



## Careers Newsletter

15 February 2023

**Disclaimer** – all information is printed in good faith

It is the responsibility of the student to confirm all details with the appropriate institution.

To contact Mr Madani please email [jmadani@stpiusx.nsw.edu.au](mailto:jmadani@stpiusx.nsw.edu.au)

### **JobJump - Parents and students please watch YouTube video and sign up**

Sign up to JobJump for information about tertiary study options, ATAR's and apprenticeship and TAFE information. Create a resume, sign up for news alerts.

To register go to <https://www.jobjump.com.au/>

Search school – St Pius X Chatswood

Register with an email address (use a private address, not spx)

Password – pius (lower case)

**Parent information:** <https://www.youtube.com/watch?v=fZoyckJwVg&feature=youtu.be>

### **[Basair | Pilot Career Seminar, Sydney](#)**

February 13, 2023

Learn about career paths, salaries, entry level jobs, qualifications, pilot courses and everything you need to know about becoming a Commercial Pilot in less than a year at Basair.

[Find out more](#)

### **[AFL SportsReady | Find Out More About Traineeships](#)**

February 15, 2023

Join our free one-hour webinar to gain a deeper understanding of what a Traineeship is and how it can benefit young people. Hear from inspiring alumni who have taken different career paths after completing their Traineeship.

This webinar is perfect for parents, career advisors, and young people interested in this post-school career pathway.

[Find out more](#)

### **[University of Sydney | Architecture and the Built Environment](#)**

February 15, 2023

Are you interested in becoming an architect or working within the built environment sector? Come along to this webinar to learn about the degree pathways that you can explore to become an accredited architect in Australia as well as the other careers that you can pursue from undertaking one of our degrees in architecture and the built environment.

[Find out more](#)

### [Discover The Hotel School Sydney](#)

February 15, 2023

Are you passionate about a career in hospitality and tourism? Join us to explore how you can start an exciting global career within the hospitality, hotel and tourism industry by attending our event on Wednesday 15 February.

Highlights of the session include:

- Find out more about course and flexible degree options
- Meet academic staff and current students
- Career guidance & Industry insights
- Scholarships and fees
- Personalised campus tours

[Find out more](#)

### [WEP | Student Exchange Info Session](#)

February 15, 2023

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 student exchange opportunities at WEP's online info session.

[Find out more](#)

### [NSW Police | Recruitment Information Session](#)

February 18, 2023

Come and join us for an information session about the NSW Police Force recruitment process. The session will provide an overview of the academic and professional suitability requirements for entry into the NSW Police Force including information on the University Certificate in Workforce Essentials (UCWE) and the Police Academy. Recruitment Officers will be on hand to discuss your current or future application and to answer specific questions relating to the process.

Physical Training Instructors will also be available to discuss the physical testing standards, medical requirements and tips for training.

[Find out more](#)

### [Quantum Australia 2023](#)

February 21, 2023 to February 23, 2023

Quantum Australia Conference and Careers Fair will be held on 21 to 23 February 2023 in Sydney and online.

Australia's premier quantum industry event presented by Sydney Quantum Academy returns in 2023. The three-day online and in-person program will explore the theme '*Building the foundations for a quantum economy*'.

Join prominent quantum experts from across the globe for thought-provoking panels and presentations on the industry's latest developments and innovative collaborations.

Conference speakers and panellists will cover the state of the nation, cyber security, sustainability, quantum chemistry, commercialisation, software and hardware, the role of government and much more.

A [Careers Fair](#) will also provide potential employers with a unique opportunity to engage with Australia's in-demand emerging talent, early career researchers and students.

[Find out more](#)

## [University of Melbourne | Hansen Scholarship Information Evening](#)

February 21, 2023

Are you a young leader in the making? Do you want to broaden your academic horizons while exploring your unique passions?

Applications for the Hansen Scholarship Program, the University's most generous undergraduate scholarship, are open between February and March 2023. Valued at up to \$108,000, the scholarship recognises Year 12 students from across Australia who have demonstrated outstanding academic success, a resilience to adversity and a commitment to helping others within their community.

To help you learn more about the program, we're inviting you to our upcoming online information session, in which we'll cover:

- The program's eligibility and selection criteria
- Timelines and the application process
- Tips and advice on submitting a competitive application
- Benefits of the program, including financial support, tailored personal development, industry connections and free accommodation at Little Hall residence.

You'll also hear from a current Hansen Scholar who will share their experiences about the program and be available to answer your questions. Parents and careers practitioners are also welcome to attend.

[Find out more](#)

## [SCCE | Exchange Webinar](#)

February 21, 2023

Preparing for your exchange program is an important part of the process and is vital to continued program success. At these online meetings, an experienced high school exchange advisor will share an overview of high school exchange programs with Southern Cross Cultural Exchange.

You'll learn more about living with a host family and how studying overseas can help you develop confidence and independence... and gain a lifetime of memories.

[Find out more](#)

## [Charles Sturt | 2023 Medicine Information Night](#)

March 29, 2023

Come to our free online medicine information night and discover everything you need to know about our five-year undergraduate entry degree – the Doctor of Medicine.

Based at our Orange campus in regional NSW for two years followed by three years of rural and regional placements, the Joint Program in Medicine is offered by Charles Sturt in partnership with Western Sydney University.

Whether you're in high school, looking for a career change or keen to take the next step in your health career – this information night is for you! Parents, carers and career advisers are also welcome.

[Find out more](#)

## [John Bell Scholarship](#)


Open: February 1, 2023

Closes: April 7, 2023

Value: Training and mentoring opportunity

## [Online Job Application Tips](#)

Online job applications are really common these days.



If you're filling in an application form (as well as submitting a resume and/or cover letter) you'll also need to:

### **Read the application instructions carefully**

Don't make the mistake of assuming you know what to do. Applications are specific to the job and the employer, so even though they might look the same the wording and processes might differ.

Carefully read the questions and any instructions before you start answering.

Keep your responses short and to the point.

Proof read them.

Use key words from the job advert or description.

If there's anything in the job description that needs to be directly addressed, make sure you do it.

### **Check you're applying in the right place**

Sometimes job-boards offer "one click apply" or "quick apply" options. They could go to a third party, while the company might also take direct applications via their website.

Some employers may even request you email your resume and cover letter directly to them. It could pay to check the business website and apply directly. It will show you've done your research and are able to follow directions well, plus your application will get exactly where it needs to be straight away.

### **Fill out every field on the form**

It's an easy way to provide as much information as you can while also demonstrating your eagerness for the job.

Plus some online applications won't submit if you haven't put something in every box.

### **Don't wait**

Perhaps you've been told about the "perfect time" to apply. Maybe you think it's a Monday morning, a particular time of day, or right before applications close (to be the last application the recruiter sees).

The truth is the internet never sleeps, so whenever you submit your application, it will always end up in the HR or hiring manager's inbox (as long as it's got through any filters). Job opportunities usually don't last long, and employers might even stop accepting applications early if they feel they've received enough good ones.

So it's always better to apply straight away, rather than wait for the "right time" only to find your application may no longer be needed or relevant.

### **Other tips**

- Make every response professional and polite
- Don't use abbreviations or emojis
- Don't use sloppy grammar or poor typing etiquette
- Never use autofill – it could get things incorrect or in the wrong order. Take the time to complete applications manually
- Don't forget to tailor your replies to each question or section to the specific job you're applying for
- Don't forget to proof read your application
- Download a copy of the [Getting a Job Guide](#) for more tips and tricks.

## [JMC Game Design Work Experience 2023](#)

Closes: March 31, 2023

## [The Top 10 High School STEM Competitions You Need to Know About](#)

If you're passionate about science, technology, engineering, or mathematics, you might like to show off your skills and knowledge by entering a competition. There are heaps of high school STEM competitions out there, so we've rounded up our top 10 for you to check out.

### **Top 10 High School STEM Competitions**

[Sleek Geeks Science Eureka Prize](#) – combine your knowledge of science with a knack for filmmaking and create a video exploring the 2023 theme 'Green'. Entries for the 2023 competition are open now and close Friday 14 April.

[Big Science Competition](#) – a 50 minute, multiple choice competition testing science knowledge, critical-thinking and problem-solving skills. Ask your teacher or school if you'd like to register.

[UNSW Bragg Student Prize for Science Writing](#) – sharpen your STEM and writing skills by responding to a set essay topic. Dates for 2023 are yet to be announced, so keep an eye out.

[Australian Mathematics Competition](#) – an engaging 30-problem competition that demonstrates the importance and relevance of mathematics in students' everyday lives. This year the competition is set to run from Wednesday 2 to Friday 4 August. Ask your teacher or school if you'd like to register.

[Web.Comp](#) – a week long competition where students can design their own web pages and submit their creations to compete against other students' designs. The competition is free to participate in for all Australian students, and starts on Monday 8 May.

[Australian Brain Bee Challenge](#) – compete your way through 4 rounds of challenges, learning all about the brain and its functions and finding out about careers in neuroscience. Round 1 is an online quiz run throughout March. Ask your teacher or school if you'd like to register.

[Australian Space Design Competition](#) – team up with other students to design a futuristic space settlement – the best submissions will go on to compete in the national finals. Dates for this year's competition are yet to be announced, so keep an eye out.

[F1 in Schools STEM Challenge](#) – take on the challenge of being in a real Formula One team, engineering and manufacturing your own mini F1 car. Ask your teacher or school if you'd like to register.

[Australian STEM Video Game Challenge](#) – if you love both science and video games, here's your chance to combine the two. Work in teams to design and develop a video game based on a chosen theme. Registrations are open now until Monday 17 July.

[Young ICT Explorers](#) – use your technology skills to solve real-world problems by developing a unique project. Registrations are open now and close Friday 14 July. You will need a teacher or parent/guardian to register on your behalf.



Want more? You can find heaps more competitions on our [database](#).

### **Bell Shakespeare Shorts Festival**

Ready to retell Shakespeare on film? The Bell Shakespeare Shorts Festival is back for 2023.

This year, schools and households may register to take part free of charge – simply sign up and start storytelling. The festival is open to students from primary and secondary schools across Australia, as well as household entrants who may want to work on a film individually.

Why not retell *A Midsummer Night's Dream* in the Australian outback, or reimagine the *Hamlet* quote “To thine own self be true,” or even explore what would have happened to Juliet if she never met Romeo? The possibilities to reimagine Shakespeare are endless.

Participating schools and students will have access to a suite of [video and worksheet resources](#) on filmmaking and performing Shakespeare, written worksheet resources, and teacher professional development workshops.

Students have the chance to win great prizes for themselves and their school and share their films with a national audience!

Films must be about, or inspired by, Shakespeare and follow these guidelines:

- Films must be no more than 5 minutes in duration (secondary schools) and no more than 3 minutes (primary schools);
- Films can be shot on a smartphone, tablet or camera;
- Films must use Shakespeare’s original text, or be inspired by Shakespeare’s use of language, plays or characters in some way; and
- Films must reflect your school and/or your unique community in some way.

Registrations to participate are open now. **Submissions are open from Monday 24 April to Friday 22 September.**

Find out more: <https://www.bellshakespeare.com.au/bell-shakespeare-shorts-festival>

### **University Spotlight – University of Melbourne**

Learn more about what it’s like to study at the University of Melbourne in our latest university spotlight.

#### **Campuses & Access**

The University of Melbourne’s main campus is located in Parkville, in the heart of Melbourne city. It’s easy to access the campus via public transport, and there are carparks for those who need to drive to campus. There are other smaller campuses located across Melbourne and regional Victoria.

The Parkville campus is quite large, but is all located on flat ground and is fairly easy to navigate. It takes around 15 minutes to walk from one end of the campus to the other.

Most of the buildings at the Parkville campus are easily accessible, and all major buildings are accessible by wheelchair. However, given the age of certain buildings, some do not have lifts to upper floors.

#### **Online Learning**

The University of Melbourne’s online course offerings are all at a postgraduate or microcredential level, and they don’t offer a blended option for undergraduate courses either.

If you’re looking to study at an undergraduate level at the University of Melbourne, you’ll probably need to study on-campus.

## Study Options

The University of Melbourne offer undergraduate courses in most standard study areas, with the notable exception of their teaching degrees all being postgraduate only. While they don't have a undergraduate medical program, you can apply for guaranteed entry to the Doctor of Medicine through the [Melbourne Chancellor's Scholarship](#).

Though the University of Melbourne doesn't offer double degrees, you do have the option to study a Diploma alongside your undergraduate degree.

The academic year is split across two semesters, running roughly from late-February mid-November, with a month long break between semesters. Each semester also includes a week of non-teaching. A short optional Summer semester is also offered from early January to late February. No classes are run over the Christmas and New Year period. You can view the academic calendar for the year [here](#).

The course structure of most courses at the University of Melbourne is quite rigid, with subjects needing to be taken in a set order. You can find out more about specific courses and subjects in the course handbook [here](#).

## Accommodation & Living

The University of Melbourne currently offer 4 university-owned accommodation options, all located either on campus or just a short walk away. Two of the options are currently for graduate students only. There are also 11 residential colleges located on or close to campus.

Current and commencing full-time undergraduate students automatically qualify for a guaranteed offer of accommodation. Recipients of the [Hansen Scholarship](#) will also receive free accommodation at Little Hall.

Sizes vary from studio to multi-bedroom options. 2023 prices vary between \$350 to \$750 per person per week, depending on size and location. The fees for all accommodation options include all utility bills – electricity, water, and internet (Wi-Fi). All accommodation options are self-catered. Many options include additional facilities, such as gyms, communal areas, sporting facilities, and more. Contracts are offered on both 6- and 12-month terms. Students must reapply for accommodation at the end of their contract.

You can see all accommodation options and application processes [here](#).

Living off campus in Melbourne can get quite expensive (the [current median rental price](#) for an apartment in Parkville is \$420 per week), and rental options are generally highly competitive. More affordable options further away can mean a very long travel time to and from campus.

## Campus & Teaching Facilities

There is a large variety of cafés and eateries both on the Parkville campus and right nearby. Other facilities include a bank, pharmacy, sporting facilities, and several museums and galleries. The Parkville campus has several well-equipped libraries based on different subject areas.

The Parkville campus has several specialist teaching buildings and facilities, and the Werribee campus is renown for its world-class veterinary training facilities.

## Student Support

The University of Melbourne offer a variety of student support services, ranging from academic support, equity and disability support, specialised support for Indigenous students, and health and wellbeing services.

All of this information is easy to find and access on their website [here](#).

## Industry Partnerships

The University of Melbourne offers Work Integrated Learning (WIL) and internship options for their [arts](#), [health](#), [science](#) and [commerce](#) degrees, allowing students to get real world experience while they study. Current students can also apply for an internship with the [university](#).

They also run [Melbourne Connect](#), a purpose-built precinct designed to bring together industry, government, researchers, staff, and students to share ideas and collaborate.

## Information Accessibility

The University of Melbourne's website is modern, uncluttered and relatively easy to navigate. It has a handy search function, and essential information about courses, scholarships, and support options are easy to find.

## Tours & Information Sessions

You can take a virtual tour of the Parkville campus [here](#). They also run guided [in-person tours](#) on Tuesdays and Fridays for prospective students at the Parkville campus.

The University of Melbourne run both online and on campus information events for future students sporadically throughout the year. You can view the upcoming calendar of events [here](#).

## Next Steps

If you're interested in study at the University of Melbourne and want to find out more information, the best way to do this is to contact them, either by phone on 13 MELB (13 6352), or by submitting an [enquiry online](#).

The University of Melbourne also run one Open Day a year, currently scheduled for August.

## [The Ultimate Guide to Prepping Your Study Space](#)

One of the biggest keys to effective study is making sure you have the perfect space. Having a good space to study can help you stay organised and increase your productivity. With that in mind, here is our guide to prepping your study space.

### Pick an appropriate space

As nice as it is to snuggle up in bed with your laptop or tablet, it doesn't make for a great study environment. It's best to have a separate zone or area for study that you can keep separate from your relaxing spaces – this means when you sit down in your study space, you'll be in the right head space to start working (instead of dozing off).

This space doesn't necessarily need to be a whole room – it can be a comfy nook in the house, a dedicated section of your bedroom, or even a space at the dining table.

### Keep it functional & tidy

You probably have hundreds of books and papers, tons of stationery, and enough sticky notes to cover the whole house – but keeping your study space uncluttered and organised is important. You won't have to waste valuable study time trying to find what you need, and a nice clean space can help clear your mind too.

Make sure your desk and chair are at a comfortable height and that the space has good lighting. It's also a good idea to keep a water bottle on hand to stay hydrated (just be careful not to spill it on your laptop).



## Minimise distractions

You'll need to remain focused when you study, so having as few distractions as possible is key. So make sure you pick a space where you know you won't be interrupted by family, or where you can't see the TV. And we know it's hard, but try and put your phone somewhere out of reach while you're in the study zone. Consider setting up temporary blockers to stop yourself from jumping onto YouTube or TikTok, or use a device that doesn't have any games installed you might be tempted to open.

If you need to study in an open or public space, you might like to try noise cancelling headphones, or just listening to some music instead.

## Make it your own

Personalising a space can go a long way to making it more comfortable. Knowing that you have a space to call your own can mean you're more likely to want to spend time there, instead of dreading the thought. So if you can, add some personal touches to the space to make it yours. Put up some posters, add a pinboard for photos and lists, or consider adding some plants (they might even [reduce your stress](#)).

Scour Pinterest or Instagram for some inspo and work your creative muscles to make a space that's unique and comfortable.

Once you're done prepping your study space, check out heaps more study tips on our website [here](#).

## [It's Never Too Early to Start Preparing for a Gap Year](#)

If you're thinking about taking a gap year, but feel like it's too early to decide, we've got some tips and ideas that might help you make up your mind.

### Why should I take a gap year?

There are several reasons you might like to take a gap year, and everyone is different. But if you need some ideas to brainstorm, here are some of the most popular reasons people take gap years:

- Personal growth: A gap year can provide you with opportunities for self-discovery, personal growth, and increased independence.
- Travel and cultural experiences: Probably the most popular gap year option, travel can allow you to immerse yourself in different cultures and learn about the world.
- Recharge: If you're feeling burned out after high school, a gap year can give you the time and space you need to recharge and refocus.
- Skill building: Some time off from study can allow you to learn new skills, take up a new hobby, or gain valuable work experience.

### How can I prepare for a gap year?

If you're convinced that a gap year is right for you, here's what you need to do next to be prepared:

- Decide on your plans: Decide exactly what you want to accomplish during your gap year. Think about exactly how long you plan to take off, and what you're going to do during that time.
- Set a budget: Particularly if you're looking to travel, you'll need to start setting aside some money. Do up a budget now so you know how much you need to save and can start working towards that goal.
- Research visa requirements: Depending on your plans, you may need to apply for visas to travel or work in certain countries. Make sure you know exactly what you need to do and if there are any costs.

- Research programs and opportunities: Jump onto Google and see if there are any providers that can help you plan your gap year, or have programs you might like to apply for.
- Defer your studies: If you're already enrolled at uni, you will need to let them know and research their process for deferral. If you haven't applied yet, we recommend you do some research on deferrals first, as in some cases deferral isn't possible (but you can always reapply next year).

### Gap year ideas

Here are some programs and providers that you might like to check out:

- [ADF Gap Year](#) – spend a year building skills and working in the Defence Force.
- [Letz Live](#) – offering overseas work and travel gap year experiences.
- [ProjectsAbroad](#) – find volunteering opportunities overseas.
- [AgCAREERSTART](#) – work with a farmer and build skills within the agriculture industry.
- [First Nations Gap Year Program](#) – work with the Department of Environment and Science.

You can also take a look at our [Gap Year](#) page to find out more.

### [How to Write a Personal Statement](#)

In this guest blog, we will explore hints on what to include and how to write a Personal Statement for Early Entry & Scholarship applications.

#### What is a Personal Statement?

A personal statement is sometimes called an application essay or a statement of purpose. You often need to write personal statements when you are applying for a university or college course, accommodation, a training program, a scholarship, or even a job.

Personal statements are a way of communicating to the person assessing our application a little more about who we are. It's an opportunity for us to show off our strengths and share a little bit about our interests and aspirations for the future. Your personal statement should be a summary or a snapshot of who you are in the context of what you have applied for.

#### What does a Personal Statement include?

- Academic Achievements
- Leadership Experience/Qualities
- Communication/Teamwork Qualities
- Personal Attributes/Favourable Qualities
- Sporting Involvement/Achievements
- Community Participation/Involvement

#### Structuring a Personal Statement

Opening Paragraph: Explain why you are applying for the course, scholarship, position, etc.

Paragraphs: 3 to 4 paragraphs on how your qualities, attributes, qualifications, and experience make you the perfect applicant.

A Closing Paragraph: A brief paragraph describing your aspirations for the future and how they relate to this application.

#### Extra Pointers

- **Be concise** – Every word matters, so you want to say what you need to say in as few words as necessary; don't waste your own or the assessor's time by being too long winded.
- **Structure** – appropriately i.e. the above guidelines

- **Avoid cliché** – The key word here is ‘personal’! Using clichéd language smacks of laziness and does nothing to help your application stand out from the masses.
- **Avoid overused words and phrases** – such as ‘my passion’, ‘from a young age’, etc.
- **Include suitable activities** – Mention activities that allow you to display helpful personality traits such as leadership, problem solving ability, commitment, creativity, etc.
- **Draft and redraft** – Time invested in crafting your personal statement will help ensure your application is successful.
- **Ask for feedback** – This can be from parents, teachers, or even friends to help you craft the perfect statement.
- **Proofread everything** – Be sure you don’t let poor grammar and spelling mistakes create a bad impression; run through your statement multiple times to proofread effectively.
- **Be enthusiastic** – Your job here is to convince the person reading your statement that you are a perfect choice for the course, position, etc.
- **Link outside interests and activities** – This will help tailor your statement to what you’re applying for.
- **Avoid exaggeration** – Honesty is the best policy! Don’t set yourself up for a very uncomfortable interview by ‘overegging’ the cake – let the facts speak for themselves.
- **Don’t leave it to the last minute** – Your personal statement is important; give it the attention it deserves by preparing it well in advance.

*Thanks to Kim Morris, careers advisor at Aurora College, for sharing this great article with us.*

## Workplace Spotlight

Offices are an incredibly common working environment. But have you ever wondered exactly what it’s like to work in one?

In an office, teams of people work together to run a business. People in offices perform a huge variety of roles, from taking sales calls and tracking finances, to writing articles and coming up with new product designs. Offices can vary greatly in size, with some having only a handful of workers to huge offices filled with hundreds of people.

Every office is different, but here are some things you can expect:

1. A professional environment – many offices are considered “white collar” working places, where you’ll be expected to dress and act professionally.
2. Consistent working hours – most offices are open the usual 9 to 5, so you can expect regular working hours.
3. The work is mostly sedentary – you won’t be doing a lot of physical work or be spending a lot of time on your feet.

### Key Outcome – keep businesses running

The main focus of office workers is to keep the business they work for running smoothly, and in most cases making a profit. Offices provide a space where all different workers can communicate and share ideas easily and quickly.

## Key Tasks –

- Answer phone calls and emails
- Supervise and manage employees
- Attend meetings with co-workers and clients
- Keep track of finances and expenses

## Industry – you can find offices in any industry

Offices can be found in almost any industry – while things like accountancies, banks, and law firms are probably the first things that come to mind, lots of different businesses run from offices. From a design firm to the head office of a manufacturing plant, there are offices in more industries than you might think.

## Work Environment – you can expect regular hours and the option to work from home

*Regular work hours | Work on-site and from home | Jobs in all locations, including metro, regional, and rural | Job growth depends on location*

Most offices run over regular hours, so most workers will find themselves arriving and leaving work at the same time each day. Depending on the workload, you might occasionally have to work overtime.

A lot of the work in offices is done on computers, which means there is also the opportunity to work from home.

Offices are so common that you'll find them in all places, from metro to regional areas. There is a large concentration of offices in major cities, so you might find it slightly easier to find work in an office in these areas.

## The Career Clusters you'll find in an office

Because there are so many different kinds of work that can be done in an office, you'll find people from all Clusters. The most common Clusters tend to be Coordinators, Linkers, and Informers.

### ***Where do you find Makers in an office?***

There are many Makers who are responsible for the initial fit-out and subsequent maintenance of offices, such as the people who build and install furniture, and install and maintain IT systems. Some big businesses will also have creatives who will work in-house rather than outsourcing.

### ***The role of a Linker in an office***


The Linkers in offices include salespeople, who are responsible for getting a business' product or service out to the public. Receptionists and assistants work hard to connect clients with other workers and perform important general office duties.

### ***What Coordinators do in an office***

Coordinators in an office are the people managing and supervising their employees or co-workers to ensure people are doing their jobs. They are also responsible for things like organising pay and leave, and overseeing the hiring and firing process.

### ***How do Guardians work in an office?***

Guardians are probably the least common Cluster to find in an office. While most offices need to comply with strict workplace health and safety standards, someone is usually contracted externally



rather than being permanently employed in an office (though some very large businesses may have WH&S officers that work in-house).

***Where you'll find Informers in an office***

Often the Informers make up the backbone of an office, and are the people there doing the day-to-day work – think people like accountants, lawyers, and others who commonly work out of offices. They're there to meet with clients and provide specialist advice and services. Some offices will also hire Informers to come in to undertake things like cultural and diversity training.

***What types of Innovators work in an office?***

Although we might think of Innovators as the people who work in labs and workshops, a lot of them also work in offices. Scientists and researchers will work in offices to type up reports and share findings. Engineers and architects can also be found in offices, meeting with clients and creating new designs at their desks.

***How do we expect working in an office to change in the future?***

The last few years have already seen huge changes in how people work in offices (particularly thanks to pandemic). Many more people have taken up working from home, and offices have become much more flexible with their running hours and practices. With future advances in technology, this flexibility is only going to increase.

Not only has technology make office work more flexible, but it has also taken over some more menial tasks entirely. Data entry and research jobs have been made much easier and in some cases even obsolete, and increasingly powerful AI may even mean certain tasks and jobs don't need to be performed by humans at all.

That being said, there will always be a place for face-to-face interaction, particularly when it comes to sales, and people will still be needed to pick up on any errors and perform creative and innovative tasks that machines cannot.

Mr Madani

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