

SCHOOL to INDUSTRY



ONLINE RESOURCES

PART A

A resource for secondary school teachers and students around career exploration, work-related skills, regional skill shortages and future growth industries. The information also relates to VCAL and Industry and Enterprise curriculum.

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LOCAL LEARNING AND
EMPLOYMENT NETWORK

Highlands
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Colours vary depending on the section.

**SKILLS, LOCAL
LABOUR DATA,
EMPLOYMENT
and
RECRUITMENT
SERVICES**





PREPARING for the FUTURE WORLD of WORK

► **Helping young people prepare for the future world of work**

Lots of interesting resources around preparing students for a world that needs problem solvers, critical thinkers, communicators - people who have practical experience and industry exposure.

► **Getting young people ready for the future of work**

Future Ready; Australian Government's National Careers Institute.

Everyone has a shared responsibility in getting young people ready for the future of work. The website provides resources for schools, parents and carers, employers, and community.

How you can prepare for jobs of the future

► **Five key tips to prepare for an automated and globalised world with key skill shortages**

► **Jobs of the future**

► **Australia's fastest growing jobs; top 3 industries on the rise**

Explore the trends: where jobs are growing and slowing in different industry areas across different states.

► **What jobs will be in demand in the future?**

Two futurists tell us about the ways we will work in the future and the jobs that will be most in demand in the years ahead.

► **Tips and ideas about jobs and careers in the one spot**

Find new ways to explore careers and prepare for work by reading articles and using the tools provided. All the information on Job Jumpstart fits into three themes: looking for a job; building a career; and at work.

► **Being work ready; a guide to what employers want**

Business Council of Australia.

► **Preparing secondary students for work; SBAT videos**



SKILLS in DEMAND in the FUTURE

▶ **What are employability skills? How do you demonstrate these skills?**

Use the tools provided to profile your employability skills and determine your workplace skills so you can tailor your resume and job application.

▶ **What skills will future careers need most?**

▶ **Recruiters reveal the top 5 in demand skills and why**

▶ **What types of skills will be in demand in the future?**

Emerging skills: creativity, originality and initiative, analytical thinking and innovation, technology design and programming, complex problem-solving, critical thinking and analysis, leadership and social influence, emotional intelligence, reasoning and resilience, stress tolerance and flexibility.

▶ **What are soft skills? Why are they so important?**

▶ **Hard skills versus soft skills - what is the difference?**

▶ **5 Soft skills employers look for in students**

Transferable skills

- ▶ Definitions and examples of transferable skills
- ▶ How to define and present your transferable skills
- ▶ The power of transferable skills
- ▶ How to identify your transferable skills
- ▶ Transferable skills checklist
- ▶ Are transferable skills just as valuable as experience?

▶ **Problem solving skills**

Problem solving skills: definitions and examples.

Critical thinking skills

- ▶ **Critical thinking skills:** definitions and examples
- ▶ **VCAA critical and creative thinking resources**
- ▶ **Australian Curriculum F-10 critical and creative thinking resources**

▶ **Planning and work-related organisational skills**

What are organisational skills and what organisational skills do employers value.

▶ **Communication skills - how to highlight communication skills**

▶ **What are interpersonal skills? Why are they so important?**



PREPARING your RESUME

- ▶ Tailor your resume to meet an employer's needs and identify the skills you need
- ▶ Handy tips and templates available to get you started with a successful resume

How to format your resume, cover letter and resume template examples for different industry areas

- ▶ Career One - Resume writing
- ▶ Career One - Cover letter
- ▶ Career One - Resume templates
- ▶ Resume and cover letter tips
- ▶ Expert Resume advice video from Career One
- ▶ How to write a resume and cover letter - Jobsearch
- ▶ How to write a resume and cover letter - Indeed
- ▶ Resume template - SEEK
- ▶ Cover letter template - SEEK

PREPARING for an INTERVIEW

Tips and advice on how to prepare for interviews

- ▶ How to behave and some suggestions about the kinds of questions you might get asked
- ▶ Interview preparation tips

How to dress for a good impression at an interview

- ▶ How to dress for success
- ▶ Job interview outfit tips - best job interview outfit
- ▶ Job interview outfit tips - what to wear

Phone interview tips

- ▶ Example answers to interview question: what are your strengths and weaknesses?

Top 10 interview tips resources

- ▶ 10 interview tips to help you on your way to getting that job
- ▶ Jobactive video - 10 tips explained
- ▶ Interview tips - KFC
- ▶ 5 things to remember at a job interview
- ▶ How to answer: so, tell me about yourself?
- ▶ Practice your responses to common interview questions
- ▶ How to talk about five common weaknesses and prove you are working on them
- ▶ The best questions to ask at the end of your interview
- ▶ How to ask for feedback after an interview
- ▶ 10 most asked interview questions and how to answer



GETTING a JOB

- ▶ **Psychometric testing – behavioural profiles**
- Free aptitude test samples
- Free personality test sample

Psychometric testing results provide employers with a behavioural profile of you – your level of intelligence or aptitude (measured by aptitude tests), and your personality characteristics (measured by the personality test). The profile will indicate whether you can solve problems, are a team player or whether you prefer to work individually, and other relevant attributes.

- ▶ **The essential job search guide**

Researching jobs & employers, writing your resume, applying for jobs, interview.

- ▶ **Skillsroad ‘career quiz’**

Look at some career options that might suit your natural abilities, skills and passion.

- ▶ **Career quiz**

The Australian Government Job Outlook.

- ▶ **Find my work type**

Help identify your work interests.

- ▶ **Start your personal career journey**

Identify your interests, build your career profile and explore occupations.

- ▶ **How to get a job with no experience?**

Looking for a job? Where do I look for work?

- ▶ **Features information about job advertising websites, company websites and social media, recruitment, labour hire and temporary agencies, the hidden job market, contacting employers and Jobactive**
- ▶ **Job hunting techniques**
How to get yourself hired, look good on paper or online and searching for jobs

- ▶ **What students need to know about entering the workforce: a resource for students**

Department of Employment, Skills, Small and Family Business June 2019.

HEALTH and SAFETY and YOUR RIGHTS at WORK

OH & S - safe at work modules

- ▶ safe@work general module
- ▶ safe@work user guide

- ▶ **Your rights at work**

Employment rights, employment contracts and salary guides.

- ▶ **Free legal advice for under 25s**

- ▶ **The National Employment Standards (NES)**

10 minimum employment entitlements that have to be provided to all employees.

- ▶ **Information and advice about Australia’s workplace rights and rules**

Fair Work Ombudsman website.





ABOUT YOU and YOUR GOALS

- ▶ **Search and find a qualification to give you the hands-on knowledge and experience to achieve your career goals**
- ▶ **Knowing a bit about yourself will help you in your job search**
Not sure what you want to do or what type of work you might enjoy?
Ask yourself: interactions I like, places I like to work and work tasks I prefer.
- ▶ **What does your Facebook page say about you?**
- ▶ **Social media tips**
Be careful when using social media.
- ▶ **Social media and work: 5 common-sense rules every employee should know**
- ▶ **Learning styles for career development - are you a visual, auditory, or kinaesthetic learner?**
- ▶ **SMART goals**
What are they, why should I use SMART goals and examples?
- ▶ **Volunteering can be a great way to gain experience and skills**
- ▶ Gain skills from volunteering
- ▶ Volunteering and work experience

LIFE SKILLS, AWARENESS and ADVICE: TAX, MONEY, SUPERANNUATION and ENVIRONMENT

- ▶ **Your tax file number (TFN) and paying tax**
- ▶ **What is superannuation and how do I get it?**
- ▶ **Advice for life**
Managing your money, housing, learning to drive, travelling overseas and know your rights.
- ▶ **Environmental awareness**
As per VCAL – PDS Unit 2: Social and Environmental Awareness.

LOCAL LABOUR DATA, EMPLOYMENT and RECRUITMENT SERVICES



LOCAL LABOUR DATA

- ▶ **Providing up-to-date labour market data, to enable people to understand more about their local labour and job markets**

The Labour Market Information Portal, by the Department of Employment.

Get detailed information about regions and industries from the various industry reports available on the industry information tab.

- ▶ **Where will the jobs be in the future?**

Employment Projections. The Department of Education, Skills and Employment projects employment growth over the next five years by region, industry, and occupation. The Department carries out research to identify workforce shortages at the state, territory, and/or national level for around 80 occupations.

- ▶ **Jobs in the future overview**

Are the skills levels for jobs changing? What new opportunities might be created by technological change.

▶ **What are skills shortages?**

Skills that are in short supply or skills that are in demand now and in the future.

Skill shortages information

Skill shortage information by occupation and at the state, territory, and national level is also available. The Department of Employment, Skills, Small and Family Business carries out research to identify skill shortages in the Australian labour market.

▶ **Skill shortages overview**

▶ **Occupational skill shortages information**

▶ **Victorian skills shortage research reports**

They include; Automotive Trades, Construction Trades, Engineering Professions, Engineering Trades, Health Professions, Nurses & School Teachers.

Resource: Australian Government, Dep of Education, Skills & Employment.



▶ **Presentations and reports that explore the labour market and recruitment conditions in Victoria**

Highlands Region industry profiles

- ▶ City of Ballarat
- ▶ Golden Plains Shire
- ▶ Moorabool Shire

EMPLOYMENT SERVICES

Local apprenticeship/traineeship providers

- ▶ Sarina Russo
- ▶ MEGT
- ▶ MAS National
- ▶ Apprenticeship Support Australia (previously VECCI)

▶ **Local employment services (government)**

Programs introduced to the Highlands region that seek to assist young people in finding employment including:

- Transition to Work
- Skills and Job Centre
- Jobs Victoria Employment Network (JVEN)
- Skills First Reconnect
- Jobs Victoria Work and Learning Centre
- Headspace Work and Study
- Job Active
- Empowering Youth Initiative
- Jobs Path Program
- Digital Industry Mentoring Service
- Disability Employment Services

▶ **Skills and jobs centre, GOTAFE**

A government funded one-stop-shop for anyone looking for career planning advice - you don't have to be a GOTAFE student to get advice and support.

Other local recruitment and employment services

- ▶ JK Personnel
- ▶ WorkforceXS
- ▶ People at Work
- ▶ Inspire HQ

Regional recruiters

Individual websites provide information about recruitment processes, how to apply for work, who they are looking for, key skills and interview tips, staff profiles and stories.

- ▶ Aldi
- ▶ Coles
- ▶ IGA
- ▶ Defence
- ▶ Hungry Jacks
- ▶ KFC
- ▶ McDonalds
- ▶ Woolworths
- ▶ Bunnings
- ▶ Bendigo Bank
- ▶ Commonwealth Bank Australia (CBA)
- ▶ Home timber & hardware
- ▶ National Australia Bank (NAB)
- ▶ Wesfarmers
- ▶ Westpac



GENERAL CAREER RESOURCES



VARIOUS RESOURCES

APPRENTICESHIPS and TRAINEESHIPS

- ▶ **Steps to an Australian apprenticeship**
- ▶ **Apprenticeship pathways**
Apprenticeship and traineeship information and resources.
- ▶ **Australian apprenticeships**
Australian Government information site for apprenticeships.
- ▶ **Job pathways charts**
Examples of potential career pathways that can begin with an Australian Apprenticeship.
- ▶ **Industry information**
Career information and industry descriptions.
- ▶ **Literacy and numeracy quizzes**
For illustrating the levels required when undertaking Australian Apprenticeships qualifications.
- ▶ **The Australian apprenticeships and traineeships information service**
Information for people considering career options, employers looking at recruitment and those providing support and advice.
- ▶ **What are pre-apprenticeships?**

CAREER and JOB SITES

- ▶ **11 Questions to ask yourself to get the post-pandemic bounce-back**
- ▶ **Careers for Youth Ballarat Area (CYBA)**
- ▶ **Career one**
- ▶ **Careers online**
- ▶ **Ethical jobs**
Helping organisations making a difference find passionate and committed staff.
- ▶ **Indeed**
Search for jobs, get career advice.
- ▶ **Jobs 4 Ballarat**
Browse job offers now in the Ballarat region and find your new job.
- ▶ **Jobs hub**
Australian Government, Department of Education, Skills and Employment. Lists employers with multiple job opportunities. Filter by region and location.
- ▶ **Job search**
Searching for jobs, writing a resume and cover letter.
- ▶ **Jora Australia**
Jora Australia, is an Australia-based search engine for jobs. Users can search through thousands of career opportunities, all sourced from many job sites from around Australia.
- ▶ **Seek**
Browse careers by industry. Salaries, projected job growth, jobs on SEEK, courses and in-demand skills.
- ▶ **Working for Victoria**
Helping Victorian jobseekers find work and employers find workers. This includes people who have lost their jobs, or businesses who need more workers due to the impacts of coronavirus (COVID-19).
- ▶ **The 20 best Australian job and career sites**
- ▶ **Top job search websites in Australia and New Zealand**
Finding jobs online can be a time-consuming process. To help you get started, here's a list of the top job search websites in Australia and New Zealand, as recommended by our career coaches.



VARIOUS RESOURCES

EMERGENCY SERVICES

- ▶ **Ambulance Victoria**
Investigate Paramedic careers and non-paramedic careers.
- ▶ **Defence jobs**
- ▶ **Firefighter Victoria**
Understand about the role of a Firefighter.
- ▶ **Vic police**
Explore career roles including: Police, Protective Service Officers, Police Custody Officers and Victorian Public Service roles.

GENERAL

- ▶ **Australian jobs**
Provides an overview of trends in the Australian labour market. It is designed to support a range of users, such as students etc, particularly those considering future training and work and people interested in labour market issues.
- ▶ **Environmental awareness – voice of youth (encouraging young people to share, act and react)**
- ▶ **Highest paying jobs; 2018 vs 2013**
- ▶ **Job outlook**
Use the alphabetical or industry search function to find detailed information about occupations, including descriptions of everyday tasks and employment prospects.
- ▶ **Learning potential career education content**
New career education articles, video and quizzes, endorsed by the Career Development Association of Australia.

- ▶ **Max solutions**
Provide employment, disability, and training services in suburban and regional areas across Australia including Brisbane, Sydney, Melbourne, Darwin, Adelaide, Hobart, Perth, Canberra.
- ▶ **Money management**
Understanding how to manage your money can help you survive and thrive.
- ▶ **My future**
Australia's National Career Information Service.
- ▶ **Raising expectations**
Supporting young people in out-of-home care and care leavers to aspire to, access and succeed in vocational and higher education.
- ▶ **Skillsroad**
Career quiz explore over 350 careers, resume templates and tips and pointer to guide students through the job application process.
- ▶ **Trades and services careers**
Browse careers by industry. Salaries, projected job growth, jobs on SEEK, courses and in-demand skills.
- ▶ **Young workers**
A broad range of resources from fact sheets to videos covering a range of topics.
- ▶ **Youth central**
Great information around jobs and careers; applying and how to find a job, volunteering and work experience, job interviews and career profiles.

CAREER PATHWAYS and PROFILES



- ▶ **AAPathways showcasing a variety of career pathways and profiles**

- ▶ **Career development, transferable skills - Foundation for Young Australia**

Foundation for Young Australian's have a range of videos that relate to career development, transferable skills, but also youth social change.

Ballarat Business Directories

Search a range of businesses across different industry areas - ideas for work placement or applying for a job.

- ▶ **Commerce Ballarat**
- ▶ **Local Business Guide - Ballarat**
- ▶ **Central Highlands Localised**

- ▶ **Job Outlook**

Explore a range of careers. Highlights pay, future growth and skill level.

- ▶ **Myskill.gov.au**

Explore an industry that you're interested in or browse through them all to see which one might suit you. Check out what skills are in demand. Learn about the sectors that make up each Industry group and the occupations available in each area. You can also view industry specific training stories to inspire and inform you.

- ▶ **Youth Central**

Written profiles on careers and pathways across various industries.

CAREER PROFILES

- ▶ **Agriculture**
- ▶ **Arts - Production Manager**
- ▶ **Business Administration**
- ▶ **Carpentry**
- ▶ **Childcare**
- ▶ **Computer Network Architects**
- ▶ **Cyber Security**
- ▶ **Hairdresser**
 - ▶ **Hairdressing**
 - ▶ **A day in the life of a Hairdresser**
- ▶ **Hospitality - SBAT**
- ▶ **Human Resources Officer**
 - ▶ **A day in the life of a Human Resources Officer.**
- ▶ **Interior Designer**
- ▶ **IT - SBAT**
- ▶ **Journalist**
 - ▶ **A day in the life of a Journalist.**
- ▶ **Lawyer**
 - ▶ **A day in the life of a Lawyer.**
- ▶ **Mechanical Engineer**
 - ▶ **Day in the life of Engineering Grad, Melanie Jackson.**
- ▶ **Mechanic - Automotive Service Technician**
- ▶ **Media**
- ▶ **Motorcycle mechanic - SBAT**
- ▶ **Nursing Student**
- ▶ **Online journalism**
- ▶ **Personal Trainer**
 - ▶ **Get my job episode**
 - ▶ **I want to be a personal trainer**
- ▶ **Police Officer**
 - ▶ **A day in the life of a Police Officer.**
- ▶ **Process Chemist**
- ▶ **Real Estate Agent**
 - ▶ **A day in the life of a Real Estate Agent.**
- ▶ **Retail Management - SBAT**
- ▶ **Signwriter**
- ▶ **Sport and Leisure Officer - Local Government**
- ▶ **Teacher**
 - ▶ **What it's like to be a Teacher.**
- ▶ **Visual Effects Artist**
 - ▶ **Local student, Jonathon Sumner.**
- ▶ **Visual Merchandiser**

GET my JOB

Fantastic ABC series of videos showing the day to day tasks the person would carry out in their job role. They all start with 'this is how you get my job...'

- ▶ Aquarist
- ▶ Astrophysicist
- ▶ Chef
- ▶ Firefighter
- ▶ Florist
- ▶ Journalist
- ▶ Lifeguard
- ▶ Personal Trainer
- ▶ Police
- ▶ Teacher
- ▶ TV Presenter
- ▶ Virtual Reality Animator
- ▶ Wildlife Carer
- ▶ Zookeeper

HOW I GOT the JOB

Foundation for Young Australians
Terrific series looking at various pathways – short and sharp all around 2 minutes each.

- ▶ Business Developer
- ▶ Chef
- ▶ Program Manager
- ▶ Web Developer

I WANT to WORK in

- ▶ Skillsroad
YouTube channel- they have a very broad library. In addition to the series above, they have other videos on tips, social media, videos for career practitioners and parents, plus work readiness.
- ▶ Automotive
- ▶ Hairdressing
- ▶ Manufacturing
- ▶ Tourism

VIRTUAL INDUSTRY TOURS

▶ 360° Virtual workplaces

360° Virtual workplace tours of creative industries, construction, manufacturing, healthcare, and hospitality. It also allows you to click on a worker and learn about their role and pathway into their career.

▶ Hospitality industry

This is an excellent website for any young person interested in a career in hospitality. It covers off restaurants, hotels, and wineries with virtual 360-degree tours, guest speaker videos/interviews from all-level workers, floor plans, menus, and pathway opportunities. Self-navigated.



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Layout design by



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www.socreative.gallery

Please note that, at the time of publication, links provided in this resource were accurate and correct. Highlands LLEN will endeavor to update this resource on a regular basis.

For more information please go to www.highlandslen.org or email admin@highlandslen.org