

CAREER NEWSLETTER

Week 7 - Term 4, 2020.

FOCUS ON MAKING THE MOST OF OPPORTUNITIES AT SCHOOL

I came across the following information in a series of tips for securing employment after university study. This is, however, great advice for all students for making the most of opportunities now, in order to increase options beyond school.

WHAT YOU CAN DO IN HIGH SCHOOL

Tip 1) Build your resume through participating in career development activities.

For example:

- Secure casual or part time employment.
- Complete work experience.
- Volunteer for community programs such as the Country Fire Authority, Young Lions, Scouts, Defence Force Cadets, St Johns Ambulance Cadets, State Emergency Service, Anglicare and other Church community support programs.
- Play a team sport.
- Participate in leadership and community service activities at school.
- Participate in community-based fundraising activities.
- Complete an overseas service or exchange program.
- Participate in a leadership program such as Duke of Edinburgh or The Young Endeavour.

For this and other good career advice go to <https://www.gooduniversitiesguide.com.au/study-information>

CONTENTS

Vocational and Higher Education News

[Year 12 Change of Preference](#)

[Students in Year 10 - Schools Recommendation Schemes](#)

[Free and low-cost TAFE courses](#)

[Australian Public Service \(APS\)](#)

[MyGain](#)

[Interesting articles from 'The Footnotes'](#)

[The University of Melbourne - Fine Arts and Music](#)

[Passionate about sport?](#)

[The A-Z of VET - Celebrating alternative pathways into STEM](#)

[Would you like to work with computers?](#)

[Do you have a passion for agriculture?](#)

[Virtual Career Events](#)

Job Spotlight

[Manager](#)

VOCATIONAL AND HIGHER EDUCATION NEWS

Year 12 Change of Preference

Change of Preference (CoP) gives you the chance to add, delete and reorder your university and/or TAFE preferences. If you receive an offer, you will be offered the course highest on your preference list you are eligible for (you have met the ATAR and selection criteria requirements). It is also the last chance you have to make sure your preference list reflects what you would like to study in the future.

Good Universities Guide is running online Change of Preference Expos in each state to assist students through this process.

The Expos will be online, enabling students to connect directly with university and TAFE staff, regardless of whether you are celebrating your results at the beach, relaxing in between movies or sorting out your Christmas shopping. For information on dates and how to register, visit:

<https://events.gooduniversitiesguide.com.au/>

[BACK TO CONTENTS](#)

Students in Year 10 - Schools Recommendation Schemes

Did you know that if you want to apply for early entry to several universities in NSW and Canberra, selection will be based on your Year 11 results, not Year 12? Students with a successful early entry application may receive an 'unconditional offer', meaning they will receive a guaranteed offer before they receive their HSC results. For information, visit the Schools Recommendation Schemes website -

<https://bit.ly/34Xldkl>

[BACK TO CONTENTS](#)

Free and low-cost TAFE courses

Not sure what to do next year? TAFE courses are an excellent way to get industry experience, a job ready qualification, connect with industry experts, develop career ideas, and - depending on the course - entry into university study. The NSW and Victorian state Governments have funded free and low-cost TAFE courses for eligible Year 12 graduates. Explore your options below:

- Victorian residents: Victorian Government Free TAFE initiative, www.vic.gov.au/free-tafe
- NSW residents: Summer Skills program, <https://bit.ly/3kHHaLf>

[BACK TO CONTENTS](#)

Australian Public Service (APS)

The APS offers a huge range of careers. As one of the biggest employers in Australia it offers careers to suit just about anyone. You can search for graduate opportunities and general entry jobs via the website.

www.apsjobs.gov.au/s/

[BACK TO CONTENTS](#)

MyGain

Check out this YouTube channel to watch videos about apprenticeships, traineeships, profiles of people working in different industries, employers, and apprenticeship and group training companies.

<http://bit.ly/1NC2fUS>

[BACK TO CONTENTS](#)

Interesting articles from 'The Footnotes'

Fashion - <https://thefootnotes.com.au/careers/fashion/>

- Junior buyer at an online shop
- How to make money from Instagram: a career as an influencer
- Question: I want to be in fashion, but not in a design role – what are my options?
- Day in the life of a fashion designer: meet Jill Boustred
- What interning at Sass and Bide was like
- Day in the life of a fashion editor

Psychology - <https://thefootnotes.com.au/careers/psychology/>

- If you are considering studying psychology, stop and read this.
- QnA with a clinical psychologist working with eating disorder and anxiety patients.

- What do you actually learn studying psychology?
- Mental health interests me: addiction counsellor versus clinical psychologist versus psychiatric technician.
- What is studying psychology really like?

[BACK TO CONTENTS](#)

The University of Melbourne - Fine Arts and Music

Stay up to date with the latest happenings at The University of Melbourne Faculty of Fine Arts and Music and learn about the work of researchers, artists, performers and production specialists.

<https://finearts-music.unimelb.edu.au/about-us/news>

[BACK TO CONTENTS](#)

Passionate about sport?

Enjoy playing sport and would like to combine your sports career with study in 2021? The following are three programs you may like to explore:

- [Richmond Institute of Sport Leadership](#) - This is a partnership program between Richmond Football Club and Swinburne University. As part of the 12-month program, students will study a dual Diploma in Sports Development and Leadership and Management. Campuses are at Richmond, Mildura and Albury-Wodonga.
- [Carlton College of Sport](#) - This is a partnership program between Carlton Football Club and La Trobe University. As part of the 12-month program, students will study a University Diploma in either Sports Coaching and Development or Elite Sports Business. Classes will be held at Ikon Park, Carlton Football Club grounds and La Trobe University, Bundoora.
- [St Kilda Football Club](#) - Students will study a dual Diploma of Sports Development and Diploma of Events Management through Holmesglen Institute, Moorabbin, and study at both Holmesglen and St Kilda Football Club.

[BACK TO CONTENTS](#)

The A-Z of VET - Celebrating alternative pathways into STEM

Uni not for you? Bagging a bachelor's degree isn't the only way to kickstart a career in STEM. Careers With STEM have written an article celebrating alternative pathways into next-gen careers (think: certificates, diplomas and internships) and equipping you with the knowledge needed to look out of the box when investigating study options.

<https://careerswithstem.com.au/the-a-z-of-vet/>

[BACK TO CONTENTS](#)

Would you like to work with computers?

Monash University offers courses in computer science, information technology and software engineering. Monash has produced a video explaining the differences between the courses led by the Monash Bachelor of Computer Science course director.

https://youtu.be/5JQjT9xCJ_w

[BACK TO CONTENTS](#)

Do you have a passion for agriculture?

If you are in Years 9 – 12 and are planning to study agricultural science in the future, you can join the University of Melbourne 'Pre-Ag Club'.

You will be able to:

- Attend university run lectures and practical sessions
- Meet with leading academics and students
- Connect with students who share your interests
- Discover the benefits of a career in agricultural sciences.

<https://fvas.unimelb.edu.au/study/pre-ag-club>

[BACK TO CONTENTS](#)

Virtual Career Events

Endeavour College of Natural Health - The College is located at Melbourne and offers higher education

courses in:

- Naturopathy
- Acupuncture
- Nutritional and Dietetic Medicine
- Myotherapy
- Complimentary Medicine
- Remedial Massage (Diploma)

The institute is running several online information sessions for prospective students before the end of the year. For information and to RSVP, visit www.endeavour.edu.au/events

Engineering & IT Showcase - Watch the La Trobe University 2020 Engineering & IT Showcase on Wednesday 25 November and view the very best of student industry projects delivering solutions in partnership with industry and government agencies.

Information and RSVP: <https://engitshowcase.com/>

[BACK TO CONTENTS](#)

JOB SPOTLIGHT

Manager from [StudyWorkGrow](#)

What do Managers do?

Managers coordinate and organise business activities to ensure that objectives, goals, missions, visions and values are met. To work in a career at this level you'll need to wear many hats and have strengths in both administrative and leadership roles. Management can be split into three tiers:

Upper Management – in this these roles you'd be responsible for overseeing entire organisations and coming up with clear objectives to help businesses move forward and thrive (e.g. Chief Executive, President, or Director).

Middle Management – at this level you'd be responsible for being the middleman between the upper managements decisions and plans and the organisation's employees. You'd be interpreting plans and goals and ensuring action is taken to meet them (e.g. General Managers, Regional Managers or Plant Managers).

Lower Level Management – working in this level you'd be responsible for one small area or team. You'd be responsible for making work happen, supervising staff, problem solving and reporting (e.g. Departmental Manager, Line Manager, Product and Project Managers).

It's not easy to break into management roles without some work experience under your belt and roles can be competitive, so you'll have to always bring your "A" game.

If you're great at seeing the bigger picture, decisive and able to delegate (then leave your staff to get on with their jobs), you could have a rewarding future as a Manager.

About you:

- Great *interpersonal skills*, able to *communicate* ideas, build relationships with people at all levels and identify employees strengths, then *motivate* and challenge them to excel in those areas
- *Critical thinker* who is super *organised*, can *delegate* and *prioritise* in an instant to maintain productivity, meet targets and deadlines, as well as stay on budget and eliminate down time
- *Analytical skills*, effective in *forward planning* and *strategic thinking* to help drive the company forward and encourage innovation
- Good all round commercial and financial knowledge, *enthusiastic learner*, *mentor* and *problem solver*.

Industry Specific Management Roles

Although there is no single definition of a Manager's roles and responsibilities, the skills and qualities required to be successful in a career as a Manager remain relatively consistent across all of the industries.

Art

You could be planning, directing and coordinating activities and performances, monitoring projects and

preparing reports, approving budgets and finding funding, or hiring, training and supervising employees and artists.

Projected Job Growth to 2024: 6.2% (Strong)

Average Salary 2019: \$103,000 per year (seek.com.au)

Design

If you choose to work in Design as a Manager you could end up coordinating design work, participating in meetings, analysing where designs aren't optimal and where time, money and effort are being wasted, managing distribution and production of goods and workloads, collaborating with niche experts, or supervising design teams.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

Aviation & Transport

You could be managing an entire airport, airline or automotive company, be responsible for logistics, recruiting staff, monitoring costs, ensuring the organisation meets health and safety requirements, carrying out performance reviews, assessing productivity and viability, planning new routes, and implementing maintenance and training.

Projected Job Growth to 2024: 0.3% (seek.com.au) Moderate (joboutlook.gov.au)

Average Salary 2019: \$108,000 per year (seek.com.au)

Business

Working in retail, banks, schools, hospitals, restaurants, hotels and corporations. Business Managers' tasks vary between industries and organisations. You could be preparing and monitoring finances from budgets and cash flow to financial planning, reporting to stakeholders, writing projections and goals, supervising operations and providing leadership to employees, implementing strategies, and evaluating performance.

Projected Job Growth to 2024: 6.2% (seek.com.au) Strong (joboutlook.gov.au)

Average Salary 2019: \$119,000 per year (seek.com.au)

Law

Management roles in this industry could include being a Law Office Manager, or working in Human Resources, Risk Management, Finance, or Administrative Services, for example.

Typical duties would be dependent on your role, but as a Law Office Manager for example, you could be meeting with clients, carrying out interviews, assigning cases to specialists, overseeing billing and general finances, preparing documentation and training staff.

Projected Job Growth to 2024: 15.8% (seek.com.au) Very strong (joboutlook.gov.au)

Average Salary 2019: \$60,000 per year (seek.com.au)

Construction

As a Construction Manager you'd be overseeing projects and site operations, interpreting and communicating architectural drawings and plans, hiring labourers and skilled tradies, and ensuring materials are purchased and delivered, as well as other plant and equipment. You could be negotiating with clients, developers, subcontractors and planning departments to ensure projects are delivered on time and within budget.

Projected Job Growth to 2024: 9.2% (seek.com.au) Strong (joboutlook.gov.au)

Average Salary 2019: \$128,000 per year (seek.com.au)

Education

Managers in this industry could be running a school or university, heading up a department, or working in government or private training organisations. You could be developing policies and curriculums, implementing projects, preparing reports or providing advice, looking after financial and physical resources, budgeting, or recruiting and training new staff.

Projected Job Growth to 2024: Very strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

Hospitality

You could find yourself managing hotels, venues, restaurants or bars. Some of the common duties you might be expected to do include managing budgets, approving expenses, implementing customer service, cleanliness and other policies, meeting and greeting customers, ordering in supplies, dealing with complaints, hiring and training staff, or marketing and promotions.

Projected Job Growth to 2024: Moderate (joboutlook.gov.au)

Average Salary 2019: \$69,000 per year (seek.com.au)

Humanities

You could be working in education, politics, government, community groups, youth services. You could be

managing a library, organising cultural services, planning and overseeing the creation of public facilities like community centres, running your own business as a technical writer, providing counselling, or performing public relations duties.

Projected Job Growth to 2024: Moderate (joboutlook.com.au)

Average Salary 2019: \$75,000 per year (seek.com.au)

IT

There are many diverse IT and communication sectors where you could find management roles, but as a general IT manager, you might be responsible for sourcing, installing, updating and maintaining a company's technology resources, researching solutions and finding strategies that will help the organisation (and staff) to perform better, managing staff, designing and implementing new policies and procedures, training staff, assessing network security and finding upgrades, or auditing systems.

Projected Job Growth to 2024: 1.2% (seek.com.au) Strong (job outlook.gov.au)

Average Salary 2019: \$135,000 per year (seek.com.au)

Communication and Marketing

Typically, managers in this industry are responsible for finding new customers, changing brands to suit market requirements, planning and implementing campaigns, identifying new opportunities, conducting and analysing market research, developing pricing and budgeting strategies, doing presentations, collaborating with departments, or making sure consent and licenses are used when necessary.

Projected Job Growth to 2024: 21.7% (seek.com.au) Very strong (joboutlook.com.au)

Average Salary 2019: \$116,000 per year (seek.com.au)

Health

You might be running a GP clinic, heading up a hospital or a department within a hospital, working in environmental health, or even running a wellbeing service. Some general duties you might be doing include organising medical and non-medical resources, working with other health professionals to discuss and plan outcomes and projects, recruiting and training, writing reports, delivering services, monitoring performance, or organising staffing issues.

Projected Job Growth to 2024: Very strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

Police, Fire and ADF

Oversee the overall operational, management, and administration of the services, including finances, logistics, staffing, training, recruiting, response planning, safety issues and compliance. You could be working at a local, regional, state or national level. At the end of the day you'll be helping to ensure that the emergency and defence services are running efficiently and always ready to respond to any situation.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$110,000 per year (seek.com.au)

Environment

In this industry you could be developing environmental strategies, policies and action plans to reduce pollution, control waste, recycling, environmental health, preserve at-risk environments, promote sustainable development and practises, carry out audits, perform impact assessments, and raise awareness.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$105,000 per year (joboutlook.gov.au)

STEM

As a Manager in this industry you could end up working in laboratories, education, project management, IT development, Engineering, Maths, or Urban Development; the opportunities are immense. You could be developing new products and solutions, launching innovation think tanks, managing services, integrating systems and more.

Projected Job Growth to 2024: 12.8% (seek.com.au) Very strong (joboutlook.gov.au)

Average Salary 2019: \$134,000 per year (seek.com.au)

How to become a Manager in Australia

You could complete a degree in Management and still not be hired into a management role; or you might finish school in Year 10 and end up in a very well-paid management role.

To become a Manager, above anything else, takes hard work, experience and dedication. You'll need to become an expert in your field and build as many skills as you can. Networking is also a really important skill to cultivate.

Obtaining relevant qualifications could help you to become eligible for management roles more quickly and help your job applications make it to the interview pile.

There are dozens of Certificates IIIs, IVs and Diplomas in various management fields; check out what's available on [My Skills](#), e.g.

[Certificate IV in Leadership and Management](#)

[Diploma of Project Management](#)

A degree could open up more opportunities and allow you to apply for more senior positions, e.g.

[Bachelor of Business Management](#)

[Bachelor of Applied Management](#)

Or you could do a degree in any field (related to the industry you're keen to work in) then apply for a postgraduate course in Management, e.g.

[Master of Management](#)

There are also micro-credentials and short courses to consider that will help you to gain and develop the many skills that you'll need as a Manager.

Frequently Asked Questions (FAQ's)

Can I get a Management job with no experience?

It is highly unlikely that you'll be able to walk into a management role unless you have some experience under your belt. Obtaining relevant qualifications and being able to demonstrate you have the skills required for management could be really beneficial.

Do I need to go to university to become a Manager?

You can become a Manager without going to university, but it could take you slightly longer and you'll have to work really hard to show you can do the job, network well and get great references. Going to uni could help you get into Management a little faster.

What does a Manager do?

Managers are responsible for employees and the organisations they work for. You are the figurehead and may be in charge of planning, organising, staffing, leading, and controlling. They may also be in charge of:

- Recruiting, selecting, orienting, and training employees
- Ensuring a safe, secure, and legal work environment.
- Developing personal growth opportunities, mentoring and leadership
- Communicating job expectations and company objectives
- Ensuring productivity and standards are maintained with products, services, customer and staff relationships
- Establishing strategic goals and controlling finances
- Working as part of the team, being involved and engaged

Where do Managers work?

Managers are needed everywhere and there are roles in every single industry. Depending on the specific job, you could be working in a corporate office, a retail space, in a factory, on the shop floor, in a school or hospital, in a hotel, restaurant, bar or other venue, in tourism, science or agriculture. The options are endless.

What are 3 things I can do right now to work help me become a Manager?

If you're at high school and you think a career as a Manager would be perfect for you, here's a few things you could start doing right now:

1. Take on leadership and mentoring roles wherever you can
2. Get a part time job, work hard and find or ask for opportunities to take on more responsibility
3. Start up a business or entrepreneurial side-gig, or shadow a manager at work

[BACK TO CONTENTS](#)