

2024 ILO Office Pathways Planning Tools for Senior Students

There are many ways to work towards studying and applying for your dream job.

Rachel Skrabanich, Industry Liaison Officer, Merrimac State High School, has compiled this resource to help students and parents prepare their selections, plus, support family conversations with our Student and Curriculum managers and staff, during the Secondary Education and Training (SET) Plan process plus subject timetable selections.

This resource is a **user-friendly starting point** for students and carers, covering **topics** like:

- What your student interests are?
- Do your interest(s) have an opportunity to commence courses or traineeships?
- If so, what year level do those courses become available for you to apply and start?
- How long those courses take to complete?
- Are they on school campus or do you access family or public transport to attend?
- Are the courses funded?
- Are the courses fee for service and what are payment options with training providers?
- What are the school approval requirements to apply for those courses?
- Is school-based apprentice-traineeships available in my student area of interest?
- If I have a casual job outside school hours, does my employer have a school-based trainee program that I can apply for?

Encourage your student to complete this resource **BEFORE** attending:

- the annual school career expo
- subject selection interviews
- appointments with Curriculum or Student Support Service staff on campus

so, we can best work with your family in your planning process.

Wishing you every success in planning options that will deliver

Life Choices, *NOT* Chances.

Rachel Skrabanich | Industry Liaison Officer - T: 07 5595 8689 | E: rskra1@eq.edu.au



I respectfully acknowledge the traditional custodians of Australia. I recognise Aboriginal and Torres Strait Islanders' ancient and continuing spiritual connection to this Great South Land and support and respect our Elders past, present and emerging, for they are leading the way – carrying the history, the dreams and the aspirations of Aboriginal and Torres Strait Islander peoples.

1. IDENTIFY WHAT YOU LIKE OR HAVE INTEREST IN?

Visit <https://myfuture.edu.au/bullseyes>

This free resource shows an alphabetical (A-Z) list of secondary subjects

There are 33 subjects listed on this site.

Look at the subject area, click on your subject of interest.

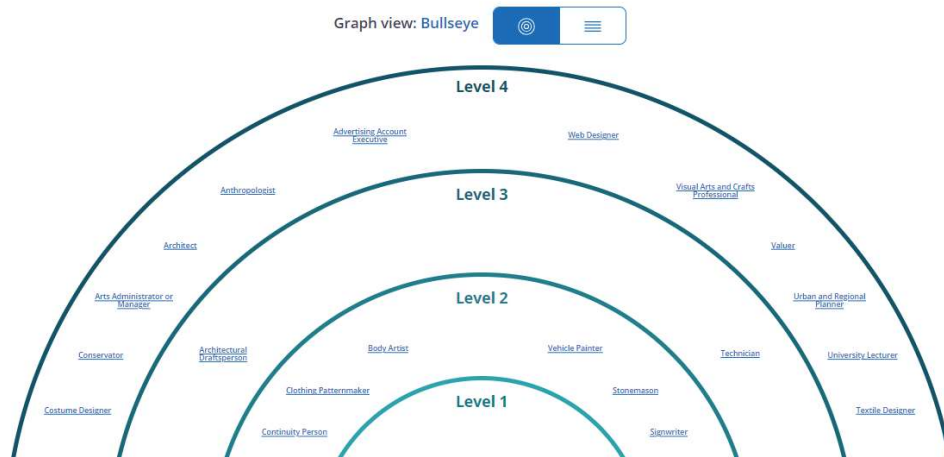
myfuture Rachel

Students Teachers and career practitioners Parents and carers Industry My favourites 19

Career bullseye
Art
Bullseye poster (PDF 66KB)

Training Levels and Requirements
This chart shows a selection of occupations that are related to this learning area.
The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these occupations.
The title of the occupation may differ to the title of the occupation displayed in the Occupations section of myfuture, due to a new data source.

Level 1 Usually has a skill level equal to the completion of Year 10, a Senior Secondary Certificate of Education, Certificate I or II, Australian Apprenticeships may be offered at this level.
Level 2 Usually has a skill level equal to a Certificate III or IV, or at least three years relevant experience. Australian Apprenticeships may be offered at this level.
Level 3 Usually requires a level of skill equal to a Diploma or Advanced Diploma. Study is often undertaken through TAFE's or Registered Training Organisations. Some universities offer studies at this level.
Level 4 Usually requires a level of skill equal to a Bachelor degree or higher qualification. Study is often undertaken at a university.



The bullseye graphic lists jobs that relate to that subject area.

When your student clicks on a specific job type, it will provide information about the job:

Hairdressers

★ Add to favourites

Weekly pay
\$1,038
Lower than the average

Skill level
Certificate III or IV

Future growth
Strong
Projected employment growth in 5 years

Overview
Education, training and skills
Employment prospects
Industry websites
Videos
Career stories

Overview
Hairdressers cut, style, colour, straighten and permanently wave hair, and treat hair and scalp conditions.

Job titles include:
Hairdresser Barber

Main tasks

- providing advice on hair care, beauty products and hairstyles
- shampooing hair and conditioning scalps
- colouring, straightening and permanently waving hair with chemical solutions

Next page provides space for students to list their subject areas of interest as well as job types...

LIST YOUR PREFERENCE	SUBJECTS I ENJOY	JOBS I AM INTERESTED IN	LIST YOUR PREFERENCE
	ART		
	AUTOMOTIVE		
	BIOLOGY		
	BUSINESS STUDIES		
	CHEMISTRY		
	COMMUNITY SERVICES		
	COMPUTING		
	CONSTRUCTION		
	ECONOMICS		
	ELECTROTECHNOLOGY		
	ENGLISH		
	ENTERTAINMENT		
	ENVIRONMENTAL SCIENCES		
	FOOD STUDIES		
	GEOGRAPHY		
	HEALTH		
	HISTORY		
	HOME ECONOMICS		
	HOSPITALITY		
	INDUSTRIAL ARTS		
	LANGUAGES		
	MATHEMATICS		
	MEDIA STUDIES		
	METAL WORK & ENGINEERING		
	MUSIC		
	OUTDOOR EDUCATION		
	PERFORMING ARTS		
	PHYSICAL EDUCATION		
	PHYSICS		
	RETAIL		
	RURAL STUDIES		
	SOCIAL STUDIES		
	TEXTILES AND DESIGN		

2. POTENTIAL COURSES THAT ALIGN WITH PATHWAYS INTERESTS

Tick next to your course(s) of interest; **then** (for THESE COURSES YOU TICKED) **number** them MOST TO LEAST PREFERRED.

Certificate III in Legal Services

Certificate IV in Justice Studies

Certificate II in Autonomous Technologies (Robotics)

Certificate II in Telecommunications Technology (Networking)

Certificate III in Information Technology (Foundation)

Certificate III in Information Technology (Mobile iOS App Development)

Certificate III in Design Fundamentals

Certificate III in Screen and Media (Film and TV)

Certificate III in Screen and Media (Multimedia)

Certificate II in Apparel, Fashion and Textiles VETiS

Certificate II in Apparel, Fashion and Textiles/Certificate III in Apparel Fashion and Textiles

Certificate II in Music (Music Performance)

Certificate II in Music (Sound Production)

Certificate III in Community Dance, Theatre and Events

Certificate III in Visual Arts

Certificate III in Visual Arts (Focus on Photography)

Certificate II in Community Services

Certificate II in Community Services (Early Childhood Focus)

Certificate II in Health Support Services

Certificate III in Health Services Assistance

Enrolled Nursing Foundation Program (Study contributes to HLT54121 Diploma of Nursing)

Certificate II in Sport Coaching

Certificate II in Sport Coaching/Certificate III in Fitness

Certificate II in Tourism VETiS

Certificate II in Tourism/Certificate III in Events

Travel and Tourism Management Foundation Program (Study contributes to Diploma of Travel and Tourism)

Event Management Foundation Program (Study contributes to Diploma of Event Management)

Certificate II in Retail Cosmetics

Certificate II in Retail Cosmetics/Certificate III in Make-Up

Certificate II in Salon Assistant

Certificate II in Salon Assistant (Barbering)

Certificate III in Beauty Services

Certificate III in Make-Up

Certificate II in Baking

Certificate II in Hospitality

Certificate II in Cookery

3. STUDENT DETAILS FOR VET - SAT APPLICATIONS + Resume Sample

The below information is similar to questions asked when applying for VET courses or school-based apprenticeships (manual forms or online links inc. QR Codes)

Please write next to the prompts so that information is ready for your individual applications.

Student Legal First Name

Student Legal Middle Name(s)

Student Legal Surname

Date of Birth

Sex (please circle) Male Female Non-Binary Prefer not to indicate

Cultural

Are you (please circle): Aboriginal Torres Strait Islander Both None Prefer not to indicate

Street Address

Suburb and Postcode

Mobile

School Email

Personal Email

LUI

(School generated identifier that can be located on your OneSchool student records)

USI

Unique Student Identifier - This is a national, individual, education identifier that your student has for life. It is a requirement to enrol in and be issued qualifications by registered training organisations in Australia (including TAFE and universities).

Visit <https://www.usi.gov.au/> for information on how to create your USI.

Do I have carer support to apply for VET or SATs – please circle Yes No Unsure

Parent – Carer Name

Parent – Carer Mobile

Parent – Carer Email

Do you have any medical conditions, health concerns, or identified disability? Yes or No

If yes please list.....

Do I have **Flexi** or **ATAR** (please circle) pathways – timetable

Check with Head of Senior School or Year Level Deputy for approval to apply for a VET or SAT program or visit ILO Office to discuss.

Am I available to participate in a work sampling trial if required for a SAT application? Yes or No

After school – school day(s) – weekend – school holidays (please circle each that is relevant)

I am available to work on (please circle): weekends - school holidays – both

if I am successful in my SAT application? Yes or No

Rachel Smith

Mobile: 0123 456 789 | rachelsmith@email.com

(Tip: Name, mobile number and email address are essential. Current address could be included especially if you live nearby. Ensure that it is clearly displayed)

Career Objective

I am a reliable hard-working Year 11 student seeking casual or part-time customer service work in a sports retail environment. Having played soccer for nine years and a keen all-round sports enthusiast, I am looking to contribute knowledge and proven communications skills.

(Tip: A career objective isn't essential, but it's useful if you don't have much experience and can convey enthusiasm and motivation. Briefly summarise any work you have done, your strengths and relevant expertise and state how you aim to apply this to your career goal. Adjust the statement to reflect the role you are applying for.)

Availability

Monday – Friday: 4.30pm – 10.00pm

Saturday – Sunday: 8.00am – 11.00pm

(up to 20 hours per week)

(Tip: When looking for part-time casual work, it can be a good idea to include availability. If you're a student, clearly state the maximum number of hours you are able to work per week.)

Key Skills

- Customer service ability demonstrated when working efficiently in soccer club canteen
- Numeracy skills for cash handling tasks proven by achieving good results for mathematics subjects
- Highly developed communication skills shown by receiving positive feedback from supervisors after completing work experience
- Strong ability to work as part of a team developed through participating in soccer since the age of eight
- Demonstrated organisation skills as a result handing all assignments in on time
- Able to take responsibility and solve problems proven through umpiring and coaching.

(Tip: Include 5-9 key skills as bullet points that you like using and that are relevant to the role. When applying for advertised roles, match to any criteria listed in the advertisement. Use action words such as 'demonstrated' or 'highly developed' and then provide information about when, where and how you've used the skill through your studies, work experience, volunteering, sporting activities, etc.)

Education

Merrimac State High School – Gold Coast Qld 4218 – 07 5595 8666

Year 11 - 2023

- Subjects include: Maths, English, Business Management, VET studies in Sport and Recreation.

(Tip: List your most recent education qualifications first including any relevant university degrees and certificates. Professional development such as short training courses, workshops, licences, forms of accreditation, and other training can be included but is usually a separate heading.)

Work Experience

October 2020 – March 2021

Park Hill Soccer Club Canteen

Customer service (volunteer)

- Served customers
- Handled cash including operating of cash register.

June 2019 – February 2020

Argo Newsagency

Newspaper deliverer

- Delivered weekend newspapers to houses.

(Tip: Focus on most recent work experience first. Include your job title, organisation name and dates. Years and months can be included. Include responsibilities and achievements for each role.)

Leadership Roles

2020 – current

Assistant Coach for junior players

Park Hill Soccer Club

2019 – current

Soccer umpire for under 14 team

Park Hill Soccer Club

(Tip: Include any volunteering, community participation or leaderships roles.)

Interests/Hobbies

- Played soccer since the age of eight
- Keen spectator of soccer, football and cricket.

(Tip: Including a section on interests can be useful if it's relevant and active. Only include those interests which are relevant to the job you are applying for or those which demonstrate your proactive or positive traits.)

Referees

E.g., Rachel Skrabanich – Industry Liaison Officer – Merrimac SHS – 07 5595 8666

(Tip: If you decide to include referee contacts, notify the referee and indicate the type of roles that you will be applying for. You may also want to provide them with a copy of your resume. You can also simply write 'Available on request'. Typically, employers request 2–3-character referees.)