**Dear Mercy Students and Parents/Carers,**

The site contains a huge amount of information and should be your first stop when you are looking for information on anything **Job, Careers, University and TAFE** related (but there is **so much more** like **Gifted and Talented Programs, Enrichment Activities, Honours and Blue/Gold Awards,** past HSC Exams, Information for Parents, Information on the HSC, UAC, Gap Year/Volunteering, UMAT, Scholarships, Tax File Numbers, RoSA, Work Experience, Coping with Stress/Exams, Career Tests/Games, Writing Resumes and Cover Letters, Applying for a Job and **much, much more!!**). I’ll also communicate with you via the site as well. It has a secure student login area that allows you to do a number of things once you have created an account.

To get an idea of what is there and what you can do, I want you to take a bit of a tour by trying the following:

1. Go to the site now (see above link). On the front page you will see a few things to note:
2. **Video** – There is a careers related video that will change from time to time. Some are quite funny, some interesting, others just informative, so remember to periodically check the website to watch them.
3. The **Message Board** – I will post messages and notices here, so keep an eye on this.
4. The **Careers Newsletter** – you can subscribe to receive a Careers Newsletter at least four times each term. This will have lots of relevant information, important dates and so on. If you wish to receive this, just put your name and email address in here. **In addition to this I will email a Weekly Mercy Careers Newsletter to al Yr 10 to 12 Students.**
5. The **Career/Course/Scholarship Search** Widget.
6. Go to the “**Calendar of Events**” (in the “**Important Information**” menu). Here you will find a calendar for the year. It will include Career, Uni and TAFE Events **as well** as some Enrichment, Co-curricular and Gifted and Talented Events. I will post important dates and events on this. If you want to receive alerts or reminders of upcoming events, just put your name and email address in here.
7. Go to the “**Links**” (in the “**Important Information**” menu). Here you can access **Honours** and **Blue and Gold Awards**, **Gifted/Talented/Enrichment** as well as Search Engines for: General Career Information, Job and Careers, Careers in Specific Job Areas, Post School Options, Job and Work Conditions and a Bart Simpson Personality Test!
8. Go to the “**Gifted and Talented and Enrichment** (in the “**Important Information**” menu). In these **TWO** Pages you will find a **HUGE** list of Activities/Challenges and Competitions available to **ALL** Students **including** Gifted and Talented Students.There is also stuff for teachers! It will ensure that your life as a student at Mercy is **never boring** and you can venture to achieve your **full potential.** They range from a free **JJJ Unearthed Project** to a **Space Camp in America!!** There is also useful information for Gifted and Talented Students and Parents of Gifted and Talented children.
9. Go to the “**HSC/RoSA**” menu. In this menu you will find HSC information, Past HSC papers, VOC Ed Training, RoSA information, UAC info, BOSTES and Students Online Access.
10. Go to the “**Post School Options**” menu. Here you will see pages detailing Uni courses, Uni Open Days, UAC info, Comparing Courses and Comparing Uni’s, Good University Guide online, UMAT, Scholarships, TAFE courses, Early Entry Schemes, Apprenticeships, Job Searches, Youth Allowances, GAP Year, Volunteering, Private Colleges, Defence Forces, Police Careers and much, much more.
11. Go to “**Workplace Learning**” menu. This contains Work Placement and VET information as well as stuff on Current Opportunities, Workplace Safety, SBATs and Work Experience.
12. **Now you are going to create an account**. Once you do this, you will have this account until you leave school.
13. Go to the “**For Students**” menu, and then down to “**Help Videos**” and watch as required (make sure you have headphones).
14. Now click on the “**Student’s Secure Area**” in the “**For Students**” menu – this will open a page where you can create your account (and in future, it is where you will login to your account).
15. Click on the “**Registration**” link and enter your details – **NOTE:** you can use any email address you like, it doesn’t have to be your school one – it will only be used to send you your password if you forget it (it also becomes your login username).
16. Click the “**Register**” button – your account is now created and you can login – ***BIG NOTE:* Please write down your username and password now** (it will be displayed on this page). Save it somewhere safe.
17. Now go back to the Student Login page again and log in with your details. Have a look at the various things that you can do, such as:
* Tests/Quizzes (Interests, Skills, Abilities, Work Values and Entrepreneurship)
* Career Planner
* Career Investigator
* Create a Resume
* Create Cover Letters
* Create a Digital Portfolio
* Learn how to make a Job Application
* Get/Record USI
* Create Personal Statements
* Learn about Workplace Safety

Use the Student Help Videos at <http://www.mercychatswoodcareers.com/?page=help-videos> to learn what each of the above can do.

9. Go to the “**For Students**” menu, and then down to “**Career Targets**”. This is interactive. Just choose any Area of Study you enjoy (eg Chemistry) then choose a Career/Job you are interested in (eg Chemical Engineer) and click on it. A Career Profile describing this career appears detailing the tasks/duties, working conditions, personal requirements and a list of Uni’s/TAFE’s offering Courses on this career and other related careers similar to it! **Very useful!!**

10. Go to the “**For Students**” menu again. In this menu you will also find Job Vacancies, Scholarships, Career Games and How to cope with Stress and Exams information.

11. Finally, go to the “**For Students**” menu again and then go into the “**Student’s Secure Area”** (you may need to log in again). Click on “**Careers Planner**” **NSW/ACT** (third down on the LHS).You can start filling this in!! It is an ongoing document that automatically saves and allows you to download and print if required. It can be created anytime from Year 7 and is designed to go right through until whenever you leave school. This section is confidential, only I can access your Careers Plan and other Student Secure information from my Careers Adviser admin area.

Hope you enjoy this Website and find it useful. Please see me in my office or email me if you have any questions or need any advice. **Looking forward to hearing from you!!**

**Cheers,**

 **Mr Regoli**

**(Chemistry/Science/Gifted/Talented/Enrichment/Careers Adviser)**