



Your career

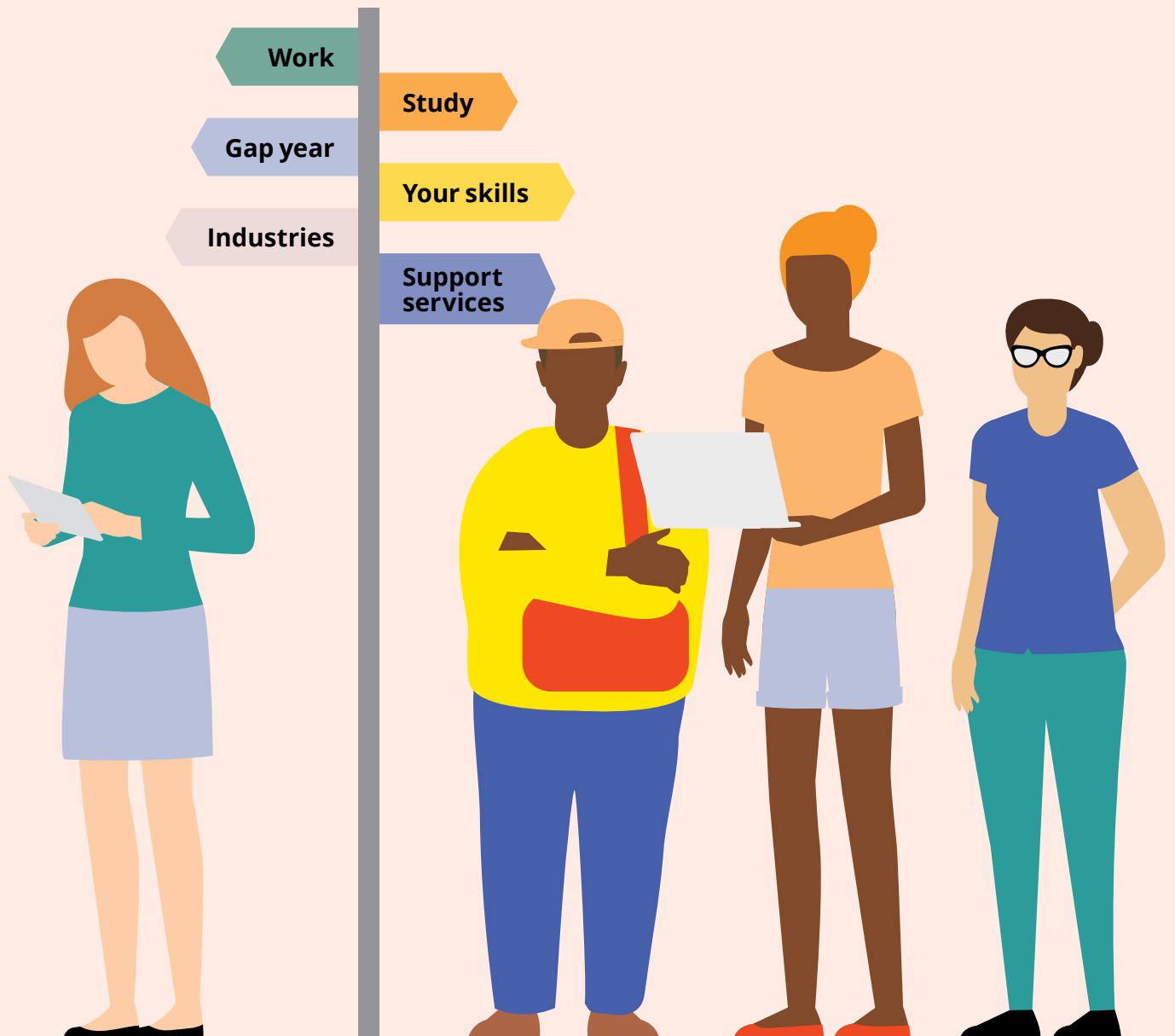
What's next for you?

Your guide to education, training and work

yourcareer.gov.au/schoolleaver

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Introduction

You've finished school, so what's next?

Life after school can be full of exciting opportunities. It can also be challenging to decide what you want to do.

We are the **National Careers Institute (NCI)** and we're here to help you plan for your future career.

This **School Leavers Information Kit (SLIK)** can help you discover what's out there as you make your next move.

You could:

- jump into the world of work and use 2023 to **build your career**
- **get qualified** or pursue some **further study**
- try something new, like taking a **gap year**, volunteering or doing seasonal work.

This information can help you prepare for your next steps after school. Read on to discover what's on the horizon for you.



Build your future career

Are you ready to jump into the world of work to build your career?

There are many ways to help you decide between the possibilities available.

Explore Your Career

The **Your Career** website (yourcareer.gov.au) is designed to help you navigate your options. You can use the Your Career website to find information about:

- learning and training
- finding a job
- building a career
- financial support available
- support services available to you.

Try the career finder

Answer some questions and find out which occupations match your preferences (yourcareer.gov.au). It will give you a list of occupations and, for each one, you can find out if you need further education and training, what skills employers are looking for and the estimated pay.

You will be asked things like:

What are your interests?

Think about what kind of work you see yourself doing. Do you like working with your hands? Being creative? Solving problems?

Do you have any deal-breakers?

What do you think about shift work? Working outdoors?

Do you have an industry in mind?

Do you have your heart set on a particular industry? Try to keep an open mind because you never know what you might enjoy!

How to get job ready

1. Not sure which industry you might want to work in? Visit the '**Industries in Australia**' section on page 8 to find out more about what's out there.
2. Is it your first time getting a job? Or maybe it's your first job in a new industry? You probably have heaps of transferrable skills that are relevant. Visit the '**Identify your skills**' section on page 9 for some tips.
3. Think you're ready for a job? Go through our checklist in the '**Thinking about work**' section on page 10 to make sure you're super ready.
4. Need some help applying for jobs? Want to stand out from the crowd in an interview? Visit the '**Applying for jobs**' section on page 11.



Further education and training

Sometimes your career path might require further study or training. The career you're interested in will help you determine the best type of study and training for you.

Remember if your career goals change, you don't have to stick with the qualification you started with. You can move between different types of courses and training if you want to.

Apprenticeships and traineeships

Apprenticeships and traineeships combine paid work with structured training and commonly include both on and off the job training.

Apprenticeships are usually a pathway to a trade, with structured training delivered through certificate level qualifications, and take between 3 and 4 years to complete full-time.

The majority of traineeships are in non-trade occupations, including services and administration, and take between 12 and 24 months to complete full time.

For more information about becoming an apprentice visit the **Australian Apprenticeships** website (australianapprenticeships.gov.au).

Vocational Education and Training (VET)

VET is nationally accredited training designed to teach the skills needed to get a job and succeed in the workplace. VET courses may include studying Certificates I-IV, Diploma, Advanced Diploma, Skill Sets, and accredited courses.

VET is not just for traditional trades — it includes hundreds of different occupations and industries including accounting, retail, hospitality, technology, and the arts.

The majority of Certificates can take between 3 months and 3 years to complete.



Higher education

Most people start studying at a university or other higher education provider to get a diploma, advanced diploma, associate degree, undergraduate certificate or bachelor's degree.

After that, there are options to continue study, like a master's degree. As prerequisites for courses vary between institutions, you should consult your provider.

Degrees completed through higher education could lead to many different careers, such as teacher, engineer, doctor, therapist and more.

The length of time it takes to complete higher education varies. As an example, most bachelor's degrees take a minimum of 3 years to complete, and a master's degree takes a minimum of 1 year.

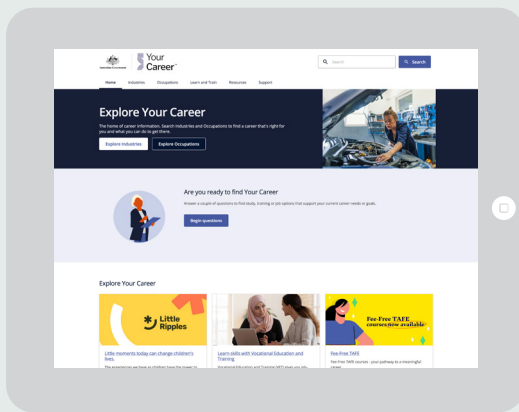
Funding support

Funding support and subsidies vary between courses and providers. Head to the section on **Support for further study** on page 5 for more information on the financial support available to school leavers.

Unique Student Identifier (USI)

You need a USI if you are doing a VET course or going to university. Visit the **USI** website (usi.gov.au) for more information.

Want more information about further education and training?



Head to the **Your Career** website (yourcareer.gov.au/learn-and-train) for more information on becoming an apprentice and on VET courses.



Compare higher education courses and providers on the **Course Seeker** website (courseseeker.edu.au).



Support for further study

You may be eligible for a form of funding assistance, depending on your circumstances.

The **Your Career** website (yourcareer.gov.au/work-support) has details of options available.

Fee-Free TAFE

Are you leaving school, looking for work, or wanting to have a meaningful career that can make a difference? You may be eligible for a Fee-Free TAFE course, with a range of study options.

Through Fee-Free TAFE, you can study an accredited diploma, certificate or a short course. For more information, visit the **Your Career** website (yourcareer.gov.au/fee-free-tafe).

Assistance for higher education students

You could be eligible for subsidised course fees, a HELP loan or a scholarship.

Assistance with living expenses

You can apply for payments to assist with living expenses while you are studying, including Youth Allowance and ABSTUDY.

Assistance for VET students

You could be eligible for a VET student loan if you are studying an approved course.

You may be able to access further support through Government programs or access programs or grants.

Want information on financial assistance?

You can also access the Payment and Service Finder to help you identify what support you might be eligible for. Search for the 'Payment and Service Finder' on the **Services Australia** website (centrelink.gov.au).



Take a gap year

Unsure of your next steps?

A gap year is a great way to meet new people, explore new places, and try new things.

You could:

- get a short-term job to earn money
- volunteer in an industry you're interested in
- travel Australia, and work along the way
- start your own business
- enrol in some short-term study to learn something new.

No matter which path you decide to follow, all of these options will help you develop valuable skills. The best part is that you don't have to pick just one!

What are your options now?

Answer some questions on the **Your Career** website (yourcareer.gov.au) to explore immediate education and work opportunities. You can also find jobs currently available and short-term courses to help you build your skills.

Enter your preferred location, any experience, your interests and preferences, and you will see the courses or jobs that match your preferences.

Short-term courses

You can find higher education and VET courses that you can get started on right away and are less than 12 months in duration.

Getting a job

You can see jobs that you're interested in and explore:

- the estimated pay
- the future growth outlook
- current vacancies.

What are you waiting for?

Answer some questions to find out about immediate opportunities near you (yourcareer.gov.au).

Want to try something new?

There are many options you can explore to discover the change you're looking for after school.

Volunteering opportunities

Volunteering can give you the chance to make a difference and help you build valuable skills for your future. There are many organisations that you can get involved with, depending on your interests, location and availability. You can find information on volunteering opportunities in your state or territory in the **Information in your state/territory** section on page 14.

Short-term work placements

Early experience in your industry of interest can give you a taste of the future and help you decide whether a particular job is right for you. Consider the types of roles that you are interested in and how they might further your career. Find tips on short-term work placements on the **Your Career** website (yourcareer.gov.au).

Starting your own business

Could you turn one of your passions into a business idea? Even though starting a business is a long-term venture, there are a range of steps you can take in the short-term to get started. Check out some tips and tricks to get you on your way on the **Department of Employment and Workplace Relations** website (dewr.gov.au/new-business-assistance-neis).





Short-term study and training

Get skilled quickly with a range of short-term study and training options.

Did you know there are education and training options that could get you skilled up fast — from a few hours to a couple of months? The best part is that they can sometimes be credited towards a full qualification if you decide to continue further study.

Micro-credentials

A micro-credential is short and targeted training. It's a certification that is smaller than a traditional qualification and may be industry recognised.

The duration of this type of training is between a few hours for some courses, to a few weeks to a year. They can sometimes be credited towards full qualifications if you undertake further study.

You can browse and compare micro credentials available in Australia on **Microcred Seeker** (microcredseeker.edu.au).

Skill Sets in VET

Skill Sets are discrete blocks of vocational units of competency that meet an identified industry need or specific licensing/regulatory requirement.

The duration of a Skill Set will depend on its size and content. They can typically be credited towards a VET qualification if you continue further study.

Short courses in higher education

Short courses offer an introduction to a higher education degree through an undergraduate certificate offered by a university or other higher education provider.

Short courses are generally 6 months long and can be credited towards another higher education qualification, like a bachelor's degree, if you continue further study.

Tertiary preparation courses

If you haven't met the entry requirements for your dream higher education course, a tertiary preparation course or enabling course could help build skills and knowledge to prepare you for bachelor-level study with a higher education provider.

The duration of these courses varies, and you should check the higher education provider's website for details. Generally, these units are not credited towards any later bachelor qualification.

Funding support

Funding support and subsidies vary between courses and providers. Head to the **Support for further study** section on page 5 to find out what financial support is available.

Want to know more?

Want more information about short-term education and training options? Head to the **Your Career** website (yourcareer.gov.au) for information about Skill Sets you can undertake. You can find information on higher education short courses through the **Course Seeker** website (courseseeker.edu.au).



Industries in Australia

Which industry is right for you?

If you are thinking about your future career, it's good to have an idea about the industries that are in Australia. Remember that in each industry there is a range of jobs — some are well known, and others are emerging. Think broadly about your skills, interests and abilities. You don't have to lock yourself into one industry; there might be lots of different jobs in several industries that suit you.

Check out the huge range of industries you can choose from:

- Accommodation and Food Services
- Administrative and Support Services
- Agriculture, Forestry, Fishing
- Arts and Recreation Services
- Construction
- Education and Training
- Electricity, Gas, Water, Waste Services
- Financial and Insurance Services
- Health Care and Social Assistance
- Information Media and Telecommunications
- Manufacturing
- Mining
- Professional, Scientific and Technical Services
- Public Administration and Safety
- Rental, Hiring and Real Estate
- Retail Trade
- Transfer, Postal and Warehousing
- Wholesale Trade

Getting a job?

Explore different industries and jobs and get career ideas on the **Your Career** website (yourcareer.gov.au/industries).

Identify your skills

No matter what you do, you already have skills that can help you.

Employability skills — like communication and teamwork — are important in all study, training and work pathways. They are especially helpful if you want to apply for jobs.

See below for some examples of how you can showcase your employability skills by drawing on your experiences. Build these into your resume, education or training applications to stand out from the crowd.

Organisation

“For my part-time job as a supermarket attendant, I always attended my shifts on time, had good time management, could be relied upon to meet deadlines, and wasn’t distracted by my phone.”

Digital capabilities

“At school I learnt how to use Microsoft Word, Outlook, PowerPoint and Excel. I understand how to do basic tasks using all these tools and am eager to learn more.”

Communication

“Volunteering at the local animal shelter, I developed clear and professional verbal and written communication skills. I also built my confidence engaging with people from a range of backgrounds.”

Teamwork

“Playing on my school sporting team, I learnt how to work effectively with others and build a positive team culture.”

Want more information on key skills?

See how your skills match the skills employers are looking for on the **Your Career** website (yourcareer.gov.au/resources/australian-jobs-report/what-employers-are-looking-for).



Thinking about work?

Here are some things to think about before you get started.

Tax File Number

Have you got a Tax File Number? Applications for a Tax File Number are free and you can apply for one on the **Australian Taxation Office (ATO)** website (ato.gov.au/Individuals/Tax-File-Number/Apply-for-a-TFN).

Transport

Think about how you will get to work. Is public transport available? Or do you have your own mode of transport?

Job preferences

How many hours do you want to work each week? What days or times do you want to work? Do you want or need flexibility in your schedule?

Licensing, training and registration

Do the jobs you are interested in have licensing, training or registration requirements?

Superannuation

Superannuation is money set aside during your working life for when you retire. Find out more about getting started on the **ATO** website (ato.gov.au/individuals/super).

Understand your rights

Make sure you understand your rights at work. You can find more information on the **Your Career** website (yourcareer.gov.au/work-support#your-rights-at-work).

Searching for jobs

Are you ready to start your job hunt? Answer some questions on the **Your Career** website (yourcareer.gov.au). View jobs with current vacancies near you and access further support and information to improve your chances of getting a job.



Applying for jobs

Top tips to help you get into the workforce.

Choose your job strategy

You can search for opportunities with employers currently hiring on the **Australian Government Workforce Australia** website (workforceaustralia.gov.au). Some people find jobs through word of mouth, so expand your network. Connect with people that you know, or join a club that you're interested in. You never know who could help you with your job search.

Nail your resume

Develop a resume and tailor it to each job application.

Scan the job ad for keywords, and check for any required qualifications or certifications. Try to address these in your resume.

To get started, check out the Resume Checklist and take the Resume Quiz on the **Your Career** (yourcareer.gov.au/get-job-ready) website.

Let your skills shine

Many of your existing skills are directly applicable to jobs that are available right now. Skills like communication and digital capabilities, including emailing, are relevant to many jobs.

Learn about how to identify your employability skills in the **Identify your skills** section on page 9 to see how you could demonstrate your skills through school work or casual employment.

Be interview-ready

- Re-read your application so you know exactly what you have said to the employer.
- Research the employer to understand what they do and what your role would be.
- Be ready to talk about how your experience and skills are relevant for the position.
- Think about your answers to common interview questions, like "Why do you want to work here?".
- See if you can practice your answers out loud with friends or family.
- Be prepared for a face-to-face, phone or online interview. Test your technology to make sure it works and ensure you're in a quiet location.
- Present yourself well. Dress appropriately for the job, even if it's a video interview.
- If it is an online interview, look at the camera and not at yourself or the people interviewing you. Even if it feels strange, you will come across as engaged and interested. If it's too distracting, cover the preview of yourself with a Post-it.

Know your digital footprint

Carefully consider what you are posting online and if you would be comfortable with a future employer reading it.

Want more tips for getting job ready? Read the checklists, factsheets and strategies for getting your dream job on the Get Job Ready page on the **Your Career** website (yourcareer.gov.au/get-job-ready).



Support for people with disability and special education needs

There are a range of programs and support for students with disability or special education needs.

Disability may mean that you might need extra support in the years following school.

Support can come from the people around you, like your teachers, friends, NDIS workers, and parents or guardians. But there are also many programs and services that you can access to help you shift from school to work, training or further education more easily.

Download the **Support for Young People with Disability** booklet (yourcareer.gov.au/school-leavers-support/school-leavers-information-kit/people-disability) to find out more programs and support services that are available to you.



Support for disadvantaged students

There are many ways you might be disadvantaged.

You may not be in a situation to afford further education, or you might need someone to support and mentor you through the coming years. If this is you, then we have included some services you can access for extra support.

Study assist

Information for students about government assistance for financing tertiary study. Learn more about financial support on the **Study Assist** website (studyassist.gov.au/support-while-you-study/support-students).

The Smith Family

Provides eligible students with mentoring, learning programs and activities, and sponsorship to develop their academic skills and go on to further studies or employment. For more information about additional support, check out **The Smith Family** website (thesmithfamily.com.au/programs).

UAC Educational Access Scheme (EAS)

Educational Access Schemes (EAS) aim to help students who have experienced significant educational disadvantage receive an offer to university. Learn more about the EAS on the **Universities Admissions Centre** website (uac.edu.au/future-applicants/scholarships-and-schemes/educational-access-schemes).

Are you living in a regional, rural or remote area?

Depending on what you want to do after leaving school, if you live in a regional, rural or remote area, you may face some extra challenges. Check out the information for regional, rural and remote young people on the **Your Career** website (yourcareer.gov.au/school-leavers-support/school-leavers-information-kit/additional-information/regional-rural-remote) for information relating to your situation.



Support for Aboriginal and Torres Strait Islander peoples

There are a range of programs and support for Aboriginal and Torres Strait Islander school leavers.

Are you an Aboriginal and/or Torres Strait Islander school leaver setting out on your journey after school? There's a lot of support out there that you can access to help you on your way. These include:

- services that help you get into university or vocational education and training (VET) courses
- financial support to help you with your studies and to live life
- programs to help you get a job or gain new skill.

Download the **Support for Aboriginal and/or Torres Strait Islander young people** booklet (yourcareer.gov.au/school-leavers-support/school-leavers-information-kit/aboriginal-torres-strait-islander-peoples) to find out more programs and support services that are available to you.



Information in your state/territory

There are many programs and services for young people who are setting out on their journey after school.

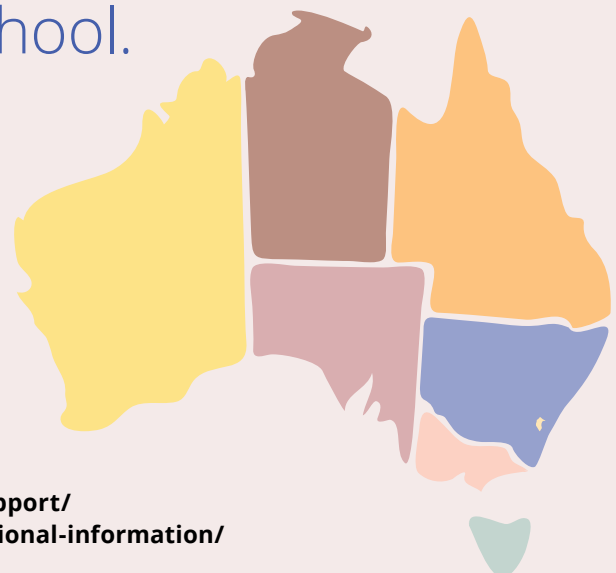
These include:

- services that help you get into university or Vocational Education and Training (VET) courses
- programs to help you get a job
- programs to help you gain new skills.

For a list of programs and services in your area, visit the **Your Career** website using the QR Code below.



yourcareer.gov.au/school-leavers-support/school-leavers-information-kit/additional-information/information-in-your-state-territory



Extra help and support

Leaving school can sometimes be challenging. There are plenty of people you can talk to if you need support.

Talk to someone at your school

If you're still at school, your career advisor, guidance counsellor, school psychologist or wellness team can provide wellbeing support, help you identify the right options for your circumstances, as well as provide information on what support is available in your state or territory.

You can talk to someone at university or TAFE

If you're studying at university or TAFE, you can book an appointment with your career advisor, campus counsellor or a student advisor to help you discover which support and career pathways are suitable for you. They can also provide information on what other support options are available in your state or territory.



Learn about ways to look after your mental health, or if you need support, get in touch with someone who can help. Headspace offers a dedicated service for young people aged 12–25 years.

- Website: [headspace.org.au](https://www.headspace.org.au)
- Phone: **1800 650 890**



Beyond Blue is an independent, not-for-profit organisation working to reduce the impact of anxiety, depression and suicide in Australia.

- Website: [beyondblue.org.au](https://www.beyondblue.org.au)
- Phone: **1300 22 4636**



If you or someone you know needs crisis support, please:

- phone **13 11 14**
- text **0477 13 11 14**
- visit [lifeline.org.au/gethelp](https://www.lifeline.org.au/gethelp) for Lifeline Chat Service (24/7)



A free, private and confidential 24/7 phone and online counselling service for young people aged 5–25 years.

- Website: [kidshelpline.com.au](https://www.kidshelpline.com.au)
- Phone: **1800 55 1800**

Acknowledgment of Country

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, water and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.

The Department of Employment and Workplace Relations acknowledges diversity and respectfully uses the term 'Aboriginal and Torres Strait Islander peoples' throughout this document.

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