



# **Options Career Information Bulletin**

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# Apprenticeships & Traineeships

## **Interested in caring for animals?**

The [Australian Apprenticeships Pathways website](#) has several resources you will find useful. These include:

- [Animal Care and Management Job Pathways](#) – this is a flow chart of qualifications and jobs
- [The Animal Care and Management Practice Aptitude Quiz](#) – this quiz will give you an idea of the learning standards required of people doing an Australian Apprenticeships entry level qualification in the Animal Care and Management industry
- [The Pathway to an Australian Apprenticeship Flowchart](#) – the steps to obtaining a traineeship/apprenticeship are listed in this flowchart.

## **Want an apprenticeship in 2018? Begin your search now**

Year 12s, don't wait until you finish school in November to start looking for an apprenticeship. Start now as many employers begin to recruit for 2018 from this time of the year. The first thing you need to do is decide on the type of apprenticeship you want. The Queensland Training Information Service [website](#) has a list of apprenticeships available in Queensland. Click on apprenticeships you are interested in for more information about the job. You can also talk to people already in the job and/or do work experience to help you with this decision. The following websites have useful steps to gaining an apprenticeship:

- [Apprenticeships Info](#) (click on 'Become an apprentice')
- [Australian Apprenticeships Pathways](#).



# AUSTRALIAN DEFENCE FORCE

## **Australian Defence Force (ADF) Gap Year**

Applications for the 2018 ADF Gap Year are now closed. Applications for Gap Year 2019 will open in March 2018. You can register to receive Gap Year updates on the ADF Gap Year [website](#).

## **Upcoming Australian Defence Force (ADF) Information Sessions**

**Springfield** – Wednesday 9 August 2017 at 6 pm - *ADF Careers Information Session* at Springfield Tavern, Cnr Springfield Parkway and Commercial Drive, Springfield. Book your spot [here](#).

**Mackay** – Wednesday 9 August 2017 at 7 pm - *Defence Careers Information Session* at Quest Mackay on Gordon, 27 Gordon Street, Mackay. Book your spot [here](#).

**Moranbah** – Thursday 10 August 2017 at 6 pm - *Defence Careers Information Session* at Moranbah Community Centre, 89 Mills Avenue, Moranbah. Book your spot [here](#).

**Gold Coast** – Tuesday 15 August 2017 at 6 pm - *Australian Defence Force Academy Info Session* at Defence Force Recruiting Gold Coast, 14 Edgewater Court, Robina. Book your spot [here](#).

**Cairns** – Tuesday 15 August 2017 at 6 pm – *Australian Defence Force Academy Info Session* at Defence Force Recruiting Cairns, Level 1, 55 Lake Street, Cairns. Book your spot [here](#).

**Townsville** – Wednesday 16 August 2017 at 6 pm - *Australian Defence Force Academy Info Session* at Defence Force Recruiting Townsville, 71 Stanley Street, Townsville. Book your spot [here](#).

**Rockhampton** – Wednesday 16 August 2017 at 6 pm - *Defence Careers Information Session* at Empire Apartment Hotel, 5 East Street, Rockhampton City. Book your spot [here](#).

**Brisbane** – Saturday 19 August 2017 from 10 am – 4 pm - *Aviation Expo 2017* at Aviation Australia, 15-25 Boronia Road, Brisbane Airport. Register your attendance [here](#).

**Brisbane** – Tuesday 22 August 2017 at 6 pm – *ADF Careers Information Session* at Defence Force Recruiting Brisbane, Level 13, 295 Ann Street, Brisbane. Book your spot [here](#).

**Maroochydore** – Wednesday 23 August 2017 at 6 pm - *Trade Careers Information Session* at Defence Force Recruiting Centre Maroochydore, 37 Primary School Court, Maroochydore. Book your spot [here](#).

**Brisbane** – Thursday 24 August 2017 at 6 pm - *Aviation Careers Information Session* at Defence Force Recruiting Brisbane, Level 13, 295 Ann Street, Brisbane. Book your spot [here](#).

For details about these events and for information on Army Reserve Information Sessions, visit the [Defence Jobs Australia Facebook site](#).



### **Job Outlook has a new look**

The [Job Outlook website](#) has a new revitalised look. If you don't know how to start using the site, do the Career Quiz to develop your job profile. This will narrow down your options by suggesting jobs that match your job profile. Then you can use Explore Careers to read about the jobs and learn about their employment outlook, pay level, main tasks, physical requirements and more. The Future Outlook section of the website has information about the industries that are expected to grow in the future and the skills they'll require. 'Resources for you', at the bottom of the home page, has links to other useful websites.

### **Leaving career planning until after university is a short-sighted choice**

According to an [article](#) in the Australian edition of *The Guardian*, getting work experience while you are studying is a great way to help you discover the sort of work you want to do in the future, as well as providing you with skills and experience that look good on a resume and appeal to employers. While this article is directed at university students, it is equally meaningful for senior high school students. How many of you have checked out your career ideas through work experience? It's not too late in the year to start. Your school Guidance Officer/Counsellor can give you tips on finding work experience during the holidays.

### **The High Five of career development revisited**

The High Five are five concepts that are very important for managing our career in today's rapidly changing world of work. You can access videos that explain the concepts by using the following links.

- [Change is constant](#)
- [Know yourself and follow your heart](#)
- [Focus on the journey](#)
- [Learning is ongoing](#)
- [Access your allies](#)

# Competitions

## **2017 Ipswich Enviroplan Photo Competition**

Budding photographers are invited to explore and capture the natural beauty of Ipswich by participating in the 2017 Enviroplan Photo Competition and Exhibition. The closing date for submissions is 21 August 2017. Visit the [website](#) for more information about the competition.

## **State Library of Queensland (SLQ) Young Writers Award**

The Young Writers Award is an annual short story competition open to Queensland residents aged 15 – 25 years. In 2017 there are two categories:

- Writers aged 15 - 17 (short stories up to 1,500 words)
- Writers aged 18 - 25 (short stories up to 2,500 words).

The competition closes on Thursday 31 August 2017 at 5 pm. See the [SLQ website](#) for more information and to access the online application form.





### **2018 Filmmaking Summer School**

This program, open to aspiring filmmakers of all ages and backgrounds, is designed to cover the essential skills, basic knowledge and industry insight needed to make films. It will be held 3 – 14 January 2018 at International House, the University of Melbourne. Courses offered include:

- From Script to Screen
- Acting and Directing Masterclasses
- Screenwriting: How Stories Work
- Cinematography Intensive
- Low Budget Filmmaking.

For more information and to download a brochure, visit the [website](#).

### **Griffith College**

Griffith College offers a range of university-level programs to prepare students for a smooth transition into further degree studies at Griffith University. Griffith College is located on Griffith's Mt Gravatt and Gold Coast campuses. Visit the [website](#) for details about the courses offered and the pathways to degree courses at Griffith. You apply for Griffith College courses through QTAC.

### **NIDA courses in Brisbane during the September holidays**

The National Institute of Dramatic Art (NIDA) will offer a 'Close-up: Screen Acting' course for students in Years 11 and 12 from 18 – 22 September 2017 at Queensland Academies Creative Industries (QACI), Brisbane. Visit the [NIDA website](#) for details and to apply.

### **Qld School of Film and Television (QSFT) workshops in August**

QSFT will hold the following half-day workshops from 9 am – 1 pm at their Annerley campus:

- Saturday 12 August 2017 - SHOOT IT: Introduction to Photography
- Saturday 26 August 2017 - FILM IT: Introduction to Video Production.

Download an expression of interest in attending a workshop [here](#). For more information, ring 3392 7788 or email [info@qsft.qld.edu.au](mailto:info@qsft.qld.edu.au).

## **Queensland Hotel and Hospitality School at TAFE Queensland Brisbane**

TAFE Queensland Brisbane's Queensland Hotel and Hospitality School offers the International Hospitality Service Program. This program is delivered at TAFE Queensland's South Bank and Gold Coast campuses and partner premises. It is designed to develop frontline food and beverage service skills for work in luxury five and six-star hotels, restaurants and convention centres. Find out more on the [website](#).

## **Queensland University of Technology (QUT) news**

**Experience QUT for International senior students** – International students are invited to attend this event on Monday 16 October 2017 (student-free day) at the Gardens Point campus. The day will provide an opportunity for you to talk to QUT staff, current QUT students and other international students. You will also participate in an Experience QUT Team Challenge. For more information and to register to attend, visit the [QUT website](#).

**Free robotics and technology spectacular** - Robotronica will return to QUT's Gardens Point Precinct on Sunday 20 August 2017 to display the most up to date advancements and innovations in the fields of robotics and interactive design. This all-day, all-ages free event will be packed full of demonstrations, workshops (check out [Code-a-Bot](#)), games and discussions. See the full program [here](#).

**QUT publications and online course information-** QUT produces a range of publications to help students with their decisions about courses and university. Real Choices provides an overview of what QUT can offer you. The individual faculty guides include detailed course information as well as opportunities within the faculty such as scholarships, hands-on learning experiences, facilities that you will use as a student, and overseas exchange and study tours. You can access the publications on the [QUT website](#). If you want to find out more about the individual units (subjects) you will study in a course, course structures, entry requirements and costs, use the [online course information search function](#).

**QUT Business Advantage Program** – Students enrolled in the B Business are eligible to register for this free program. It consists of a series of modules that provide opportunities to interact with industry through networking and learning experiences, and to gain social and professional skills to enhance your future employment prospects. Click [here](#) for more information.

**Caboolture campus information morning** - This event will be held from 9 am – 12 noon on Sunday 20 August 2017. Find out more on the [QUT website](#). While you are on the site, register for a chance to win a MacBook.

## **TAFE at School On-Campus Programs for 2018**

Applications are open for TAFE Queensland Brisbane and SkillsTech's TAFE at School Programs for 2018. Through these programs, Year 11 and 12 students can choose to study from over 50 certificate level courses. Completion of a course counts towards your Queensland Certificate of Education (QCE). It can also be a pathway to a job or to further study after Year 12. Most of the courses available require you to attend TAFE one day a week.

Download the [TAFE Queensland TAFE at School 2018 Course Guide](#) to see the courses available. To apply for a course, you will need a [Unique Student Identifier \(USI\)](#). Apply on the [Schools Program Application site](#). You need to enter the application code for the TAFE you wish to attend – TAFE Brisbane is Code: TQB1801; and TAFE SkillsTech is Code: TQST1801. Once you have applied, an email will be sent to your school for approval.

It is recommended that you apply this term as course offers will be made after the September/October holidays. If you need help selecting a course or applying for a course, contact your school Guidance Officer/Counsellor or VET Coordinator.

### **TAFE Queensland's Season School 2017**

The Season School will be held from 18 – 29 September 2017 (during the school holidays) at TAFE Qld Brisbane campuses. It has been designed for students in Years 10 – 12 to give them a 'taste' of courses related to a range of industries. Topics include:

- Cooking
- Tourism and Events Taster
- Hospitality
- Fashion
- Crime and Justice Studies
- Fashion Portfolio Design Workshop
- Introduction to Makeup
- Introduction to Hairdressing

These one-day programs start at 9 am and finish by 3 pm each day. Each program costs \$25 per person and includes resources, lunch and drinks. Visit the [Season School website](#) to download the *Season School 2017 Spring Guide*. This school was very popular in 2016 and places filled quickly. Register early so you don't miss out in 2017. Registration closes on 11 September 2017.

### **Tertiary Preparation Pathway at the University of the Sunshine Coast (USC)**

The Tertiary Preparation Pathway (TPP) provides students with the skills to be successful in degree studies at university. These skills include academic writing, time management, research, exam strategies and presentation skills. The TPP can also be used as an alternative entry program. TPP can be studied part-time for one year or full-time over six months. It is free to students eligible for a Commonwealth Supported Place. Upon successful completion of the TPP, graduates will be able to gain direct entry into most USC degree programs. Other universities may accept TPP for entry to their degree programs (contact the relevant university). You apply for TPP through QTAC (see p. 32 of the *2018 Year 12 Guide*). Visit the [USC website](#) for more information about the TPP.

### **Updates from Griffith University**

**National Science Week Queensland launch** – Griffith will partner with National Science Week and Westfield Garden City for this launch from Thursday 10 to Saturday 12 August 2017. The launch will kick off on

Thursday evening with the Science on the Go! team's interactive science show. The three days will be full of interactive science activities and interesting presentations and discussions. View the full schedule of events [here](#).

**Criminology Careers Evening** – This event will be held from 6 – 8 pm on 30 August 2017 at the Gold Coast campus and on 31 August 2017 at the Mt Gravatt campus. During the evening, you will hear talks from recent graduates of the B Criminology and Criminal Justice about their current jobs. Information will be given about diverse career pathways in state and federal policing, anti-corruption bodies, the corporate world and more. Visit the [website](#) for details and to register.

**Want to study engineering but don't have the prerequisites?** - Griffith offers students a pathway into engineering by sitting the Aptitude for Engineering Assessment examination. Successful students will receive guaranteed admission into the B Engineering (Honours) at either the Nathan or Gold Coast campuses or B Engineering Technology in Electronic and Computer Engineering at Nathan campus. Registrations for 2017 sitting of AEA (enrolment in 2018) will open on Monday 14 August 2017 and close at 5 pm (AEST) on Monday 18 September 2017. Find out more about AEA and the registration process on the Griffith [website](#).

**Gold Coast Science Competition** - This competition will be held from 28 – 31 August 2017. Students are invited to demonstrate their scientific abilities by entering a project into one of six categories. Entries close on Thursday 18 August 2017. Visit the [website](#) for more information.

**Griffith Sports College** – The college supports students in the Elite Athlete Program to manage their training and competition while they complete their tertiary studies. One of the benefits of the program is the allocation of bonus OP/rank points that can assist athletes to gain entry to Griffith courses. Read more of the benefits [here](#).

**Continuing Education Certificates** – These provide a pathway to Griffith undergraduate degree courses. Entry is not based on OP or Rank. Certificate students study part-time over two semesters in subjects related to their preferred degree program. Find out more [here](#).

## **Updates from the University of Queensland (UQ)**

**Gatton Open Day** – This event will be held from 9 am – 3 pm on Sunday 20 August 2017. On the day, you can attend information sessions to learn about careers in agriculture, agribusiness, animal studies, veterinary science, plant science, food and the environment. Go on a tour of the various centres and watch the detection dogs' demonstration. Download the program [here](#).

**Support for international students under 18 years of age** – UQ's Student Services offers a supervision program which approves the accommodation, support and general welfare of international students under 18 years of age. This program is compulsory for international students who are not living with a parent, legal custodian or suitable relative and need their accommodation and welfare arrangements approved to meet the Department of Immigration and Border Protection student visa requirements. More information about this program is available on the [Student Services website](#).

**Aerospace Gateway Schools Direct Entry Scheme** – This scheme provides an opportunity for students at participating secondary schools to receive a direct entry offer into the following programs at UQ in Semester 1 2018:

- B Engineering (Honours)
- B Engineering (Honours)/B Information Technology

- B Information Technology.

If you are a current Year 12 student enrolled at one of the participating schools and you meet the criteria and prerequisites, fill in the application form and submit it to your school Principal by 1 September 2017. More information is on the [Faculty of Engineering, Architecture and Information Technology website](#).

**UQ Business School courses** – The following undergraduate courses are offered through the Business School:

- [B Business Management](#) - This course prepares you for today's constantly changing and highly competitive business world; majors/specialisations available are advertising, business economics, e-business, human resources, international business, marketing, real estate and development and sustainability.
- [B Commerce](#) - This course trains you in the principles of commerce and the business environment; majors/specialisations available are accounting, business information systems and finance.
- [B International Hotel and Tourism Management](#) - This course opens career opportunities in the global tourism, hospitality and events industry; majors/specialisations available are event management, hospitality management and tourism management.
- B Advanced Business (Honours) – This is a new course commencing in 2018. It is an elite program that blends Commerce and Business management.
- [B Advanced Finance and Economics \(Honours\)](#) – This is your passport to becoming a leader in the fields of finance and economics. This four-year program is offered in conjunction with the School of Economics.

**Careers that Started in Science website** – Love science but don't know where it can lead you? Visit this [website](#) Download this booklet at <http://www.science.uq.edu.au/career-profiles> to read the case studies of science graduates who now have exciting and interesting careers.

# Employment

## **The future world of work and the skills you'll need to succeed**

The results of The New Work Order research project, commissioned by the Foundation for Young Australians (FYA), show how changes in the world of work have significant implications for the future of work. The following is a summary of some of the findings from the five reports published so far.

### **The New Work Order**

- Automation is predicted to radically affect 70% of entry level jobs for young people
- Jobs are becoming increasingly global showing 11% of service jobs could be provided from overseas
- The way we work is becoming increasingly flexible, with the average 15-year-old predicted, throughout their lifetime, to have 17 jobs over five different careers
- We have an aging population. By 2054 there will be only 2.7 workers for every retiree. This will impact on productivity and decreasing revenue to fund our quality of life and standard of living.

### **How Young People are Faring**

- Australia's education standards appear to be declining compared with other countries
- It is now taking young people, on average, 4.7 years to transition from full-time education to full-time work.
- 30% of young people are unemployed or underemployed
- Over one third of 15-year olds are not proficient in the skills they need for the future of work such as digital literacy, financial literacy, problem solving, science and maths.

### **The New Basics**

- There is an increasing demand for transferable enterprise skills (e.g. digital literacy, problem solving skills, presentation skills, critical thinking and creativity)
- These enterprise skills are demanded across all occupations and industries.
- Employers are prepared to pay more for these skills.

### **The New Work Mindset**

- Jobs are more closely related than previously thought
- The research revealed seven large job clusters in the Australian economy. These are:
- The Artisans - builders and maintainers
- The Generators - sellers and servers
- The Coordinators - balance the books and do repetitive tasks
- The Informers - teach and provide information
- The Designers - use expertise to construct or engineer things
- The Carers - improve the wellbeing of other)

- The Technologists - understand and manipulate digital technology.
- When you train for or work one job, you acquire skills and capabilities that will help you access 13 other jobs. This is because employers often demand very similar skills across multiple jobs
- Consequently, we need a new mindset towards our future work where the focus is on skills and capabilities, not just jobs.

### **The New Work Smarts**

- Automation will have an impact on every job. Technology will reduce the need for us to complete routine manual jobs and increase the time we spend on communicating with people, solving more strategic problems and thinking creatively. It is predicted that by 2030, we will need to be:
- smart learners - spending up to 30% more of our time learning on the job
- smart thinkers – spending more time at work on solving problems, on critical thinking and judgement, and on using science and maths skills
- smart doers – working with less management, less coordination and less teaching. Things like more flexible working arrangements will mean we may need to become our own bosses and be great self-starters.
- This forecast suggests that to have ‘work smarts’ in the future, we will need to not only acquire foundation (e.g. literacy, language and numeracy) and technical (usually specific to a particular task) skills, but be able to use them in increasingly enterprising and creative ways, as well as requiring a thirst for ongoing learning.

You can download the [New Work Order Summary](#) from the FYA website. Other FYA articles related to The New Work Order series are:

- [Quiz: Can we guess your ideal job cluster based on your life choices?](#) – a fun quiz to identify your job cluster based on how you respond to the questions
- [What the blazes should I study so I can get a job in the future?](#)
- [Here are the skills you will need to succeed and earn big buckaroos](#)
- [The New Work Smarts](#) – the full report
- [We crunched the numbers to find out what work will look like in 2030](#) – this article shows how work is already changing.

### **Want a Summer and/or Christmas casual job?**

According to a [news.com.au article](#), now is the time to get your applications in order. [SEEK data](#) shows July traditionally is the first month of a four-month spike in the number of job advertisements placed in the hospitality, tourism and retail sectors, as employers look to shore up their Christmas and Summer casual workforces. September is the month when most job ads are placed in these industries. Now is the time to have your resume ready to submit, a cover letter prepared, and even start looking for job ads.

# Financial Assistance & Scholarships



## **Applying for university scholarships**

Even if you think you may not get one, go ahead and apply for a scholarship. What do you have to lose? Scholarships tend to fall into one of the following categories:

- Academic
- Equity
- Indigenous
- Sports
- Field of study (e.g. engineering, IT)
- International
- External (e.g. sponsored by an organisation outside of the university)

Every university website has a scholarship web page with details about the scholarships available, the value of the scholarship, the selection criteria and the application process. The initial application for many university scholarships is online, followed by a submission of supporting documents.

## **Tips for applying for university scholarships**

The following are tips to help you maximise your chance of gaining a scholarship:

- Apply for all the scholarships you are eligible for
- Read the information on the university's scholarship web page
- Follow the directions exactly and answer all parts of each question
- Include all documents requested
- Ensure that written applications are readable and provide examples to back up attributes and achievements
- Start preparing your application early
- Keep a list of personal achievements, extra-curricular activities you are involved in, both at school and in the wider community and any awards you have received
- Collect ideas for your application over time – start with dot points
- Do drafts of your application – get feedback (see your school Guidance Officer/Counsellor)
- Ask referees for supporting statements early, not at the last minute. They are usually very busy people
- When required, include examples of personal attributes and achievements such as:
  - Awards gained
  - Leadership (including coaching)
  - Volunteering and other community participation



- Teamwork (sport, work, etc.)
- Initiative
- How you may give back to the university.
- Include your career aspirations and how the university course can help you achieve them
- Submit your application by the due date.



## Gap Year Program News

### **Selected Gap year program news and events**

**Youth for Understanding Student (YFU) Exchange Programs** will hold an online information session from 6 – 7.30 pm on 10 August 2017. Visit the YFU [website](#) to register.

**World Education Program Student Exchange (WEP)** will hold an information session from 7 – 8.30 pm on Monday 21 August 2017 in Toowoomba at The Cedar Centre, 57 Brook Street. Visit the [WEP website](#) to register.

**Camp America** will hold its season launch from 6 – 7 pm on Wednesday 16 August 2017 in Brisbane in the Woodcraft Room at the George Williams Hotel, 317-325 George Street, Brisbane. Visit the [Camp America website](#) to RSVP.

**Lattitude Global Volunteering** has vacancies in some of its 2018 programs. Visit the [website](#) for more information.

# Indigenous

## **Indigenous Australian Engineering Summer School (IAESS)**

IAESS will be held from 14 – 20 January 2018 at the University of Sydney. Open to 20 Aboriginal and Torres Strait Islander students entering Years 10, 11 and 12, the six-day live-in summer school gives students a taste of engineering as a university course and career. It involves hands-on and challenging activities as well as site visits to engineering companies. If you are good at maths and science, like working with machinery or practical tools and enjoy tackling challenging problems, then engineering may be for you. Applications are now open for IAESS 2018 and will close on 6 October 2017. Visit the [website](#) to download a brochure.

## **Indigenous employment with ANZ**

ANZ offers several employment opportunities to Indigenous students. These include part-time school based traineeships, full-time traineeships and graduate programs for students who complete a university degree. Visit [ANZ website](#) for details.

# Occupational Information



## **The new Careers with Engineering magazine**

You can read the *2017 Careers with Engineering: Game changing jobs of tomorrow* on the Careers with STEM [website](#). This magazine is packed with new ideas, careers and study options in engineering.

## **Urban and Regional Planning**

Urban and regional planners develop policies and plans for the use of land and resources. They advise on the economic, environmental, social and cultural needs of particular locations or regions as they relate to the built environment and the community. They also work on large-scale projects such as new suburbs, towns, industrial areas, commercial and retail developments, urban renewal projects and transportation links.

According to [Job Outlook](#), this is a relatively small occupational group with employment prospects showing moderate growth in the future. To become an urban and regional planner you usually need to study urban, regional or environmental planning at university. You may also consider other degrees that emphasise related fields such as architecture, economics, environmental management or science, geography and sociology. Courses available in Queensland include:

- Griffith University – [B Urban and Environmental Planning](#)
- James Cook University – [B Planning](#)
- Qld University of Technology - [B Urban Development \(Honours\) \(Urban and Regional Planning\)](#)
- University of Queensland - [B Regional and Town Planning](#)
- University of Southern Qld – [B Spatial Science \(Honours\) – Urban and Regional Planning](#)
- University of the Sunshine Coast - [B Urban Design and Town Planning \(Honours\)](#)

Visit the Open Universities Australia [Student Blog](#) for a case study on Michael, an Urban Planning Project Officer.

## **What you need to know if you want to work in retail**

Working in this industry is a great way for young people to learn important work skills and earn some cash. The retail industry is one of the few industries that is prepared to take on young people with little or no experience of the world of work. This doesn't mean that retail employers will hire just anyone. The skills that will make you stand out include your communication skills, your ability to get on with other people, your digital and financial literacy and your work ethic. The following tips are adapted from an article on the Foundation for Young Australians (FYA) [website](#).

**Be reliable and stay flexible** – Be willing to take up extra shifts and work an extra hour when things are busy. Don't turn your nose up at the tedious tasks either. Show initiative, don't just wait to be told to do something that obviously needs doing. This may not be your dream job, but it will help you gain transferable skills such as customer service, effective communication and team skills.

**The merry season is the time to apply** – During Christmas and other major holidays, stores need more staff and are prepared to take on newcomers. However, don't wait until the school holidays before you apply. Go on websites to check out when they will be hiring for the festive season or put your name on a waiting list.

**Your personality is your best seller** - It's best to apply in-store and in-person, as this will give your potential boss a taste of who you are. Keep in mind that managers are looking for people who know something about their business. Have a look at their website. Brush up on your brand knowledge and make it clear that you're eager to learn more.

**You're going to be on your feet all day** – You will be surprised at how tiring standing up all day can be. You probably won't be sitting down during a shift and you probably won't stop moving. So, make sure you dress smartly but comfortably, and wear comfortable shoes. It is also important that you're aware of your entitlements as a retail employee. Check out the young workers and students section of the Fair Work Ombudsman [website](#).

**Stop, drop, sell** – Your biggest learning curve might be shifting your focus between achieving a daily or hourly target (a dollar amount each employee is asked to make by encouraging sales, which is common in a lot of retail jobs) and completing the essential tasks in the background (like cleaning and sorting stock). But customer service and selling should be your main focus.

**Be a team player and a people person** - It's important to remain calm, focussed and friendly, even if you have a grumpy customer or a never-ending to-do list. Support your team members and be the kind of colleague that you'd like to work with. Avoid getting emotional or taking criticism personally — ultimately everyone wants to have a positive experience so part of your job is helping to make that happen.

## Open Days, Expos & Career Markets



### **11 days till the Aviation Expo**

This year's expo has something for everyone - for those considering an aviation career, for aviation enthusiasts, thrill seekers and the wider aviation community. The Expo will be held from 10 am – 4 pm on Saturday 19 August 2017 at 15-25 Boroona Road, Brisbane International Airport. The event will include a static aircraft display, seminars, a LifeFlight Helicopter Underwater Evacuation Training and Survival Systems Demonstration, Cabin Trainer Evacuation Demonstrations and much more. Register to attend the event on the [Expo website](#).

### **Australian College of Applied Psychology (ACAP) information session**

ACAP provides accredited diploma and degree courses in counselling, psychology, case management, coaching, social science, social work and youth work. ACAP's Brisbane campus (located at East Tower, Ground Floor, 410 Ann Street, Brisbane) will hold an information session at 6 pm on Wednesday 23 August 2017. Visit the [website](#) to register your attendance.

### **IDP Brisbane International Students Expo**

This event will be held from 11 am – 5 pm on Friday 11 August 2017 at IDP Education, 293 Adelaide Street, Brisbane. It will give international students a chance to talk to representatives of education institutions from around Australia. Visit the Study in Australia [website](#) for details of the Expo. If you register to attend, you will receive a free movie voucher. More prizes are available when you attend this event.

### **JMC Academy Information Session**

JMC produces skilled workers for the entertainment industry. It offers Diploma and Bachelor Degree courses in Animation, Audio Engineering and Sound Production, Contemporary Music and Performance, Digital Design, Entertainment Business Management, Film and Television Production, Game Development and Songwriting. JMC will hold an Information Session from 5.30 – 6.30 pm on Thursday 17 August 2017 at its campus in South Brisbane. For details and to book a spot for the session, visit the JMC [website](#).

### **New York Film Academy (NYFA) Australia Gold Coast open house**

NYFA invites students interested in filmmaking or acting to its Open Day 10 am – 12 noon on Saturday 19 August 2017. Students under 18 years of age must be accompanied by a parent/guardian. Go to the [website](#) to RSVP.

### **Open Day for Brisbane THINK Education colleges**

[THINK Education](#) is a network of colleges of higher education offering courses in design, business, hospitality and health. Some of the Brisbane Think Education colleges, in conjunction with Torrens University of Australia, will hold an open day on 12 August 2017. Use the following links for event details and to explore the courses offered by each college.

- [APM College of Business and Communication](#)
- [Billy Blue College of Design](#)
- [Australasian College of Natural Therapy](#)
- [Torrens University Australia](#)

THINK Education colleges offer an Early Entry Program in which students applying now for entry in 2018 can get an early conditional offer for the course they want before the end of the year. Some of the colleges also offer scholarships.

### **Selected Queensland tertiary institution open days in August 2017**

10 - **CQUniversity, Brisbane campus** Open Day from 3 – 6.30 pm. Visit the [website](#) for more information and to register for local event updates and to go into the draw for the Open Day competition.

12 - **CQUniversity, Mackay campus** Open Day from 9 am – 1 pm. Visit the [website](#) for more information and to register for local event updates and to go into the draw for the Open Day competition.

12 - **CQUniversity, Bundaberg campus** Open Day from 9 am – 1 pm. Visit the [website](#) for more information and to register for local event updates and to go into the draw for the Open Day competition.

13 - **James Cook University, Townsville campus** Open Day from 11 am – 3 pm. Visit the [website](#) for more information and to register.

13 - **University of Southern Queensland, Toowoomba campus** Open Day from 10 am – 2 pm. Visit the [website](#) for more information.

20 - **University of Southern Queensland, Springfield campus** Open Day from 10 am – 2 pm. Visit the [website](#) for more information.

20 - **University of Queensland, Gatton campus** Open Day from 9 am – 3 pm. Visit the [website](#) to register and download the program.

20 - **James Cook University, Cairns campus** Open Day from 11 am – 3 pm. Visit the [website](#) to register for the day.

20 - **Queensland University of Technology, Caboolture campus** Information Morning from 9 am – 12 noon. Visit the [website](#) to register to win a MacBook.

20 – **CQUniversity, Rockhampton campus** Open Day from 9 am – 1 pm. Visit the [website](#) for more information and to register for local event updates and to go into the draw for the Open Day competition.

26 - **CQUniversity, Cairns campus** Open Day from 9 am – 1 pm. Visit the [website](#) for more information and to register for local event updates and to go into the draw for the Open Day competition.



# Overseas Studies

## **Interested in studying overseas?**

Applying to an overseas university can be exciting, but it can also be confusing as each country has a different application system. A recent article on the [Times Higher Education website](#), *Applying to university overseas: what to consider*, can provide you with a useful summary of some of these systems. The article has links to other articles that may interest you.

## **SAT and ACT**

Universities in the USA may require you to sit for a test as part of the application and/or scholarship process. The SAT and the ACT are the most commonly required tests. The SAT and ACT generally test the same types of content. If you are given a choice of which test to sit for, it would be useful to know something about both tests. The Khan Academy website has a free [SAT preparation module](#) and the ACT Organisation can provide you with [Sample test questions](#).



## QTAC & Tertiary Entry

### Ordering your preferences

You can apply for up to six courses on the QTAC application. The order in which you place the courses is very important. QTAC advises the following plan (like a 'recipe').

- **Preferences 1 and 2:** Desired courses - the courses you most want to study even if you are not sure you will get an offer.
- **Preferences 3 and 4:** Back-up courses – less competitive courses or courses at other institutions that you are prepared to study if you don't get your higher preferences. They could be used to upgrade to your higher preference courses in the future.
- **Preferences 5 and 6:** Pathway courses - courses that are not competitive and will help you upgrade to your higher preference courses in the future. These are safety net courses.

When processing your application, the QTAC computer starts with your preference 1 course. If you are eligible for this course (i.e. you meet all the entry requirements and are at or above the cut-off), you will be offered this course and your other preferences will not be looked at. If you are not eligible for your preference 1 course, the QTAC computer will go down to your next course preference, and continue down your list of courses until it finds a course you are eligible for or it exhausts your list of preferences and you don't receive an offer. **If you follow the plan (the recipe), you will receive an offer. It may not be for your preference 1 but it will be a foot-in-the-door to upgrading, hopefully in one year, to the course you want.** See p. 8 of the *2018 Year 12 Guide* for more information about preferencing.

You can change preferences after you submit your application. The first three change of preference sessions are free. Subsequent change sessions cost \$42. When you make changes, then press 'Save', that is one change session. So, make as many changes as you want and when you are happy with the courses and their order, press 'Save'. Don't change your preferences impulsively. Think carefully about them. See your school Guidance Officer/Counsellor if you need assistance.

### QTAC's online application is live

QTAC's online application for tertiary courses commencing in Semester One 2018 was activated on 3 August 2017. This doesn't mean you must apply immediately! You need to do some preparation before you are ready to apply.

- Know your LUI. You will need this as part of your application so QTAC can access your results when they are released by the QCAA in December
- Check your learning account to see if all your qualifications are there, especially if you have completed courses outside of school that are recognised by the QCAA

- The application will ask if you want to authorise someone to represent you if, for some reason, you are unavailable to respond to a course offer. Most students nominate one of their parents. You will need your parent's full name, date of birth and contact details.
- Are you going to apply for QTAC's Educational Access Scheme (EAS)? If so, which category or categories are you going to apply under?
- How are you going to pay the \$42 application fee? By credit card (yours or your parent's), BPay or voucher?
- Select and order your course preferences. This means you need to research courses and make some decisions about what you want to apply for.

While 8 December 2017 is the last date to apply for the major offer round on 16 January 2018, **QTAC recommends that you apply by the Early Bird application due date on 29 September 2017** as this is the fixed closing date for some courses.

## **What qualifications will I get at the end of Year 12?**

On 15 December 2017, the QCAA will mail a Senior Education Profile (SEP) to the home address of this year's Year 12s. The SEP could contain the following documents, depending on the subjects and courses studied during Years 11 and 12.

**Senior Statement** – Every student who completes Year 12 gets this statement. It shows all studies and results from your learning account that will contribute to your Queensland Certificate of Education (QCE). That is:

- Subjects studied during Years 11 and 12
- Number of semesters each subject was studied
- Results (achievement levels – Very Limited Achievement to Very High Achievement)
- Result on the Queensland Core Skills (QCS) Test.

**Queensland Certificate of Education (QCE)** - The QCE is Queensland's senior school qualification, which is awarded to eligible students, usually (but not always) at the end of Year 12. It indicates that you have successfully completed secondary studies in Queensland. Visit the [QCAA website](#) for information about how you become eligible for a QCE.

**Tertiary Entrance Statement** – This document shows an eligible student's Overall Position (OP) and Field Positions (FPs). Read about the eligibility requirements [here](#). The Tertiary Entrance Statement is used for tertiary entry not employment. It is recognised by interstate and international universities.

**Queensland Certificate of Individual Achievement (QCIA)** - The QCIA recognises the achievements of students who are on individualised learning programs. For details, visit the [QCAA website](#).

## **You only have a few more weeks to log into your learning account to win!**

The QCAA is offering Year 12 students the chance to win an Apple MacBook Air. All you need to do is log into your learning account on the [Student Connect website](#) before 31 August 2017. You will need your LUI and password. When you are on the website, click on 'My learning account' to download the *Student learner accounts user guide* for instructions on how to log in and activate your account. If you don't know your LUI, ask your school for it. While you are in your learner account, check that your personal and enrolment details are accurate. If you know how to access your learning account, you can get your Year 12 results a couple of days earlier than waiting for them to arrive in the mail in mid- December.





# Study Skills

## **Forgetting and retention**

Ebbinghaus, a German psychologist in the 19<sup>th</sup> Century, studied memory. In the process, he discovered the forgetting curve. The forgetting curve looks at the decline of memory retention over time. It showed that forgetting takes place most rapidly shortly after you stop learning a subject. The greatest loss is within a few hours. The speed with which you forget gradually slows down as time goes on. Two strategies for memory retention are:

- **Better memory representation (e.g. mnemonic techniques)** – Coming up with a song is a commonly used mnemonic technique. An example is how children remember their ABCs. Other types include names, expressions, models, odes, note organisation, images, connections, and spellings. An example of using a name as a mnemonic is Roy G Biv (red, orange, yellow, green, blue, indigo, violet) to remember the colours of the rainbow.
- **Repetition based on active recall (especially spaced repetition)** – When learning new information, spacing out revision sessions over time makes items easier to remember. It is more effective to do your revision over many weeks, rather than the night before the exam. Plan your review of material to start the first day after it is acquired, a second time about a week after that, and finally a few weeks later. This is what you do in the revision part of homework. Active recall means that you test yourself following each revision session.

Visit [The Ebbinghaus Forgetting Curve – And How To Overcome It](#) for more information about the forgetting curve.