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## KNOW YOUR CONTACTS

Making decisions about your future is going to feel overwhelming!  
Remember, your Caseworker is here to assist you and provide you with support along the way.

You can also contact the below organisations and websites for more information.

## CONTACT US

### EDUCATION

Tafe QLD

Multiple QLD locations

P: 1300 308 233

W: [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

QTAC (University admissions)

Brisbane QLD 4000

P: 1300 467 822

W: [www.qtac.edu.au](http://www.qtac.edu.au)

### VOCATION

Department of Employment, Small  
Business and Training

P: 1300 369 935

W: <https://desbt.qld.gov.au/training/apprentices>

Apprenticeships QLD

292 Brisbane St, West Ipswich, 4305

P: 333 95 333

W: <https://apprenticeshipsqld.com.au>

QLD Government Apprenticeships and  
Traineeships

P: 1800 210 210

E: [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au)

W: [www.qld.gov.au/education/apprenticeships](http://www.qld.gov.au/education/apprenticeships)

### EMPLOYMENT

SEEK

Level 3, 232 Adelaide St, Brisbane, 4000

P: 1300 658 700

W: [www.seek.com.au](http://www.seek.com.au)

CareerOne

W: [www.careerone.com.au](http://www.careerone.com.au)

CENTRELINK - JobSearch

W: <https://jobsearch.gov.au>

# Education and Vocation



## SILP HANDBOOK 6

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## NOTES

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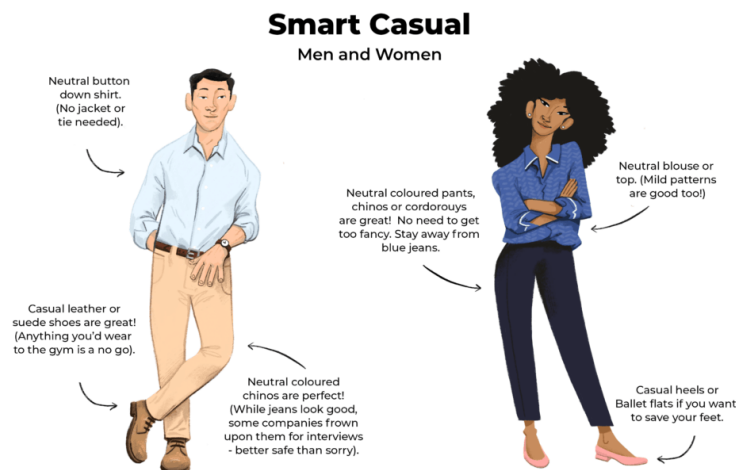
## EMPLOYMENT - INTERVIEWS

**CONGRATULATIONS!!!** You've landed an interview. What comes next???

- Google the company and their values (TIP: A lot of companies will ask what you know)
- Arrange how you will get there (arrive 5-15min early)
- Bring a spare copy of your resume and cover letter
- Bring a pen
- Have some questions ready for the person interviewing you
- Know the answer to – Why do you want to work here?

Personal presentation is IMPORTANT!!! Remember, first impressions count!

- Ensure your hair is washed and brushed
- Clothes are clean and ironed
- Personal hygiene (shower/deodorant)
- Keep makeup to a minimum



## INTRODUCTION

Education, Vocation and Employment opportunities are available throughout our lives. Taking those first steps towards a new job or study path can be challenging. This module will help you to understand the importance of using and enhancing your skills and knowledge to help you achieve your education, vocation and employment goals!

This booklet is about making sure that you have all the right information to reach your goals. Your goals need to be broken into clear and manageable steps following SMART goals (Specific, Measurable, Achievable, Realistic, Time framed). In this booklet will include some practical activities that can be used to help with this process.

### What do I want to do after high school?

What skills do I possess?

Am I on track to graduate?

Which skills do I need to improve?

What is my dream job?

What do I want to do?

What steps do I need to take to get the job? Does it require further education?

Is college an option for me?

Public/private? Four-year/two-year?

Trade school/community college?

What type of institution should I attend?

Where would I like to live?

### What's most important to me?

Have I taken college entrance exams?

Urban setting? Rural setting? Warm climate? Cold climate?

How much does college cost?

How will I pay for college?

Family? Happiness? Career success? Wealth? Job satisfaction?

What is the cost of living?

Whom can I count on to support me?

What does success mean?

Where do I want to be in 10 years?

What do I love? Friendship? Travel? Music? Sports?

### What is my greatest strength?

What will I become?

## LIVING SKILLS ASSESSMENT – EDUCATION, VOCATION AND EMPLOYMENT

Living skills assessment guide is a tool that provides workers with a benchmark in assisting young people to have knowledge about their history, identity, what is important to them and their future goals. By the end of this module, the young peoples should be able to successfully complete the Education, Vocation and Employment checklist.

## EMPLOYMENT – COVER LETTER

Cover letters can be tricky to write. It's important to personalise each one.



### Dos and Don'ts of Cover Letter



- Tailor it to each job application.
- Include your complete contact details.
- Answer employer need in the introduction.
- Include keywords from target job description.
- Talk in first-person.
- Showcase three success stories from your career history.
- Maintain a conversational writing style.
- Use enough white space.

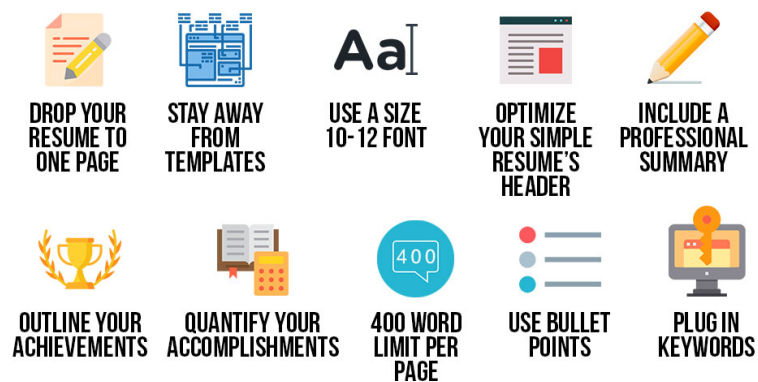


- Go beyond one page.
- Write anything in MS Word header.
- Send to unnamed recipients.
- Talk in third-person.
- Copy-paste your resume/LinkedIn profile.
- Use self-praising adjectives.
- Format heavily.
- Use unusual fonts.
- Make it a giant wall of text.

## EMPLOYMENT – RESUMES



## TOP 10 RESUME TIPS FOR WRITING A GREAT SIMPLE RESUME



## EDUCATION – SCHOOL

It is important to note that from 2020, QLD's standard pathway to university for year 12 school leavers will be the Australian Tertiary Admission Rank (ATAR). This is used nationally and is based on a student's:

- Best five General subject results, or
- Best results in four General subjects, plus one Applied subject, or
- Best results in four General subjects, plus one VET qualification at Certificate III or above.

Use the two activities on the following two pages to explore your likes and dislikes of school, as well as some strategies to help you increase your concentration, motivation and engagement skills.



REMEMBER: There are MANY different types of school settings to consider when finishing your journey! Traditional schools are not for everyone.

## EDUCATION – SCHOOL

*We spend a lot of time at school and for each person the experience of school can be very different. Answer the questions below and have a discussion with your worker in relation to your answers.*

1. Are you currently attending school? If so, what year level are you in and what school? If not, what grade did you last complete?

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2. What was your favourite subject at school and why?

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3. What was your least favourite subject in school and why?

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4. Did you have a favourite teacher at school? Why?

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5. What did you do during lunch breaks at school?

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6. Did you have any close friends at school? If so, who were they and do you still have contact with them?

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7. Can you explain a life lesson that you learnt while at school?

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8. Imagine now that you are older and completed your schooling. What is one tip that you would give to a student commencing high school?

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## EMPLOYMENT – RESUMES

Your first resume may feel basic to begin with, however as you gain more experience, these will begin to fill out with more information. Below is a list of some of the key items to include – Remember it's OK not to have examples for every section!

**Personal details** – Name, date of birth, address, phone number, gender and email address

**Career objectives** – One or two sentences expressing your goals for the employment. This may be along the lines of you are studying and attempting to support yourself or could be more focused on having a passion for the industry.

**Education and Training** – List your schooling level, or year you graduated and any VET, Certificates, or training courses that you have completed. When entering this information, it is beneficial to have the year completed and the organisations name.

**Employment history** – List all the jobs that you have had including any volunteer roles. Included should be the position title, years in the position, company or organisation and a brief description of the role and skills required.

**Skills and personal attributes** – List some skills that you have developed that are not task orientated. It may be communication skills, listening skills, open to learning etc. In this section add some things about her personality, are you someone who is reliable, honest, pays attention to details.

**Interests and Hobbies** – At times there may be hobbies and interests that will impact on our working life. If you are interested in sports it demonstrates that you are active and potentially physically fit. If you like to read then you are demonstrating that you are engaged in intellectual activity and if you enjoy spending time with friends and family then you have social skills. Use this section to give the employers an idea of who you are and what you enjoy in life.

**References** – References are people that have known you for a lengthy period or have observed your work ethic and performance. References will be contacted by potential employers. They will be asked questions about you and need to be able to answer the answers in an honest and supportive manner. Please ensure that you ask the person that you are listing in the reference section and have their permission to put their name on your resume.

## EMPLOYMENT – CAREER INSPIRATION

### Things to be considered before looking for a job!

- How many hours do you/can you work each week?
- What locations would you consider?
- What transport options are available?
- What skills, knowledge and interests do you have?

### How to apply for jobs?

- Hand out your resume to places you would like to work
- Search and apply for jobs online
- Apply face to face from advertised positions
- Link with a JSA provider through Centrelink

### Some useful sites to know:

- [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au) – QLD government jobs
- [www.jobsearch.gov.au](http://www.jobsearch.gov.au) – Australian job search
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.seek.com.au](http://www.seek.com.au)

HINT: Many jobs need to be applied for online, directly through the company's website, for example: McDonald's, Coles, Woolworths and many more.



## EDUCATION – SCHOOL

### Strategies to increase concentrations, motivation, and engagement:

Concerns/ Distractions	
1	_____
2	_____
3	_____
4	_____
5	_____

Strategies	
1	_____
2	_____
3	_____
4	_____
5	_____

Desired Outcome	
1	_____
2	_____
3	_____
4	_____
5	_____

## EDUCATION - TAFE

TAFE Queensland is the largest provider of education and training in Queensland, delivering over 800 programs and courses. TAFE Queensland's programs can help get you into the workplace faster, upgrade existing skills or prepare you for further study.

Queensland government currently (2021) have a scheme in place called Certificate 3 Guarantee. The Certificate 3 Guarantee is a government subsidy for eligible individuals to complete their first post-school certificate to improve employment outcomes for young people.

To find out more about TAFE courses available visit [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

### Qualifications

By successfully completing a course through TAFE, you will be able to obtain one of the following qualifications

- Cert I
- Cert II
- Cert III
- Cert IV
- Diploma
- Advanced Diploma, Associate Degree

**Look at the following questions to help guide you through course options:**

Do you have an industry interest? (Construction, Business, health, Hospitality etc.) \_\_\_\_\_

Dream Job or Employment: \_\_\_\_\_

Is there a qualification required? YES / NO

If so, what is it? \_\_\_\_\_

Would you like On-campus or Off Campus learning? \_\_\_\_\_

Do you know what locations are available to you?

\_\_\_\_\_

## VOCATION – CERTIFICATE COURSES

If you are feeling unsure about what you want to do, completing some short certificate courses may help you as well as give you a step up in obtaining a job.



Many of these courses can be completed online. Here is a list of some of the courses available:

- Responsible Service of Alcohol (RSA)
- Responsible Service of Gambling (RSG)
- White Card (Construction)
- Senior First Aid Certificate
- Food Safety Handling
- Barista (Coffee)

These certificates are fantastic to have in your resume toolkit and will help you stand out from other hopeful job seekers.



Remember that your SILP Worker can help with these and more!

## VOCATION – APPRENTICESHIPS

### Skills

Think about what you enjoy doing and what your interests are. Talk to your family, friends or school career counsellor or guidance officer about the job you are interested in.

*Refer to questionnaire on page 6.*

The following websites may provide a good starting point to find out about your career options:

- Australian Apprenticeships Pathways – [www.aapathways.com.au](http://www.aapathways.com.au)
- myfuture – [www.myfuture.edu.au](http://www.myfuture.edu.au)

### Finding the right one

Find out if there is an approved apprenticeship or traineeship offering skills you will enjoy by browsing the A - Z of apprenticeships and traineeships on the Queensland Training Information Services (QTIS) website.

- <http://www.qtis.training.qld.gov.au/apprenticeship>
- <http://www.qtis.training.qld.gov.au/traineeship>

For more information visit

- <https://desbt.qld.gov.au/training/apprentices/about>

### Finding an employer

Do a search in your area for Apprenticeship or Traineeship Organisations. An example is provided below. East Coast Apprenticeships offer vacancies for the South and North of Brisbane.

<https://www.ectraining.com.au/>

## EDUCATION – TAFE

There are many things to consider when looking into TAFE including: location, entry requirements and costs.

### Various Learning Options

Full-time on campus	Flexible learning	Online/Electronic learning
Part-time on campus	Short courses	Apprenticeships/Traineeships

### Entry Requirements

Every course will have different entry requirements. The table below gives you an idea of what is required for different level courses.

	Foundation skills courses (Certificate III and below)	Certificate Courses	Diploma courses
Academic requirements	Year 10 or 11 or equivalent  These are also dependent on age.	Year 10 or equivalent  Some may require Year 12 or equivalent.	Year 12 or equivalent

### Course Fees

There are some government subsidies as mentioned earlier, available to assist with further education. Fees vary depending on courses and any concessions you may be entitled to. There are different ways to pay fees that include:

- VET Fee Help
- Payment plans
- Cert III Guarantee
- Concessions (to reduce the amount)
- Other Financial Assistance

## EDUCATION - UNIVERSITY

Advantages for attending university

University degrees are required for many jobs

- Different options available including course options, location options and flexibility on how you study
- You can still go to uni even if you haven't finished yr12 by using TAFE qualifications and real world experience as you get older
- Study now, pay later (HELP/HECS)
- Going to uni can happen at ANY age

You can find out more about courses or alternative entry from the QTAC website on [www.qtac.edu.au](http://www.qtac.edu.au).

You can find out more about HELP/HECS from <http://studyassist.gov.au>

**The main universities in SEQ are listed below, however other uni's around Australia offer courses online.**



## VOCATION - APPRENTICESHIPS

### Apprenticeships

Apprentices are trained in a skilled trade, such as electrical, plumbing, and mechanics. Upon completion you will become a qualified tradesperson.

### Traineeships

Traineeships are trained in vocational areas, such as office admin, IT, and tourism. Traineeships will often lead to an offer of employment.

*Refer to questionnaire on page 6.*

### Quick Facts

- Both combine work with structured training.
- Both can be full-time, part-time, or school-based.
- Both require employers to enter into a training contract with the apprentice or trainee.
- Both will strengthen your ability to gain full-time employment after.



**Your SILP Worker can help you locate an apprenticeship!**