

community

Parents As Career Transition Support



TM

# Workshop Handbook 2018



*"Getting together with other parents to learn about career options,  
because we all get the same questions  
from our kids, that we're not sure how to answer."*



Brotherhood  
of St Laurence

Working for an Australia free of poverty

This booklet is an abridged version of the PACTS Program as developed by the Brotherhood of St Lawrence and further developed by Youth Connect.

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**PLEASE NOTE:** In January 2016 Youth Connect merged with Whitelion.  
Youth Connect school programs are now offered through Whitelion under the Stride brand.

*Note on language: Every attempt has been made to make this booklet inclusive and readable. The word 'parent' is taken to include all carers, whether they are biologically related, adoptive or foster parents, workers or older friends. The word 'family' is used in the widest sense to include partners of parents and all other significant people in the young person's life.*



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# The Current Victorian School System

## Overview of the Education System

From prep (Foundation) to year 10 all schools in Victoria use a set of standards called the Australian Victorian Essential Learning Standards (AusVELS). AusVELS is the location of the F-10 curriculum for Victorian government and Catholic schools.

AusVELS outlines what is essential for all Victorian students to learn during their time at school from Foundation to Year 10. It includes the Australian Curriculum for English, Mathematics, History and Science and provides a single, complete set of common state-wide standards which schools use to plan student learning programs, assess student progress and report to parents. Incorporated into this is career investigation at all levels.

Schools use these standards to plan what the students will learn, assess their progress, and report to parents. These are the compulsory years of education. The AusVELS provide a framework to help young people acquire a broad range of knowledge. They also develop social, personal and thinking skills.

All this prepares them for further education or training such as the Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) and Vocational Education and Training (VET) programs.

By Years 9 and 10 young people begin to focus more clearly on areas of particular interest to them and have some thoughts about where they may be heading after they finish school. This often involves testing ideas and getting a taste of the world outside the classroom. Most schools offer a range of electives at this time which enable students to try out a range of areas.

By the end of Year 10, students should be clearer about the pathway they wish to take in the VCE or VCAL. They need to move into the senior secondary stages of schooling confident that they have the range of skills required for success.

For more information go to: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Department of Education and Training (VIC):** [www.education.vic.gov.au](http://www.education.vic.gov.au)

Referral Service: 1800 809 834 (Follow the prompts)

**For students with a special needs refer to:**

[www.education.vic.gov.au/school/parents/needs/Pages/default.aspx](http://www.education.vic.gov.au/school/parents/needs/Pages/default.aspx)

This links into Career support for students with a disability, career planning at and after school.

**Contact National Disability Coordination Program** for regional officer as well as information

[www.ndcovictoria.net.au](http://www.ndcovictoria.net.au)





In the community today there are a number of Post Compulsory Education options for students to choose from, that make their increased years of study, interesting, relevant, productive and engaging.

**There are now more choices** than just the traditional year 12, (VCE) pathway. These variations are available in most schools and at some TAFEs & community settings, allowing young people to have more than one way to move forward. Early school leavers can successfully continue / re-engage their education and training outside the traditional secondary school. These days it is possible to gain access to University by completing a TAFE course first that is equivalent to the first year of a university degree, or by applying as a mature age student (usually twenty one years of age and over). VCE is not the only pathway.



School	TAFE	University
	Certificate IAdvanced Diploma	Associate Degree
VCE,VCAL,IB	Certificate II	Bachelor Degree
	Certificate III	Graduate Certificate
	Certificate IV	Graduate Diploma
	Diploma	Masters Degree
	Advanced Diploma	Doctoral Degree

VCE replaced HSC in 1991. It encompasses both year 11 & 12 studies and is awarded at the completion of year 12. VCE usually takes 2 years to complete in Years 11 & 12, but a number of schools allow students to start their VCE in Year 10 by choosing a Year 11 subject. In VCE subjects are divided into units. To satisfactorily complete VCE students must successfully complete 16 units over the 2 Years. English is a compulsory subject (ESL, English Literature/Language).

For more information go to: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

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## TIPS for choosing VCE Subjects

Students should base their VCE subject choice on the following:

- Are there **prerequisite** subjects for the courses I am interested in? eg Maths / Biology etc
- Do I enjoy these subjects? Do they interest me?
- Am I good at these subjects? ( they will contribute to the ATAR)

**Prerequisites** are subjects students must do & pass to qualify for entry into a particular course. Some courses have no prerequisites, while others are difficult to get into if you haven't done the prerequisite subject or obtained the necessary Subject Score (SS) in that subject.

### Online VTAC Guides for Year 10 students: updated each year:

All you need to know about the VCE: [www.vtac.edu.au/files/pdf/publications/year\\_10\\_guide\\_2017.pdf](http://www.vtac.edu.au/files/pdf/publications/year_10_guide_2017.pdf)

This one outlines prerequisites for tertiary courses in the future:

[www.vtac.edu.au/files/pdf/publications/prerequisites-2020.pdf](http://www.vtac.edu.au/files/pdf/publications/prerequisites-2020.pdf)

**Distance Education:** [www.distance.vic.edu.au](http://www.distance.vic.edu.au)

**Victorian Dept of Education & Training:** [www.education.vic.gov.au](http://www.education.vic.gov.au)

## VCAL (Victorian Certificate of Applied Learning)

VCAL is a recognised senior school qualification. VCAL is a “hands-on” option for students in Years 11 and 12. It offers practical, work-related experience, as well as literacy and numeracy skills. It gives young people the opportunity to build personal skills that are important for life and work. Students who do the VCAL are more likely to be interested in going on to training at TAFE, doing an apprenticeship, or getting a job after completing Year 12.

VCAL's **flexibility** enables students to design a study program that suits their interests and learning needs. This may include VCE subjects. Students select accredited VET modules and units of study from the following four compulsory strands:

- Literacy and Numeracy Skills (English & Maths)
- Work Related Skills
- Industry Specific Skills (the VET component).
- Personal Development Skills

### VCAL is available at three levels:

1. Foundation (Year 10 equivalent)
2. Intermediate (Year 11 equivalent)
3. Senior (Year 12 equivalent)

The design of the VCAL allows for the possibility of transfer to a VCE certificate and vice versa. Check with the school as to requirements.

VCAL students do not receive an ATAR number, which means they are not eligible to apply for university courses at the end of year 12. They can still apply for some TAFE courses which may lead to university in the future. VCAL is also delivered within various community settings and TAFEs, such as Chisholm, Melbourne Polytechnic and the Holmesglen Vocational College Phone: 9209 5105.

For more information about VCAL: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)



## Vocational Education & Training (VET in schools)

VET in schools has been successfully running for several years. VET allows students to complete a vocational certificate whilst also completing their Year 12 Certificate. At the end of the Year 12 students will receive their Year 12 certificate and may receive an ATAR score, as well as a vocational certificate, usually at Certificate II level (providing they have met all the work requirements of the certificate). VET is available in a wide range of vocations, and each school offers a variety of VET courses to its students. Students are informed in year 10 of the VET subjects available for completion during Years 11 & 12.

Students intending to complete a VET course will need to be well organised as it requires managing the study of the Year 12 as well as the study components of the VET course, together with work placement and any other activities the student is involved in. VET courses provide the student with practical learning.

VET in Schools courses may be offered in the following areas:



- Business Services
- Construction Pathways
- Entertainment Industry
- Hospitality
- Information Technology
- Metal & Engineering
- Primary Industries
- Retail Services

The best way to find out about your teenager's options is to contact your school VET coordinator or Career Adviser.

VET in Schools qualifications can put a young person on an education pathway through the tertiary education sector or take them directly into the workforce. If they continue their studies in the VET sector after finishing school they will receive credit for the VET in Schools qualification they have completed. VET in Schools qualifications may also be recognised for university entrance purposes.

For more information about VET in the VCE or VCAL go to:

[www.vcaa.vic.edu.au/Pages/vet/general/recognition/vcerecognition.aspx](http://www.vcaa.vic.edu.au/Pages/vet/general/recognition/vcerecognition.aspx)

## School Based Apprenticeships and Traineeships (SBAT)

Many schools now offer the option for students to start an Apprenticeship while at school. Contact your school careers adviser or an Australian Apprenticeships Centre in your region to find out if this is possible in your area. School based apprenticeships enable you to gain a national vocational qualification while continuing school studies. They have a number of features including:

- attendance at school and work
- a training agreement, which links to an industrial award or agreement, signed by the employer and you, as an Australian Apprentice
- attainment of a senior secondary certificate and a vocational education and training (VET) qualification
- you earn a wage for the time spent in productive work

**SBAT/ASBA information:** [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)



## International Baccalaureate Diploma (IB)

The International Baccalaureate Diploma is an accredited senior secondary qualification approved for delivery nationally. The Diploma Programme prepares students for university. The IB Diploma Programme is a challenging two-year curriculum, primarily aimed at students aged 16 to 19.

For more information go to: [www.ibo.org](http://www.ibo.org)

## Pathways Beyond School

### TAFE (Technical and Further Education)

TAFE colleges are known primarily as a provider of tertiary education, usually Certificate III & IV, Diploma and Advanced Diploma level and now Degree level in certain areas such as Nursing and Accounting. Entry to these courses often requires completion of year 12; however, some courses require different levels of secondary education. A number of courses permit entry as a mature age student without completing year 12. The definition of 'mature age' varies between institutions, but is usually eighteen to twenty one years of age.

Courses at TAFE can be as short as eight weeks, or as long as three years. Many can be studied during the day or evening, part-time or full-time and many now include online coursework.

TAFEs offer courses in many areas, including training for apprenticeships. TAFE students are treated as adults, if they do not put in the work, or come to class, no one will chase them up so students require a degree of maturity, commitment and responsibility to succeed in this environment.

TAFE courses can be innovative, interactive and thorough. They are by no means a 'second best' option to university. Many TAFE courses are highly regarded in industry and by employers.

TAFE courses are also recognised by Universities and can be used as a 'pathway' into university. This is called 'articulation'. Students are often granted credits towards their university course, thus reducing the time taken to complete their degree. For example completion of a two year Diploma in Media Studies at TAFE might mean a student can go on to a Degree at university in Media Studies, and be able to skip the first year. So even if your teenager does not initially take the direct pathway into university, they can still go on to complete a degree at a later stage.

Changes to the TAFE system mean that students need to check the cost of courses. If your teenager also has a Health Care card concessions may apply. Always check with the TAFE regarding the fees.

**For information about eligibility for Government funded places go to:**

[www.education.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx](http://www.education.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx)

**TAFE and Training Line: 131 823 Email: [TAFE.Courseline@edumail.vic.gov.au](mailto:TAFE.Courseline@edumail.vic.gov.au)**

**Websites: [www.skills.vic.gov.au/victorianskillsgateway](http://www.skills.vic.gov.au/victorianskillsgateway)**



Holmesglen Institute: <a href="http://www.holmesglen.edu.au">www.holmesglen.edu.au</a>	Chisholm Institute: <a href="http://www.chisholm.edu.au">www.chisholm.edu.au</a>
Box Hill Institute: <a href="http://www.bhtafe.edu.au">www.bhtafe.edu.au</a>	Kangan Institute: <a href="http://www.kangan.edu.au">www.kangan.edu.au</a>
Melbourne Polytechnic: <a href="http://www.melbournepolytechnic.edu.au">www.melbournepolytechnic.edu.au</a>	William Angliss Institute: <a href="http://www.angliss.edu.au">www.angliss.edu.au</a>
Gordon TAFE: <a href="http://www.thegordon.edu.au">www.thegordon.edu.au</a>	GOTAFE: <a href="http://www.gotafe.vic.edu.au">www.gotafe.vic.edu.au</a>
Federation Training: <a href="http://www.federationtraining.edu.au">www.federationtraining.edu.au</a>	Wodonga TAFE: <a href="http://www.wodongatafe.edu.au">www.wodongatafe.edu.au</a>
South West TAFE: <a href="http://www.swtafe.vic.edu.au">www.swtafe.vic.edu.au</a>	Sunraysia Institute: <a href="http://www.sunitafe.edu.au">www.sunitafe.edu.au</a>
<b>Dual TAFES/Universities</b>	
RMIT: <a href="http://www.rmit.edu.au">www.rmit.edu.au</a>	Swinburne: <a href="http://www.swinburne.edu.au">www.swinburne.edu.au</a>
Victoria University: <a href="http://www.vu.edu.au">www.vu.edu.au</a>	Federation University: <a href="http://www.federation.edu.au">www.federation.edu.au</a>

**Students with a Disability** contact Disability Liaison Officer (DLO) employed at each TAFE

**PLEASE NOTE:** From January 1<sup>st</sup> 2015 all students enrolling or continuing in a training course must apply for a Unique Student Identifier-**USI**. The USI will help keep training records and results together in an online account. Go to: [www.usi.gov.au](http://www.usi.gov.au)

## Differences between University and TAFE

	University	TAFE
<b>Type of course</b>	Theory driven/research	Hands on/job related
<b>Style of teaching</b>	Lectures and tutorials	Classroom based
<b>Contact hours</b>	Varies from 12 – 25 hours	4 days a week, 9 - 5
<b>Length of course</b>	Minimum 3 years	From 6 months to 2 years

## University

A university is an institution of higher education and research, which grants academic degrees and focuses on equipping graduates to work as professionals in their chosen fields. Higher education entry level qualifications are usually Diploma, Advanced Diploma and Bachelor Degree. Each university has the freedom to design its own courses so courses from different universities will have different emphasis. All courses expect high levels of written communication, problem solving and independent learning and research skills. Assessments will be designed to ensure that students have a strong grasp of the theory behind the skills that they must demonstrate.



Higher education courses are best suited to those who see themselves working as supervisors, managers, professionals, consultants and specialists. University students usually require good communication skills

and the discipline to learn a lot about specific topics. The goal is to prepare a graduate to work in a rapidly changing world where the ability to learn new material is of equal value as to what they know.

**Further information is available on the following websites:**

**Information about Government assistance for financing tertiary study:** [www.studyassist.gov.au](http://www.studyassist.gov.au)

**Open Universities Australia:** [www.open.edu.au](http://www.open.edu.au)

## Private Providers

Some registered Training Organisations are privately run companies. They also offer nationally recognised qualifications: from Certificate I to Advanced Diploma level as well as Degrees in a wide range of fields. Course fees may be higher than those of TAFE institutes. Many of these institutions focus on studies in particular areas eg: business, psychology or fine arts. Some TAFE Institutes which are accredited to offer higher education courses in selected fields of study (full fees).

Before enrolling in a course at a private institution, you should ensure that the institution and its courses are properly accredited by the relevant government department. For further information about choosing a provider go to: [www.education.vic.gov.au/victorianskillsgateway/Adult%20Learners/Pages/choosing-a-training-provider.aspx](http://www.education.vic.gov.au/victorianskillsgateway/Adult%20Learners/Pages/choosing-a-training-provider.aspx)

## Community Education

Community Education is a broad title to describe learning in community settings like neighbourhood houses, community and learning centres. A number of training programs and short courses (some of them accredited just like a TAFE college) are offered and might be cheaper than larger institutions.

Examples of courses offered include business management, building and construction, engineering, farming, health and fitness, hospitality and others like:

Computer skills – from introduction to more advanced

Literacy skills – develop English and writing skills

Job hunting skills – help with writing resumes and letters of application etc



Short Courses: [www.learnlocal.org.au](http://www.learnlocal.org.au)

Centre for Adult Education: [www.cae.edu.au](http://www.cae.edu.au)



**Free Online Learning** People across the globe are now enrolling in free online courses. Universities across the country are now offering Massive Open Online Courses (MOOCs). **Information about these courses can be found at** [www.mooc-list.com](http://www.mooc-list.com)

Some other websites: [www.coursera.org](http://www.coursera.org)  
[www.open2study.com/courses](http://www.open2study.com/courses)

## The GAP Year

Many young people feel burnt out after year 12 and need a break before taking on the responsibilities of full time study or work. Some of them need a year to work out what they really want to do in the future and taking a 'gap year' gives them the time and space to do this. Some activities young people participate in are:

Voluntary work: both local and overseas

- Travel
- Short courses
- A variety of jobs e.g. Hospitality, family businesses, fruit picking etc



### Useful websites:

[www.govolunteer.com.au/](http://www.govolunteer.com.au/)

[www.volunteer.com.au](http://www.volunteer.com.au)

[www.volunteeringvictoria.org.au](http://www.volunteeringvictoria.org.au)

[www.projects-abroad.com.au/](http://www.projects-abroad.com.au/)

## Australian Apprenticeships

Australian Apprenticeships is the umbrella term used to describe apprenticeships and traineeships. They both combine practical work with structured training to provide a nationally recognised qualification together with the experience needed to get into a selected field.



Australian Apprenticeships are now available in over 500 occupations in an increasing range of industries. Traditionally, apprenticeships are full time jobs that combine on the job training with part time TAFE training. A traineeship is generally shorter than an apprenticeship; 1 to 2 years & is offered in new areas such as office administration, childcare, or as a specialised area such as radiator repairs or roof plumbing. Traineeships can be part time and may be started when a young person is employed at fast food or other retail outlets

As previously mentioned, many schools now offer the option for students to start an Apprenticeship while attending school; this is commonly known as a School based Apprenticeships & Traineeships (SBAT).

Apprenticeships are a great way to land a good job and get the training needed to build a chosen career, in almost any industry. Australian Apprenticeships qualifications are nationally recognised, so an Apprenticeship in a local area will afford a qualification recognised across Australia. All Apprenticeships are competency based, so in some cases this means it is possible to complete the training once the required skills level is reached.

Australian Apprenticeships are covered by formal agreements known as either Training Agreements or Contracts of Training. These agreements set out the training and supervision an employer must provide as well as the obligations of the new apprentice. The training can be delivered on-the-job, off-the-job, or a combination of both. Off-the-job training is done with TAFE colleges, business colleges or other approved training providers.

**Australian Apprenticeships can be a pathway to further education and training opportunities, such as a university degree or other tertiary qualifications.**

### Eligibility:

Any job seeker 15 years and over, and a Permanent Resident can apply for an Australian Apprenticeship position. You do not have to be registered with Centrelink or be unemployed.

### How does it work?

A Training Agreement is entered into between the employer, and the apprentice or trainee. Together with the employer, they choose the combination of work and training that suits both. Paid work is carried out while the apprentice or trainee is being trained either with a TAFE College or other training provider.

### How long does it take?

Under Australian Apprenticeships, traineeships range from 12 months to two years, and apprenticeships up to 4 years. Some apprenticeships and traineeships can be completed in a shorter timeframe.

**Apprenticeship Support Network** provides information and support to employers, apprentices and trainees.

**Phone:** Australian Apprenticeships referral line on 13 38 73

### Websites:

**Apprenticeship information:** [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

**Site with info about specific apprenticeships:** [www.aapathways.com.au](http://www.aapathways.com.au)

**A Guide to Apprenticeships & Traineeships:** [www.education.vic.gov.au/training/learners/apprentices](http://www.education.vic.gov.au/training/learners/apprentices)

**Videos of apprenticeships:** [www.mygain.com.au](http://www.mygain.com.au)

## Group Training Organisations

Group Training Organisations employ apprentices and trainees and then place these people with suitable host employers on a lease basis for all or part of the training period. It is a unique form of labour contract in which the employer (GTO) provides no work directly but does so through leasing the apprentice/trainee to one or more host employers.

Apprentices and trainee employed by a GTO have the security of continuing employment throughout the training period and support from a coordinator from the GTO. Go To: [www.grouptraining.com.au](http://www.grouptraining.com.au)





# Tools to assist with Communicating about Careers

## Communicating with Young People about Careers

Most teenagers will not want you to plan their lives **FOR** them, but will appreciate you working **WITH** them to plan their career goals. Remember this when communicating with your teenager about careers and different vocations. Listen to their thoughts and ideas, help them explore whatever it is, and let them determine if it is something they would like to pursue.

Generally, **if you let them find out for themselves**, as opposed to telling them, i.e. “it’s not a good job, doesn’t pay well etc” they will come to that same conclusion - **on their own**. Help them learn responsibility, good decision making and to develop resilience.

**Our role is to be a career coach for them, not make the decisions for them!**

To help the communication process:




- **Be aware of your reactions to** your teenager’s ideas, and their extracurricular interests and activities. These can play an important part in increasing a young person’s self-awareness.
- Make sure your teenager feels that any decisions are theirs with your support.
- **Taking responsibility for important life decisions is** a significant step towards becoming an adult.
- Encourage your teenager to **research opportunities** and take advantage of help available from school and outside services. Having ideas and suggestions from more than one person can be helpful, and may ease the pressure on you. The careers advisor at school may know about options you have not heard of, and they are there to let you and your teenager know what is available.
- Encourage your teenager to **participate in community activities** through volunteer work, sporting clubs and other organisations. This can be a great way of getting to know more about a particular area of work, and what their strengths and weaknesses are.
- **Help your teenager to think about planning for the future.** Most goals require some planning, even things like a particular piece of clothing, a new skateboard etc. Saving up for a car or enrolling in a course means *working out how to plan*.
- **The way parents talk about jobs at home can** impact enormously on teenagers. If parents are negative about work, continually complaining about the people, the hours etc, teenagers may think that work is an awful place.
- Young people need us to be **optimistic about them and their future**.
- Let your teenager know **you are interested in their goals and dreams**. Your support will encourage them to value their individual goals, and realise that they are worth working towards. Encourage them to ask important questions about themselves and the world of work.



***The most important thing that parents can teach their children is how to get along without them***

## The 7 Hats of Confident Parents

We need to take a flexible approach when **discussing** careers with our children. This is dependent on their temperament, ages and situations. As parents we can get stuck in one or two modes and can't change. Often this requires us to wear one or more different hats.

1. **Listening hat:** The watchful observant hat. We need to use our ears & eyes so we know what is going on in our children's lives to listen to their problems and concerns. 
2. **Teaching hat:** We wear this hat constantly from a child's early age. As parents we teach children skills and knowledge to gain independence as well as deal with a whole range of issues and challenges. 
3. **Protective hat:** The nurturing, caring hat that is difficult to take off. Children need to be cared for and given parental protection and reassurance from a young age. They need to be shielded from problems that they are neither old enough for nor socially or emotionally equipped to handle. 
4. **Supportive hat:** The hat that parents wear when their children experience some of life's difficulties and frustrations. Parents need to stand back and let children learn from the consequences of their actions and also experience some of life's challenges. Children need to feel emotionally supported and know that someone cares for them and are ready to assist them if needed. 
5. **Encouraging hat:** The hat that we wear when we want children to believe in themselves and develop the confidence to learn, improve and grow. Parents need to be optimistic and have faith in children's abilities to improve if they are to wear this hat. 
6. **Firm Parent hat:** At some stages and for some children it seems that this is the only hat that some parents wear. It is hard work with some kids! This hat is generally needed to help set the behavioural limits that children need to assist them to act in accordance with social conventions and also to be safe. 
7. **Playful/fun hat:** Parents wear this hat to build relationships with their children and ensure that time spent together has an enjoyable element for both. 

The challenge for parents is to make sure we wear the right hat in the appropriate situation. We intuitively know how we should react with our children but often mood or indecision gets in the way. Step back and look at which hat you are wearing and think which of the "seven" hats the situation really requires.

*Adapted from Parenting Ideas; see [www.parentingideas.com.au](http://www.parentingideas.com.au)  
A resource for parents facing challenging issues with their teenagers: <http://www.strongbonds.jss.org.au>*

## Occupational Categories

People's interests often do not lie in just one area and specific jobs usually involve a combination of interests. Occupations are often grouped based on the skills required to perform those jobs. The following are seven broad categories of occupations used in careers resources and testing materials.

### 1. Analytical or Scientific

Working with ideas to investigate or seek solutions to scientific, technical, social or other issues. Tasks include observing, researching, analysing, developing theories and exploring abstract ideas.

- Forensic scientist
- Automotive electrician
- Nurse
- Computer engineer
- Market researcher

### 2. Artistic and Creative

These occupations involve working with ideas to creatively express, present or perform them. Creativity can be used in developing innovative solutions to problems.

- Actor
- Cake decorator
- Art or music teacher
- Clothing patternmaker
- Jeweller
- Writer/ publisher
- Fashion designer

### 3. Helping or Advising

These occupations involve working directly with people. Good communication skills to help, inform, teach or treat others are needed.

- Teachers
- Social workers
- Lawyer
- Fitness instructor
- Personal care worker
- Pharmacist

### 4. Practical or Mechanical

Occupations involve working with tangible objects, such as tools, machines, and instruments. Tasks may include fixing, making, installing, operating machinery.

- Army officer
- Baker
- Construction worker
- Fire-fighter
- Hairdresser
- Physiotherapist
- Panel beater

### 5. Nature or Recreation

This work involves working with things in the natural world. Activities include growing crops, raising livestock and caring for animals and the environment. Involvement with sport and leisure fall into this category.

- Botanist
- Dog trainer
- Farm hand
- Fisheries officer
- Marine biologist
- Sports coach.

### 6. Organising or Clerical

This work involves processing data, retrieving facts and figures, developing administrative policies and procedures. Activities include organising, planning and budgeting.

- Accountant
- Bank officer
- Events coordinator
- Interpreter
- Librarian
- Secretary

### 7. Persuading or Service

Working with people to sell, influence, motivate, negotiate, or serve. Tasks include selling, promoting goods and services, bargaining or presenting a point of view.

- Hairdresser
- Interior decorator
- Cleaner
- Baker
- Travel consultant

## Careers/ Vocational Assessment Quizzes and Tests

These are a series of questions or statements a young person responds to either on a computer program or pen and paper. This information is gathered to help identify what kinds of work you may be good at or enjoy doing.

They can be used as a guide and to help with the careers exploration. They are not designed to make a decision for you. Most schools will offer a test to year 10 students.

### Free Career Assessment Sites

1. **The Job Outlook website:** [www.joboutlook.gov.au](http://www.joboutlook.gov.au) Click on Take The Quiz
2. **My Future:** [www.myfuture.edu.au/](http://www.myfuture.edu.au/) Australia's Government funded Career Information and Exploration site (requires a log in). The site offers a range of information including a free career assessment.
3. **Alife:** [www.alife.net.au](http://www.alife.net.au)  
Click on 'Need Direction?' for a quick quiz that leads to selected career videos.
4. **My Big Tomorrow:** [www.mybigtomorrow.com.au](http://www.mybigtomorrow.com.au) Click on 'Discover a Career'



## What Careers Services are at School?

Schools have at least one staff member employed to help young people identify their interests and research into various courses and employment options. These staff may be Careers Advisers, Guidance officers, Transition Advisers, external agencies and other staff employed to support young people in career transition. In some schools these staff can continue to work with your teenager if they exit (formally leaves) the school, are suspended, asked to leave or expelled. Contact with them can be by phone, or formal appointment.

### The schools careers/transition team aims to help young people in the following ways:

- ❑ Develop an understanding of their needs, interests, values, aptitudes, and aspirations with respect to education, training and work. Various career tests are available for this process. Remember these tests are intended as guides only
- ❑ Investigate careers and opportunities, by enabling them to find out about local, national, and international opportunities in education, training and work.
- ❑ Gain work experience. This can be a great way to find out more about a particular field of work. It can also be a great way to see what being an employee is like, and to learn some workplace skills and, if everything goes well, get a reference for your teenager's resume when they decide to look for work.
- ❑ Develop and implement their career plans and helping them gain access to external resources. It is NOT the Career/Transition Advisers job to persuade a young person into making a particular choice, or to take sides. They will provide options and information and the opportunity to talk through choices and decisions.

- ❑ Acquire the skills for making an effective transition from school to further education, training or employment such as completing application forms, writing a resume, applying for a course, interview skills etc.

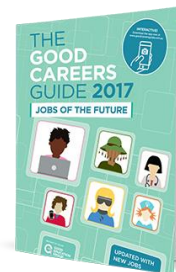
The Careers room is full of useful information on career options, employment opportunities and further education opportunities and is a great starting point for the young person to begin their research.

As a parent you are always able to contact the careers service area at your school, and/or make a time to meet with a staff member.

## Helpful Resources

### The Good Careers Guide

This book contains an alphabetical listing of hundreds of different jobs, which includes a description of the job, personal characteristics and education required and lists relevant courses and training and organisations which can provide more information. It's available as a hard copy, an App, and online: [www.goodcareersguide.com.au](http://www.goodcareersguide.com.au)



### The “Where To Now?” Book

This is a guide to the VCE (Victorian Certificate of Education), VCAL (Victorian Certificate of Applied Learning) and Apprenticeships and Traineeships, available to most year 10 students. It is available on the VCAA website: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)



**TAFE Directory** is online at: [www.skills.vic.gov.au/victorianskillsgateway](http://www.skills.vic.gov.au/victorianskillsgateway)

**TAFE and Training Line:** 131 823

Email: [tafe.courseline@edumail.vic.gov.au](mailto:tafe.courseline@edumail.vic.gov.au)

**VTAC Publications:** [www.vtac.edu.au/publications](http://www.vtac.edu.au/publications)





## Careers Information Websites

There are numerous websites offering careers, education and employment information. Internet access is also available at public libraries.

### **My Future**

[www.myfuture.edu.au](http://www.myfuture.edu.au)

### **Career Videos & information**

[www.alife.net.au](http://www.alife.net.au)

### **Job Outlook**

[www.joboutlook.gov.au](http://www.joboutlook.gov.au)

### **Careers Online**

[www.careersonline.com.au](http://www.careersonline.com.au)

### **Apprenticeships**

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

### **National Disability Coordinator Officer**

[www.ndcovictoria.net.au](http://www.ndcovictoria.net.au)

### **Grow Careers**

[www.growcareers.com.au](http://www.growcareers.com.au)

### **Course Guide**

[www.gooduniversitiesguide.com.au](http://www.gooduniversitiesguide.com.au)

### **Skillsroad**

[www.skillsroad.com.au](http://www.skillsroad.com.au)

### **Career One**

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

### **Year 13: Post year 12 options**

[www.year13.com.au](http://www.year13.com.au)

### **Videos on getting a trade or skill**

[www.skillsone.com.au](http://www.skillsone.com.au)

## REMEMBER Career Development involves

- 1. Self Awareness:** what you like (your interests), what you are good at (your skills and abilities), what is important to you (values)
- 2. Opportunity Awareness:** Understanding the world of work – finding out what's out there through formal education and exposure through a variety of extra curricula activities
- 3. Decision Making:** Learning how to make informed decisions based on personal requirements, research re the job/course requirements and practicalities
- 4. Taking Action:** working through a transition plan: addressing a skills gap, starting the application process, writing a resume, learning interview skills, etc. Managing a smooth transition to reach desired goals

*(Adapted from Tony Watts, 2006)*



## IT IS AN ONGOING JOURNEY

- ✓ *A Career is a lifelong journey that involves change*
- ✓ *It is normal for young people to change their mind about what they want to do as they discover new possibilities*
- ✓ *Support them to discover what is important to them*
- ✓ *Encourage them to always have a plan B*
- ✓ *Enjoy the journey!*

# A.C.R.O.N.Y.M.S

**ATAR:** Australian Tertiary Admissions Rank (replaced **ENTER**)

**CGEA:** Certificate of General Education for Adults

**DLO:** Disability Liaison Officer

**GTO:** Group Training Organisation, also known as GTCs- (Companies)

**NDCO:** National Disability Coordination Officer

**RTO:** Registered Training Organisation

**SBAT:** School based Apprenticeships & Traineeships (replaced ASBA)

**TAFE:** Technical and Further Education

**USI:** Unique Student Identifier

**VCAA:** Victorian Curriculum Assessment Authority

**VCAL:** Victorian Certificate of Applied Learning

**VCE:** Victorian Certificate of Education (Year 12 qualification)

**VET:** Vocational Education Training, also known as VE&T

**VTAC:** Victorian Tertiary Admissions Centre

**VTG:** Victorian Training Guarantee

A site for parents with lots more acronyms:

[www.education.vic.gov.au/about/departments/Pages/acronyms.aspx](http://www.education.vic.gov.au/about/departments/Pages/acronyms.aspx)

# useful websites



## Careers Information

[www.myfuture.edu.au](http://www.myfuture.edu.au)

[www.alife.net.au](http://www.alife.net.au)

[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

[www.skillsone.com.au](http://www.skillsone.com.au)

[www.joboutlook.gov.au](http://www.joboutlook.gov.au)

[www.gooduniversitiesguide.com.au](http://www.gooduniversitiesguide.com.au)

[www.Coursecamel.com](http://www.Coursecamel.com)

[www.skillsone.com.au](http://www.skillsone.com.au)

[www.skillsroad.com.au](http://www.skillsroad.com.au)

[www.jobjumpstart.jobs.gov.au](http://www.jobjumpstart.jobs.gov.au)

[www.plumbingcareer.com.au](http://www.plumbingcareer.com.au)

[www.constructmycareer.com.au](http://www.constructmycareer.com.au)

[www.thejobilove.com.au](http://www.thejobilove.com.au)

[www.defencejobs.gov.au](http://www.defencejobs.gov.au)

[www.neca.asn.au](http://www.neca.asn.au)

[www.police.vic.gov.au](http://www.police.vic.gov.au)

[www.carecareers.com.au](http://www.carecareers.com.au)

Good for all careers related research

Video based careers information & a quiz

Click on Career Profiles

100s of videos about getting a trade or skill

For labour market information

Research careers & tertiary courses

Links interest to courses

100s of videos about getting a trade or skill

A broad careers & job website

Website about careers and job seeking resources

Plumbing careers

Career in Construction

For info about community services, hospitality, beauty, sport & rec, tourism, hairdressing, retail etc

Careers in the Defence forces

Click on Careers & Apprenticeships (electrical)

Click on Careers

Careers in Health & Community Services

## Education & Training

[www.education.vic.gov.au/vistorianskillsgateway](http://www.education.vic.gov.au/vistorianskillsgateway) For all TAFE and short courses

[www.vtac.edu.au](http://www.vtac.edu.au)

Victorian Tertiary Admissions Centre

[www.education.vic.gov.au](http://www.education.vic.gov.au)

Information on education & training

[www.open.edu.au](http://www.open.edu.au)

Open Universities Australia

## Australian Apprenticeship sites

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) Information about apprenticeships

[www.aapathways.com.au](http://www.aapathways.com.au)

Details about apprenticeships

[www.mygain.com.au](http://www.mygain.com.au)

Videos of apprenticeships

[www.grouptraining.com.au](http://www.grouptraining.com.au)

Find a relevant group training company

## Employment

[www.jobsearch.gov.au](http://www.jobsearch.gov.au)

Useful for researching jobs & the labour market

[www.adzuna.com.au](http://www.adzuna.com.au)

Formerly MyCareer: vacancies

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

Local paper vacancies, also has resources for job seekers

[www.alljobs.com.au](http://www.alljobs.com.au)

Combines several job search sites

[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

Advice for young job seekers under 'Jobs & Careers

[www.spotjobs.com](http://www.spotjobs.com)

Casual, part time and entry level jobs

[illegible]





**Brotherhood  
of St Laurence**  
Working for an Australia free of poverty