

Slide 1

Australian Government
Department of Employment

Making informed career choices

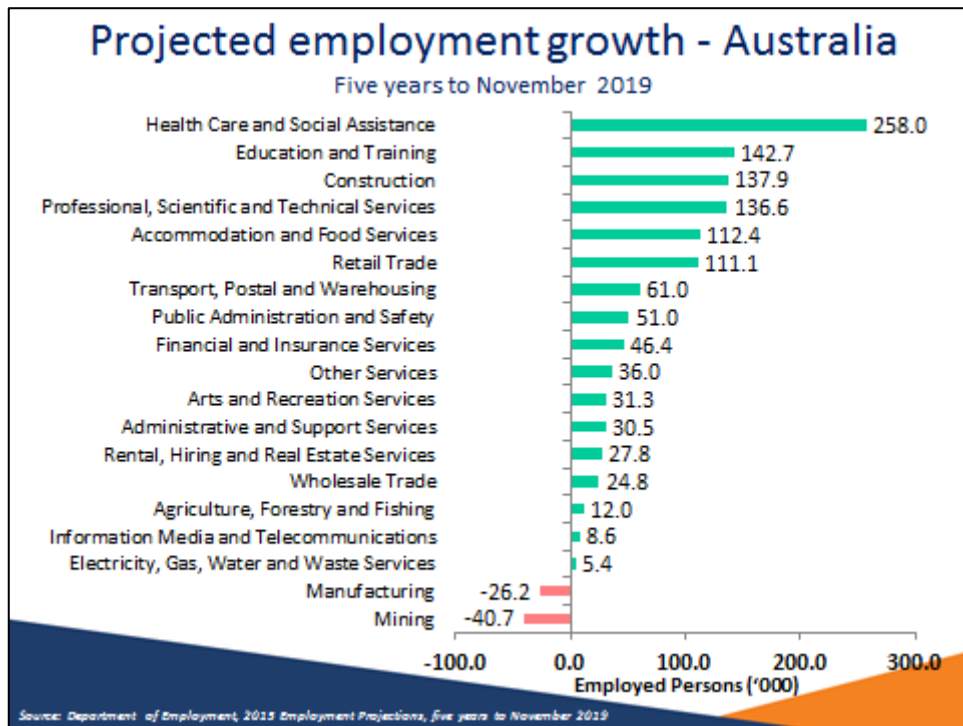
Slides from a presentation to secondary school students

www.employment.gov.au

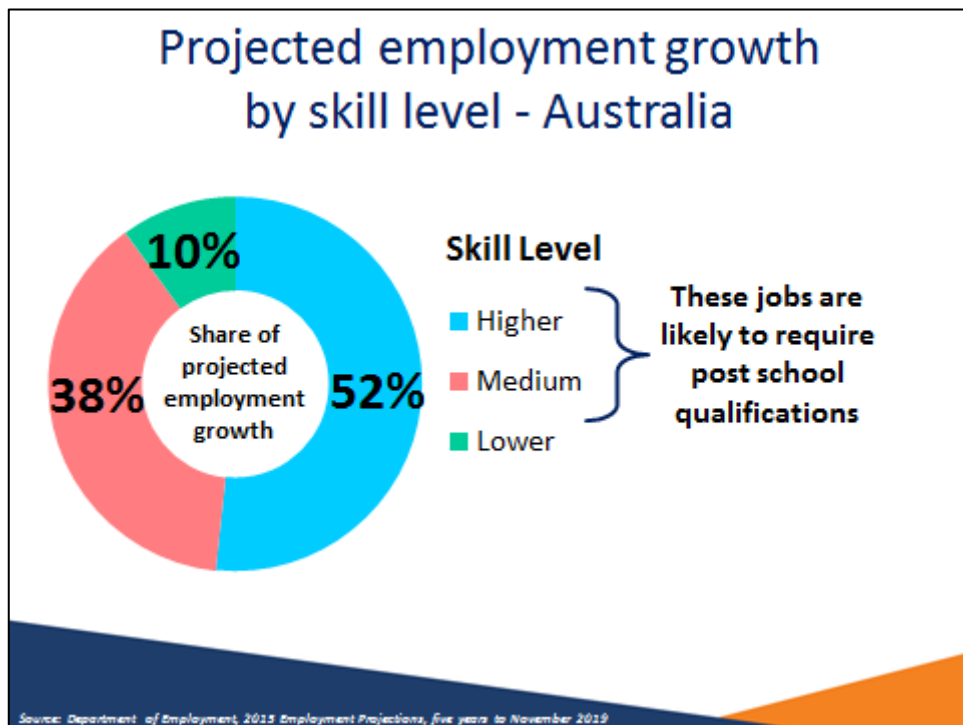
Slide 2



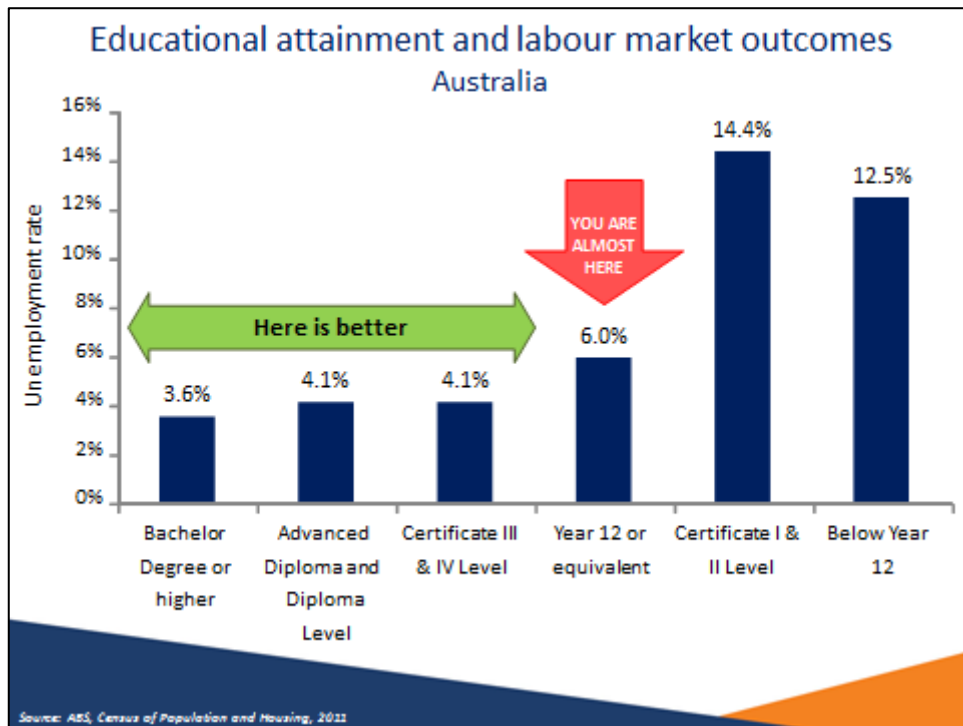
Slide 3



Slide 4



Slide 5

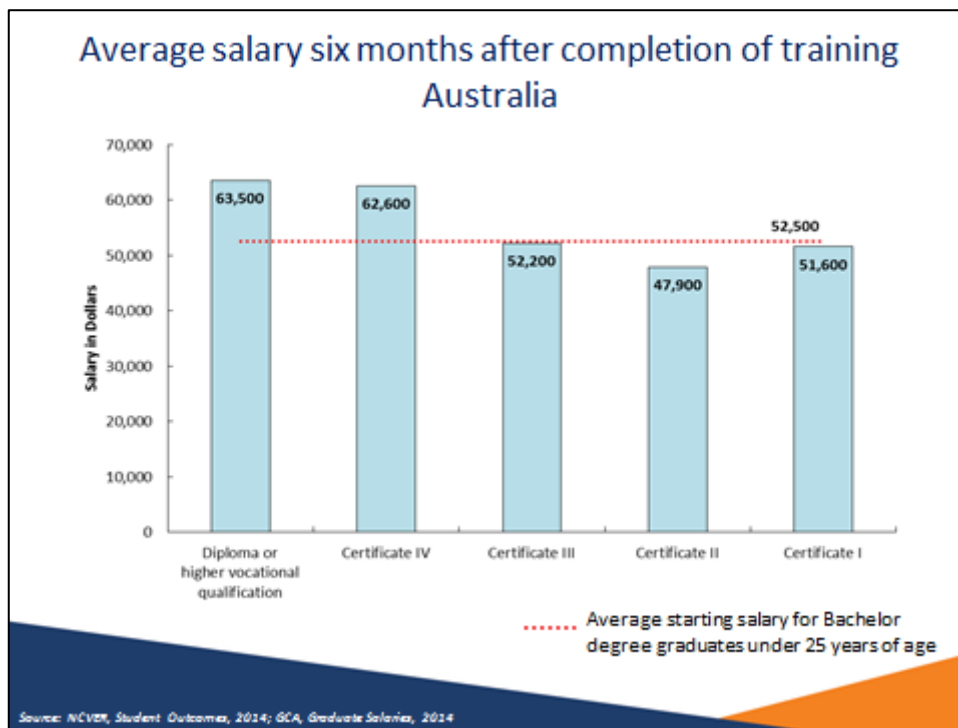


Slide 6

Benefits of an Apprenticeship or Traineeship

- Earn while you learn
- Hands on experience
- Qualification on completion

Slide 7



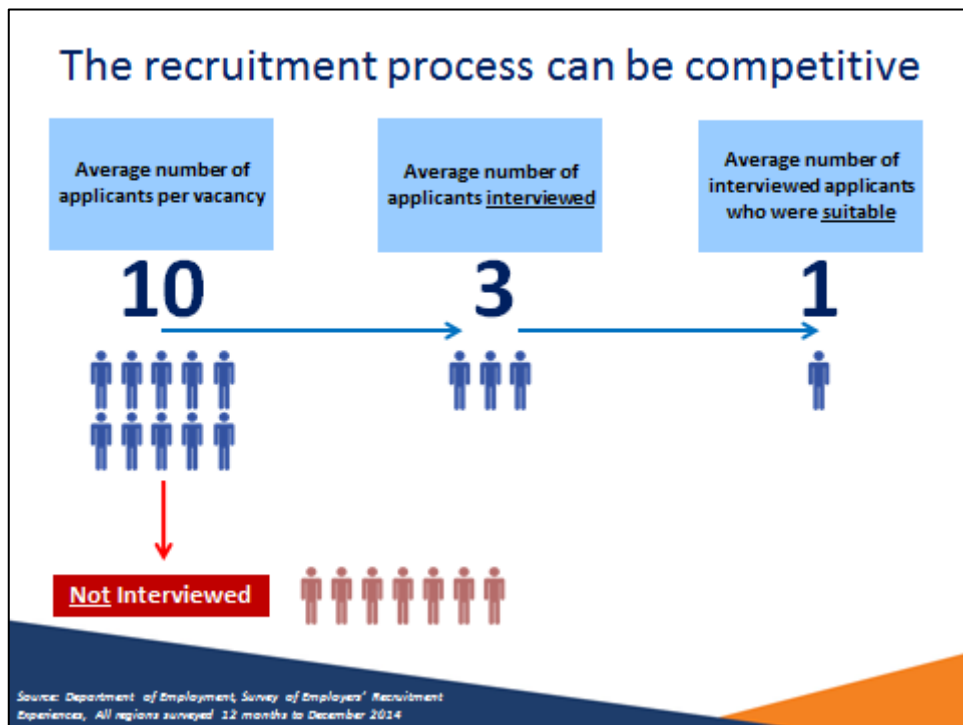
Slide 8



Slide 9



Slide 10



Slide 11



Slide 12



Some ways to gain experience



Family business

School based work experience

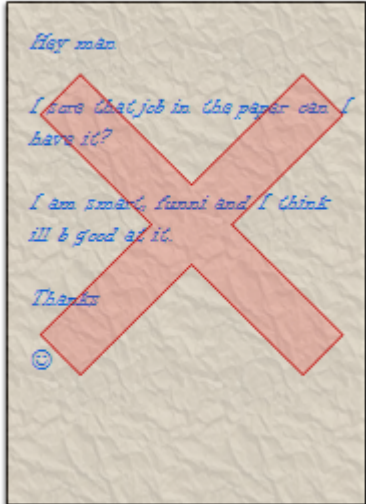
Volunteer work

Experience in a lower skilled job

Smarter applications

Be smarter when applying for a job

- Make sure you understand what you are applying for
- Tailor the application for the position you are applying for
- Proof read your applications (get a friend or teacher to read it for you)
- Check the spelling and grammar
- Make sure it looks professional
- Make sure the language is appropriate
- Drop the application off in person (If possible)



Hey man

I sure that job in the paper can I have it?

I am smart, funny and I think ill b good at it.

Thanks

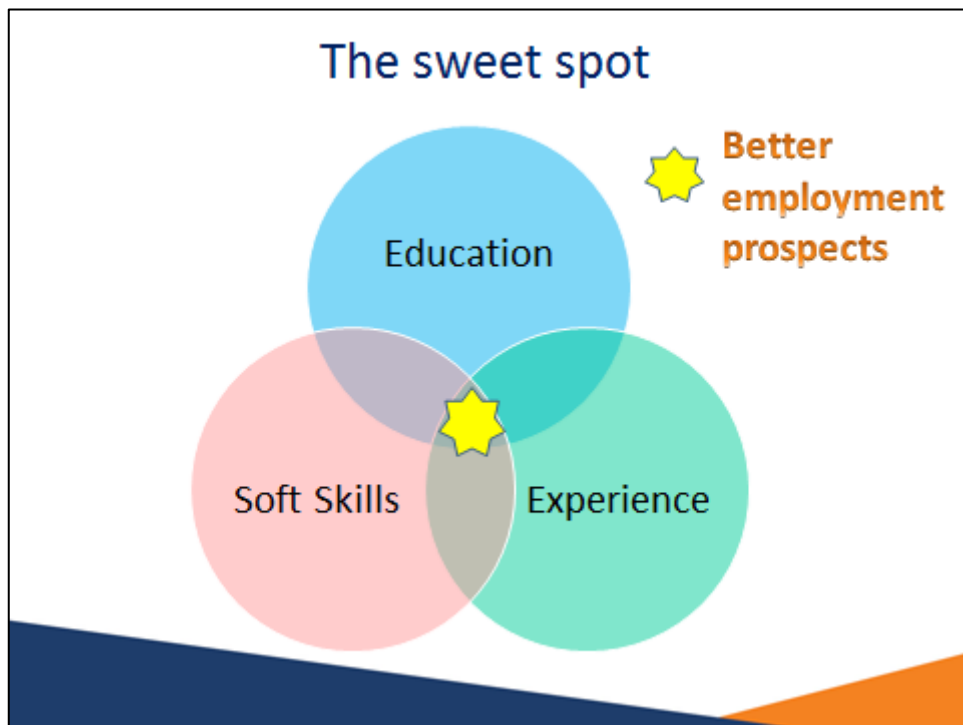
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Do your research when applying for a job

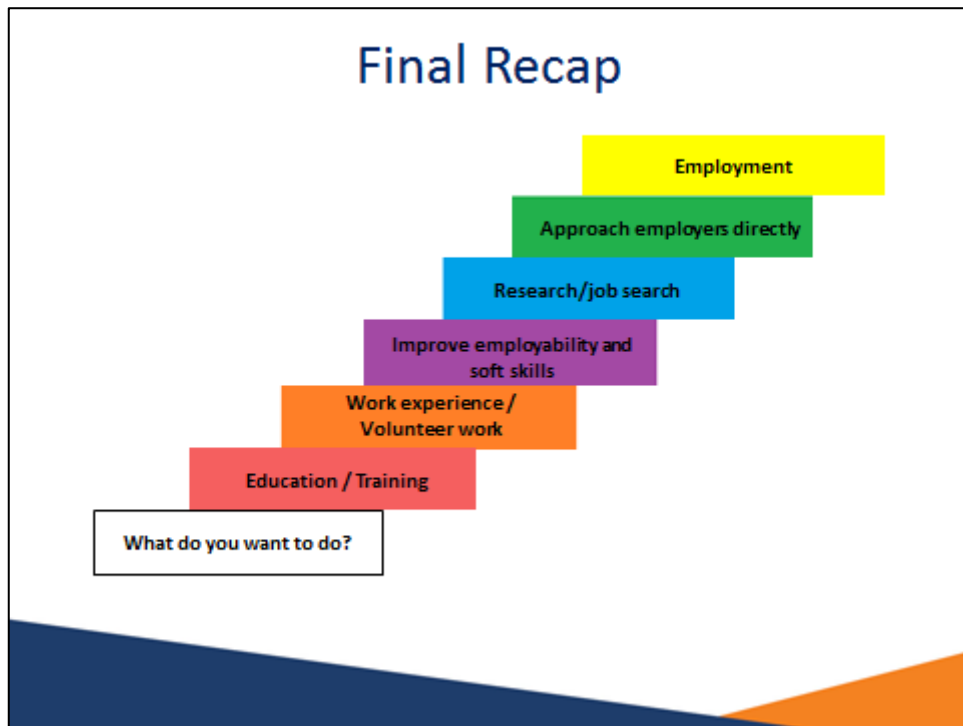
- Make sure you know what job you are applying for and are being interviewed for
- Talk to the organisation
- Research the role
- Research the organisation
- Research the industry
- If in doubt **Google** it



The slide features a white background with a blue and orange decorative footer. The title is in a dark blue font. The list items are in black, with 'Google' in its multi-colored logo font. A magnifying glass icon is positioned to the right of the list.



Slide 17



Slide 18

Tools to assist with job search

Websites

- Australian Government **JOB OUTLOOK** An Australian Government Initiative
- myfuture**
- Australian Government **Australian JobSearch**
- LMIP**

Publication

- AUSTRALIAN JOBS 2015**

Phone Apps

- Career Quiz**
- Australian JobSearch** (JOB SEEKER)



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If you have any questions about the presentation please contact the Recruitment Analysis and Employer Surveys sections on [1800 059 439](tel:1800059439) or email recruitmentsurveys@employment.gov.au