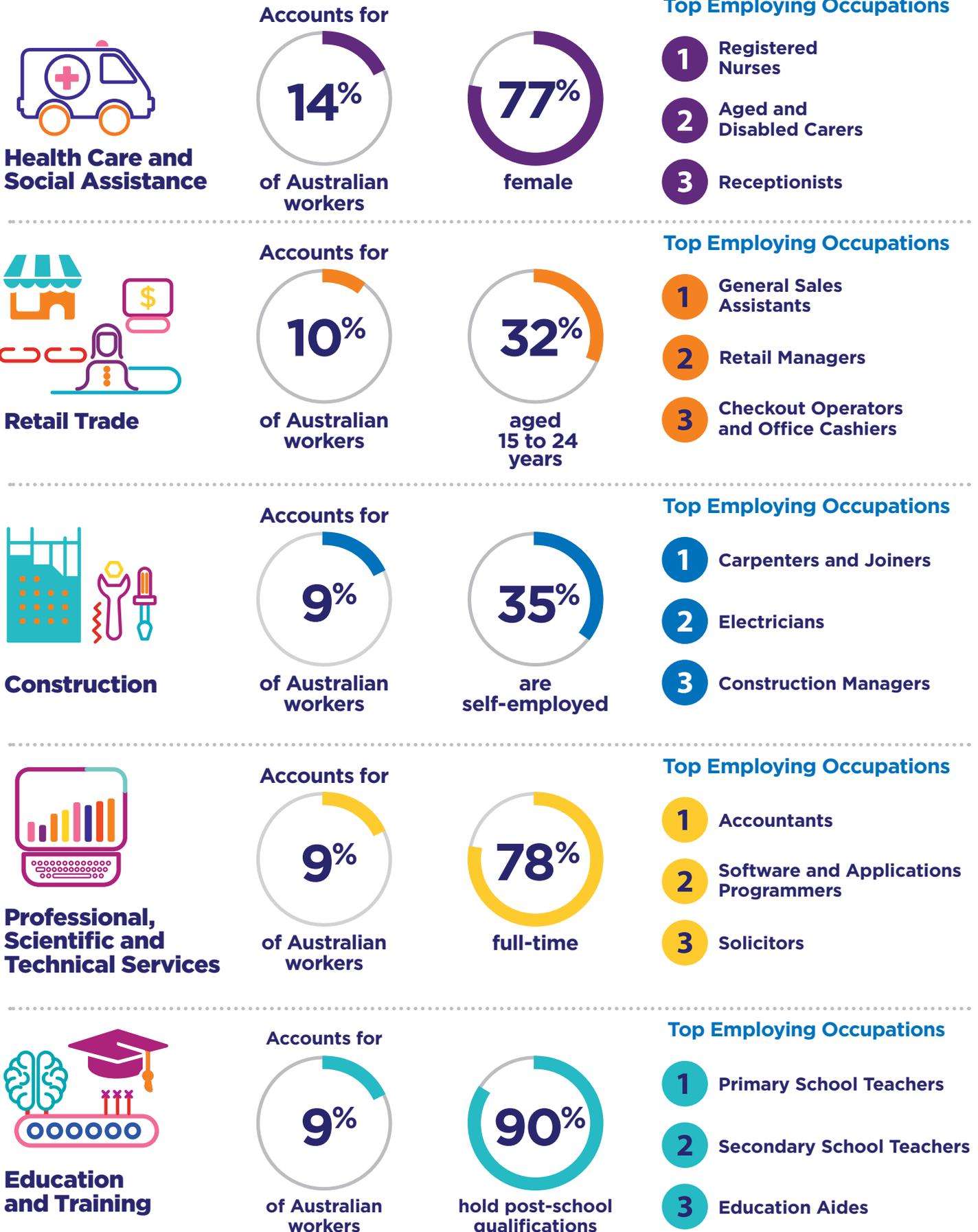


Jobs by Location



Jobs by Industry

Australia's largest employing industries



Jobs by Occupation

Managers

1 in 4 aged 55 or older

TOP EMPLOYING OCCUPATIONS

- 1 Retail Managers
- 2 Advertising, Public Relations and Sales Managers
- 3 Construction Managers



Professionals

3 in 4 hold a bachelor degree or higher qualification

TOP EMPLOYING OCCUPATIONS

- 1 Registered Nurses
- 2 Accountants
- 3 Primary School Teachers



Technicians and Trades Workers

83% employed full-time

TOP EMPLOYING OCCUPATIONS

- 1 Electricians
- 2 Carpenters and Joiners
- 3 Motor Mechanics

Community and Personal Service Workers

40% employed in Health Care and Social Assistance

TOP EMPLOYING OCCUPATIONS

- 1 Aged and Disabled Carers
- 2 Child Carers
- 3 Waiters

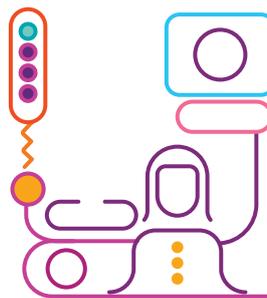


Clerical and Administrative Workers

almost **3 in 4** workers are female

TOP EMPLOYING OCCUPATIONS

- 1 General Clerks
- 2 Receptionists
- 3 Accounting Clerks



Sales Workers

40% are aged 15 to 24 years

TOP EMPLOYING OCCUPATIONS

- 1 General Sales Assistants
- 2 Checkout Operators and Office Cashiers
- 3 Real Estate Sales Agents

Machinery Operators and Drivers

81% employed full-time

TOP EMPLOYING OCCUPATIONS

- 1 Truck Drivers
- 2 Storepersons
- 3 Delivery Drivers

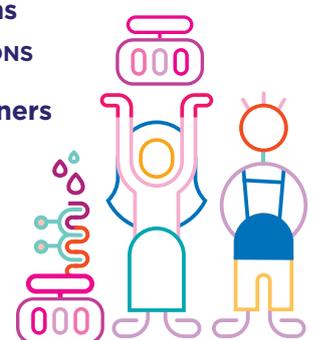


Labourers

around **60%** do not hold post-school qualifications

TOP EMPLOYING OCCUPATIONS

- 1 Commercial Cleaners
- 2 Kitchenhands
- 3 Packers



Emerging occupations

What are emerging occupations?

Emerging occupations are defined as new, frequently advertised jobs which are substantially different to occupations already defined in the Australian and New Zealand Standard Classification of Occupations (ANZSCO). The National Skills Commission has identified and validated 25 emerging occupations within seven categories in the Australian labour market.

Emerging occupations identified by the National Skills Commission



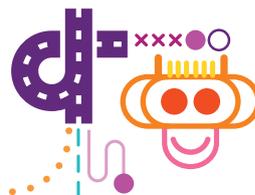
Digital Deepening

- Digital Marketing Specialists
- Social Media Specialists
- User Experience Analysts



Data Analytics

- Data Analysts
- Data Scientists
- Data Engineers
- Data Architects
- Pricing Analysts



Emerging Business Practices

- Agile Coaches
- Devops Engineers
- Logistics Analysts



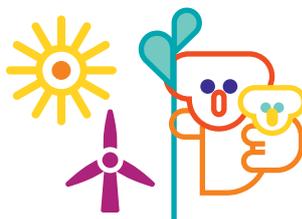
Regulatory

- Risk Analysts
- Regulatory Affair Specialists
- Energy Auditors
- Compensation and Benefits Analysts



Health

- Respiratory Therapists
- Nurse Liaisons
- Biostatisticians



Sustainability Engineering and Trades

- Solar Installers
- Energy Efficiency Engineers
- Wind Turbine Technicians
- Hazardous Materials Labourers



Refreshing ANZSCO

- Fundraisers
- Researchers
- Research Assistants

Emerging occupations arise as we adapt to new challenges and opportunities over time. Previously, new skills have been adapted more gradually. Recently, the need to adapt and learn new skills has arisen quite quickly in response to COVID-19. Manufacturers have learnt new techniques to make unfamiliar and in-demand products, and restaurant owners have quickly developed or enhanced their skills in e-commerce.

There are some instances where the skills required for certain jobs can change without changing the occupation fundamentally. For example, advances in the way we store and organise information mean we can more easily access a wider range of knowledge than in previous decades. As a result, librarians spend less time dealing with the physical management and transport of information, and more time assisting people to understand how to access, understand and use that information.

In the case of statisticians, however, emerging skills have changed the nature of some traditional statistician roles enough that the new occupations of Data Scientists and Data Analysts have emerged. You can learn more about how we defined and identified our emerging occupations, as well as see the profiles for all 25 emerging occupations on the NSC website (nationalskillscommission.gov.au/emerging-occupations).

Emerging occupations profiles

Solar Installers

Solar Installers assemble, install, or maintain solar photovoltaic systems on roofs or other structures in compliance with site assessment and schematics. This may include measuring, cutting, assembling, and bolting structural framing and solar modules. Solar Installers may perform minor electrical work such as current checks.

Their main tasks include installing solar systems, repair and maintenance of solar electrical systems, and estimating work requirements for quotes. The number of persons employed in this occupation grew from 1,900 in 2015 to 5,740 in 2019. Solar Installers earn a median weekly wage of \$1,200 and 50% have a certificate III or IV level qualification.

Employment profile, Solar Installers



Nurse Liaisons

Nurse Liaisons foster the relationship between patients and the facilities providing their care. Nurse Liaisons establish patients' eligibility for care, communicate with families, and interact with a wide range of staff members, from admissions coordinators to case managers to physicians. They work in acute care, long-term care, hospice and rehabilitation environments.

Their main tasks include arranging care for patients, assisting patients in appointments, liaising with health care staff for patient health matters, ensuring consumer rights, and following up on insurance claims for patients.

The number of persons employed in this occupation grew from 1,950 in 2015 to 2,820 in 2019. Nurse Liaisons earn a median weekly wage of \$1,870 and 41% have no post-school qualifications.

Employment profile, Nurse Liaisons



Data Scientists

Data Scientists find, manage and interpret rich data sources. They build mathematical models, present and communicate data insights and findings, and recommend ways to apply data.

Their main tasks include developing machine learning models, data mining, data analytics, visualisation, reporting and consultation.

The number of persons employed in this occupation grew from 450 in 2015 to 3,210 in 2019. Data Scientists earn a median weekly wage of \$2,040 and 89% have a bachelor degree or higher qualification.

Employment profile, Data Scientists



Source: ABS, Labour Force (microdata), National Skills Commission analysis.

Where do you look for a job?

Finding a job

The first step on the road to employment is to find out what jobs are available. But where are jobs listed? Employers often use a number of methods to find candidates and below are some of the most common methods used.



Internet
Many employers use the internet to advertise jobs. This includes their own company website, or job search websites like Australian Job Search.

55% of jobs are advertised on recruitment and company websites



HOT TIP
Tailor your résumé and application for each different job you apply for. This helps you stand out from others who may use the same résumé and application every time.



Social media
More and more employers are using social media to hire workers. Look out for ads posted on business pages or in Facebook job groups.

HOT TIP
If you are contacting an employer or business for work on Facebook, make sure your public profile is presentable! Employers often look at profiles to review potential employees.

23% of jobs are advertised on social media

Newspapers

Don't forget about the humble newspaper – many employers still advertise their job openings in the classifieds section.



4% of jobs are advertised in newspapers



HOT TIP
Keep an eye out for jobs posted in your local newspaper, especially if you live in a regional area.

Word-of-Mouth

Employers often ask people they know to 'spread the word' about an available position, or even ask current staff if they know someone who would fit the role.



31% of jobs are promoted by word-of-mouth



HOT TIP
Ask friends, family and former co-workers if they know of any work available.

Approach employers

Many job seekers approach employers to ask if they have any jobs open or to drop off their résumé. Employers often consider these job seekers for current or future opportunities.



Not all jobs are advertised! Don't forget to approach employers directly as well!

What employers are looking for

As the jobs market recovers from the impact of the COVID-19 pandemic, it is more important than ever to understand what employers are looking for. From January to June 2021, employers who had recruited in the previous month received an average of 14 applicants for every vacancy advertised online.

Generally, employers are looking for someone with the whole package: the right qualifications are typically essential and work experience is often a pre-requisite. Also, do not forget your employability skills! National Skills Commission (NSC) data suggests that employers may be willing to compromise on some things, depending on the type of job, but not on others. For example, an employer may hire someone as a Checkout Operator without any work experience but will insist on good teamwork and communication skills.

Education and training

Overall, work is becoming more highly skilled. Most jobs in the future will require a Vocational Education and Training (VET) or university qualification. In 2020, over two-thirds of Australians aged 20-64 years (69% or 10.4 million people) had a non-school qualification (a certificate, diploma, or degree). This has increased from 57% or 6.7 million people in 2005.

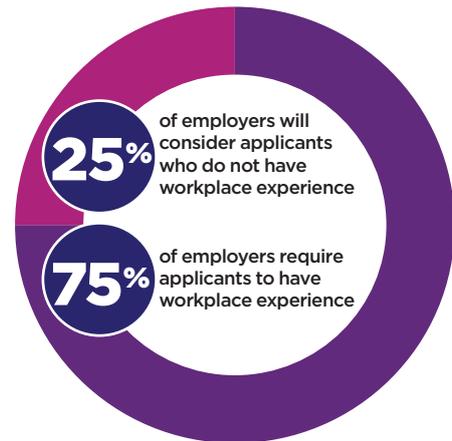
Completing Year 12 (or equivalent) is the minimum requirement for most employers, however, many are seeking people with post-school qualifications.

University is not the only pathway to a good job. Apprenticeships, traineeships, diplomas, or certificate III or IV level qualifications will also set you up for a stable and rewarding career. If you are considering a VET course or qualification, the best type of training is related to the job you want to do. But don't do training for the sake of it! For example, Personal Carers often require certificates in food handling and first aid, but one certificate I (or several) may not help in the long-term. A certificate III or higher qualification will likely include the relevant training, along with a range of other units of competency that are important for this occupation.

In response to COVID-19, new short courses or 'micro-credentials', are also available to help you upskill (check out courseseeker.edu.au to search and compare available courses). These short courses can be a good way to gain new skills relevant to the jobs in demand.

Experience

Workplace experience is another important quality highlighted in the results of the NSC's employer surveys. All jobs will give you valuable experience and help you develop vital employability skills. Regardless of the job, you will gain an understanding of what is expected in the workplace and be able to demonstrate to employers that you are committed to work, reliable and trustworthy. Most importantly, it gives you a foot in the door and provides you with an opportunity to build your network and gain referees.



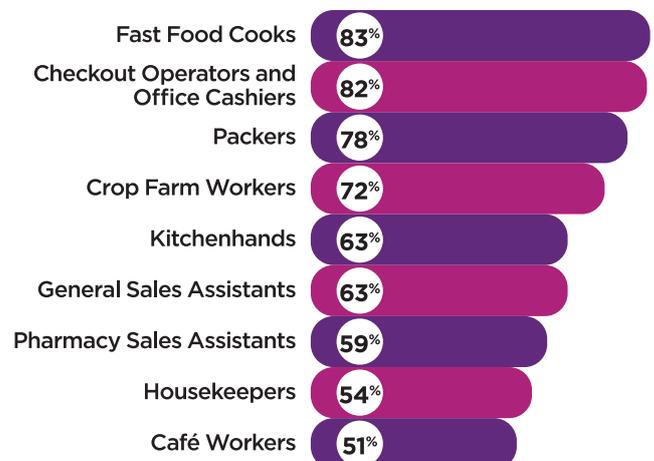
Experience can be gained through part-time, casual, or temporary jobs, work experience placements, internships or even by volunteering.

What if you do not have any work experience?

If you don't have any work experience, think about other ways to demonstrate your skills that could be relevant. NSC employer survey findings indicate you could provide examples from your school activities or work on group projects, working with your local sports club, even participating in debating, theatre or dance performances or chess competitions. Employers are also very encouraged by young people who participate in the community or volunteering activities.

There are also some jobs for which employers are more likely to consider someone without previous experience, such as Fast Food Cooks, Packers and Pharmacy Sales Assistants. Research conducted by the NSC indicated these jobs, along with General Sales Assistants and Checkout Operators, are routinely in demand.

Proportion of employers willing to consider applicants without previous work experience, selected occupations (%)



What you offer

Core competencies

Core competencies are the basic building blocks common across most occupations and industries. They describe a set of non-specialist skills gained in early life and schooling and provide a base to further develop skills and specialties. Popular terms for these include 'foundation skills', 'common skills', 'soft skills', 'core skills' and 'employability skills'.

Employers often place a high value on these as they want someone who will be a good fit for their business. While you can gain these skills through work experience, they are not job-specific, cover a range of personal qualities and skills, and transfer across different occupations and industries.

Core skills



21st Century Skills



Research by the NSC highlights the importance of these skills, showing that three quarters of employers consider personal qualities at least as important as, if not more than, technical skills.



Even though all employers are unique and place emphasis on different attributes, they will typically not compromise on employability skills specific to their job requirements. Feedback from employers shows that they can teach someone to use a machine, for example, but they cannot teach someone to be reliable or have good communications skills.

You need an excellent résumé and job application

Your résumé and application are often your first chance to market yourself to potential employers.

To improve your chances of reaching the next stage in the recruitment process, your application will need to stand out.

How do you do this?

- Research the business and job. This will help you tailor your application and show your interest in the position.
- Ring the employer and ask questions about the job and the business. This will help you understand the position and also demonstrates your enthusiasm and means the employer may remember you and look out for your application.
- Be succinct. Your application and résumé should be around 1-2 pages each.
- If possible, include examples from your current job, work history or extracurricular activities and explain how these directly relate to the position on offer.
- Double and triple-check that there are no spelling or grammatical errors in your application.

Tailor your application to each job

Every job and business is different, so write your application specifically for each job. Do not fall into the trap of using generic applications: imagine what an employer would think if they receive an application suited to a role as a sales representative when their position is for an apprentice refrigeration mechanic.

Employers want the right match for their business and showing that you have read the job description carefully and researched their organisation will help set you apart from other candidates.

More advice on writing résumés and job applications can be found at jobsearch.gov.au.

Digital job applications

Applying for a job has changed - the COVID-19 pandemic has seen employers and businesses implement new technologies in their recruitment practices. Video interviews have become the norm and, with flexible working arrangements, you can apply for jobs outside of your immediate location.

Here are some tips that may help you land a job online:

- make sure you read all instructions carefully, so you don't miss any steps
- check that all information and responses for online applications are well thought out and don't have any spelling or grammatical mistakes
- make your résumé software friendly by using a simple format and clearly addressing any selection criteria
- some employers will do an online search for your name or look at your social media profile, so ensure your digital presence is appropriate
- be prepared for video interviews - know where to find a good internet connection and professional backdrop and make the most of the time available for each question. Also dress professionally - a good rule is to dress as you would for an interview in-person.

Winning a job

Tell your friends and family you are looking for a job

In 2018, National Skills Commission employer survey findings indicated more than a quarter (27%) of employers filled a job with someone they knew, directly or indirectly. This rose to 39% of employers in regional areas. It is common for employers to hire someone who is:

- personally known to them, such as a friend or family contact
- a professional contact (for example, a previous co-worker)
- recommended by someone they know.

“I’m more likely to employ someone who is not experienced if they come looking for a job... it shows initiative.”

Accommodation and Food Services employer

Depending on what job you are looking for and how affected it is by the COVID-19 pandemic, there may not be as many opportunities available at the moment. Telling friends, family contacts, school teachers or neighbours that you are currently looking for work can help improve your chances of hearing about a job opening, or even being recommended for one when an opening occurs. Good old-fashioned knocking on doors can also help – consider dropping off your résumé to businesses in your area. Often employers don’t advertise vacancies at all and instead refer back to these résumés and ring people when an opportunity comes up.

Don’t forget that social media is a perfectly good way to contact people too! However, don’t ask for a job straight away – send a simple message with what you have been doing, that you are looking to start working or move on from your previous job, and ask for some advice or insight. This way, if whoever you tell does become aware of an opportunity, they will be more likely to think of you. But take care! There are scammers who target job seekers online. If the message or email doesn’t look right, or if it sounds too good to be true, delete the message.

Get out there and talk to employers

If you don’t have a wide network of people, or if you have already told people you’re looking for work and haven’t heard anything, don’t be discouraged! Remember that approaching employers directly to ask if they have any positions available can also lead to a job.

From August 2020 to June 2021, for 8% of vacancies, employers considered people who had approached them looking for work, with many employers hiring them. Approaching employers lets you show your communication skills, initiative and motivation – traits that many employers are looking for. This can be a daunting prospect for many, however, make sure you use it as an opportunity to have a conversation and make a lasting impression. This will make you stand out amongst other job seekers who just drop off their résumé. If an employer doesn’t have a job available at the time, but suggests you get in contact again at a later date, make sure you follow up. It shows initiative, that you were listening and are keen. You could just be in the right place at the right time!

Get ready for the interview: Prepare, Plan, Practise and Presentation

The interview is usually the second stage of marketing yourself and landing a job. Interviews can be nerve-wracking, but some preparation beforehand can really help you stand out.

- Practise interview questions with a friend or family member.
- Prepare some questions about the job and business to ask at the interview. This demonstrates your interest and shows that you are prepared.
- Think about your presentation and what you will wear. Remember, first impressions count!
- Dress appropriately for the job. While formal business attire may be appropriate for a job based in an office, it may not be suitable for a job in the Construction industry.
- Don’t be late! Find out where you need to be, plan your trip and aim to arrive at least 10 minutes early.
- Explain the skills that you would bring to the job and talk about your personal and employability skills. Employers want to know who they will be working with and the interview is your opportunity to demonstrate this.
- Prepare examples to demonstrate your skills and fit with the organisation based on your real-life experiences, such as at a previous job, while studying or volunteering.

What if your approach is not working?

You may need to consider:

- whether your expectations are realistic – it is unlikely that you will start at the top and you need to show you are willing to work your way up from the bottom
- widening your search to different types of jobs and locations
- applying for contract or casual work, part-time or shift work.



Remember that all jobs can open doors to something better and give you valuable experience and skills – don’t just wait to land the perfect job.

“[The job seeker]... asked if we had any jobs going. We didn’t actually need anyone at the time, but she had good qualifications and a good personality so we added her.”

Property and Real Estate Services employer

Don’t be afraid to ask for feedback if you are unsuccessful. Many employers will tell you why you didn’t get the job. With each application and interview you gain experience that you can use to improve your job search skills. It is all part of the job search experience.

Looking for a job is hard work. Depending on where you live, there can be a lot of competition for jobs. It can take a while to secure a position and you may receive knockbacks in the process, but if you keep trying, your efforts will pay off.

Remember, while some industries may take time to recover from the COVID-19 pandemic, there will be opportunities across many sectors, such as Construction and Health Care and Social Assistance (more information on these industries can be found on pages 15 and 16). COVID-19 may also speed up other trends, such as the move to online shopping. To boost your chances, you need to be flexible and look widely for opportunities – your first job may take you to the warehouse floor, rather than the shop floor!

Skills for the Future

Skills are key

The COVID-19 pandemic has caused large-scale disruption to Australian businesses, workplaces and jobs. Even as the Australian economy recovers, we are likely to see more workforce transitions due to increased digitisation, technological adoption and ongoing structural changes.

In these times of global uncertainty and change, skills are key. In March 2021, the National Skills Commission (NSC) published the very first Australian Skills Classification. The beta version of the Classification is currently available on the NSC website (nationalskillscommission.gov.au/our-work/australian-skills-classification). This release includes 600 occupation profiles highlighting the key skills attached to each job. This new classification contains three categories of skills for each occupation profile:

- **Core competencies:** these are skills commonly used in all jobs (sometimes called 'employability skills').
- **Specialist tasks:** these are the day-to-day work activities within a job.
- **Technology tools:** technologies, such as software or hardware, used within a job.

The Classification also includes skills clusters, where similar skills are grouped together. These clusters show the connections and relationships that exist between skills across the labour market.

The Australian Government, through the NSC, provides a range of other job matching tools and resources to help young people and existing workers skill and reskill themselves for jobs and careers that are in demand. More information about these tools can be found at yourcareer.gov.au.

What types of skills will be in demand?

When applying for jobs, remember to emphasise your core competencies (i.e. employability skills), rather than just the technical skills you may have. Oral communication, teamwork, problem solving, and initiative and innovation are required for all jobs, and this will continue to be the case in the future. These skills are also highly valued by employers across all sectors, as they are necessary in every job.

We also know it is important to have the skills that help you work with technology. Almost all jobs will require the use of at least one technology tool. Several technology tools are so universal in 2021 that they are likely to be used by most, if not all jobs. These common technology tools include using the internet, sending emails, texts or instant messages, and video conferencing.

Other technology tools are highly specialised and are specific to a job. For example, the primary task for Truck Drivers is driving a truck but technology tools support drivers to perform other tasks, such as using GPS receivers for more efficient and effective navigation and transportation.

Occupation profile for Truck Drivers

Core Competencies



Specialist Tasks

- ✓ Operate vehicles or material-moving equipment
- ✓ Review work orders or schedules to determine operations or procedures
- ✓ Secure cargo
- ✓ Operate communications equipment and systems
- ✓ Inspect motor vehicles
- ✓ Collect fares or payment from customers
- ✓ Read maps to determine routes
- + 20 more

Technology Tools

- ✓ Enterprise resource planning ERP software
- ✓ GPS receivers

Truck Drivers

7331

Truck Drivers drive heavy trucks, removal vans, tankers and tow trucks to transport bulky goods and liquids.



Can skills gained in one job be transferred to another job?

Many jobs have a similar set of skills. If you are looking for work or needing to change jobs, the good news is that you are likely to have many transferable skills. Identifying your transferable skills can open a broad range of job opportunities. The Australian Skills Classification can improve job matching by linking the skills required in one job to another. The Classification identifies the work activities or specialist tasks a person undertakes specific to a job. You can use the specialist tasks in the Classification to describe your full range of skills including relevant skills picked up through work experience, formal education and on-the-job training. Occupation profiles also provide a clearer understanding of employers' skill needs and the transferable skills you may have.

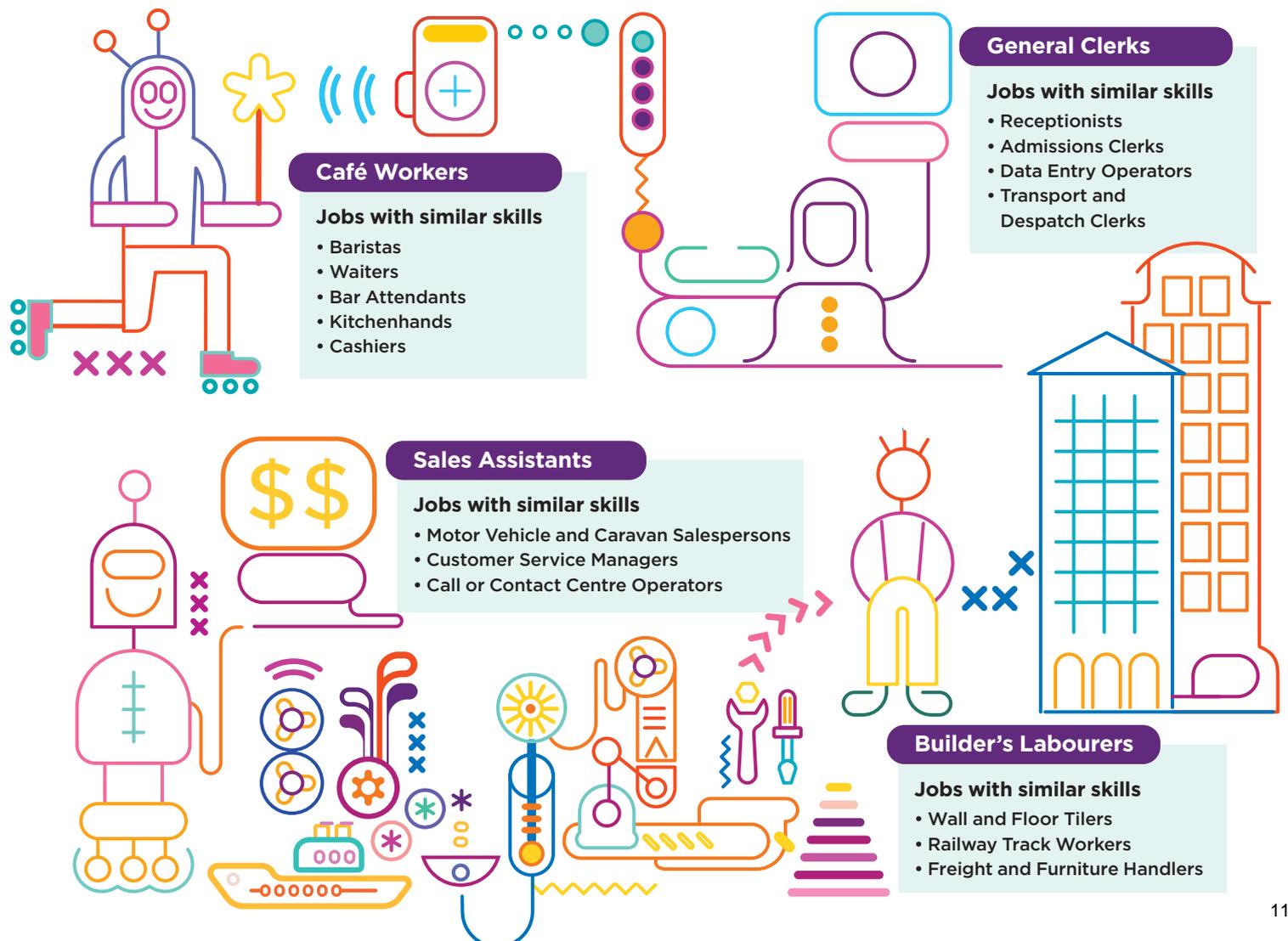
Will training and qualifications be necessary?

There are many pathways to work, and it is important to make decisions based on your own strengths. In a competitive labour market, training and qualifications matter. It also helps to understand the skills you acquire through your education, training and work experience.

You can use the Government's resources like Your Career, Skills Match and Jobs Hub to identify your transferable skills and address skills gaps. These resources also identify local labour market trends and opportunities — so you know your training and qualifications will lead to ongoing work.

Skills development and lifelong learning will expand your opportunities as some jobs change, new jobs emerge, and technological progress continues. For more information see yourcareer.gov.au.

Jobs with similar skills



School Leavers Information Kit

Are you getting ready to leave school? Are you aged between 15 to 24? Support is here.

Life after school can be full of exciting opportunities. You might discover new passions, develop valuable skills or learn more about what you want out of life.

The **School Leavers Information Kit (SLIK)** can help you figure out where you're heading and can help you get ready for life after school. The SLIK can help you discover the next steps for your education, training and work. Download a free copy of the School Leavers Information Kit at yourcareer.gov.au/schoolleaver.

With all the options out there, you might still be deciding what to do next. We know the transition from school into work, study or training can sometimes be challenging, and COVID-19 has presented some additional uncertainty. You might want to talk through your options with someone. You can chat or text a real person who can answer your questions and provide support.

Call 1800 CAREER (1800 227 337), text SLIS2021 to 0429 009 435 or email schoolleavers.nci@dese.gov.au for personalised support. You can book a **free 45 minute career guidance session with a qualified career practitioner** to get some help.



Get your copy of the SLIK

The SLIK is available at yourcareer.gov.au/schoolleaver and has been designed to help you understand your options and assist you to choose the right one for you.



Chloe

Chloe wants to focus on building her career in 2022. She has lots of options in mind, including heading straight into work, but she wanted some help deciding between them all. Chloe found that exploring her interests with the Your Future Career tool really helped. Knowing how much she wants to keep pursuing her current interests has helped her make a list of related industries and jobs. She now has a better understanding of the pathways she can take.



Morgan

Morgan would like to focus on furthering his study or training to help with his career path. He wants to check if there's any support he can get to make the journey easier. Morgan called 1800 CAREER and talked through his options with a career practitioner. This helped him weigh up the benefits of studying at university or VET for his chosen industry. He also now understands the funding support that is available, and this has helped him build confidence around his choices.



Kiran

Kiran isn't sure what he wants to do next year. He was thinking about taking a gap year, but now he's not sure. He's looking for short-term opportunities he can pursue right away. After talking to a career practitioner about what's next, Kiran has discovered how he can broaden his horizons. The idea of getting a short-term job right now is appealing to him. And, with the help of the career practitioner, he's made a list of VET courses that he can read up about. He's now thinking about studying part-time or waiting until next year.

School Leavers Information Kit

Identify your skills!

No matter what option you pursue, don't forget that you already have a range of employability skills that can help you. Employability skills - like communication and teamwork - are important in all education, training and work pathways.

The SLIK includes information about how you can characterise your employability skills by drawing on your experiences. It shows you how you can build these skills into your résumé, or education and training applications, to set you apart from the crowd. The SLIK also shows how you can apply your skills within a range of different industries.



Organisational skills

"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 learned 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 and social skills

"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 as part of the First XV, I learned how to work effectively with others and build a positive team culture."



Plus, there is information about:

- further education and training
- different industries across Australia
- gap years, volunteering, working harvest jobs in regional Australia or starting your own business
- applying for jobs.

And, tailored information, no matter your location or circumstance:

- disability and special education needs
- localised information in each state and territory
- rural, regional and remote support
- Aboriginal and Torres Strait Islander support.

Making decisions about what to do when you leave school can be challenging. If you want to speak to someone about how you are feeling, there is a list of resources in the SLIK.

School leavers can also access a free, 45-minute personalised career guidance session with a qualified career practitioner.

School Leavers Information Service

Are you looking for tailored career support or guidance? Are you aged between 15 and 24? Did you know that there is a free, dedicated information service available to answer your questions and provide support? You can talk to an Information Officer or book a career guidance session with a qualified career practitioner.

Text, email or call

- Call 1800 CAREER or 1800 227 337
- Text SLIS2021 to 0429 009 435
- Email schoolleavers.nci@dese.gov.au
- Call 1800 CAREER or 1800 227 337

Our **information officers** will help you:

- understand the School Leavers Information Kit (SLIK)
- find and use the Your Career website
- find the support services for you.

Our **qualified career practitioners** can take this one step further. You can book a free, 45-minute phone session with someone who understands what you're going through.

They can talk to you about:

- career planning
- training and further study
- looking for work.

Your school is also there to help

If you're still in school, your career advisor or guidance counsellor can help you work out the right options for you, including information on what's available in your state or territory.

Help for parents and guardians

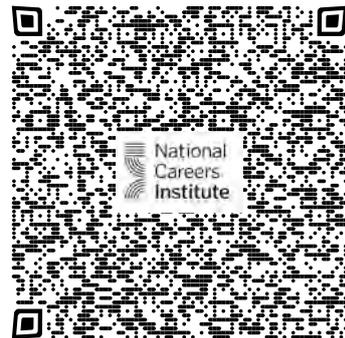
To help you start the conversation at home, we have developed the *Parents and Guardian's Guide for School Leavers*.

This is available at yourcareer.gov.au/schoolleaver and has been designed to help you understand options available to support and assist your child in making their choice after they leave school.

Whether they choose to start working straight away or continue their education and training, or take an alternative pathway such as a gap year.

This guide sits alongside the SLIK and includes information on financial assistance and other support available to your child.

Download your copy
of the SLIK today



Yourcareer.gov.au

Helping you take the next step in Your Career

As the nation deals with COVID-19, there has never been a more important time for people to have reliable access to information about education, training and work pathways.

[Yourcareer.gov.au](http://yourcareer.gov.au) is Australia's authoritative source of careers information to help people take the next step in their careers - no matter what age or stage they are at.

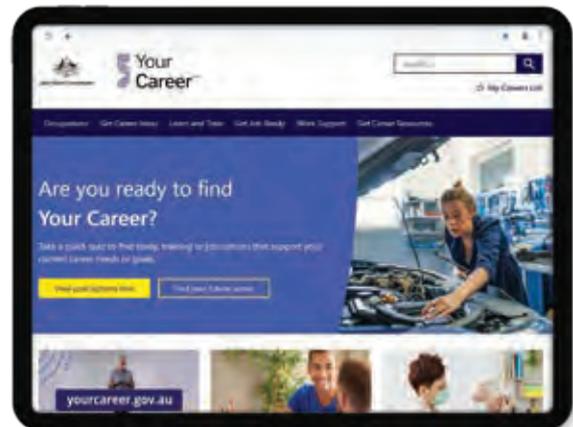
For people looking for their first job, a change in career or a return to the workforce, Your Career makes it easy to find the information they need.

Your Career provides information about study or work options based on tailored careers information and highlights support programs available to help.

Delivered by the National Careers Institute, the Your Career website is powered by the National Skills Commission's labour market intelligence.

Your Career includes:

- career quizzes to explore a future career, or options now
- study or training options to help gain new skills
- tips for successful job search, including résumé writing
- links to support services to help people find employment, manage wellbeing and understand their rights at work, and
- an A to Z of occupations, including detailed career descriptions, pay and available jobs.



Features of Your Career



Your Options Now

Find the types of jobs currently available or a short course to build on your skills.



Your Future Career

Find study, training or job options that support your current career needs or goals.

Your Career has information to help you start, manage or transition your career, including



Get Career Ideas

Explore jobs that match your skills, interests and goals and be inspired by real career stories.



Learn and Train

Study can help you get the job you want or extend your skills in a career you already have.



Get Job Ready

Learn how to build a great résumé and get the job you want!



Work Support

Support services and programs are available to help. Find out what is available to you.

Take your next step with yourcareer.gov.au.

Education and Employment

There are many options when you are leaving school, or are entering or re-entering the workforce at an older age. For some people, the thought of further study is exciting, but for others it isn't a viable or favoured choice.

If you are considering gaining additional qualifications, there are two main training pathways for you to consider.

- The Vocational Education and Training (VET) system develops workplace-specific skills and knowledge by delivering nationally recognised training. VET includes publicly owned TAFE institutes, private providers (including enterprise and industry providers), community organisations and schools. It provides training for a vast array of occupations, including highly skilled Technician and Trades Worker roles.
- Australia's higher education system is made up of universities and other institutions that offer undergraduate degrees and higher qualifications. Higher education is the pathway to a range of jobs, including the most highly skilled Professional occupations.

Employment and training decisions should be based on a variety of factors including aptitude, interests, expectations of pay and working conditions, training and goals.

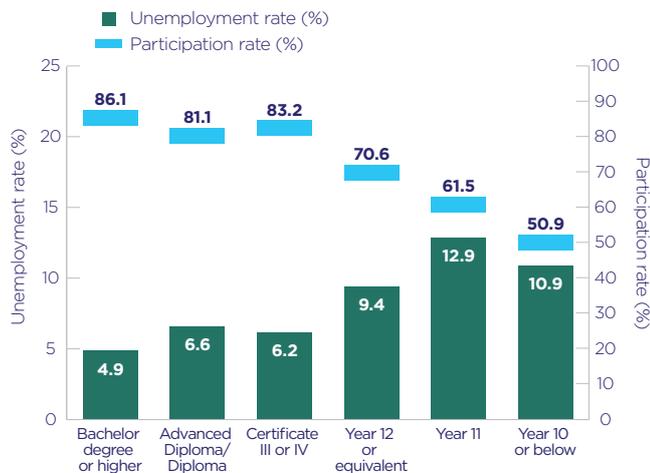
Educational attainment is rising

The number of people undertaking tertiary training is increasing and more of the workforce now holds post-school qualifications. In 2020, 64% of Australians aged 15 to 64 years held post-school qualifications (up from 57% in 2013), with growth recorded in both VET and higher education qualifications.

Post-school qualifications are beneficial in today's jobs market

People with higher level qualifications generally have better employment outcomes than those who have not completed further education after leaving school.

Labour market outcomes by highest level of educational attainment, 2020 (%)



Median weekly earnings in main job, by highest level of post-school qualification, 2019 (\$)



Higher qualifications also generally lead to increased real wages. Some lower skilled occupations, though, have relatively high pay, sometimes to compensate for unsociable working hours or difficult working conditions.

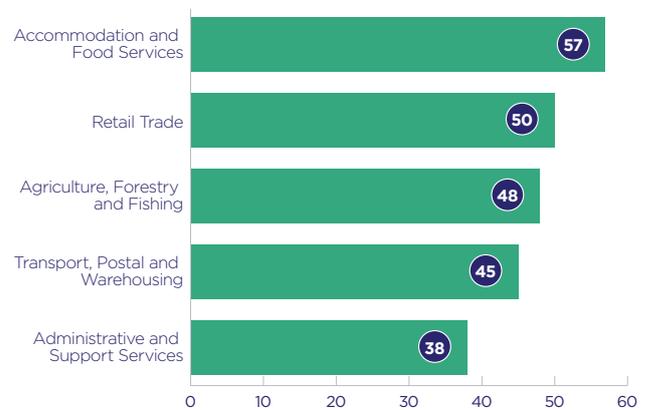
What if I don't complete further education?

Although most new jobs created in recent years (and those expected in the future) are in skilled occupations, there will continue to be large numbers of jobs in lower skilled occupations (that is, jobs which do not usually require post-school qualifications). Lower skilled occupations generally have higher turnover rates than those which require post-school qualifications and many job openings are available each year across all industries.

Significant proportions of Labourers (59%), Sales Workers (53%) and Machinery Operators and Drivers (51%) do not hold post-school qualifications. This includes occupations like General Sales Assistants, Waiters, Checkout Operators and Office Cashiers, and Truck Drivers.

There are opportunities in all industries for people who do not have post-school qualifications. For example, more than half of the jobs in Accommodation and Food Services and Retail Trade are held by workers who do not have such qualifications.

Proportion of workforce without post-school qualifications, top 5 industries, 2020 (%)



What is needed to gain employment without post-school qualifications?

There is often strong competition for jobs which do not require post-school qualifications. Previous experience is commonly required by employers and this can be a key barrier for new job seekers. There are, though, a number of strategies which can enhance a job seeker's prospects. These are outlined on page 35.

Education Enrolments

Vocational Education and Training (VET)

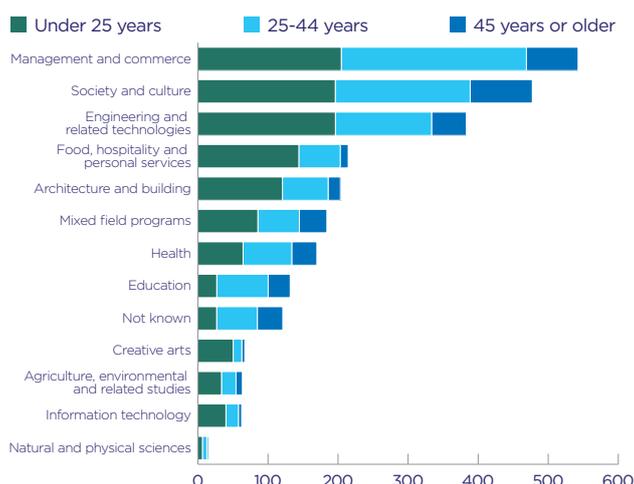
The VET system provides a skilled workforce with nationally recognised qualifications and knowledge-based competencies. Students can enrol in qualifications (with around 1,800 on offer), accredited courses, industry-recognised skill sets and units of competency, allowing them to gain the specific skills they need, when they need them. Training takes place in classrooms, workplaces and online, and can be full-time or part-time.



In 2020, most VET program course enrolments were in the Management and Commerce and Society and Culture fields of education.

There were 3.9 million VET students in 2020, and around half of these students (1.9 million) were not enrolled in a full course. This study (officially referred to as nationally accredited stand-alone subjects) includes training that is critical to supporting employers and the Australian economy. Examples include enabling employers to meet workplace and public health and safety requirements, such as “construction white cards” for building sites, responsible service of alcohol and first-aid certifications.

VET program enrolments, by field of education and age of student, 2020 ('000)



Occupations in which apprentices and trainees most commonly work

Technicians and Trades Workers

64% of apprentices and trainees

Most common jobs:

- Electricians
- Carpenters and Joiners
- Motor Mechanics
- Plumbers
- Sheetmetal Trades Workers

Community and Personal Service Workers

11% of apprentices and trainees

Most common jobs:

- Child Carers
- Hospitality Workers
- Nursing Support and Personal Care Workers
- Welfare Support Workers
- Dental Assistant

Machinery Operators and Drivers

6% of apprentices and trainees

Most common jobs:

- Earthmoving Plant Operators
- Storepersons
- Truck Drivers
- Drillers, Miners and Shot Firers

Higher Education

Universities offer courses at the undergraduate and postgraduate levels, including associate degrees, bachelor degrees, masters and PhD qualifications. The vast majority of students study at the bachelor degree level (79% in 2018). Higher education usually involves a commitment to at least three years of full-time equivalent study to attain a bachelor degree, but many courses involve longer periods of education. There were 1.09 million domestic students enrolled in higher education in 2019 (up by 34% over the past decade).

What subject areas are available?

The higher education sector provides training in all fields of education, but the largest numbers of enrolments are in Society and culture (289,100 enrolments in 2019), which is a diverse field of education including studies in law, psychology, human welfare and society, language and linguistics, economics and sport and recreation.

Further information on higher education enrolments can be found at dese.gov.au/higher-education-statistics.

Higher education enrolments, by field of education

	2019 enrolments ('000)	10 year change %
Society and culture	289.1	32.2% ↑
Health	223.3	72.7% ↑
Management and commerce	183.2	10.3% ↑
Education	115.2	20.2% ↑
Natural and physical sciences	104.8	54.3% ↑
Creative arts	77.3	18.9% ↑
Engineering and related technologies	66.0	21.5% ↑
Information technology	41.5	75.0% ↑
Architecture and building	28.6	34.6% ↑
Agriculture, environmental and related studies	14.5	-4.1% ↓
All fields of education	1086.1	33.5% ↑

Total includes some mixed field and non-award courses.

Apprenticeships and traineeships are a form of skills development that combine paid on-the-job work with training. They provide a nationally recognised VET qualification as well as relevant work experience.

Reflecting how highly workplace experience is valued by employers, apprentices and trainees generally have strong graduate employment outcomes.

There were 297,920 apprentices and trainees in training in December 2020, working across more than 500 different occupations, including many non-trade occupations.

Education Employment Outcomes

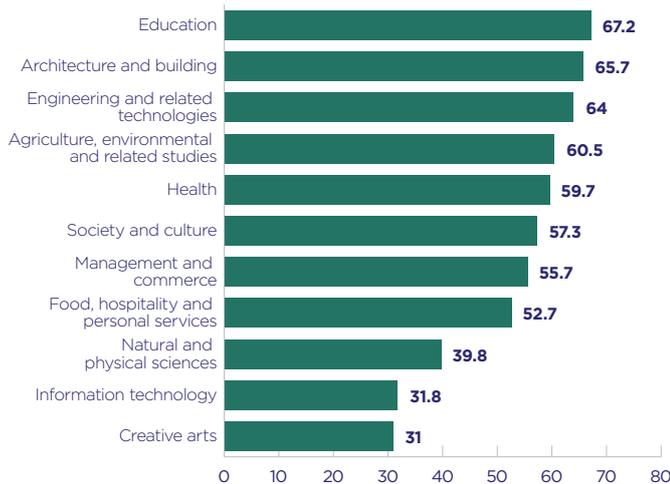
VET graduate employment outcomes¹



What apprenticeships or traineeships are considered to be trades?

There is a wide range of occupations regarded as trades. Some examples are Bricklayers, Hairdressers, General Motor Mechanics, Electricians, Telecommunications Trade Workers, Aircraft Maintenance Engineers, Locksmiths, Cabinetmakers and Chefs.

VET graduates with improved employment status after training, by field of education, 2020 (%)



Graduates in Education and Architecture and building commonly reported employability benefits from their study, with more than 65% of these graduates stating they improved their employment status after training.

Creative arts and Information technology graduates reported the least improvements in employment status after graduating (31% and 32% respectively).

Do VET graduates have high earnings?

Workers who hold a VET qualification at the certificate III or higher level generally earn more than those who have not studied after leaving school (see page 44). In 2020, the median annual income for VET Graduates, at the certificate II level or higher, working full-time after completing their training was \$60,000. The highest median salaries were for those who studied

- Education (\$78,300)
- Engineering and related technologies (\$62,600)
- Management and commerce (\$61,500)

VET employment outcomes after graduation, 2020*

Qualification	Improved employment status after training (%)	Median annual income
Diploma or higher	63.5	\$67,100
Certificate IV	64.5	\$73,400
Certificate III	58.5	\$52,200
Certificate II	42.8	\$44,400

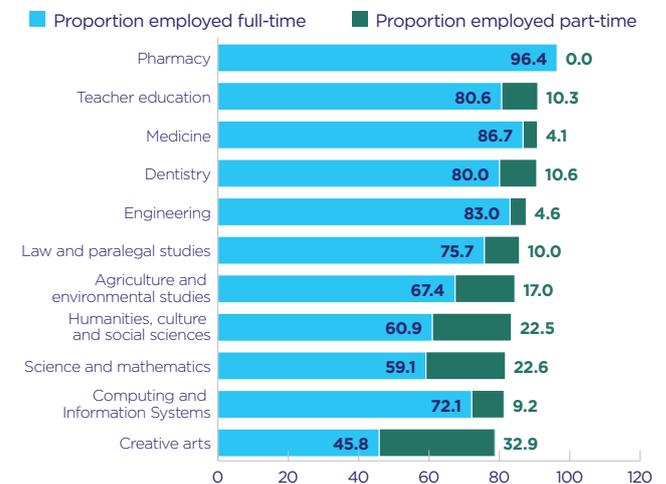
*Income figures are for those employed full-time, and are only available for graduates at certificate II and higher level.

Higher education graduate employment outcomes

COVID-19 has had a major impact on the Australian labour market, including graduate employment outcomes. As could be expected, graduate employment rates have declined between 2019 and 2020. The full-time undergraduate employment rate fell from 72.2% to 68.7%, the second lowest result since the 68.1% reported in 2014.

Vocationally oriented study areas (such as Pharmacy, Rehabilitation, Medicine, Engineering and Dentistry) generally have stronger employment outcomes immediately after graduation. Graduates with more generalist degrees (such as Creative arts and Communications) have weaker employment outcomes immediately after graduation, but they do improve significantly over time.

Bachelor degree graduates employed four months after graduation, selected fields of education, 2020 (%)



Higher education graduate salaries

In 2020, the median annual full-time starting salary for an undergraduate was \$64,700.

Postgraduate coursework graduates had a median starting salary of \$87,400 and for postgraduate research graduates it was \$93,000.

- Dentistry (median of \$84,400)
- Medicine (\$75,000)
- Social Work (\$70,000)
- Teacher education (\$70,000)

1. A person has improved their employment status if they were not employed before but employed after, or employed at a higher skill level after training, or received at least one job-related benefit, such as a promotion (or increased status at work), gained extra skills for my job, or an increase in earnings.

Sources: NCVER, VET Student Outcomes; ABS, Characteristics of Employment; QILT, Graduate Outcomes Survey.

Employee and Employer Incentives

Government assistance is available to help job seekers find the right job, and to help employers find the right workers. The information below is summary in nature and does not fully explain the large number of policies, programs and incentives available. More information is can be found on the Department of Education, Skills and Employment website dese.gov.au or you can call the National Customer Service Line on **1800 805 260**.

Some useful resources are provided below.

jobactive

jobactive.gov.au

jobactive is the Australian Government's way to get more Australians into work. It connects job seekers with employers and is delivered by a network of jobactive providers in over 1700 locations across Australia. jobactive providers assist job seekers to get and keep a job, and offer employers an end-to-end tailored recruitment service to find and hire staff. The jobactive website can help job seekers to find and apply for jobs, keep track of job searches, create a personal profile and get job alerts. Employers who hire an eligible job seeker could be eligible to receive a wage subsidy.

A jobactive provider can help job seekers to

- write a résumé
- look for work
- prepare for interviews
- get the skills that local employers need
- find and keep a job
- connect job seekers to a range of government initiatives.

A jobactive provider can help employers to

- screen and shortlist applicants
- find candidates for their business
- assist new employees after they start work
- access wage subsidies if they hire an eligible employee.

The jobactive website can help job seekers and employers find out more about jobactive and to find local providers. Job seekers can also call the Job Seeker Hotline on **1800 805 260**, and employers can call the Employer Hotline on **13 17 15**.

The jobactive program will be replaced by the New Employment Services Model in 2022.

Youth Jobs PaTH

jobactive.gov.au/path

An Australian Government program that supports young people to gain the work experience and skills they need to get and keep a job. Through Youth Jobs PaTH, young jobs seekers can undertake practical face-to-face training, tailored to their needs, to improve job preparation skills.

Job seekers can undertake an internship placement with a business looking for new staff. This allows employers to trial a young person in their business for 4-12 weeks, for up to 25 hours a week, where there is a reasonable prospect of employment at the end of the trial. If the trial results in employment, the employer may be eligible to receive a wage subsidy. Youth Jobs PaTH has 3 steps: Prepare – Trial – Hire.

Transition to Work

dese.gov.au/transition-work

Supports young people (aged 15-24) on their journey to employment. Transition to Work helps workers get job-ready with intensive pre-employment support and helps them set and achieve employment and education goals.

Transition to Work providers work with employers to find and hire a young person suited to their organisation. Support can include a trial placement before starting the job. If the placement is a good fit and the young person is hired, the employer may be eligible to receive a wage subsidy.

New Business Assistance with NEIS

dese.gov.au/new-business-assistance-neis

New Business Assistance with NEIS is for individuals who are interested in starting a business or who need help to refocus an existing micro-business impacted by COVID-19. The program provides accredited business training, assistance to develop a business plan and mentoring and advice in the first year of a new business. Since the program was introduced in 1985, it has helped more than 185,000 people start their own business. New Business Assistance with NEIS is delivered by a national network of NEIS providers. You can find your nearest NEIS provider at the website above.

Disability Employment Services

jobaccess.gov.au

For job seekers with a disability, injury or health condition who need help to find or keep a job, Disability Employment Services can help. The JobAccess website also has comprehensive information to help job seekers understand their rights and responsibilities, find financial support for workplace modifications and help to find and keep a job.

A Disability Employment Services provider can help employers to hire someone with a disability. They will also provide:

- Support to access financial assistance in the form of a wage subsidy to help with the costs of work-related modifications and services.
- Post-placement support while the new employee settles in.

Community Development Program

niaa.gov.au

The Community Development Program can help job seekers in remote areas of Australia improve workplace skills and employability. The support is tailored to the workforce needs of the area and helps contribute to the local community.

For businesses based in remote areas, the Community Development Program can offer financial incentives to manage the costs of employing remote job seekers. The program is designed around the unique social and labour market conditions found in remote Australia.

The Government will introduce a new remote jobs program in 2023, replacing the Community Development Program. This new program will be developed in partnership with communities and will complement the broader New Employment Services Model being rolled out in the latter half of 2022.

Australian Apprenticeships

australianapprenticeships.gov.au

The Australian Apprenticeships website provides information on apprenticeships and traineeships, including factsheets and links. An Australian Apprenticeship offers job seekers the opportunity to explore a new job, gain new skills, work flexible hours and receive a qualification. Eligible employers can receive financial incentives to help take on an apprentice, particularly if the apprenticeship is in a trade experiencing a skill shortage.



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