

# work while you learn



There are so many options for students to explore and develop their career. If you would like a change from full-time study there is a range of excellent pathways available to you, including through an Australian Apprenticeship, voluntary work or starting your own business. These are just some of the ways you can learn and develop valuable skills.

## Australian Apprenticeships

One of the best ways to get hands-on experience in the workforce is through an Australian Apprenticeship. These days you can undertake an Australian Apprenticeship in a whole range of qualifications, anything from aquaculture to zoo keeping.

The Australian Government also provides income support payments to eligible Australian Apprentices, to assist them in the early years of their apprenticeship when their wages are at their lowest.

Visit the [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) website to learn more about what they can offer you.

## Australian Apprenticeships Access Program (Access Program)

The Access Program helps vulnerable job seekers experiencing barriers to skilled employment to obtain and maintain an Australian Apprenticeship. The program provides pre-vocational training linked to an Australian Apprenticeship pathway or other employment or further education or training outcome followed by intensive job search and post placement support.

Contact your local Centrelink Customer Service Centre or Job Services Australia provider or call **13 38 73** or go to [www.deewr.gov.au/accessprogram](http://www.deewr.gov.au/accessprogram).

## Volunteer Work

Voluntary work after finishing school is another way to gain a good perspective on your career goals. Volunteer work is very rewarding and you can become involved in community groups and organisations which will help you build on team work and problem solving skills. About 25% of 18–24 year olds volunteer in Australia.

Visit [www.govolunteer.com.au](http://www.govolunteer.com.au) to find out more about volunteering opportunities.

## Start a Business

Did you also know that 50,000 young Australians aged 15–24 run their own business? If you have a good business idea, why not enrol in a business course? Even a short course could help set you on the path to business success.

Visit [www.business.gov.au](http://www.business.gov.au) to find out more about starting your own business.

## New Enterprise Incentive Scheme

Eligible job seekers who are interested in starting and running a small business can access assistance through the New Enterprise Incentive Scheme (NEIS). NEIS provides accredited small business training, business advice and mentoring for eligible job seekers, as well as ongoing income support for up to 52 weeks. For further information about NEIS, including the eligibility criteria, visit [www.deewr.gov.au/jobservicesaustralia](http://www.deewr.gov.au/jobservicesaustralia).

## Part-time work

Even if you are studying full-time, working part-time can help supplement your income, develop valuable skills and add to your bank of experience.

## Indigenous Cadetship Support

Indigenous Cadetship Support (ICS) is an Australian Government initiative that improves the professional employment prospects of Indigenous Australians. It links Indigenous tertiary students with employers in a cadetship arrangement involving full-time study and work placements. ICS is part of the Australian Government's Indigenous Employment Policy (IEP). The IEP aims to generate more employment opportunities for Indigenous Australians. Information about cadetships and links to employers for Indigenous students studying full time at university can be found at [www.ics.deewr.gov.au](http://www.ics.deewr.gov.au).

# extra bits



As a school leaver you are either already 18 years of age, or soon will be, so now is the time to think about a few important issues.

## Voting

Eighteen year olds are able to vote in local, state and federal government elections. It is a great privilege to be able to have your say at an election. Get involved and participate in this democratic process—it is important that everyone's voice is heard. If you are 17, you can apply for enrolment and when you turn 18 you will automatically be put onto the electoral roll so that you can participate in the next government election. To make this happen visit the Australian Electoral Commission website at [www.aec.gov.au](http://www.aec.gov.au) or call **13 23 26**.

## Tax File Number

Everyone needs a Tax File Number (TFN). If you have had a part-time job through school, you may already have one. If not, now may be a useful time to apply for one. Your TFN is used to identify your tax records. TFNs are used by:

- > Employers who must take 46.5% tax out of your wages if you don't have a TFN
- > Centrelink, when assessing eligibility for payments such as Youth Allowance, Newstart or Austudy
- > Education institutions—without one you cannot take out a HELP loan for your tuition costs
- > Financial Institutions such as banks, which tax your interest by 46.5%, if you don't have a TFN.

To apply for a Tax File Number visit the Australian Tax Office website at [www.ato.gov.au](http://www.ato.gov.au) or call **13 28 61**.

## Medicare Australia

Medicare Australia is an Australian Government agency that ensures that all Australians have access to free or low-cost medical, optometric and hospital care. You may already be enrolled in Medicare and be listed on your parents' card however young people over the age of 15 may enrol or transfer onto their own Medicare card. To find out more about getting your own Medicare card visit [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au).

## ADF Gap Year

ADF Gap Year is an Australian Defence Force (ADF) program for students or recent school leavers. This 12 month program is designed to provide you with a unique opportunity and invaluable skills and experiences. You will be paid for your participation in the program, there is no requirement to serve after your gap year. For more information visit [www.defencejobs.gov.au/ADFGapYear](http://www.defencejobs.gov.au/ADFGapYear).

## Disability Employment Services

If you have a disability, injury or health condition, Disability Employment Services can help you find and keep a job.

You may be able to register with a Disability Employment Services provider before you leave school to make the transition from school to work as easy as possible.

For more information about Disability Employment Services visit [www.deewr.gov.au/des](http://www.deewr.gov.au/des).



# Year 12 what next?

> plan your post-school education and training

> learn about future work opportunities

> find out where to get help and information



# getting started



This is an exciting time! You have almost finished Year 12 and are about to start your post-school life.

Maybe you have a career path in mind or perhaps you are still a little unsure of what direction you want to take.

Whatever option you choose, this booklet is here to help you find the information you need to start this new journey. You can also visit the website at [www.year12whatnext.gov.au](http://www.year12whatnext.gov.au).

Year 12 - what next? brings together a range of information about:

- > training options available to school leavers through an Australian Apprenticeship, university, TAFE, or other registered training providers
- > where jobs are, and what skills are in demand
- > setting up your own small business
- > gaining practical experience through volunteer work
- > the value of post-school education and training to further your career.

As you explore your choices, it is a good idea to talk with your career adviser, teachers, parents or friends about what you are interested in doing with your life.

Here are some key things to be mindful of when thinking about your future:

- > career development is a lifelong journey
- > the world of work is always changing
- > Australia's population is ageing
- > your generation is likely to work longer than your parents
- > having one job for life is pretty rare these days
- > you will have a number of opportunities to change jobs, learn new skills and gain new experience throughout your career.

It is important to keep learning and developing your skills and qualifications throughout your life.

# future work opportunities

The world of work is always changing. New industries and occupations develop as others decline.

Over the last few years Australia has seen strong employment growth in areas such as health, community services, business services, construction and retail. Occupations have become more specialised and new occupations in health services, information technology and communications have developed.

It is always a good idea to research different career options. There is an abundance of information on the web, including [www.myfuture.edu.au](http://www.myfuture.edu.au) and at Career Information Centres. For location details of a Career Information Centre near you visit [www.centrelink.gov.au](http://www.centrelink.gov.au).

Besides knowing your own interests and career aspirations, understanding the changing world of work and the skills that will be in demand in the future can be an important element in deciding on the education and training you need.

Job Outlook provides essential occupational information including job prospects, occupation size, earnings, age profile, full-time and part-time breakdown, as well as direct links to vacancies and training for individual occupations. For more information go to [www.joboutlook.gov.au](http://www.joboutlook.gov.au).

The SkillsInfo website has been designed to provide skills-related information for industries and regions. For more information go to [www.skillsinfo.gov.au](http://www.skillsinfo.gov.au).

## Skills Shortages

When considering a career direction it is important to consider a range of factors. Although demand for particular skills is useful to take into account, it is necessary to understand that the labour market can change quickly and the skills in shortage today may not be in shortage when you have completed your training and are ready to look for a job. Choosing to study or undertake training in an area in which you are interested and have strengths will provide the best advantage when you are looking for work.

Demand for skilled workers continues to strengthen across a range of trades, professions and technical occupations and there is no doubt employers continue to value workers who hold post-school qualifications. To keep up to date with skill shortages and for more detailed information about shortages in your state or territory go to [www.workplace.gov.au/skillshortages](http://www.workplace.gov.au/skillshortages).

## Employability Skills

When job searching, don't forget that employers are not only looking for specialised or technical skills, they are also very interested in your employability skills and personal attributes. For example, by going to school, playing sport, or using computers you have probably gained communication, team work and problem-solving skills. For more information on employability skills visit [www.year12whatnext.gov.au](http://www.year12whatnext.gov.au).



# post-school education & training



There have never been so many education and training options available to school leavers.

While university remains an option for about 30% of school leavers, Vocational Education and Training (VET) is becoming increasingly popular as a pathway from school to work. It is estimated that over half of all Year 12 leavers will go on to study a VET course within the first few years of leaving school.

There is a lot of similarity between VET and university courses, as they can both lead to interesting, well-paid careers. A popular feature of VET courses is that they have often been designed by the particular industry you're studying and therefore have direct relevance to employment in that field of work. Another great feature about VET courses is that they are flexible.

You can undertake short or long courses and if you start one that doesn't suit you, you can often obtain credit for what you have completed and move to another course or another institution. Once completed, some VET courses will also give you credit for further studies at university.

Remember that most courses have prerequisite requirements. For example, you may need to study particular school subjects to be eligible for entry.

For information on how to apply for university and some VET courses, contact your local Tertiary Admissions Centre. You can find their details and a great range of other university course information at [www.goingtouni.gov.au](http://www.goingtouni.gov.au).

For other VET courses you will need to contact the training provider directly. You can find information on every accredited course in Australia by visiting and searching the Courses and Programs database in the Facts section of [www.myfuture.edu.au](http://www.myfuture.edu.au).

You may also want to have a look at Job Guide. It's available online for information on different occupations and the training they require. Go to [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au).

It is always best to check with the training provider or university to make sure you are applying through the correct process.

In line with the changing needs of the labour market, training providers are creating new courses. Some recently developed courses, from a range of universities, include:

- > Bachelor of Applied Design—The Branded Environment
- > Bachelor of Business—Psychology
- > Bachelor of Genetics

A sample of new courses from a range of registered training providers and TAFEs include:

- > Certificate II in Creative Industries—Media
- > Certificate III in Telecommunications Digital Reception Technology
- > Diploma of Australian Languages

## Compact with Young Australians

To support young people to gain skills and realise their potential through stronger engagement in education and training, the Australian, state and territory governments have agreed to implement a Compact with Young Australians.

Under the Compact, all young people aged 15 to 24 will be entitled to an education or training place, subject to course requirements and availability. For young people aged 15 to 19 the education or training place can be at any level, while for those aged 20 to 24 the education or training undertaken would need to result in the individual attaining a higher qualification.

The education or training places will be delivered through schools, Registered Training Organisations or higher education providers offering the entitlement until 31 December 2011.

## National Disability Coordination Officers

The National Disability Coordination Officer (NDCO) program is designed to assist people with a disability, including young people, to move between school, vocational education and training and university. The 31 NDCOs can help you with information and advice about post-school options, and put you in touch with appropriate people to help you undertake further study and find suitable employment. For further information and a list of the NDCOs in your state or territory visit [www.deewr.gov.au/ndco](http://www.deewr.gov.au/ndco).

## Job Services Australia

If you are finishing school and are not in full-time study or work Job Services Australia can help you find a job, look at your career options, prepare your résumé and enhance your interview techniques. They can also help you undertake skills development or professional training. You can find your local Job Services Australia provider on [www.jobsearch.gov.au](http://www.jobsearch.gov.au) or be calling (free call) **1800 805 260**.

# education and training pays off

It is worth considering undertaking some further study after school. Employment opportunities are much higher for people who do have additional skills or qualifications. ABS figures show that the unemployment rate for those with a bachelor degree or above was half the rate for those without such qualifications.

Education and training not only improves your chances of gaining long-term employment, it also means you are likely to earn more money than those who don't go on to further study or training.

At first glance, the cost of further study may seem overwhelming. You need to take into account course fees, text books, transport and living expenses. Fortunately, there are many services out there that can support you.

In general, university costs are higher than costs for going to TAFE. However, there are arrangements in place to help students fund their way through study. Some examples of assistance that you may qualify for are Austudy, ABSTUDY or Fares Allowance. To learn, read, or find more about them and the eligibility requirements visit [www.centrelink.gov.au](http://www.centrelink.gov.au).

## Changes to Youth Allowance

Do you get Youth Allowance (Other) or think you might start claiming Youth Allowance (Other)? If the answer is "Yes", then you need to know that Youth Allowance (Other) has changed and these changes may affect you.

If you apply for and get Youth Allowance (Other) and you don't have Year 12 or a Certificate II qualification, you will probably need to do further study or training to receive the allowance. For more information visit [www.centrelink.gov.au](http://www.centrelink.gov.au).

The Higher Education Loan Program (HELP) assists eligible students to pay their tuition costs. If you are an eligible Commonwealth supported student you can pay your student contribution by taking out a HECS-HELP loan or receive a discount for up front payments. If you enrol in a full fee-paying course, you may have access to a FEE-HELP loan. To find out more about this assistance visit [www.goingtouni.gov.au](http://www.goingtouni.gov.au).

If you are deciding to study at TAFE you will be glad to know that programs and courses at TAFE cost considerably less than at university. TAFE course fees can range from \$30 to \$7,000 per semester; however the average cost is \$523 for fees and \$85 for materials per semester for full-time students. For more information on specific course fees you need to contact the relevant TAFE institution.

In 2007, the Australian Government introduced VET FEE-HELP to assist eligible students undertaking Vocational Education and Training (VET) at diploma level and above at an approved VET provider to pay their tuition fees. To find out more about VET FEE-HELP visit [www.deewr.gov.au](http://www.deewr.gov.au) or phone **13 38 73**.

Don't forget there are also scholarships available that you can apply for which will help to pay for all or part of your study. Individual institutions offer scholarships for students who have excelled or to assist students with special needs, including rural students or students from low income families. A searchable database for scholarships nationwide can be found in the Facts section of [www.myfuture.edu.au](http://www.myfuture.edu.au).