Virtual Open Day

Saturday 14 August 2021, 9:00 am - 1:00 pm

Online

Join us online in the comfort of your living room and connect with CQUni's teaching staff, discover our huge range of TAFE and university courses, and learn more about our outstanding range of online and on campus support services.

Visit course booths and browse course flyers and videos to find out about careers, practical learning opportunities and what you will study in the course. Chat directly with course lecturers, attend webinars and get support on topics like applying, fees and scholarships, support and more. Plus, our team will be available to chat directly with you to provide career advice and scout out the best study options for you.

Find out more: <https://www.cqu.edu.au/events/event-items/open-day/interactive-virtual-open-day-august>

AFTRS | Virtual Open Day 2021

Saturday 14 August 2021, 9:00 am - 4:00 pm

Online

Join us virtually on Saturday 14 August for our annual Open Day. Learn more about Australia's premier screen and broadcast school and our program offerings – [Bachelor of Arts Screen: Production](#), [Graduate Diploma in Radio and Podcasting](#), [Master of Arts Screen \(Directing, Producing, Screenwriting, Cinematography, Editing, Production Design, Sound, Music, Documentary, Animation\)](#) and [Master of Arts Screen: Business](#). Get to know our lecturers, students and alumni, join live chats and panel discussions, take a virtual campus tour, enjoy work produced at the school, and get some tips on how to ace applications for the 2022 intake.

Find out more: <https://www.aftrs.edu.au/news-and-events/events/2021-open-day/>

Macquarie University | Online Open Day 2021

Saturday 14 August 2021, 10:00 am - 4:00 pm

Online

Join us online at Open Day to find out more – all from the comfort of your own home. At any time throughout the day, you can check out our live streaming student-hosted centre stage and find out about:

- Macquarie Entry
- scholarships and adjustment factors
- pathway programs
- tailoring your degree and study program to suit your lifestyle
- recognition of prior learning
- how to apply
- campus life.

You'll also have the opportunity to:

- speak one-to-one with our academics
- talk via live chat with our contact centre about all things Macquarie
- watch on-demand videos about degrees and much more.

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

WSU | Virtual Open Day 2021

Sunday 15 August 2021, 10:00 am - 3:00 pm

Online

Our virtual Open Day on Sunday 15 August, 2021 is your chance to discover everything Western has to offer.

Explore course presentations, chat with academics and current students about courses on offer, and get a feel for campus life. You will be able to find out about the student services available and Western's early offer pathway, HSC True Reward.

Find out more: <https://www.westernsydney.edu.au/openday>

Charles Sturt | Online Open Day 2021

Sunday 15 August 2021, 10:00 am - 4:00 pm

Online

Charles Sturt University Open Day is transforming into an online event! Join us online on 15 August and discover your study options, what uni life is like and what we have to offer.

There's something for everyone at our online Open Day.

- Get detailed info about courses – and discover exciting careers they could lead to.
- Chat to current students about what studying at Charles Sturt is really like.
- Meet our expert teaching staff and find out what to expect in lectures and tutorials.
- Discover the fun side of life at Charles Sturt – learn about our clubs, societies and sport teams.
- There's also heaps of giveaways!

Plus, you can explore our online expo hub and chat to our friendly teams about all things Charles Sturt – the support services we offer, early offer programs and even how to boost your career potential.

Find out more: <https://study.csu.edu.au/life/events/open-day>

EmPOWERing Careers in the Australian Power Sector

Monday 16 August 2021, 4:30 pm - 5:30 pm

Online

Power is the pulse of the world. And there are lots of exciting jobs available in the Australian electricity sector that give you a chance to use your interest in STEM subjects and help our communities use more sustainable energy sources.

As part of National Science Week, the Australian Power Institute are hosting a discussion with three university students and the paths they are taking to an empowering career in the power industry.

These 3 inspiring students will share:

- Why they chose their field of engineering
- What sparked their interest in the energy sector
- The highlights of their studies so far (including work placements in industry)
- Where they see themselves going in the future
- Their advice for future power engineering students

Find out more: https://us02web.zoom.us/webinar/register/WN_91fhMRhNSsSY6is-yQay6g

Torrens University Australia | Virtual Open Day

Tuesday 17 August 2021, 4:00 pm - 6:00 pm

Online

Torrens have made the decision to move our Open Day to an online event on Tuesday 17 August. A customised online event, Virtual Open Day gives you the chance to explore all we have to offer – from wherever you are. Learn about your study options in courses related to Business, Design, Technology, Hospitality, Health and Education.

Tune in for campus tours and an impressive line-up of industry-leading guest speakers, plus the opportunity to connect with staff and students.

Find out more: <https://www.torrens.edu.au/whats-on/open-day/virtual-open-day>

University of Sydney | E12 Early Offer and Scholarship Webinar

Tuesday 17 August 2021, 5:00 pm - 6:00 pm

Online

Join us for an online E12 Early Offer and Scholarship Information Webinar to learn about the scheme, eligibility and how to apply. You can also get help with your application, including responding to the three personal statement questions required in your E12 application.

The E12 Early Offer and Scholarship Scheme is for students from rural, regional or low socio-economic backgrounds, or those facing financial hardship. It makes your pathway to the University of Sydney easier and helps reduce the financial pressure of your first-year studies. This year, over 90 courses are offered via E12, and hundreds of students enter the University of Sydney through this scheme each year.

Eligible applicants who meet all the scheme requirements receive:

- a \$5,950 first-year scholarship,
- conditional early offer with a lower minimum ATAR requirement for entry,
- additional university discounts and access to scholarships to study overseas,
- extra support to help you transition to university.

Find out more: <https://www.eventbrite.com.au/e/e12-information-session-tickets-164252059331>

ACAP | Coaching Info Session

Tuesday 24 August 2021, 6:00 pm

Online

Dr Be Pannell is a highly experienced professional in the field of adult leadership development, having worked with thousands of people over two decades in the industry.

Join Be in this session to discover the captivating Coaching courses on offer at ACAP.

Find out more: <https://www.acap.edu.au/study-at-acap/online-events/>

ACAP | Counselling Info Session

Tuesday 24 August 2021, 7:00 pm

Online

Professor Margaret Carter is a passionate and inspiring educator. Her main areas of research include cyber bullying, mental health and wellness, young children's social behaviour and third culture kids.

Join Margaret in this session to discover the fulfilling Counselling courses on offer at ACAP.

Find out more: <https://www.acap.edu.au/study-at-acap/online-events/>

ACAP | Criminology Info Session

Wednesday 25 August 2021, 6:00 pm

Online

Matthew Thurgood has more than 20 years' experience in Higher Education and has taught a range of interesting units including Corporate Crime, Deviance, Drugs and Crime, and Transnational Crime.

Join Matthew in this session to discover the thrilling Criminology courses on offer at ACAP.

Find out more: <https://www.acap.edu.au/study-at-acap/online-events/>

ACAP | Psychology Info Session

Wednesday 25 August 2021, 7:00 pm

Online

Professor John Reece is an award-winning academic who teaches in the areas of learning, memory, and cognitive psychology.

Join John in this session to discover the intriguing Psychology courses on offer at ACAP.

Find out more: <https://www.acap.edu.au/study-at-acap/online-events/>

ACAP | Social Work Info Session

Thursday 26 August 2021, 6:00 pm

Online

Susie Costello is a social work practitioner who has had a range of experiences in the field. A few of her research interests include international social work education, advocacy in child protection and indigenous homelessness.

Join Susie in this session to discover the inspiring Social Work courses on offer at ACAP.

Find out more: <https://www.acap.edu.au/study-at-acap/online-events/>

UTS | Open Day 2021

Saturday 28 August 2021, 9:00 am - Tuesday 31 August 2021, 4:00 pm

Online

Start your journey to UTS! Join our Open Day to explore your course options, find out about admission process, schemes and pathways, uni life and much more.

UTS Open Day will be hosted online on 28 and 31 August. We are offering a range of webinars, online chats, virtual tours and workshops for you to explore all your study options.

Find out more: <https://openday.uts.edu.au/>

University of Sydney | Online Open Day 2021

Saturday 28 August 2021, 10:00 am - 2:00 pm

Online

Join us online at Open Day.

Meet lecturers and academics, discover our campus and facilities, get study and admissions advice and tune into USyd TV at Open Day.

Find out more: <https://openday.sydney.edu.au/>

UAC Digital | Mental Health and the HSC

Thursday 2 September 2021, 6:00 pm

Online

UAC is excited to bring together a panel of experts to chat about mental health and the HSC. We understand that some stress is healthy; however, we don't want it to negatively impact your life during the HSC.

We'll discuss:

- healthy stress vs unhealthy stress
- strategies to minimise stress
- how to recognise when your stress has turned into a more serious mental health concern
- strategies to manage mental health leading up to, during and after exams
- how to tell your parents and school if you're feeling overwhelmed
- how to study effectively to avoid burnout.

Find out more: <https://uacdigital.easywebinar.live/mentalhealthhsc>

NAS | Open Day 2021

Saturday 4 September 2021, 10:00 am - 4:00 pm

National Art School, Darlinghurst

The National Art School is Australia's leading fine art school, with an unrivalled studio-based teaching model that has delivered a rich tradition of artistic practice and generations of world-renowned alumni for the past 100 years. Leading into the 21st Century, NAS provides a progressive and holistic art education, and invites the public to join us on Open Day to share our creative community.

You can explore our studios and working spaces, visit NAS Gallery, meet our faculty and students, get advice about your study options and the application process, attend mini-lectures and get involved in loads of fun interactive art workshops!

This year's Open Day will run with public health and safety protocols in place. In line with government guidelines, all visitors will register on entry, masks are compulsory for all spaces, indoors and outdoors, and social distancing and hygiene measures will be maintained in studios and across campus.

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

ACU | Blacktown Campus Open Day

Saturday 11 September 2021, 10:00 am - 2:00 pm

Australian Catholic University, Blacktown Campus

Deciding what to study is a pretty momentous decision. That's why we run Open Day – it's everything you need, in one place, to help make your choice.

Join us on the Blacktown Campus to explore our courses and find out where they can take you.

On the day you can:

- chat with current students and staff
- learn more about our courses
- discuss your study options with experts
- go on a tour and watch demonstrations
- join Q&As and discussions with alumni and current students
- discover how ACU can help you achieve your goals.

Find out more: <https://openday.acu.edu.au>

University of Newcastle | Open Day, Central Coast

Saturday 11 September 2021, 10:00 am - 3:00 pm

University of Newcastle, Ourimbah Campus

Open Days are an exciting time for prospective students, their friends and families.

It's a great chance to check out the University of Newcastle, speak with current students and academics, experience our campuses, and find out all you need to know about uni life.

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

ACU | Blacktown Online Open Day

Saturday 11 September 2021, 2:00 pm - 4:00 pm

Online

Deciding what to study is a pretty momentous decision. That's why we run Open Day – it's everything you need, in one place, to help make your choice.

Join us online to live chat with our staff about your study options at our Blacktown Campus and talk to current students about uni life. You can also explore our Open Day website with a range of virtual resources including study area presentations, support and student life information, and more.

Find out more: <https://openday.acu.edu.au>

UOW | Open Day 2021

Saturday 25 September 2021, 10:00 am - 3:00 pm

University of Wollongong, Wollongong Campus

UOW have rescheduled their Open Day event to Saturday 25 September.

At UOW's Open Day you will receive all the information you need to start at UOW in 2022. Get your questions answered by our experts, learn more about UOW courses and entry requirements, roam the campus facilities or book a personalised on-campus tour. Please note that UOW Open Day complies with the relevant COVID-19 safety plans as outlined by NSW Government Health.

This is your chance to get all the information you need to start uni in 2022.

- Speak with UOW students and experts
- Discover our [high-achiever programs](#)
- Find out about our [scholarships](#)
- Explore your new home with a look at [UOW accommodation](#)
- Look at your options with [UOW's pathway programs](#)
- Advance your career with [postgraduate study](#)
- Take your next step as a [non-school leaver](#)
- Find your [campus](#)
- Learn how to [apply](#)

Find out more: <https://www.uow.edu.au/openday/>

Campion College | Virtual Open Day 2021

Tuesday 28 September 2021, 10:00 am - 5:00 pm

Online

Join us for Campion's Virtual Open Day! If you're thinking about enrolling as an undergrad with us in the near future, this is the perfect opportunity to find out more about Campion College and our liberal arts degree.

Gain access to our prospectus, course guides, a live-lecture and on-demand presentations. Our Student Recruitment Manager will also be available all day via live-chat, phone and email to answer your questions.

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

Workshops and Courses

[Indigenous Science Experience Online](#)

Saturday 14 August 2021, 9:00 am - Sunday 22 August 2021, 8:00 pm

Online

What can Aboriginal astronomy tell us about the night sky? How is our native flora used as bush medicine? What can we learn about sustainable living from 60 000+ years of Indigenous culture? Find out the answers to these questions and more during the Indigenous Science Experience Online.

The Indigenous Science Experience Online will consist of a series of workshops and webinars that will run through National Science Week. The sessions will showcase a wide range of Indigenous and Western STEM presented by Indigenous secondary students, Elders and community members and STEM outreach providers from various organisations.

Find out more: <https://nisep.org.au/indigenous-science-experience/>

[Virtual BiG Day In](#)

Tuesday 31 August 2021, 10:00 am - 12:00 pm

Online

The BiG Day In events are aimed at senior secondary school and university students interested in careers in ICT and technology. BiG Day In helps students obtain more information about ICT and technology careers, and hopefully helps them make a better-informed decision about their future. BiG Day In events are held on University campuses around Australia (where possible) to give students an insight into what 'university life' might look like.

Find out more: <https://www.thebigdayin.com.au/dif2021>

Scholarships

[Vision Australia Further Education Bursary](#)

Value: Varies

Open/Closing Dates: July 1, 2021 – September 30, 2021

Each year, Vision Australia awards Further Education Bursaries to a select number of students who are blind or have low vision.

[Find out more](#)

[Westpac Young Technologists Scholarship](#)

Value: \$5,000 AUD per year

Open/Closing Dates: June 1, 2021 – November 1, 2021

Westpac Young Technologists Scholarships are designed specifically for high school graduates who are passionate about technology and eager to explore its potential for good. We're looking for curious young minds, open to new ideas and untapped opportunities.

[Find out more](#)

Western Sydney University Community Scholarship

Value: \$6,00 AUD per year

Open/Closing Dates: April 1, 2021 – December 9, 2021

The Western Sydney University Community Scholarship was established to provide ongoing support to talented, ambitious and hardworking students who might not otherwise have the chance to study at university due to financial hardship or other circumstances out of their control.

[Find out more](#)

UOW Transforming Futures Scholarships

Value: \$3,000 AUD per year

Open/Closing Dates: July 19, 2021 – December 12, 2021

These scholarships recognise the capacity in all students and seek to provide support to ensure students can participate in, and make the most of their higher education.

[Find out more](#)

Competitions

The Hachette Australia Prize for Young Writers

The Hachette Australia Prize for Young Writers is a developmental award open to Australian secondary school-aged students across the nation.

The prize recognises writing excellence in three categories: Fiction, Creative Nonfiction and Poetry.

Entries can include writing for readers of any age.

The prize winner in each category will receive:

- \$500 courtesy of Hachette Australia
- publication of their work on the Express Media website
- their names and an acknowledgement printed in Voiceworks, Australia's premier youth literary journal.

All fifteen shortlisted writers will:

- Be invited to participate in a writing masterclass
- Attend an exclusive Q&A with Will Kostakis
- Attend a special showcase event
- Receive a book pack of YA Titles courtesy of Hachette Australia

Entries are now open and close at 11:59pm on 12 August.

Find out more and enter here: <https://expressmedia.org.au/programs/hachette-australia-prize/>

Pangolin Photo Challenge 2021

As wildlife photographers, we shouldn't just wait until we go on a safari...we should be photographing nature wherever we are. This is your opportunity to join in the fun, improve your photography and support our conservation initiative at the same time.

Each challenge has a theme or subject. Once you have registered and made your donation, your account will be live and you can enter your images into each of the challenges.

You can enter only one image into each category and the image must have been taken by you in 2021.

The competition is open to all amateur and professional photographers aged 18 or over from any country in the world.

Final entries close December 31.

Find out more and enter here: <https://www.pangolinphoto.com/pangolin-photo-challenge>

Monash Arts Social Justice Matters Video Competition

Social Justice Matters is a short video essay competition for high school students – tell us what social justice issue you are passionate about, why it matters, and what we can do to address this issue.

To enter, create a 3-5 minute video, telling us:

- The social justice issue you are most passionate about, and why
- Why it matters for your community, for Australia, and/or the world
- What you think we should do to address it.

Monash Arts is offering \$2,000 in prizes! To enter you must be a current high school student in Australia.

Competition closes 30 August.

Find out more and enter here:

<https://www.monash.edu/y12hub/events-calendar/articles/monash-arts-social-justice-matters-video-competition>

Careers & Jobs

The Future of Work

The way we work is changing, fast.

Automated systems are taking over many of the simple, repetitive tasks we used to give to low-skilled and entry level workers, which means those jobs are the ones that are disappearing. Other tasks that used to be done by highly trained and educated people are also being taken over by computers – lawyers no longer need to remember vast amounts of case law, and can simply use a database to search for what they need.

This process of automation and replacement isn't new – it's how we move forward as a society. For example, once upon a time washing machines didn't exist, and people (mostly women) washed clothes by hand, which took forever. In some places, washing machines have replaced the task of manually washing clothes, which meant that those who made a living from washing clothes lost their work and had to find other employment.

In the same way, today's technology is replacing tasks and displacing workers, who are now free to look for new tasks to take on.

Everyone wants a crystal ball – we want to be able to predict the jobs of the future before they come into being. This knowledge would theoretically help us prepare for the future of work, so we can position ourselves to take advantage of what's coming.

When we take a long view, the pace of change appears incredibly fast – within our lifetimes, the way we live and work will change dramatically – but in 'real-time' things don't seem to move quite so quickly.

This means we have time to grow, change, and adapt as we move through our career, so long as we approach work with the expectation of change. What we know about the future of work is that we can't predict exactly what's coming, but that some skills will be more important than others.

[Read about what the experts tell us in the full blog here.](#)

[Or check out the video we've created on the future of work instead.](#)

Workplace Communication – what it is and why we need it

What is workplace communication?

Communication is the exchange of information and ideas. It's going on every day, all around us. It's also an essential element of nearly any aspect of businesses and other organisations. When communication happens between staff, managers, suppliers, and clients, it's called *workplace communication*.

Great communication at work can help to:

- Avoid confusion
- Provide purpose
- Build a positive work environment
- Facilitate teamwork
- Boost productivity
- Create accountability

There are lots of types of workplace communication

It's easy to gloss over exactly what counts as workplace communication, but when you think about it, we're communicating for a massive proportion of our time spent at work.

In fact, some people spend up to [80%](#) of their workday communicating.

Verbal communication

When you think of communication, the most obvious form is probably talking. Every conversation you have, from your interview, to phone calls, meetings or presentations, are all based on verbal communication.

You'll need to focus on using the right words and terminology in the right context. Try not to over-complicate things or use jargon; that just means that some people won't understand what you're talking about.

Non-verbal communication

You may not always be aware of when you are using non-verbal communication, but we often send cues using actions instead of words. From the tone of your voice, facial expressions, posture, hand gestures, eye contact, to body language and appearance; [non-verbal communication](#) can be one of the clearest forms of communication between co-workers.

Written communication

Of course, you can't forget about the value of written communication at work either. Emails, letters, memos, reports, minutes, proposals, and contracts are just a few of the forms of written communication you might think of off the top of your head.

Then there's the information you read on websites, adverts and other promotional material – even the messages you might get left on your desk.

Written words and numbers account for a large chunk of the information that we take in and send on.

Visual communication

If you haven't considered the importance of visual communication in workplaces yet, that's understandable. Actually, it's a commonly used way of communicating important and relevant information quickly.

To improve workplace safety, for example, you might see or use wall signs, equipment labels, chemical labels, floor signs, or industrial floor tapes to warn or remind people about their surroundings.

Using images, charts, and infographics can all help to share information in less time and with a greater rate of comprehension. Photographs, videos, film, and social media platforms are all other ways [visual communication](#) is used in workplaces.

Workplace communication needs to be effective

If you're at work and have a phone call, conversation, meeting, receive an email, letter, or message, and you don't understand what it means or what action you need to take, then it hasn't been effective. If you're trying to send information and the receiver doesn't understand what you're communicating or they interpret it the wrong way, then there's been a communication failure or break down. Not only can that be frustrating for everyone concerned, ineffective communications could even prevent you from doing your job properly. This ultimately costs organisations in time, productivity, customers, and profit.

Tips for effective workplace communication

Here are a few things to think about to ensure that your workplace communications are effective:

1. Speak to people face-to-face. That way you can understand tone, read body language, and ask questions directly.
2. Work on and use your [active listening skills](#).
3. Be mindful of the language you use.
4. Tailor your communications to specific audiences.
5. Ask questions.
6. Make sure that your non-verbal communication is in tune with your verbal communication.
7. Remain diplomatic and professional.
8. Timing is important, so be strategic about when you ask for meetings or plan presentations.
9. Be positive and offer positive feedback (if you have to say something negative, try to balance it). This builds trust, openness and encourages better communication
10. Stick to the point.
11. Proofread written communications before sending them.
12. Take a breath and think before responding.

You can find heaps more resources about the world of work on the [Study Work Grow website here](#).

Work Experience

[GoIT Girls Virtual Work Experience Program](#)

Tata Consultancy Services' GoIT Girls program is a week-long work experience program aimed at female students in Years 10 and 11. At TCS we are empowering Aussie students with the skills they need to be ready for the workplace of the future.

Participants meet senior executives from our company and from our client organisations, who provide insight into the various STEM roles that exist across the business spectrum, with the hope of inspiring a new generation of innovators, problem solvers and technology professionals. The aim is to provide insight into and challenge stereotypes, of the technology industry and challenge gender occupational stereotypes.

In 2021 the program will provide opportunities for 100+ young women who are curious about a career in technology from around Australia to participate. Students do not need any prior experience with technology to participate in the program. There is no cost for your school to take part in GoIT Girls.

[Learn more](#)

Further Learning

[A Day in the Life of a Teaching Student at Macquarie University](#)

If you're considering becoming a Teacher after you leave high school – first of all, kudos to you – it's a career that can literally change lives and one that requires passion and commitment.

Find out what a Teaching degree involves

But before you sign up to a teaching degree, it's a great idea to research what you'll be in for.

"Through my degree I've been able to find out exactly what kind of teacher I want to be when I graduate, all with the university's support."

Speaking to current students at Open Days or through online chats, talking with the lecturers at universities and other provider; could give you a much better understanding of how much work is involved and what kinds of studies you'll be doing.

Meet Ella Reilly, she's in her final Year (four) studying a [double degree Bachelor of Arts majoring in Education with a Bachelor of Education \(primary\) at Macquarie University](#). She very kindly took some time out of her busy schedule to give us some pointers about what her days often look like.

A final year student's average day

A typical day whilst you're studying for an education degree could be teaching as part of your practical, catching up on lectures, spending time networking with and being mentored by colleagues in the staff room, hanging out with uni friends, or squeezing in some casual work.

Ella says, "two days are never the same. I love that each day is totally unpredictable and forces you to go with the flow."

7-8am Arrive at school – coffee for me and the teaching supervisor

8am-3pm Teaching lessons, sitting in on classes, lesson planning and preparation

"Prac teaching is the highlight of any teacher education student's journey through uni and I feel like I've finally got my head around the basics of "how do I actually teach 25 little humans?" and "what if they ask me a question that I don't know the answer to?"

Breaks and lunch – there are opportunities each day to grab quick coffee and meal break, depending on what lessons you have to prepare for, or if you're expected to help out on duty with the students

3-8pm Time to take off my teaching hat, catch up with friends on campus for a meal and some entertainment

8-9pm Home to catch up with work – one of my casual jobs is writing lecture notes for students in my cohort with disabilities so after tweaking those, they're sent off

9-10pm Time to prepare for the next day and wind down. Often reading one of the books recommended to me by my students (always consists of princesses and dragons) is usually my favourite way to switch my mind off and get ready to do it all again tomorrow.

It's all worth it though, not only has Ella been able to explore her "passion for inclusive and Indigenous education" through completing one of her practical units in a rural community which she says "is a dream come true"; also "with the support of lecturers, the Education Society and my practicum supervisors, I've been able to secure a full-time teaching position for next year".

Thanks Ella and all the best for the start of your teaching career, from the team at Study Work Grow.

Still thinking of a career as a teacher? Great – you can find more resources that may be useful on the [Study Work Grow](#) website and our updated [Entry to Teaching Guide for 2022 applicants along with the Handbook](#) are coming out soon.

UOW Early Admission – QLD, TAS, SA & NT

Want an early offer to study at university, without having to worry about the pressure of exams? The University of Wollongong's Early Admissions program is opening to Year 12 students in QLD, TAS, SA & NT from August 2.

When you apply for Early Admission, UOW looks beyond your ATAR and considers your unique skills and experiences, alongside your Year 11 results, so you can earn an offer to uni before you sit your first exam.

Applying for Early Admission means you could also be considered for a Vice Chancellor's Leadership Scholarship, valued at AUD\$30,000.

And don't forget, applications for students in NSW, ACT, VIC and WA are open too.

Applications close Friday 13 August at 5pm.

Find out more here: <https://www.uow.edu.au/early-admission/>

University of Adelaide Year 11 Alternative Entry Pathway

In 2020, the University of Adelaide launched the Year 11 Alternative Entry Pathway to support Year 12 students impacted by the COVID-19 pandemic.

They have announced that they are also continuing this pathway for students looking to gain university entry in 2022.

This pathway allows you to gain entry to many of the University of Adelaide's degrees using your Year 11 results. All you need to do is submit your Year 11 results to the University of Adelaide and apply through SATAC **before 5.00pm on Tuesday 24 August.**

This alternative entry pathway is available to all South Australian schools and select regional schools bordering Victoria and New South Wales, as well as schools in the Northern Territory.

Find out more here: <https://www.adelaide.edu.au/study/undergraduate/year11-entry-pathway>

Resources

Help Supporting your Tweens and Teens During CoVid and Lockdowns

As a parent it's always hard to see your children going through a struggle. It's even worse when you feel like there's not much that you can do about it.

COVID has been affecting our children for over 18 months now and the new normal can take its toll. In addition, each time there's a lockdown, schooling goes online, they can't see their friends, and their world is bombarded by additional rules; it makes their lives that little bit harder.

Combine all that with the fact that high schoolers are already under a lot of pressure and they're dealing with a really difficult developmental phase in their lives, the results could be hitting them hard.

We also know that as parents, this COVID journey is far from a walk in the park for you either. We've found a few articles with some tips and [resources](#) that may help you to support your children:

- [COVID-19: talking with teenagers about physical distancing and self-isolation](#)
- [How to support teenagers during the coronavirus crisis](#)
- [Supporting your teen's wellbeing during coronavirus](#)
- [Supporting Teenagers and Young Adults During the Coronavirus Crisis](#)
- [ReachOut](#) have a variety of resources available on their page
- [Parent Resources from UQ](#)

Need to talk?

If you're worried about your child's schooling, it's best to email their teachers or the school principal. They'll be able to tell you what help is available and how to access it, or perhaps offer you some reassurance.

Worried about the next step after high school? If your child is a Year 12 right now, you can contact organisations yourself to ask for help or advice. [Tertiary Admission Centres](#) who process lots of university applications or the [universities](#) and other higher education providers themselves, will all have someone available to speak with you. If you can't get through on the phone the chat bots, emails, or enquiry forms are also a good way to ask for help or information.

Of course, if you'd like to speak to a professional for more help for your child or children's wellbeing, don't forget that you're also eligible to call any of the [helplines available around Australia](#). Again, you might be able speak to someone directly, [chat online, or even email them for help and information](#).

If you're really struggling and are worried about your tween or teen, contact your GP, they'll be able to let you know about what services are available locally and they'll probably be able to help you to get the support that you need.

[The Sydney Morning Herald HSC Study Guide 2021](#)

The Sydney Morning Herald has released their HSC Study Guide for 2021.

It is packed with information including key dates, what's changed in 2021, study tips, advice from former students, practice exam questions, and more.

Check it out here: <https://www.smh.com.au/hsc-study-guide-2021>

Job Spotlight

[How to become an SEO Specialist](#)

Help businesses thrive online

What do SEO Specialists do?

Search Engine Optimisation (SEO) Specialists are experts who create and analyse online content to help a business get the most out of their advertising and marketing. They help businesses get discovered by customers online by using tools and skills to target the right audience.

If you are a bit of a tech whiz, love to work with computers, and have a passion for marketing, becoming an SEO Specialist could be perfect for you.

About you:

- Knowledge of marketing
- Great with technology
- Analytical and thorough
- Can work well in a team and independently
- Excellent communicator
- Good problem solver
- Great time management skills
- Good interpersonal skills

The job:

- Reviewing websites and content to find areas to be improved
- Writing and creating content that fits a business's brand
- Identifying strategies to drive consumers to a business's website
- Researching current market statistics
- Preparing and analysing reports based on gathered data
- Sharing findings with other marketing professionals
- Keeping on top of marketing trends and changes
- Presenting findings and results to clients

Lifestyle Impact: Low

- Part Time opportunities: Low – around 23% of SEO Specialists work part-time (source: joboutlook.gov.au).
- Average hours for full-time workers: 44 hours a week, which is average (source: joboutlook.gov.au).
- SEO Specialists' salary (average) \$80,000* per year (source: seek.com.au). *Salaries vary depending on your skills and experience.
- Future career growth: Very strong (source: joboutlook.gov.au).
- You will most likely be doing most of your work indoors, and sitting at a desk. Being good with technology and keeping up with trends is essential.

SEO Specialists are most in demand in these locations:

This is a large occupation, with around 51,400 people working as Marketing Specialists in 2019 (source: joboutlook.gov.au). There is very high demand for SEO Specialists in New South Wales and Victoria. Most SEO Specialists work in the marketing and communications industry. There are jobs available around Australia and globally. You might even have the chance to work with international clients and travel the world.

How to become an SEO Specialist in Australia

Although formal qualifications aren't necessary to become an SEO Specialist in Australia, having a university-level qualification can strongly boost your prospects with employers. If you don't have a qualification, you will likely need lots of experience.

Step 1 – Complete Year 12 with a strong focus on English and IT.

Step 2 – Try and find work experience in marketing, business, or IT.

Step 3 – Study a relevant undergraduate degree. Some options include:

- [Bachelor of Business \(Design and Marketing\) at UniSA](#)
- [Bachelor of Commerce \(Marketing\) at University of Melbourne](#)
- [Bachelor of Science \(Psychology\), Bachelor of Commerce \(Marketing\) at Curtin University](#)

Step 4 – Consider upskilling with a post-graduate qualification, such as:

- [Graduate Certificate in Digital Marketing at UTS](#)
- [Graduate Certificate in Applied Digital Marketing at Charles Sturt University](#)
- [Graduate Certificate of Marketing at Swinburne](#)

Step 5 – Find work as an SEO Specialist and continue to build on your skills and experience.

Find out more here –

<https://researchsociety.com.au/>

<https://ami.org.au/>

Similar Careers to SEO Specialist

[UX Designer](#)

[Web Designer](#)

[Salesperson](#)

[Social Media Manager](#)

[Big Data Analyst](#)

Brand Manager

Copywriter

Market Analyst

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

Frequently Asked Questions (FAQs)

What do SEO Specialists do?

SEO Specialists use their skills and knowledge to help optimise a business's online content and website, and make it easier to find for customers. They help businesses reach greater audiences and use insights to help with other marketing strategies.

Which industries employ SEO Specialists?

Most SEO Specialists work in the marketing and communications industry.

What options are there for career progression?

You can start out working as a junior in a marketing firm or business, and work your way up to becoming a manager. You could even start up your own business and work with clients from across the world.

Do I need to go to university to become an SEO Specialist?

You don't necessarily need a formal qualification to become an SEO Specialist. However, a minimum Bachelor-level degree is usually desired by employers.

Where do SEO Specialists work?

SEO Specialists work all around Australia and the world. You'll be doing most of your work indoors in an office. SEO Specialists can either work as part of a larger marketing firm, or in-house for a business.

What are 3 things I can do right now to help me become an SEO Specialist?

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

1. Try and get work experience in marketing, business or IT. This will help you build on valuable skills, such as communication, interpersonal skills, and computer literacy.
2. See if you can talk to an SEO Specialist or someone who works in marketing and find out what the job is like. You could even start building networks and connections for the future.
3. Get into the nitty-gritty of social media and websites, and even see if you can successfully start and market your own page or content.

The Study Work Grow Research Team

PO Box 109, Redlynch, QLD 4870

Phone: 0432 860 108

Email: lucy@studyworkgrow.com.au

Find us online – www.studyworkgrow.com.au

Copyright © 2021, [Study Work Grow](http://StudyWorkGrow.com) | All rights reserved