



INTRODUCTION

RESUME WRITING:

A person's resume is an introduction to hopefully a new Employer. Therefore it is important that an individual presents themselves well so that they can be considered for a job. To help students learn about writing resumes we have attached examples of resume templates in the Student Resource file on the College's intranet. Students should realise that there are many ways to write a resume and they should use these only as a guide and can be altered to suit themselves. However, please use **SPELL CHECK** and get someone else to read your resume before you submit your resume.

YR 12 INFORMATION NIGHT

Last week we conducted an Information Night for Yr 12 Parents. The PowerPoint slides that we used are attached to the website. During the presentation I mentioned some worthwhile websites that students can view especially if they are not sure what they want to do next year. These sites are:

www.youth.gov.au

www.myfuture.edu.au

www.jobguide.dest.gov.au

TAXFILE NUMBERS

It is important that all year 12 students have a tax file number if they wish to apply for a Government Support University place next year. This number will be asked for at the time of enrolment to allow you to defer your University fees. If any student from Yr 9 - 12 need to get a tax file number they can collect the relevant forms from outside Mrs. Kurzman's office.

MISSED OUT ON A TERTIARY PLACE

If you missed out on a Tertiary Place it is not the end of the world but it is now time to reassess your options. Do you still want to pursue a tertiary education or do you want to change your plans and go into full time employment?

Mid-year Entry

For the first time there is an opportunity to apply to VTAC for mid-year entry into courses. Some courses will have places available for entry in the second semester. Applications are open between April and June. An online supplement will be available in April at www.vtac.edu.au listing the courses available and their requirements. Anyone who applied for courses last year will have the options of reactivating their application for mid-year entry. New applications will also be accepted. Applicants will have the option of applying for up to eight preferences.

Employment

If any student is looking for employment some worthwhile resources to use are:

- the local newspapers – many apprenticeships/traineeships have been advertised lately
- www.seek.com.au – one of the major employment websites that allows you to put in the area and type of job that you are looking for.

If you need our assistance the Pathway Team is still available to you – just give us a call.

VOCATIONAL AND HIGHER EDUCATION NEWS

Interested in Tourism and Hospitality? Holmesglen has won the Tourism Education and Training Category at the Melbourne Airport Victorian Tourism Awards for the second year in a row. Holmesglen was recognised for "its state-of-the-art training facilities, and incredible flexibility for students with part time, full time, weekend and off campus study available". To learn more about Holmesglen's kitchen facilities improvements, engagement with farmers markets, industry and local community and students working with celebrity chefs at the 2010 Good Food and Wine Festival, go to www.holmesglen.edu.au

Have you considered studying Law at La Trobe University? Out of the six Victorian Law Schools, La Trobe Law students have recently received the highest number of Victorian Law Foundation Internship placements for 2009/2010. Their placements included positions in the National Forensic Institute, Department of Justice, Infertility Treatment Authority, Australian Centre for Peace and Conflict Studies, VCOSS, Crown Counsel, Business Licensing Authority and the Office of the Public Advocate. For more information about studying Law at Latrobe, go to www.latrobe.edu.au

Would you like to keep up to date with news from Monash Uni? If you are in yrs 10 – 12, you can subscribe to Monash E-News at www.monash.edu/study/eNews and receive regular updates about courses, careers, admissions, scholarships and events via email or SMS.



Interested in studying engineering in the future? 90% of engineering graduates from Victoria University gain employment in their chosen field within the first 12 months after graduation. For more information about their Engineering courses in 2010, please contact 03 9919 4703 or email engineering@vu.edu.au

Engineering Expo coming up: The 2010 Engineering Expo at Etihad Stadium, Melbourne is on 25 March, 2 – 7pm. You will be able to speak to over 60 exhibitors, attend free seminars, get an insight into the engineering industry, get professional development and career advice, and discover recruitment opportunities. For more information, contact Noel De Santos at Engineers Australia on 03 9321 1726 or go to www.engineeringexpo.org.au

Have you considered the University of Tasmania (UTAS)? Check out the University through the YouTube clip "UTAS – a day in the life of a student". Clips about accommodation options, the Law School and general information are also available on the University's YouTube page. To view the clips, visit www.youtube.com/user/UniversityOfTasmania. You can also join the UTAS Face book fan page. Search University of Tasmania on Face book and become a fan! UTAS also has a number of new and expanded courses you can check out via the following link- www.courses.utas.edu.au

Considering a career in the Automotive Industry? The Career Seminars during the Australian Automotive Week is the event for you! You will have the opportunity to hear from speakers from different industry sectors such as apprenticeships, design, finance, information technology, engineering and marketing. You will also be able to see a technological display between Saturday 20 March – Tuesday 23 featuring some of the latest technical developments and innovation by Australian Automotive manufacturers, as well as related displays including Formula SAE project cars. The Career Seminars will run Monday 22 March at Melbourne Convention & Exhibition Centre. Registrations close 1 March. For session times and more information, email info@motorshow.com.au

Digi Pix – School Holiday workshops (NA08DIGPIX): Learn how to apply cool filters and effects to your digital photos as well as crop, re-size and merge images using Adobe Photoshop®. This course is perfect if you want to enhance or manipulate digital images, create funny and interesting collages, or need some tips and hints for your school projects. Bring along your saved images on a CD or USB drive (or access your images online). Lunch is provided and you have the opportunity to bring home a glossy photographic printout of your work. You must be 11 years of age or older to enrol in this course. Dates are Tuesday 30 March, or Tuesday 6 July, or Tuesday 21 July 2010 between 9.30am – 3.30pm. Cost is \$60 which includes lunch. Contact 02 6055 6000, bcsi@wodongatafe.edu.au

Love Animation? You have the opportunity to enter the Victorian Student Animation Festival. You can send your work of up to 10 minutes in any animation discipline to Holmesglen and you can win great prizes and have your work publicly screened. You must be at least 15 years old. Entries must be in by 10 March. For entry conditions and details, contact jo.quinn@holmesglen.edu.au or phone 03 9564 6396

Passionate about public speaking? Then you should consider entering the 'VCAA Plain English Speaking Award' for students aged 15 – 18 years of age by 1 January. This is "an Australia-wide public speaking competition which aims to encourage and maintain the best use of clear and effective spoken English". You will deliver a prepared speech of six minutes on a subject of your choice and also an impromptu speech of three minutes on a subject chosen by the organisers. To find out more and to download an application form before 19 April, go to www.vcaa.vic.edu.au/excellenceawards/

Considering a Career working at a Zoo? Then book in to attend one of the Careers Days at Werribee Open Range Zoo. Get an insight into what a job working with Zoo animals actually entails and talk with employees about their experiences. Dates: April- 8, 9, 15, 16, 22, 23 (program repeated each day); Cost: \$39.50. Before registering, phone Jeanette Gorman on 03 9731 9635 to find out if there are any spaces left. For more information on the program, go to www.zoo.org.au/



FEBRUARY EVENTS

- **24: ADFA Information Session**, Defence Recruiting, Melbourne, www.defencejobs.gov.au/adfa
- **26: MyDay CSU Dentistry and Health**, Orange Campus, Charles Sturt Uni, infoevents@csu.edu.au or 02 6338 6010
- **28 – 29, Merge Student Exhibition**, Wodonga Institute of TAFE, 6055 6699
- **28 – 20 April: Introduction to Architectural Drawing Techniques**, RMIT, www.shortcourses.rmit.edu.au

MARCH EVENTS

- **3 – 4: Cupcake Decorating Skills Demonstration**- William Angliss Institute, marketing@angliss.edu.au 03 9606 2444
- **4 – 20 June: Folio Preparation in Fashion Drawing & Design**- RMIT, www.shortcourses.rmit.edu.au
- **Meet Melbourne, Uni of Melbourne**- Bendigo (10), Traralgon (11), Ballarat (17), www.futurestudents.unimelb.edu.au/events
- **12: Victorian Student Animation Festival**, Entries due, Holmesglen, jo.quinn@holmesglen.edu.au
- **16: Work Matters Incursion – ACK VET Yr 12 students – 9am – 10am**
- **18: Annual Schools Cook-off Competition**- William Angliss Institute, marketing@angliss.edu.au 03 9606 2444
- **19: MyDay CSU Dubbo Campus**, Charles Sturt Uni, infoevents@csu.edu.au or 02 6338 6010
- **20: Trial a Trade in Hospitality**, William Angliss Institute, marketing@angliss.edu.au 03 9606 2111
- **21: Veterinary Science Open Day**, Uni of Melbourne, Werribee Campus, Vic, 03 8344 7844, www.vet.unimelb.edu.au/openday
- **22: Australian Automotive Week, Careers Seminars**, info@motorshow.com.au
- **23: Work Matters Incursion – ACK VET Yr 10 & 11 students – period 3 & 4**
- **24: 2010 Health Careers Expo**, Latrobe University and Wodonga TAFE, www.latrobe.edu.au/healthforum
- **25: 2010 Engineering Expo**, Etihad Stadium, Melbourne, www.engineeringexpo.org.au
- **29 - 7 April: Folio Preparation in Fashion Drawing & Design (Intensive)**- RMIT, www.shortcourses.rmit.edu.au
- **30: Discover Deakin**- Deakin University, www.deakin.edu.au
- **30: Digi Pix – School Holiday workshops**, Wodonga TAFE, 02 6055 6000, bcsi@wodongatafe.edu.au

APRIL EVENTS

- **7 – 9: Folio Preparation Program in Graphic Design**, RMIT, www.shortcourses.rmit.edu.au
- **8: Art and Design Discovery Day**, Swinburne Uni, Prahran and Wantirna Campuses, www.swinburne.edu.au
- **Careers at the Zoo**, Werribee Open Range Zoo, 8, 9, 15, 16, 22, 23, www.zoo.org.au
- **9: Talk and Tour, La Trobe University**, Bundoora Campus, www.latrobe.edu.au/study/events/schools
- **9: Access All Areas**, Uni of Melbourne, Parkville Campus Vic, www.futurestudents.unimelb.edu.au/events
- **14: Postgraduate Information Session: Juris Doctor**, RMIT, City Campus, deborah.mcnaughton@rmit.edu.au 03 9925 5761
- **17: Hawthorn in Focus Seminar**, Swinburne Uni, Hawthorn Campus, www.swinburne.edu.au
- **19: Plain English Speaking Awards**, application forms due, www.vcaa.edu.au/excellenceawards/
- **Meet Melbourne, Uni of Melbourne**- Shepparton (21), Albury/ Wodonga (22), Glen Waverley (27), Caroline Springs (28) www.futurestudents.unimelb.edu.au/events
- **Swinburne TAFE forums**, Swinburne Uni, Prahran Campus (20) and Wantirna Campus (29), www.swinburne.edu.au
- **23 – 25: The Age VCE and Careers Expo**, Caulfield Racecourse Vic, 03 9596 8881, www.vceandcareers.com.au



YOUTH DEVELOPMENT PROGRAM

The Left Right Fellowships Program: is an exciting opportunity for 15 young people in each state to work with the Left Right Think-Tank through a series of intensive and interactive seminars from March 2010. Students between 16 – 19yrs need to be innovative thinkers, interested in public policy, looking to enhance their studies and want to see the broader picture with how politics and ideas interact within society. Successful students will attend 3 seminars with expert presenters from various fields in public policy, providing space for informative and intellectual discussion, mentorship from Left Right Policy Officers, attend workshops to gain new skills and practical knowledge with real-world applications, including leadership, policy development, and public relation skills and work with other Fellows on group-based projects and hard-hitting topics. Apply online through their website at www.leftright.org.au by 6 March. Shortlisted applicants will be expected to attend a group interview in your state capital city in early March.

Young Endeavour Youth Scheme: Applications are open for the adventure of a lifetime! A voyage onboard Australia's national sail training ship Young Endeavour is a unique challenge. It inspires teamwork, communication, leadership, and a strong sense of community responsibility. You will spend 11 days on the ocean learning all about how to maintain and handle a ship and work in partnership with other young people. You must be at least 16 years old and no previous sailing experience is required. To find out more and get an application form, ring 1800 020 444, email veys@ozemail.com.au or go to www.youngendeavour.gov.au Applications close 28 February.

WEBSITE ALERT!

Careers That Matter: The Community Services and Health Industry Skills Council continue to support the Australian Community to make informed decisions about their career and their future. We are therefore very pleased to announce our new website Careers that Matter!

At www.careersthatmatter.com.au you can find a wide range of information on emerging industry skills, training pathways and everything on occupational and career opportunities in the Community Services and Health industries. While you are there, don't forget to check out our Work That Matters You Tube Channel, join our social networks and sign up to our newsletter.

Studying Legal Studies or Politics? Learn more about the basics of the Australian Constitutional Framework by exploring the new website 'The Gist of it'. This website has been developed by La Trobe University Law Student Hugh Crosthwaite in partnership with Liberty Victoria, Amnesty Australian, the Australian Lawyers Alliance and the Missen Foundation. Go to <http://gistofit.amnesty.org.au>

APPOINTMENTS

Students are able to make appointments with any member of the Pathway Team. This can be done by the student emailing the relevant teacher or by putting their name down on the booking sheets that are displayed outside the career offices. Students can either have individual interviews or may wish to come with a friend – both are acceptable.

CONTACT DETAILS

If you have any questions about career information you can now email us on careers@assumption.vic.edu.au