



Australian Government

Department of Education, Science and Training

# South Australia School Leavers Resource Guide



[www.dest.gov.au/careerdevelopment](http://www.dest.gov.au/careerdevelopment)



**Year 12 - what next?**  
[www.year12whatnext.gov.au](http://www.year12whatnext.gov.au)



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The contents of this resource guide are based on information and advice received by the Department of Education Science and Training, as at the date of compilation, July 2006.

# CONTENTS

## EXPLORING OPPORTUNITIES ..... 3

myfuture <a href="http://www.myfuture.edu.au">www.myfuture.edu.au</a>	3
Job Guide <a href="http://www.jobguide.dest.gov.au">www.jobguide.dest.gov.au</a>	4
Year 12 – what next? <a href="http://www.year12whatnext.gov.au">www.year12whatnext.gov.au</a>	4
Career Information Centres (CICs)	4
Career Expos	5
Career Advice Australia (CAA)	5
Additional Career Information	5

## EDUCATION AND TRAINING OPTIONS ..... 6

Australian Qualifications	6
Vocational and Technical Education (VTE)	6
Australian Vocational Student Prize	7
Education and Training Providers	7
Australian Technical Colleges (ATCs)	7
Technical and Further Education (TAFE)	8
Private Registered Training Organisations (private providers or RTOs)	9
Skills Centres	9
Adult and Community Education (ACE) Sector	10
Universities	10
Applying for University	11

## WORK WHILE YOU LEARN ..... 12

Australian Apprenticeships	12
What is an Australian Apprenticeship?	12
Financial Support for Australian Apprenticeships	12
Australian Apprentices with a disability	13
How can I find an employer to take me on?	13
Community and Volunteer Work	14
Green Corps	14

## FINDING EMPLOYMENT ..... 15

JobJuice <a href="http://www.jobjuice.gov.au">www.jobjuice.gov.au</a>	15
Start a Business	16
NEIS New Enterprise Incentive Scheme	16
Job Network	16

## **FINANCIAL AND OTHER SUPPORT ..... 17**

Centrelink	17
Youth Allowance	17
Eligibility for Youth Allowance	17
Rent Assistance	18
Health Care Card	18
Higher Education Loan Programme (HELP) – formerly HECS	18
ABSTUDY	19
Scholarships	19
Indigenous Youth Leadership Programme (IYLP)	19
Indigenous Youth Mobility Programme (IYMP)	19
Youth Pathways	20
Partnership Outreach Education Model Programme (POEM)	20
Job Placement, Employment and Training Programme (JPET)	20

## **ADDITIONAL INFORMATION ..... 21**

the source <a href="http://www.thesource.gov.au">www.thesource.gov.au</a>	21
Enrolling to Vote	21
Tax File Number	21
Medicare Australia	21
How to obtain a Medicare card	22
CRS Australia	22

## **USEFUL WEBSITES ..... 23**

# EXPLORING OPPORTUNITIES

There are many pathways from school that can lead to rewarding careers. It is important to remember that people will move between pathways and are not locked into one occupation or education level. It is easy to move from work to study, TAFE to university, or from an Australian Apprenticeship into a long term professional career.

After school most young people choose between:

- continuing a further education and training programme through vocational and technical education or university
- undertaking an Australian Apprenticeship
- finding employment
- taking a gap year – participating in community or volunteer work and/or traveling overseas
- starting a business

## **myfuture** [www.myfuture.edu.au](http://www.myfuture.edu.au)

myfuture is a national, online career exploration and information system. Log on to myfuture to create your own personal profile that can help you to identify a range of career options.

You can go to **my guide** to:

- Find out more about yourself, your skills, interests, values and aspirations
- Discover what occupations suit you
- Learn about the world of work
- Explore your creativity and enterprise skills
- Plan your career pathway and set goals

You can save your information so that you can review, change or add to it at anytime as your interests evolve and you gain more experience.

You can go to **the facts** to find out about:

- Occupations
- Industries
- Where to get funding, grants and scholarships
- Online vacancies
- Volunteer opportunities
- Support agencies
- Australian Apprenticeships
- Education and training providers
- Employment conditions, employment trends and where the jobs are

**the facts** offers specific state and territory information and can lead you to resources and opportunities close to home.

For more information visit [www.myfuture.edu.au](http://www.myfuture.edu.au)

## **Job Guide [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au)**

Job Guide describes over 500 occupations to give you a starting point for making decisions about your career. You can get information about what specific jobs involve and a list of personal requirements and the necessary education and training. The Job Guide also points you to related jobs and where to get further advice and information.

Job Guide is researched and updated each year and is provided free-of-charge to all schools for Year 10 students. Job Guides are also available in libraries, TAFEs and Career Information Centres.

Job Guide is also available online at [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au) where it can be searched alphabetically, by interest category, section or industry and relevant education and training information for all states and territories.

For more information visit [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au)

## **Year 12 – what next? [www.year12whatnext.gov.au](http://www.year12whatnext.gov.au)**

Year 12 – what next? is a portal for Year 12 students who are thinking about their post-school options. The portal has tips and ideas on the wide range of options available after Year 12 including:

- Future work opportunities
- Post-school education and training
- Working while you learn
- The benefits of education and training

For more information visit [www.year12whatnext.gov.au](http://www.year12whatnext.gov.au)

## **Career Information Centres (CICs)**

There are 12 Career Information Centres (CICs) across Australia that provide free career information and guidance. CICs can help you make informed decisions about education, training and employment options and career pathways.

Contact the South Australia CIC:

Adelaide  
Career Information Centre

Located in Adelaide Centrelink Customer Service Centre  
1st Floor 55 Currie St Adelaide SA 5000  
(08) 8401 3279  
[cic.adelaide@centrelink.gov.au](mailto:cic.adelaide@centrelink.gov.au)

For more information visit [www.dest.gov.au/careerdevelopment/cic](http://www.dest.gov.au/careerdevelopment/cic)

## **Career Expos**

Each year in Australia career expos are held in major cities and regional centres. They are great places to speak directly with employers, learn more about potential training and further education options and access resources and career planning support.

Career expos provide the opportunity for you to talk with people from different industries and explore possible career and employment pathways through advice from the industry experts, training providers, government departments and education organisations.

For more information about career expos in your area visit Career Events in the News and Views section of myfuture [www.myfuture.edu.au](http://www.myfuture.edu.au)

## **Career Advice Australia (CAA)**

Are you between 13 and 19 years of age? Then Career Advice Australia (CAA) is for you. CAA will help you get the skills, experience and career advice you need to plan your future. Whether you know what you want to do or don't know where to start; CAA can help you understand your school, study, training and work options and discover what is best for you.

Why not get involved in the Structured Workplace Learning programme and see what it's like to be out there in the workforce, or jump aboard the Adopt a School Programme and get advice and training from people who really know what they are talking about. The Local Community Partnership (LCP) in your region can keep you up-to-date on local industry and business opportunities and help you connect to the right people. Chat to your career adviser to find out more.

For more information visit [www.australia.gov.au/careeradviceaustralia](http://www.australia.gov.au/careeradviceaustralia) or 13 38 73

## **Additional Career Information**

The Australian Government provides a range of career information pamphlets and booklets which cover job searching, skills identification, information for parents, and posters identifying careers with school subjects or by industry.

For more information visit [www.dest.gov.au/careerdevelopment](http://www.dest.gov.au/careerdevelopment)

# EDUCATION AND TRAINING OPTIONS

## Australian Qualifications

To get a job in some areas you need to have a qualification or be working towards a qualification. If you participate in formal learning you will likely be working towards a qualification.

There are several levels of qualifications available in Australia. Qualifications that are recognised across Australia meet requirements as set out by the Australian Qualifications Framework (commonly known as the AQF). This framework is a national system for schools, vocational and technical education and the higher education sector and links qualifications together across the education and training system.

The following table shows the AQF qualifications:

School	Vocational Education and Training (VTE)	Higher Education
Senior Secondary Certificates of Education  Plus Certificate III Certificate II Certificate I	Vocational Graduate Diploma Vocational Graduate Certificate Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Master's Degree Graduate Diploma Graduate Certificate Bachelor's Degree Associate Degree Advanced Diploma Diploma

For more information visit [www.aqf.edu.au](http://www.aqf.edu.au)

## Vocational and Technical Education (VTE)

Vocational and technical education is competency based and directly job-related. There are a wide range of courses and subjects available and they are great for people who like study that is practical and hands-on. Courses are offered through:

- TAFE
- secondary school
- VET in schools programmes
- Australian School-based
- Apprenticeships
- Australian Technical Colleges
- private Registered Training Organisations (RTOs)
- community training providers

You can obtain nationally recognised qualifications in areas as varied as aviation, aged care, building and construction, hairdressing, childrens services, car mechanic, earth science, plumbing and nursing.

Many schools offer VET in schools courses that count towards both the senior secondary certificate and a nationally recognised vocational qualification. Australian School-based Apprenticeships provide the option of starting an Australian Apprenticeship while still at school and you can actually earn a wage as you work and study – keeping your options open after school.

For more information visit [www.training.com.au](http://www.training.com.au)

### **Australian Vocational Student Prize**

The Australian Vocational Student Prize recognises and encourages outstanding senior secondary students undertaking a VET in Schools programme or an Australian School-based Apprenticeship. Students demonstrating exceptional skill, commitment and achievement will be recognised with a prize of \$2000 and a certificate.

A small number of exceptional Australian Vocational Student Prize 2006 winners will be selected to receive the Prime Minister's Award for Skills Excellence 2006. The Awards are for the highest achieving students from each State and Territory, highest achieving student in each industry area and for the highest achieving Indigenous student in Australia.

To read about the students who received the Prime Minister's Award for Skills Excellence in 2005 visit [www.dest.gov.au/pmaward](http://www.dest.gov.au/pmaward)

### **Education and Training Providers**

Education and training providers often offer flexible learning arrangements. You might study full-time or part-time, or you may study on campus, externally (distance education) or online.

#### **Australian Technical Colleges (ATCs)**

ATCs cater for Years 11 and 12 students who wish to study for their Year 12 certificate and start an apprenticeship while still at school. The Australian Government is funding 25 Australian Technical Colleges across Australia in areas where there are skills needs, a high youth population and a strong industry base.

You can enter into a Australian School-based Apprenticeship in a trade at the Certificate III level, which leads to a nationally recognised qualification; study academic subjects, leading to a Year 12 certificate; and also gain IT, employability and business skills and keep the option to go on to further study at university.

ATCs support students through both academic and trade training; with mentoring, career advice and business and employability skills. These courses are all developed with industry input to ensure that the training offered will be relevant for local needs.

Find an ATC near you:

#### **Australian Technical College – Northern Adelaide**

(08) 8301 6675

#### **Australian Technical College – Adelaide South**

1300 655 240

[www.atc-as.com.au](http://www.atc-as.com.au)

#### **Australian Technical College - Spencer Gulf and Outback**

(08) 8301 6675

For more information visit

[www.australiantechnicalcolleges.gov.au](http://www.australiantechnicalcolleges.gov.au) or 13 38 73

## Technical and Further Education (TAFE)

At TAFEs throughout Australia there are over 5000 courses available at around 500 campuses that can prepare you for your first job, retraining or further study.

There are currently six levels of courses: Certificates Level I–IV, Diploma and Advanced Diploma.

TAFE training programmes are recognised at the state or territory and at the national level. A small number of TAFE institutes also offer higher education courses, such as Bachelor Degrees, Graduate Certificates and Graduate Diplomas, in selected fields of study.

Most TAFE courses are developed in consultation with industry. TAFE also offers labour market courses, entry and bridging courses, adult and community education classes and small business management courses.

TAFE SA is the state’s major provider of vocational education and training. There are three South Australian institutes of TAFE, with 54 campuses and learning centres across the state, offering over 800 award courses.

For more information about TAFE SA contact 1800 882 661 (FREECALL) or (08) 8463 6359 (TTY) or visit [www.tafe.sa.edu.au](http://www.tafe.sa.edu.au) [tafeinfo@saugov.sa.gov.au](mailto:tafeinfo@saugov.sa.gov.au)

Contact a TAFE near you:

- **TAFE SA SOUTH**

Adelaide Centre for the Arts 39 Light Square Adelaide SA 5000

08 8463 5000

[aitarts@adel.tafe.sa.edu.au](mailto:aitarts@adel.tafe.sa.edu.au)

There are a number of campuses to choose from:

[Adelaide City Campus](#)

[Marleston Campus](#)

[Noarlunga Campus](#)

[O’Halloran Hill Campus](#)

[Panorama Campus](#)

- **TAFE SA NORTH**

Cheltenham Horse Skills Centre 617 Torrens Road Cheltenham 5014

08 8347 2182

There are a number of campuses to choose from:

[Croydon Campus](#)

[Elizabeth Campus](#)

[Gilles Plains Campus](#)

[Parafield Aviation Campus](#)

[Port Adelaide Campus](#)

[Regency Campus](#)

[Salisbury Campus](#)

[Tea Tree Gully Campus](#)

## • TAFE SA REGIONAL

Barossa Valley Campus Old Kapunda Road Nuriootpa 5355

08 8562 0500

There are a number of campuses to choose from:

Berri Campus	Lucindale Learning Centre	Roseworthy Campus
Bordertown Learning Centre	Millicent Campus	Roxby Downs Campus
Ceduna Campus	Mount Barker Campus	Urrbrae, Centre for Horticulture & Sustainable Environments
Clare Campus	Mount Gambier Campus	Victor Harbor Campus
Cleve Campus	Murray Bridge Campus	Waikerie Campus
Cooper Pedy Campus	Naracoorte Campus	Whyalla Campus
Gawler Campus	Narungga Campus	Woomera Campus
Jamestown Campus	Peterborough Campus	Wudinna Campus
Kadina Campus	Pinnaroo Learning Centre	Yorketown Campus
Kangaroo Island Learning Centre	Port Augusta Campus	
Kimba Campus	Port Lincoln Campus	
Kingston Learning Centre	Port Pirie Campus	
Leigh Creek Campus	Renmark Campus	
Loxton Campus		

For more information visit the Education and Training Providers section of myfuture [www.myfuture.edu.au](http://www.myfuture.edu.au)

### Private Registered Training Organisations (private providers or RTOs)

There are about 4000 private Registered Training Organisations (RTOs) in Australia offering nationally recognised training. RTOs may be business colleges, secretarial colleges, computer training centres and industry based training centres.

RTOs provide training from Certificate I to Advanced Diploma in a wide range of fields, such as beauty therapy, hospitality, travel, business, computing, music, aviation, childcare, art and design, naturopathy and languages.

For more information visit the National Training Information Service [www.ntis.gov.au](http://www.ntis.gov.au) or contact:

SA Training and Skills Commission

2nd Floor Education Centre 31 Flinders St, Adelaide SA 5000

(08) 8226 1713

[www.training.sa.gov.au/tasc](http://www.training.sa.gov.au/tasc)

### Skills Centres

Skills centres are industry and enterprise based training facilities that offer a wide range of training to industry groups and individuals. Some skills centres are located in a working plant setting, some are stand alone and others are linked with a TAFE institute, school or Group Training Organisation.

For more information visit the National Training Information Service [www.ntis.gov.au](http://www.ntis.gov.au) or contact:

SA Training and Skills Commission

2nd Floor Education Centre 31 Flinders St, Adelaide SA 5000

(08) 8226 1713

[www.training.sa.gov.au/tasc](http://www.training.sa.gov.au/tasc)

### Adult and Community Education (ACE) Sector

Adult and Community Education (ACE) centres include neighbourhood houses, schools, non-government adult education providers and community centres. They provide a wide range of short courses and programmes. Some ACE centres are also Registered Training Organisations and offer pre-vocational and vocational training.

For more information contact Adult Learning Australia (ALA) on (02) 6274 9500 or visit [www.ala.asn.au](http://www.ala.asn.au)

### Universities

Universities offer a wide range of general and specific courses at undergraduate level (Diploma, Advanced Diploma and Bachelor Degree) and postgraduate level (Graduate Certificate, Graduate Diploma, Masters Degree and Doctoral Degree). Universities also run bridging and tertiary preparation courses that can help you build your skills in preparation for study or help you if you are unsure about what you might like to study.

Keep in mind that it is possible to pursue university study by transferring from recognised VTE studies, undertaking bridging courses or studying by distance education through a university or Open Universities Australia.

Open Universities Australia is a flexible way to study toward a university degree when you can't study on-campus. Unlike on-campus study, places are not limited. You can study throughout the year, and for entry level courses there are no pre-requisites or Year 12 entry requirements. Open Universities Australia remove the many barriers to university education, including distance, time, qualifications and cost. For more information visit [www.open.edu.au](http://www.open.edu.au)

If you are considering going directly from school to university it is important to fully explore university and course requirements. Look at prerequisite Year 11 and 12 subjects and at the range of courses and the campuses at which some courses are offered.

Visit a university near you:

- **Flinders University**

Sturt Road, Bedford Park, Adelaide, South Australia  
GPO Box 2100, Adelaide 5001, South Australia.  
(08) 8201 3911  
[www.flinders.edu.au](http://www.flinders.edu.au)

- **University of South Australia**

North Terrace, Adelaide South Australia 5000  
(08) 8302 6611  
[www.unisa.edu.au](http://www.unisa.edu.au)

There are a number of campuses to choose from:

[Magill Campus](#)

[Whyalla Campus](#)

[Mawson Lakes Campus](#)

- **University of Adelaide**

The University of Adelaide SA 5005

(08) 8303 5208 or 1800 061 459

[www.adelaide.edu.au](http://www.adelaide.edu.au)

There are a number of campuses to choose from:

[North Terrace Campus](#)

[Thebarton Campus](#)

[Roseworthy Campus](#)

[Waite Campus](#)

- **Tabor College**

181 Goodwood Rd, Millswood SA

(08) 8373 8777

[www.taboradelaide.com](http://www.taboradelaide.com)

[adelaide@tabor.edu.au](mailto:adelaide@tabor.edu.au)

For more information visit [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

### **Applying for University**

You can apply to your chosen university through standard entry (on the basis of your senior secondary school qualifications), special or alternative entry, or advanced standing entry (credit transfer or credit for prior learning). In most states and territories, and in some courses, applications are processed through a Tertiary Admissions (Service) Centre. Application forms are normally available from August onwards and it is advisable to apply before November. Contact individual universities and Tertiary Admissions Centres for further advice.

For more information on how to apply for university in South Australia contact:

[South Australian Tertiary Admissions Centre \(SATAC\)](#)

(08) 8224 4000 or 1300 138 440

[www.satac.edu.au](http://www.satac.edu.au)

To find a Tertiary Admissions Centre in another state or territory go to the Courses and Providers section and under Applying and for a place with a provider on [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

# WORK WHILE YOU LEARN

## Australian Apprenticeships

### What is an Australian Apprenticeship?

Australian Apprenticeships combine training and employment and lead to a nationally recognised qualification. Australian Apprenticeships may cover all Certificate level and selected Diploma and Advanced Diploma qualifications.

Australian Apprenticeships are available to anyone of working age and do not require any entry qualifications.

Australian Apprentices are paid an income while being trained. The training wage depends on the industry, the type of apprenticeship and the level of schooling and training undertaken.

Australian Apprenticeships offer:

- A great way to get a head start in a chosen career
- Paid work and structured training that can be on-the-job, off-the-job or a combination of both. The training is provided by your employer and/or a TAFE Institute or other training provider
- 'Competency based' which means you can complete your training faster if you reach the required skills level
- Recognition and credit for existing skills and prior experience potentially reduce formal training time
- Full-time or part-time opportunities, many schools also offer part-time apprenticeships
- Nationally recognised qualifications and skills which provide the basis for further education and training over the course of your working life
- A pathway from school to work

Apprenticeships can last up to four years, but the faster you learn the skills, the faster you can move to become fully qualified.

Australian Apprenticeships are available in a variety of certificate levels in more than 500 occupations across Australia, in traditional trades, as well as a diverse range of emerging careers in most sectors of business and industry. No matter what industry you might be interested in, there is likely to be an Australian Apprenticeship to meet your needs.

For more information contact an Australian Apprenticeships Centre in your region contact 1800 639 629 or visit [www.australia.gov.au/australianapprenticeships](http://www.australia.gov.au/australianapprenticeships)

### Financial Support for Australian Apprenticeships

The Australian Government 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.

Australian Apprenticeships attract financial assistance for eligible employers to help reduce the real cost of training. Employers hiring an Australian Apprentice may be eligible for a range of Australian Government and State Government incentives and personal assistance starting from \$1250 for most employers for Certificate II – IV, together with some targeted Diploma and Advanced Diploma qualifications.

### Centrelink Benefits

The Australian Government has made the following fortnightly payments available to full-time Australian Apprentices: Youth Allowance; Austudy; and ABSTUDY. However, your ability to get the payment depends on a number of factors, including your personal situation and your fortnightly earnings. For more information on eligibility, contact Centrelink on 13 24 90 or visit [www.centrelink.gov.au](http://www.centrelink.gov.au)

### Living Away From Home Allowance

You may also be eligible to receive the Living Away From Home Allowance if you leave home for the first time to take up or remain in an Australian Apprenticeship position.

The Living Away From Home Allowance is paid for up to three years: a first year rate of \$77.17 a week is applicable for up to 12 months; a second year rate of \$38.59 a week is available for up to 12 months; and a third-year rate of \$25 a week is available for a further 12-month period.

### Commonwealth Trade Learning Scholarships

You may be eligible for two \$500 payments just by undertaking an Australian Apprenticeship in an occupation of particular skill-shortage. These scholarships are for eligible Australian Apprentices who start on or after July 1, 2004, in a skill-shortage trade at Certificate III or IV level with a small or medium employer or a Group Training Organisation. For more information visit [www.australia.gov.au/australianapprenticeships](http://www.australia.gov.au/australianapprenticeships)

### Tools For Your Trade

You may also be entitled to a tool kit worth up to \$800 for undertaking an apprenticeship in an area of particular skills need. A Tools For Your Trade voucher will be provided to your employer when you have completed your first three months. Your employer will purchase the tool kit and make it available for you to use. When you have completed a further six months, you will be entitled to keep the tool kit. For more information on Tools For Your Trade contact 1800 557 875 or visit [www.toolsforyourtrade.com.au](http://www.toolsforyourtrade.com.au)

### Australian Apprentices with a disability

If you are an Australian Apprentice with a disability, you may be eligible for assistance under the Australian Apprenticeships Incentives Programme. Each of the three forms of assistance is intended to help Australian Apprentices with a disability reach their full potential as a skilled worker.

There are three types of assistance payable to an employer who employs an apprentice with a disability in an Australian Apprenticeship.

- Disabled Australian Apprentice Wage Support (DAAWS)
- Assistance for Tutorial, Interpreter and Mentor Services
- Workplace Modifications

### How can I find an employer to take me on?

There are a number of ways to find an employer who will take you on as an apprentice:

- Contact your local Australian Apprenticeship Centre
- Contact your local Job Network agency to find any vacancies they have registered
- Contact employer groups and associations for industries which you are interested;
- Check the daily newspapers
- Approach employers directly. Use the Yellow Pages to identify employers and write to, telephone or visit them to inquire about vacancies

For more information on Australian Apprenticeships contact 1800 639 629 or visit [www.australia.gov.au/australianapprenticeships](http://www.australia.gov.au/australianapprenticeships)

## Community and Volunteer Work

Volunteer work is an excellent way of experiencing new challenges and learning about the world of work. Volunteers provide an unpaid but valuable service to the community.

There are a variety of organisations that rely on volunteers and it can be a great way to gain new skills and add to build on your work experience.

For more information visit [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)

## Green Corps

Green Corps is a youth development programme which combines quality training with preserving and restoring Australia's natural environment and heritage. Groups of approximately 10 young people, together with a guide work on different environmental or cultural projects in locations around Australia for six months.

To be eligible for Green Corps you must be:

- Aged 17 to 20 at the time of commencement
- Eligible to satisfy the Youth Allowance residence requirements
- Keen to make your mark on Australia's environment and heritage
- Available and willing to participate in a 26 week programme

If you participate in Green Corps, you will gain improved career and employment prospects through accredited training, structured work activities and work experience. You also receive assistance in preparation for employment, personal development opportunities and are provided with an opportunity to contribute to the wellbeing of the community.

Green Corps offers an allowance, accredited training in Conservation and Land Management and training in First Aid and Occupational Health and Safety.

For more information visit [www.greencorps.com.au](http://www.greencorps.com.au)

# FINDING EMPLOYMENT

A full-time, part-time or casual job brings with it an income, freedom and the chance to learn and do new things. Gaining a first job isn't always easy. People often apply for quite a few jobs before being successful – but they usually have a better chance of finding a job if they have completed Year 12 or a equivalent qualification.

There are a number of ways to get help to find work. You may find the list of useful websites at the end of this resource a good place to start.

When you are trying to get a job there are things you can do to make the process easier. You might want to:

- Spend some time developing your career portfolio
- Consider the skills and attitudes that employers are looking for
- Learn more about the steps involved in looking for work
- Get feedback on your résumé and job applications
- Consider directly approaching employers to ask about opportunities
- Practice your interview techniques
- Follow up on any applications you have circulated

Check out [www.jobjuice.gov.au](http://www.jobjuice.gov.au) for more information on how to find the job for you.

For information about employment issues including wage rates, working conditions, employment contracts, recruitment and dismissal, visit [www.wagenet.gov.au](http://www.wagenet.gov.au)

For information on the national workplace relations system contact the WorkChoices infoline on 1300 363 264 or visit [www.workchoices.gov.au](http://www.workchoices.gov.au)

## **JobJuice [www.jobjuice.gov.au](http://www.jobjuice.gov.au)**

JobJuice is an interactive website that helps you make decisions on where you want to go when you leave school, and makes finding a job a little easier.

The JobJuice website has three sections:

### **At school**

To make sure you have a smooth transition from school into work or further training there are certain things worth considering while you're still at school.

- Find out why the subjects you take are important and what you should consider when trying to choose a career to suit you
- You'll also find information and advice about who can help you make your decision, and how you can jump-start your career while you're still at school

### **Choose a direction**

Whether you're at school, studying, working or looking for a job, this area of the site gives you the information you need to help you make choices.

- Take a career quiz to help you work out what you want to do
- Check out who can help you through the maze of options and how you can get the necessary work experience
- Learn about different pathways, from finding a job straight out of school as an apprentice or trainee, through to making it on your own by starting a small business

## Get that job!

This section has useful tips on how to get a job, including:

- Who can help you get a job and the best places to search for job opportunities
- Practical tips for finding a job, like how to build a résumé, prepare an application and what to do in an interview
- Insights into what to expect when you start your new job and ways to help you settle into the world of work

For more information visit [www.jobjuice.gov.au](http://www.jobjuice.gov.au)

## Start a Business

Starting a business is another option to consider. You do not need formal qualifications or business experience to start and run a business. These things can be helpful – but they are not necessary. There are a number of programmes aimed at helping you build your enterprise skills and develop innovative ideas, as well as providing sources of training and education.

For more information visit [www.innovation.gov.au](http://www.innovation.gov.au)

### NEIS New Enterprise Incentive Scheme

The New Enterprise Incentive Scheme (NEIS) is an Australian Government initiative that helps eligible unemployed people start and run a small business. NEIS participants undertake an accredited 3 month small business management course as well as ongoing training and support to help participants become self-sufficient.

For more information visit [www.workplace.gov.au/neis](http://www.workplace.gov.au/neis)

## Job Network

Job Network is a national network of private and community organisations dedicated to finding jobs for unemployed people.

### Job Network Services

If you are aged 15 to 20 and registered with Centrelink as unemployed and not in full-time employment, Job Network can help you. Your Job Network member will enter your employment history and education into the JobSearch database ([www.jobsearch.gov.au](http://www.jobsearch.gov.au)) which will automatically match your experience against available jobs.

Your Job Network member will help you choose and set up the option which best suits you, give you feedback on any job interviews they arranged for you and help you to meet any responsibilities you may have while you are looking for work.

To learn more about Job Network or locate a Job Network member near you contact 13 62 68 or visit [www.jobnetwork.gov.au](http://www.jobnetwork.gov.au)

# FINANCIAL AND OTHER SUPPORT

## Centrelink

Centrelink advises people about all relevant service and payment options, including referrals to employment service providers, Centrelink specialists and other departments and agencies.

Centrelink provides a number of options and payments for young people who are planning to study, train or look for work. You may qualify for Youth Allowance or ABSTUDY or other available payments. For more information contact Centrelink on 13 24 90 or visit [www.centrelink.gov.au](http://www.centrelink.gov.au)

## Youth Allowance

Youth Allowance provides assistance for eligible young people aged 16 to 24 who are studying full-time, undertaking a full-time Australian Apprenticeship and people aged 16 to 20 who are undertaking approved activities (including training and suitable part-time work). Assistance may also be available for people who are ill or temporarily incapacitated.

### Eligibility for Youth Allowance

You may get Youth Allowance if you are:

- Aged 16 to 24 (or aged 15 if considered independent) and studying or undertaking an Australian Apprenticeship full-time; or
- Aged 16 to 20 (or aged 15 if considered independent) and looking for work full-time, undertaking a combination of approved activities like Work for the Dole or volunteering, or have a temporary exemption from the Activity Test (for example, due to illness) or
- Aged 25 and over and studying or undertaking an Australian Apprenticeship full-time, if you were getting Youth Allowance immediately before turning 25 and are still doing the same course or Australian Apprenticeship (other full-time students aged 25 and over can apply for Austudy)
- And meet residence requirements.

If you are not studying or undertaking a full-time apprenticeship and you are getting Youth Allowance, you must show Centrelink you are actively looking for work by meeting the Activity Test. The activities can be full or part-time study or training, voluntary work, job seeking or other approved activities such as Work for the Dole. Ask at your local Centrelink office whether there are any local programmes which are suitable.

If you have a disability and are studying, you may not need to study full-time to be eligible for Youth Allowance, or you may be able to get Disability Support Pension or you may qualify for the Youth Disability Supplement.

Your eligibility for Youth Allowance depends on a number of factors, including the type of study or training you are undertaking, if it is full-time or part-time, and your income, your parents'/guardians' income or your partner's income and assets.

To work out whether you are eligible for a payment or other assistance, Centrelink needs to collect information about your circumstances. In some cases, you may be able to provide this information over the phone or when you first visit a Centrelink Customer Service Centre or by visiting [www.centrelink.gov.au](http://www.centrelink.gov.au) where you can access claim information and download claim forms.

### Rent Assistance

Rent Assistance is an extra payment to help with the higher costs of renting in the private rental market. Thresholds and maximum amounts of Rent Assistance vary according to family situation.

To be eligible for Rent Assistance you must:

- Qualify for a social security income support payment
- Pay rent above a certain amount (called the rent threshold)
- Be living in Australia

For more information contact Centrelink on 13 24 90 or visit [www.centrelink.gov.au](http://www.centrelink.gov.au)

### Health Care Card

If you are on a low income or receive income support you may be eligible for a Health Care Card. This card entitles you to get a prescription filled at a reduced cost as well as provides other concessions.

For more information contact Centrelink on 13 24 90 or visit [www.centrelink.gov.au](http://www.centrelink.gov.au)

### Higher Education Loan Programme (HELP) – formerly HECS

At the undergraduate level, higher education providers are able to offer two types of places to students:

- Commonwealth supported (previously known as a HECS place)
- Fee-paying (non-Commonwealth supported)

If you are in a Commonwealth supported place, you only make a contribution towards the cost of your education (known as the student contribution) while the Australian Government contributes the majority of the cost. If you are not Commonwealth supported, you will pay tuition fees which are not subsidised by the Australian Government.

All Australian citizens, New Zealand citizens and holders of a permanent visa are able to access a Commonwealth supported place for 7 years of equivalent full-time study. This is called the Student Learning Entitlement (SLE).

### Commonwealth loans and scholarships

Eligible students have access to deferred payment arrangements through the Higher Education Loan Programme (HELP).

The HELP scheme consists of three loans:

- HECS-HELP is for eligible students to cover their student contribution
- FEE-HELP is for eligible fee paying students to cover their tuition fees. Students can borrow up to \$50 000. Units in an undergraduate course of study are subject to a 20% loan fee
- OS-HELP is for eligible undergraduate students who want to spend one or two study periods overseas. These loans will be up to \$5000 and are subject to a 20% loan fee

As well as the HELP scheme, there are a number of Commonwealth and privately funded scholarship opportunities available to eligible students to assist with the costs associated with undertaking higher education.

### Repaying your HELP debts

All debts accrued under HELP are interest-free, although the debt is indexed each year according to movements in the Consumer Price Index (CPI) to maintain its real value.

Repayment of HELP loans is income contingent. Students will start paying their HELP debts when their income reaches a minimum threshold. For 2005-06 the threshold was \$36 184, which means you will not be required to start repaying your debt until your income is above this threshold.

More information on HELP is available by calling 1800 020 108 or visit [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

For more information on HECS and HELP debt repayments call the Personal Tax Infoline on 13 28 61 or visit [www.ato.gov.au](http://www.ato.gov.au)

### ABSTUDY

If you are an Indigenous secondary or tertiary student, ABSTUDY may assist you to stay at school, go on to further studies or undertake an Australian Apprenticeship. It includes a fortnightly living allowance as well as other components that help with the costs associated with undertaking study.

For more information phone Centrelink ABSTUDY on 13 23 17 or visit [www.centrelink.gov.au](http://www.centrelink.gov.au)

### Scholarships

A variety of scholarships and awards are available for students to gain financial help for their tertiary studies.

For more information visit [www.goingtouni.dest.gov.au](http://www.goingtouni.dest.gov.au) and search Awards and Scholarships database in myfuture [www.myfuture.edu.au](http://www.myfuture.edu.au)

### Indigenous Youth Leadership Programme (IYLP)

The Indigenous Youth Leadership Programme provides scholarships to Indigenous secondary and tertiary students mainly from remote locations, to develop and fulfil roles as Indigenous leaders in their communities.

To receive assistance under this programme, you must be a young Indigenous person and from a remote community. In addition you must be:

- Eligible to undertake secondary or university studies at the level for which you apply
- ABSTUDY eligible or eligibility for Youth Allowance, Allowance for Isolated Children or AUSTUDY

The total amount of the scholarship will vary from student to student depending on individual circumstances.

For more information on the IYLP and how to apply contact The Foundation for Young Australians [www.youngaustralians.org](http://www.youngaustralians.org)

### Indigenous Youth Mobility Programme (IYMP)

If you are an Indigenous young person between the ages of 16 and 24 and from a remote community, and you want to undertake a training course or find employment in a major regional centre, you may be able to receive assistance through the Indigenous Youth Mobility Programme. The IYMP provides you with access to a broad range of training and employment opportunities on offer in major regional centres in Cairns, Townsville, Toowoomba, Newcastle, Dubbo, Canberra, Shepparton, Adelaide, Perth and Darwin, as well as providing accommodation.

IYMP training and employment providers will arrange appropriate training for you in consultation with your families/significant others. You will also get support and mentoring to help you complete your qualifications and also to remain connected with your home community.

Aboriginal Hostels Limited will provide you with safe and supported accommodation, based on a group housing model.

For more information email [iymp@dest.gov.au](mailto:iymp@dest.gov.au) or search for IYMP on the Department of Education, Science and Training website [www.dest.gov.au](http://www.dest.gov.au)

## Youth Pathways

If you are between the ages of 13 and 19 and are thinking about leaving school without completing year 12 or have recently left school without completing year 12, and are unsure of what to do next Youth Pathways may be able to help you.

Youth Pathways offers support for young people to stay on at school, make the transition to further education or training or can help you prepare for employment. A Youth Pathways provider in your region offers:

- One-on-one assistance to help you work out your strengths, goals and the barriers getting in your way
- Other services aimed at helping you to successfully make the transition through school and from school to further education, training or employment

For more information contact the Youth Pathways Hotline on 1800 635 035 or visit [www.youthpathways.dest.gov.au](http://www.youthpathways.dest.gov.au)

## Partnership Outreach Education Model Programme (POEM)

The Partnership Outreach Education Model (POEM) Pilot provides an education and personal development programme for young people aged 13 to 19 who are disconnected from mainstream schooling.

POEM offers flexible accredited education and training options delivered in supported community settings and aims to build partnerships and positive relationships between young people and their families, community service agencies, schools and businesses.

A new national POEM programme will commence from January 2007.

For more information visit [www.dest.gov.au/poem](http://www.dest.gov.au/poem)

## Job Placement, Employment and Training Programme (JPET)

JPET offers practical assistance to young people aged 15 to 21 who are homeless, at risk of homelessness, or facing similar severe problems, to overcome multiple barriers to participation in education, vocational training, or gaining and maintaining employment.

JPET is also available to some young people who are not homeless but encounter similar problems to engaging in employment, education and training. These young people include those who are leaving State care, have been in the juvenile justice system, are refugees or are geographically isolated.

To find a JPET provider near you see JPET in the Telstra Whitepages or visit <http://jpet.dewr.gov.au>

# ADDITIONAL INFORMATION

## **the source [www.thesource.gov.au](http://www.thesource.gov.au)**

the source is a gateway to youth information, programmes, services and resources for young people between the ages of 12 and 25.

the source provides information on learning opportunities, career options, money management, your rights and where to find help in a crisis.

If you are looking for a way to get involved in your community or in national youth events, the Involve section of the website can help you access government programmes and policies to get involved in government decision making.

For more information visit [www.thesource.gov.au](http://www.thesource.gov.au)

## **Enrolling to Vote**

Voting is both your right and your responsibility as an Australian. It is compulsory for all Australians to enrol to vote when they reach 18, though you can enrol when you turn 17. Failure to vote at an election can result in a fine.

Enrolling can be done through the Australian Electoral Commission (AEC) website, select Voting or by completing a form at any post office.

There is no need to enrol separately for Commonwealth, State and local elections - one form is all you need.

For more information, contact the AEC on 13 23 26 or visit [www.aec.gov.au](http://www.aec.gov.au)

## **Tax File Number**

Your tax file number is used to identify your tax records. Everyone has a different tax file number. Your tax file number is yours for life, even if you change jobs, move interstate or change your name. If you leave the country and later come back to Australia, you still use the same tax file number.

You need a tax file number to access Centrelink benefits, like Youth Allowance and to defer higher education fees. If you do not have a tax file number your employer must take 46.5% of your wages in tax, and financial institutes are required to tax your interest at 46.5%.

To get a tax file number you need to get an application form from the Australian Taxation Office (ATO). For more information contact the ATO 13 28 61 or visit [www.ato.gov.au](http://www.ato.gov.au)

## **Medicare Australia**

Medicare Australia is an Australian government agency that ensures that all Australians have access to free or low-cost medical, optometrical and hospital care.

Medicare provides access to:

- Free treatment as a public (Medicare) patient in a public hospital
- Free or subsidised treatment by practitioners such as doctors, including specialists, participating optometrists or dentists (specified services only)

### How to obtain a Medicare card

Your Medicare card holds your Medicare number, which is required to claim from Medicare and receive Pharmaceutical Benefits Scheme medicines.

People who reside in Australia are eligible to enrol in Medicare if they:

- Hold Australian citizenship
- Have been issued with a permanent visa to live in Australia
- Hold New Zealand citizenship
- Have applied for a permanent visa

You may already be enrolled in Medicare and are listed on your parents' card. Young people over the age of 15 may enrol on their own Medicare card.

To enrol on your own Medicare Card call into a Medicare Office and complete a Medicare enrolment application form or a transfer application (if you are on your parents' card). You will need to have some form of identification (like a passport or driver's licence) and proof that you reside in Australia (like a bank account statement or employment contract).

Remember to take your Medicare card with you when visiting a doctor or when you have a prescription filled.

For information contact Medicare on 13 20 11 or visit [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)

### CRS Australia

If you have recently completed high school and have a disability, injury or health condition CRS Australia can work with you to build on your abilities and manage the effects of your disability to be ready to look for a job. They can also assist you to find a suitable job and settle in.

CRS has experience in helping people manage a wide range of conditions such as:

- Mental health problems e.g. schizophrenia, depression or anxiety
- Physical conditions
- An acquired brain injury (as a result from an injury)
- Hearing or vision loss
- Medical conditions e.g. diabetes or chronic fatigue syndrome
- Learning difficulties

The services are free to people on income support from Centrelink or to people whose parents are on a low income.

For more information contact CRS on 1800 624 824 or visit [www.crsaustalia.gov.au](http://www.crsaustalia.gov.au)

# USEFUL WEBSITES

[www.abc.net.au/acedayjobs](http://www.abc.net.au/acedayjobs)

Includes online videos about Australians working in jobs they are passionate about.

[www.abc.net.au/catapult](http://www.abc.net.au/catapult)

Innovative and creative ideas in business, science and industry in action.

[www.australia.gov.au/australianapprenticeships](http://www.australia.gov.au/australianapprenticeships)

Learn more about Australian Apprenticeships and the benefits of combining practical work and training.

[www.aec.gov.au](http://www.aec.gov.au)

Everything you need to know about Australia's electoral system and voting.

[www.australiantechnicalcolleges.gov.au](http://www.australiantechnicalcolleges.gov.au)

Australian Technical Colleges provide both academic and vocational education for students in Years 11 and 12 based on local industry needs.

[www.careerthatgo.com.au](http://www.careerthatgo.com.au)

Learn about science, technology, maths and engineering jobs and see where subjects you're studying at school can lead you.

[www.centrelink.gov.au](http://www.centrelink.gov.au)

Support services and programmes you may be able to access to continue your education and training or work.

[www.crsaustralia.gov.au](http://www.crsaustralia.gov.au)

CRS Australia is the Australian Government provider of vocational rehabilitation services.

[www.dest.gov.au/careerdevelopment](http://www.dest.gov.au/careerdevelopment)

For a range of services and products available to help you explore options and plan your career.

[www.dest.gov.au/careerdevelopment/cic](http://www.dest.gov.au/careerdevelopment/cic)

Career Information Centres provide information to assist people making decisions about education, training and career pathways.

[www.dest.gov.au/enterpriselearning](http://www.dest.gov.au/enterpriselearning)

Enterprise Learning for the 21st Century helps young people build their enterprise skills, be innovative and think creatively.

[www.dest.gov.au/pmaward](http://www.dest.gov.au/pmaward)

The Australian Vocational Student Prize and the Prime Ministers Award for Skills Excellence recognise outstanding Year 12 VET in Schools and Australian School-based Apprenticeships students.

[www.dest.gov.au/poem](http://www.dest.gov.au/poem)

Partnership Outreach Education Model gives young people who are disconnected from mainstream schooling with another chance at learning.

[www.enya.org.au](http://www.enya.org.au)

Promotes the active participation of young people in business.

[www.getatrade.gov.au](http://www.getatrade.gov.au)

Find out about apprenticeships, training and the labour market.

[www.goingtouni.gov.au](http://www.goingtouni.gov.au)

Information about going to university for current and prospective students.

[www.graduatecareers.com.au](http://www.graduatecareers.com.au)

Employment and career opportunities for graduates.

[www.greencorps.com.au](http://www.greencorps.com.au)

Green Corps provides an opportunity to participate in environment and heritage projects and improve career and employment prospects.

[www.innovation.gov.au](http://www.innovation.gov.au)

Ideas and support for innovative and entrepreneurial young Australians.

[www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au)

Describes over 500 occupations and their education and training requirements.

[www.jobjuice.gov.au](http://www.jobjuice.gov.au)

JobJuice is an interactive website that helps you make decisions on where you want to go when you leave school, and makes finding a job a little easier.

[www.jobsearch.gov.au/joboutlook](http://www.jobsearch.gov.au/joboutlook)

Current labour market information including job prospects, employment rates and average incomes.

[www.jobnetwork.gov.au](http://www.jobnetwork.gov.au)

A national network of organisations dedicated to supporting and finding jobs for unemployed people.

<http://jpet.dewr.gov.au>

Job Placement, Employment and Training programme is aimed at assisting students and unemployed young people aged 15 to 21 who are homeless or at risk of becoming homeless.

[www.myfuture.edu.au](http://www.myfuture.edu.au)

An online career service designed to help you to explore and plan your career.

[www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)

For the range of medical services and support available for Australians.

[www.ntis.gov.au](http://www.ntis.gov.au)

The National Training and Information Service provides information about courses, qualifications, competencies, training packages and Registered Training Organisations.

[www.open.edu.au](http://www.open.edu.au)

A flexible way to study toward a university degree off campus.

<http://smartmoves.questacon.edu.au>

Career pathways and opportunities in science, engineering and technology.

[www.thegoodguides.com.au](http://www.thegoodguides.com.au)

Find courses and places to study using various search criteria and Hobsons Guides ratings on universities, campuses and courses.

[www.thesource.gov.au](http://www.thesource.gov.au)

A gateway to youth information, programmes, services, resources and entertainment for young people between the ages of 12 and 25.

[www.training.com.au](http://www.training.com.au)

Links to vocational and technical education opportunities.

<https://transit.dest.gov.au>

To find the Local Community Partnership (LCP) in your area, follow the LCP map link.

[www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)

Provides information on a range of opportunities for volunteers.

[www.workchoices.gov.au](http://www.workchoices.gov.au)

Provides information on the national workplace relations system

[www.workplace.gov.au](http://www.workplace.gov.au)

Information about employment in Australia including wages and working conditions, labour markets and careers.

[www.workplace.gov.au/neis](http://www.workplace.gov.au/neis)

New Enterprise Incentive Scheme helps eligible unemployed people to start and run new and viable small businesses.

[www.year12whatnext.gov.au](http://www.year12whatnext.gov.au)

Find tips and ideas about exploring different career pathways and further education and training options for when you leave school.

[www.youthpathways.dest.gov.au](http://www.youthpathways.dest.gov.au)

Youth Pathways helps young people get through school and make the transition from school to further education, training or work.

[www.youngaustralians.org](http://www.youngaustralians.org)

The Foundation for Young Australians is an independent national organisation that funds and works in partnership with youth-led initiatives.

