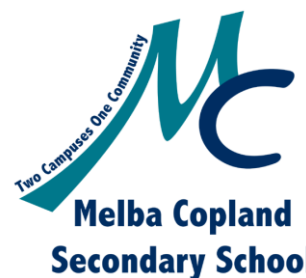


Career Information Newsletter

News No 4 17 May 2017



CAREERS ADVISER: Helen Vlandis

Located: Careers Resource Centre
Mon; Wed & Thur

Important Notices

UMAT - Register ⇒ Prepare ⇒ and ⇒ Sit UMAT

Attention Year 12 Students - PLANNING TO STUDY MEDICINE, PHARMACY, PHYSIOTHERAPY, DENTISTRY, OPTOMETRY, HEALTH SCIENCES?

Year 12 students planning to apply for these courses must complete the **Undergraduate Medicine and Health Sciences Admission Test (UMAT)**. UMAT test results are used as part of the selection process for medicine, dentistry and health science degree programs at various UMAT Consortium universities. UMAT 2017 will be held on the **26 July 2017**. Note that UMAT is offered once a year only. Registrations for UMAT 2017 are now open. Registrations will close 5.00pm -2 June 2017. You must read the [UMAT2017 Information Booklet](https://umat.acer.edu.au/files/UMAT_info_book_16.pdf) https://umat.acer.edu.au/files/UMAT_info_book_16.pdf and complete the UMAT Registration Tutorial before you register for UMAT2017 <http://umat.acer.edu.au/tutorials>

For more information visit: <http://umatweb.acer.edu.au/>

UMAT preparation options: • MedEntry - www.medentry.edu.au • The National Institute of Education - www.nie.edu.au

Training Programs @ MCSS - Senior Campus:

TERM 2 Responsible Service of Alcohol - RSA Training

When: **Week 9: Thursday 22 June - 12.00 - 4.30pm Cost: \$65**

Where: **MCSS Senior Campus - Science Lecture Theatre**

Collect information and enrolment sheet from Front Office / Careers

Payment and enrolment form due the end of Week 7

The Unique Student Identifier (USI) - Required for the above training sessions. Student's without a USI will need to register online. For a brief introduction to what the USI is and why it is needed, visit <https://www.youtube.com/watch?v=5zMjJfxyDKs> To apply for the USI go to: <https://www.usi.gov.au/>

BiG Day In IT - Thursday 25 May 2017 - 9:00am - 2:30pm

Students that have registered and payed are asked to notify Careers Staff before attending.



University of Canberra Health Open Day! Saturday 3rd June 2017
10:00am - 1:00pm - See more information under Universities

Interested in a Career in the Public Service

<http://www.finance.gov.au/about-the-department/working-at-finance/recruitment/career-starters/>

Every year the Department of Finance (Finance) runs a Career Starter Program for Year 12 students to gain an entry level position in the Australian Public Service. Career Starters experience a competitive starting salary, flexible working arrangements, social events, a Buddy from a previous cohort and a Mentor to provide guidance and advice on their career.

The Program includes a structured training program to equip them with the skills and knowledge to support them as they transition from school to work and become high quality Finance employees. An information session will be held at school in Term 3. Applications for the 2017 Career Starter Program will open in August 2017. See Helen in Careers if interested in applying.

Selected Websites to visit

Selected Websites to Visit

This month's selected websites focus on Resume preparation. Numerous enquiries for resume template information and support have been made in Careers. Consider the following websites as an additional guide to your resume preparation:



1. <http://www.youthcentral.vic.gov.au/jobs-careers/applying-for-jobs/sample-resumes-and-cover-letters>
2. <http://www.myfuture.edu.au/>
3. <http://www.skillsroad.com.au/home>
4. <https://www.monster.com/career-advice/cover-letter-resume/resume-samples>
5. <http://www.businessinsider.com.au/resume-for-job-seeker-with-no-experience-2014-7>

Job sites to visit:

1. <https://www.randstad.com.au/jobs/australian-capital-territory/canberra/>
2. <http://www.careerone.com.au/job-search/canberra?>
3. <http://www.seek.com.au/>
4. <http://au.indeed.com/jobs?q=&l=Canberra+ACT&start=10>
5. <http://www.oneshift.com.au/jobs/location/canberra-2600/>
6. https://au.jora.com/jobs-in-Canberra-ACT?utm_campaign=dynamic&utm_source=google&utm_medium=cpc&gclid=CLH95-5htQCFZeSvQodYOIADQ

Jobbydoo-au.com - Jobbydoo is an online jobs board advertising job vacancies from all over Australia, helpful for students to find apprenticeships and job opportunities across a variety of industries. Fresh, comprehensive job listings with easy find/search options. Find work either locally, state-wide or nationally. Visit: <https://www.jobbydoo-au.com/>

Job Jumpstart - jobjumpstart.employment.gov.au is a one-stop-shop for young people seeking employment planning and job search information. The site offers a range of content in the form of articles, workbooks and links that can help young people.

University

Tertiary Open Day CANBERRA (ANU, UC, ADFA, ACU, CIT)

Saturday 26 August: 9am-4pm

University Visits to Canberra

For students considering **University of Wollongong**. Prospective students and parents are invited to attend UOW Information Evening on **Wednesday 24th May** at the Novotel Canberra. **Start time 6pm**. Information on UOW courses, admission requirements, scholarships, accommodation and key dates for 2017.

ACU - Australian Catholic University (Canberra Campus) - Important dates:

- **4 July 2017 - Canberra Campus University Experience**

http://www.acu.edu.au/student_experience/student_life/experience_uni_before_you_start/university_experience

- **26 August 2017 - Canberra Campus Open Day**

What's NEW: Bachelor of Social Work (Canberra Campus) - four year course with an embedded Honours program.

http://www.acu.edu.au/courses/undergraduate/social_work/social_work/bachelor_of_social_work

Available to: Domestic and International students. **Location:** Canberra

Duration: 4 years full-time **ATAR (2017): Canberra (58.50)**

ACU - Bonus points schemes Bonus - (Subject Bonus & Access ACU) ACU has a number of bonus points schemes available to eligible applicants. Bonus points are added to your ATAR, to give you a new adjusted entry score. This is then used to assess your eligibility for ACU courses. For more information visit:

http://www.acu.edu.au/study_at_acu/alternative_entry/accessacu

ACU - Early Achievers Program - Do you regularly contribute to your school or local community? Be recognised for your voluntary contribution and gain an early entry to ACU.

Applications open: 26 April & Close 17 July 2017 Visit: www.acu.edu.au/early-achievers *Watch the videos on how to Prepare, Submit & Monitor you EAP Application.*

ANU - Australian National University - What's NEW

Bachelor of Design - three year undergraduate degree offered by the ANU College of Arts and Social Sciences. Entry into the Bachelor of Visual Arts is based on ATAR, interview and portfolio. Once an application has been lodged through the Universities Admission Centre

(UAC), applicants are required to fill out a **Request for Interview Form on the ANU website** at soa.anu.edu.au/how-apply/undergraduate-applications.

UPCOMING EVENTS running at ANU - See Helen if interested in attending:

31 May 2017 - ANU Languages Showcase. Registrations are now open for the event and will close on **Wednesday, 24 May 2017**. To register for this event go to:

<https://www.surveymonkey.com/r/CH5Q3J5>

19th July Wednesday: ANU GET SET 2017 - Girls in Engineering & Technology Program

Designed for girls in years 11 and 12, GET Set at ANU is a day full of fun activities that explore the cutting-edge fields of engineering, technology and science. Get involved in hands-on activities and innovative presentations and chat to current ANU students. Learn more about what engineering is really all about and why we need more women in STEM. Visit:

<https://cecs.anu.edu.au/events/rsvp/girls-engineering-and-technology-program-get-set-registration>

Friday 21 July ANU Asia Pacific Day

The ANU College of Asia and the Pacific are excited to invite year 10-12 students to spend a day on campus, participating in a range of interactive lectures and workshops that will allow them to delve into the most important issues facing Australia, the Asia Pacific region and the world today. Students will also have the opportunity to meet current ANU students that have completed internships and language exchanges in the Asia Pacific region, and learn more about ANU from a student perspective. **Interested students are asked to see Helen in Careers.**

Charles Sturt University (CSU) 2017 Upcoming MyDay Events: MyDay offers students a taste of living and learning on campus at CSU and the opportunity to find out more about their chosen course and career. Students will also receive key information about opportunities and support available to make their goals achievable. Students interested in attending a MyDay event are required to register online. Visit:

<http://futurestudents.csu.edu.au/unilife/social/campus-events/myday>

Upcoming MyDay Events:

Date	Event	Campus
9 June	Engineering	Bathurst
16 June	Computer Science, IT, Accounting, Business, Nursing, Teaching and Education and Psychology	Bathurst
27 June	Allied Health	Albury-Wodonga
3-4 July	Animal and Veterinary Sciences	Wagga Wagga

CSU MyDay Engineering 9 June 2017 CSU's MyDay Engineering event will be held in Bathurst. Parents are welcome to attend. Registration can be submitted online at <http://futurestudents.csu.edu.au/unilife/social/campus-events/myday> or for a hard copy of the form please email infoevents@csu.edu.au. Registration for this event **closes on 2 June**.

Macquarie University - 2017 Key Dates Visit: <http://www.mq.edu.au/study/school-portal>

• **Macquarie Open Day - 19 August 2017**

Melbourne University - Will be hosting an Information Session for parents and students at Monte Saint Angelo Mercy College **8 June**.

Sydney University - NEW Entry requirements: Note from 2019, students need to complete the NSW Higher School Certificate (HSC) Mathematics (not *General Mathematics*) or equivalent interstate or IB subjects in order to meet the requirements for admission into a number of courses, including economics, commerce, engineering and IT, psychology, pharmacy, veterinary science and science. For more information Visit:
<http://sydney.edu.au/study/admissions/apply/entry-requirements/undergraduate-academic-requirements.html>

University of Canberra - Proposed new courses

- Bachelor of Occupational Therapy (2017)
- Master of Speech Pathology (2017)
- Bachelor of Vision Science (2018)

University of Canberra Health Open Day! Saturday 3rd June 2017
10:00am - 1:00pm

Come to the University of Canberra Health Open Day - Tour the state-of-the-art laboratories and teaching facilities, attend information sessions, hands-on workshops, activities and demonstrations. Book a one-on-one session with a health or sport academic to plan your future career.

Opportunities will be available for prospective students to ask questions relating to course structure, learning outcomes, admission requirements, and career prospects. There will be discussions regarding Internship programs & placement studies. For more information contact healthstudentliaison@canberra.edu.au

Thinking of any of the following - AREAS OF STUDY

Counselling	Nutrition	Medical Radiation
Physiotherapy	Nursing	Midwifery
Occupational Therapy	Pharmacy	Psychology

Open Days & Summer Courses

Whitehouse Institute of Design, Australia Open House 2017 at the Sydney campus at 2 Short Street, Surry Hills, will be held on **Saturday 5 August 2017**. For bookings phone 1300551433 or email enquiry@whitehouse-design.edu.au

2018 Summer STEM Course for current Year 11 students - The National Youth Science Forum (NYSF) is a 12 day residential program for students entering year 12 (2018) who are passionate about science, technology, engineering and maths (STEM). The NYSF program aims to show participants the wide variety of study and career options in STEM fields. **Applications open on 1 March and close 31 May**. Applicants should be passionate about science/technology and interested in learning about study and career options in wide range of STEM fields. Up to 600

places available in 2018 - program runs in January before year 12. Further info www.nysf.edu.au

Scholarships

Bond Scholarships for Year 12 students will open in early April and close around 31 July. Visit: www.bond.edu.au/study-at-bond/scholarships/how-to-apply/index.htm They are designed to reward and encourage students who have excelled in the areas of academia, leadership, community and sporting.

Scholarship finder - Hobsons website:

<http://www.hobsonscoursefinder.com.au/scholarship/search?levelOfStudy=4&keyword=&organisationName=&country=14®ion=1000&fieldOfStudy=3&supportType=1&targetGroup=5&actionSearch=Search#.UhPS1X-bAjw>

Cadetships

Professional Cadetships Australia - (PCA) specialises in creating career opportunities for young people. Their cadetships enable you to combine study at the University of your Choice with paid work at leading companies. For more information visit: www.businesscadetships.com.au

- **Technology Cadetships - Now Open: Close 16 June 2017**

Note: Technology Cadets are placed in Sydney at Westpac Group or at Macquarie Group

Australian Defence Force & ADFA

Defence has a number of Work Experience Programs in the ACT for 2017. Visit the website to see the current opportunities available to students. www.defence.gov.au/workexperience
This year students are required to apply online and then notify your Careers Adviser.

ADF Gap Year - 2018 Applications for the (ADF) Gap Year program are now open.

ADF provides an opportunity for young Australians, who have finished year 12 (or equivalent) and are aged between 17 and 24*, to experience an exciting and rewarding year in the Navy, Army or Air Force. You will gain life skills, make new friends and develop leadership qualities that you can take anywhere. For more information and to view all jobs available visit:

http://www.defencejobs.gov.au/education/gap-year/?utm_campaign=gapyear2015&utm_medium=edm&utm_source=eoi_canberra

INFORMATION Sessions - Defence Force Recruiting invites you to attend:

1. CANBERRA: Health Careers Info Session

Date: Tuesday 30th May, 2017 **Time:** 6:00pm - 7:30pm

Location: Defence Force Recruiting Centre Canberra - Level 2, 64 Northbourne Avenue

2. CANBERRA Army Reserve Information Session

Date: Tuesday 6th June, 2017 **Time:** 6:00pm - 7:30pm

Location: Defence Force Recruiting Centre Canberra - Level 2, 64 Northbourne Avenue

3. CANBERRA Careers for Indigenous Australian Info Session

Date: Tuesday 13th June, 2017 **Time:** 6:00pm - 7:30pm

Location: Defence Force Recruiting Centre Canberra - Level 2, 64 Northbourne Avenue

4. CANBERRA Defence Careers Info Session

Date: Tuesday 20th June, 2017 **Time:** 6:00pm - 7:30pm

Location: Defence Force Recruiting Centre Canberra - Level 2, 64 Northbourne Avenue

To attend these information sessions, please call 13 19 02 to book your seat/seats or register at <http://www.defencejobs.gov.au/events/>

Gap Year/ Exchange

Cultural Care Au Pair - Is a cultural exchange program that provides young Australian adults with the opportunity to live and work in the USA. A free information session is available in Canberra on the **17th June at 11am**. Meeting held at the Belconnen Community Centre, Swanston Court and students can book their seat by calling 1800 677 373 or visit: <http://culturalcare.com.au/join-info-meeting/>

LIVE, WORK, STUDY & TRAVEL IN THE USA! Interested in experiencing life in America? We offer **a program for young ladies to work with children in the USA for 12 months**. Gain life skills, meet new friends from all over the world, study at an American college and travel all across the states from New York to California! For your FREE info pack please visit www.aupairinamerica.com.au or email info@aupairamerica.com.au

Lattitude Global Volunteering 2017 applications now open! Applications are now open for students interested in embarking on a volunteering placement in a new culture and community during their gap year in 2018. Placements are available in North America, the UK, Europe and Asia/Pacific. To help with costs, a number of scholarships are available to assist with placement fees or flights to certain countries. Visit: www.lattitude.org.au/ for more information.

Projects Abroad Online Information Sessions - Projects Abroad offers volunteering opportunities in 29 countries across the developing world and have over 1000 unique projects. The projects are all about connecting with and understanding a different world, making a worthy contribution, and personal development. Online information sessions can be found by visiting: <http://www.projects-abroad.com.au/about-us/meet-us/online-info-sessions/> or head to their website: <http://www.projects-abroad.com.au/about-us/meet-us/#information-evenings>

Projects Abroad Overseas Volunteer Programmes - These programmes are tightly scheduled and chaperoned to ensure a well-structured, safe and supported short stay for Yr 10-11 students. There are programmes in:

Cambodia - Childcare and renovations

Nepal - Childcare and renovations

Nepal - Medicine experience and observation

Nepal - Post earthquake building

Sri Lanka - Childcare and renovations

Fiji - Childcare and renovations in a traditional village

Philippines - Public and community health

Thailand - Marine conservation

Full details are available on their High School Projects page. <http://www.projects-abroad.com.au/projects/high-school-projects/#overview> A leaflet detailing these projects is available here. <http://www.projects-abroad.com.au/projects/high-school-projects/#resources>

Antipodeans ABROAD - an independent Australian company that has been creating unique student volunteer experiences for over 20 years. For more information visit: www.antipodeans.com.au

US Summer Camp Info Meeting - to find out about the Camp Counsellors USA program for 2018
Visit: <https://www.facebook.com/ccusa.australia/events>

WEP Student Exchange - 25 Countries - WEP Australia is a not-for-profit student exchange organisation and currently accepting applications from students in years 9-12 to participants in short-term, semester or year-long student exchange programs. For students wishing to complement their education with an international experience, find out more via <https://wep.org.au/>, (Click NSW) info@wep.org.au or 1300 884 733

ASBA's - Australian School Based Apprenticeships

Students undertaking an accredited program and are interested in doing an ASBA are asked to see Helen for more information.

- **Current Positions available** - Business Administration, IT, Hairdressing, Childcare and Grounds Maintenance

Work Experience & SWL

Work Experience & SWL is available for all students in Year 11 and 12. The database is located in the Careers Resource Centre. Come in, have a browse and put in an application. **Semester 1 placements need to be finalised by the end of May.** **Note:** Students interested in a Trade placement will need to have done their **white card and asbestos training**. See Helen or Annie for more information.

AIE Work Experience Program - ALMOST FULL FOR 2017: - The AIE Work Experience Program is in place to give students who are interested in a career in the video games, 3D animation and visual effects industries a chance to get some hands on experience. Students use industry standard software in a studio environment as they learn what it is like to be an independent developer in the digital creative industries. Places fill up fast, students need to apply now to ensure they don't miss out. For more information visit: www.aie.edu.au/workexperience To register and select preferred dates use the link below: **Work Experience Email Link** - <https://goo.gl/forms/GRvupi4nH3lgFs1s2>

Note: (i) **Availability:** The list of dates on the form will be updated as positions fill up. AIE currently have positions for 105 students this year (15 per week). Form will be updated periodically. (ii) **Hours on AIE Campus:** Students will be on campus from 10am - 4pm each day, Monday - Friday for the week. (iii) **Placement Confirmation:** AIE will advise students around 1 week after submitting their form if they have secured their dates. Students are then required to see their Careers Adviser for additional paperwork.

Work experience opportunities in Land Surveying

Are you interested in maths, IT, geography and the outdoors? You are invited to apply for work experience in Surveying by simply filling in a form at the following site:

http://www.alifewithoutlimits.com.au/student-work-experience/secondary-students/?utm_source=ZohoCampaigns&utm_campaign=Work%20Experience%20-%20Career%20Advisors%20NSW%20and%20ACT%202017_2017-03-15&utm_medium=email

Note: ACT students will be required to hold a "white card" allowing you to go to building & construction sites prior to undertaking work experience.

To find out more about work experience in Surveying watch the following [you-tube](#).

https://www.youtube.com/watch?v=60s32DPO0iU&utm_source=ZohoCampaigns&utm_campaign=Work%20Experience%20-%20Career%20Advisors%20NSW%20and%20ACT%202017_2017-03-15&utm_medium=email

Popular WEX placements that fill up fast - If you are interested in Nursing , other Health related Careers and/or the Zoo, it is important to make an appointment with careers staff and **register your interest by November for 2018.**

Full Time Apprenticeships

Students Interested in a full time apprenticeship are asked to review information from the following three apprenticeship centres in the ACT and group training organisation: This includes their job vacancy boards.

Australian Support Australia

<http://www.apprenticeshipsupport.com.au/states/New-South-Wales>

MEGT -

<http://www.megt.com.au/>

SARINARUSSO -

<http://sarinarusso.com/apprentices/>

Group Training Organisations:

1300 Apprenticeships: <http://1300apprentice.com.au/>

HIA - Housing Industry Association -

<https://hia.com.au/en/ProductsServices/Apprentices.aspx>

Employment/Volunteer Work

Volunteering opportunities see Helen. ACT Red Cross Volunteering - The Red Cross has a variety of volunteering opportunities available in the ACT. To see what is available visit:

<http://volunteering.redcross.org.au/vw/en/filter/?job-mail-subscribe-privacy=agree&search-keyword=&location=australian%20capital%20territory>

Stop Press - Work related Reminders

The Young Worker Toolkit - The Australian Government has a website to help you find information about your workplace rights and obligations Visit <http://www.fairwork.gov.au/>

10 Step plan to your First job - The ACTU website offers a good reference list to help students organize themselves for their first job. Visit:

<http://www.worksite.actu.org.au/new-stuff/10-step-plan-to-your-first-job-plus-one-extra-step.aspx>

MoneySmart Rookie Campaign Learn more about managing your money, moving out of home, studying, budgeting, credit cards, debt and more. Visit:

www.moneysmart.gov.au/life-events-and-you/under-25s

RESUME Template - Available in hard copy in Careers or request a template to be emailed to you.

Skills Road: Resources for students: Career Quiz, Explore Careers, Resume Builder and more Visit: <http://www.skillsroad.com.au/home>

Skillsroad Work Readiness Course - Visit: <http://www.skillsroad.com.au/students/training-courses/skillsroad-work-readiness-course-%284%29#.VzHhKY9OKUm> (Note: Cost involved)

Monster Career resources - Sample Resumes to get you started

<http://www.monster.com/career-advice/cover-letter-resume/resume-samples>

Skills One - Skills one is a video platform with over 1500 short video stories about getting a trade or skill. Check it out by visiting the website: <http://www.skillsone.com.au/>

Young People at Work This website - offers a range of advice on getting a job, workers' rights at work, how to leave jobs, and other resources to help young people learn about work.

<http://www.youngpeopleatwork.nsw.gov.au/>

Need a TAX FILE NUMBER: Do you have a tax file number (TFN)? If you don't, you will need one soon- for employment, youth allowance or for the Higher Education Contribution Scheme (HECS). Schools no longer process the Tax File form. The application process requires you to apply online and visit your nearest Australian Post Office. For more information visit:

<https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>

