

Assumption College Warwick

Pathways Booklet

Pathways Advice & Information

What are your options in Year 11 and 12?

- General subjects
- Applied subjects
- Queensland Certificate of Education (QCE)
- ATAR (Australian Tertiary Entrance Rank)
- VET in School (certificate courses)
- School-based apprenticeships and traineeships

What are your options after school?

- University study
- Vocational education and training (TAFE or other training organisations)
- Apprenticeship or traineeship
- Employment

Changes to senior schooling in Queensland

Senior schooling in Queensland is changing to help give students the skills for success in work and life in the future. Across senior subjects, students will acquire 21st century skills to support them as lifelong learners, valued employees, innovators and engaged global citizens.

Under the new QCE system, students can still choose from a wide range of subjects and courses to suit their work and study goals. Assessment will change in QCAA General subjects, with the introduction of common external assessments.

From 2020, there will also be a new way to rank students who wish to apply for university. The Australian Tertiary Admission Rank (ATAR) will be used to rank eligible Year 12 graduates, rather than the Overall Position (OP). ATARs will be calculated and issued by the Queensland Tertiary Admissions Centre (QTAC). Visit QTAC for details: www.qtaa.edu.au/for-schools/atar-information.

Senior Education Profile

Queensland students receive a Senior Education Profile from the QCAA when they complete Year 12. All students receive a statement of results, which is a transcript of their learning account. Eligible students also receive either a QCE or a QCIA. Students who are not eligible for the QCE at the end of Year 12 will continue to accrue credit and will receive an updated statement of results and a QCE when eligible.

Statement of results

The statement of results is a transcript of a student's learning account. It shows all contributing studies and the results achieved.

QCE

The QCE is Queensland's senior secondary schooling qualification. To be issued with a QCE, students need to complete the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements.

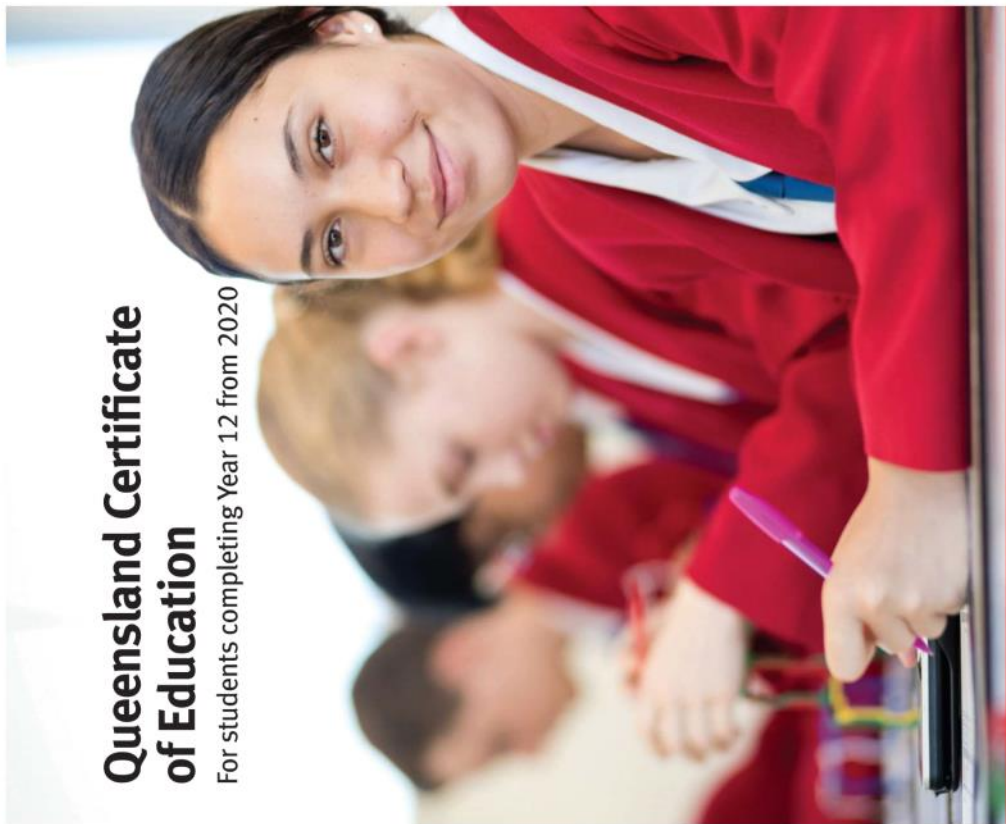
QCIA

The QCIA recognises the achievements of students who undertake individualised learning programs. To be eligible, students must have impairments or difficulties in learning that are not primarily due to socioeconomic, cultural or linguistic factors.



Queensland Certificate of Education

For students completing Year 12 from 2020



About the QCE

The Queensland Certificate of Education (QCE) is Queensland's senior secondary schooling qualification. It is internationally recognised and provides evidence of senior schooling achievements.

The flexibility of the QCE means that students can choose from a wide range of learning options to suit their interests and career goals. Most students will plan their QCE pathway in Year 10 when choosing senior courses of study. Their school will help them develop their individual plan and a QCAA learning account will be opened.

To receive a QCE, students must achieve the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements. The QCE is issued to eligible students when they meet all the requirements, either at the completion of Year 12, or after they have left school.

QCE requirements

As well as meeting the below requirements, students must have an open learning account before starting the QCE, and accrue a minimum of one credit from a Core course of study while enrolled at a Queensland school.



Set amount

20 credits from contributing courses of study, including:

- QCAA-developed subjects or courses
- vocational education and training (VET) qualifications
- non-Queensland studies
- recognised studies.

Set pattern

12 credits from completed Core courses of study and 8 credits from any combination of:

- Core
- Preparatory (maximum 4)
- Complementary (maximum 8).

Set standard

Satisfactory completion, grade of C or better, competency or qualification completion, pass or equivalent.

Literacy & numeracy

Students must meet literacy and numeracy requirements through one of the available learning options.

More information

For more information about the QCE requirements, see the following factsheets, which are available on the QCAA website at www.qcaa.qld.edu.au:

- QCE credit and duplication of learning
- QCE credit: completed Core requirement
- QCE literacy and numeracy requirement.

Set pattern

Within the set pattern requirement, there are three categories of learning – Core, Preparatory and Complementary. When the set standard is met, credit will accrue in a student's learning account. To meet the set pattern requirement for a QCE, at least 12 credits must be accrued from completed Core courses of study. The remaining 8 credits may accrue from a combination of Core, Preparatory or Complementary courses of study.

Core: At least 12 credits must come from completed Core courses of study

| COURSE | QCE CREDITS PER COURSE |
|---|------------------------|
| QCAA General subjects and Applied subjects | up to 4 |
| QCAA Extension subjects | up to 2 |
| Certificate I qualifications | up to 4 |
| Certificate III and IV qualifications (includes traineeships) | up to 8 |
| School-based apprenticeships | up to 6 |
| Recognised studies categorised as Core | as recognised by QCAA |

Preparatory: A maximum of 4 credits can come from Preparatory courses of study

| | |
|---|-----------------------|
| QCAA Short Courses | up to 1 |
| • QCAA Short Course in Literacy | |
| • QCAA Short Course in Numeracy | |
| Certificate I qualifications | up to 3 |
| Recognised studies categorised as Preparatory | as recognised by QCAA |

Complementary: A maximum of 8 credits can come from Complementary courses of study

| | |
|--|-----------------------|
| QCAA Short Courses | up to 1 |
| • QCAA Short Course in Aboriginal & Torres Strait Islander Languages | |
| • QCAA Short Course in Career Education | |
| University subjects | up to 4 |
| Diplomas and Advanced Diplomas | up to 8 |
| Recognised studies categorised as Complementary | as recognised by QCAA |

Literacy & numeracy

The literacy and numeracy requirements for a QCE meet the standards outlined in the Australian Core Skills Framework (ACSF) Level 3. To meet the literacy and numeracy requirement for the QCE, a student must achieve the set standard in one of the literacy and one of the numeracy learning options:

Literacy

- QCAA General or Applied English subjects
- QCAA Short Course in Literacy
- Senior External Examination in a QCAA English subject
- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- International Baccalaureate examination in approved English subjects
- Recognised studies listed as meeting literacy requirements

Numeracy

- QCAA General or Applied Mathematics subjects
- QCAA Short Course in Numeracy
- Senior External Examination in a QCAA Mathematics subject
- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- International Baccalaureate examination in approved Mathematics subjects
- Recognised studies listed as meeting numeracy requirements

Your Learning Account

Banking your 'credits' for your Queensland Certificate of Education.

<https://studentconnect.qcaa.qld.edu.au>

You will need your LUI number and password. Passwords can be reset by your school.

Check that your learning account shows all of your studies – school subjects and certificate studies.

The screenshot shows the Student Connect website. At the top, there is a navigation bar with links for 'Site map', 'Contact us', 'Help', and a 'Search' box. Below this is the Queensland Government logo and the QCAA (Queensland Curriculum & Assessment Authority) logo. The main heading is 'STUDENT CONNECT'. A horizontal menu contains links for 'My learning account', 'Years 11 and 12', 'Further education and training', 'Jobs and careers', and 'Student stories'. The central banner features a photograph of three students taking a selfie. Below the photo, text states: 'Student Connect gives you access to your learning account and results, as well as information and links to help you explore your future education, training and career pathways.' To the right of the banner is a 'LEARNING ACCOUNT LOGIN FOR YEAR 11 & 12 STUDENTS' section with input fields for 'LUI:' and 'Password:', a 'Need help logging in?' link, and a 'Submit' button. Below the banner is a 'LATEST NEWS' section with a partially visible image and a 'Need help logging in?' link. On the far right, there is a 'QCE PLANNER' section with a 'Use as a guest' link.

Note:

- Register using a personal email account (NOT school email)
- Don't forget your password
- School can reset your password if need be.

Learn or Earn

The Federal government has requirements for people aged 15 to 20 to 'earn or learn' in order to qualify for Youth Allowance. This means that anyone under the age of 21 who hasn't finished year 12 must be studying or training in order to qualify for Youth Allowance. The rules apply to anyone aged 15 to 20, without year 12 or equivalent qualifications -either the final year of secondary school, or Certificate Level II and above.

Year 10

Up until they complete Year 10, young people will be required to be in full time study in school or an approved equivalent. There does not appear to be much flexibility in what constitutes an 'approved equivalent'. Alternative education providers will almost certainly have to offer the school certificate as part of their curriculum to qualify.

Beyond Year 10

Once a young person has completed Year 10, they will be required to participate in at least 25 hours per week of education, training or employment (or combination) until they turn 17.

Consequences for not meeting the requirement

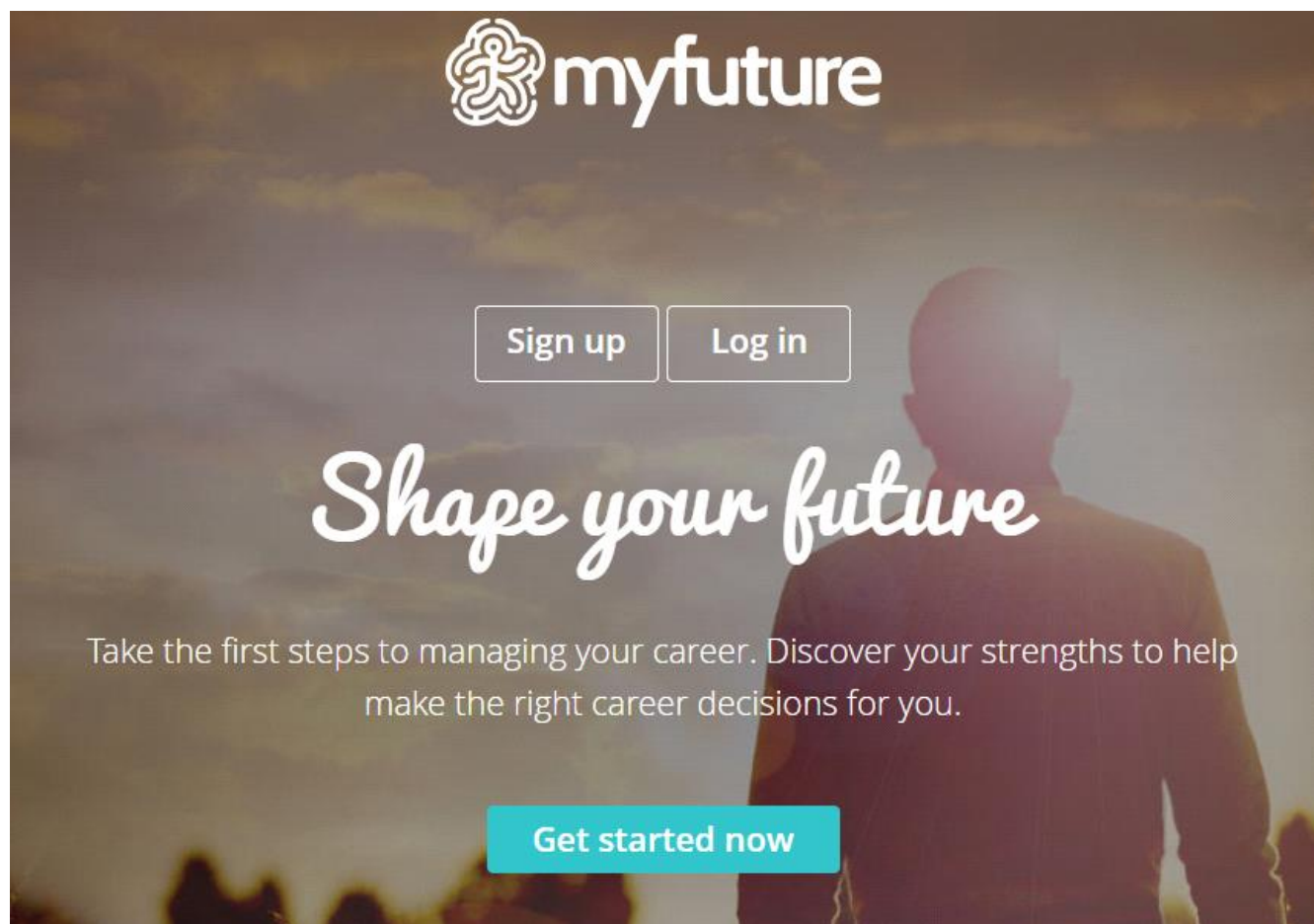
To be eligible for income support (Youth Allowance (other) and Family Tax Benefit Part A), young people under the age of 21 must either hold a Year 12 or equivalent qualification or be engaged in 25 hours per week of education or training. If a young person is participating less than 25 hours per week of education or training they must undertake additional activities to meet the 25-hour per week participation requirement.

From <<http://createyourfuture.org.au/educationemployment/education-training/learn-or-earn/>>

Resources for Careers Information

My Future

<https://myfuture.edu.au/>



Job Outlook

<http://joboutlook.gov.au/Default.aspx>

The banner features a dark blue background with a starry night sky. In the bottom left corner, there is a silhouette of a person looking up at the stars. The text is arranged in a clean, modern layout with white and yellow colors. The top navigation bar includes the Australian Government logo, a home icon, and links to Career Quiz, Explore Careers, Explore Industries, and Explore A to Z. A search bar with a magnifying glass icon is on the right. The main heading 'JOB OUTLOOK' is prominently displayed in the center. Below it, the phrase 'EXPLORE YOUR CAREER OUTLOOK' is shown, with 'CAREER' highlighted in a yellow box. To the right, two sections are featured: 'DISCOVER CAREERS YOU ENJOY' with a 'TAKE THE QUIZ' button, and 'EXPLORE CAREERS' with an 'ALL CAREERS' button. Both sections include brief descriptions of their respective functions.

Australian Government

Home Career Quiz Explore Careers Explore Industries Explore A to Z

SEARCH

JOB OUTLOOK

EXPLORE YOUR CAREER OUTLOOK

DISCOVER CAREERS YOU ENJOY

Learn about work style and explore careers you might enjoy

TAKE THE QUIZ

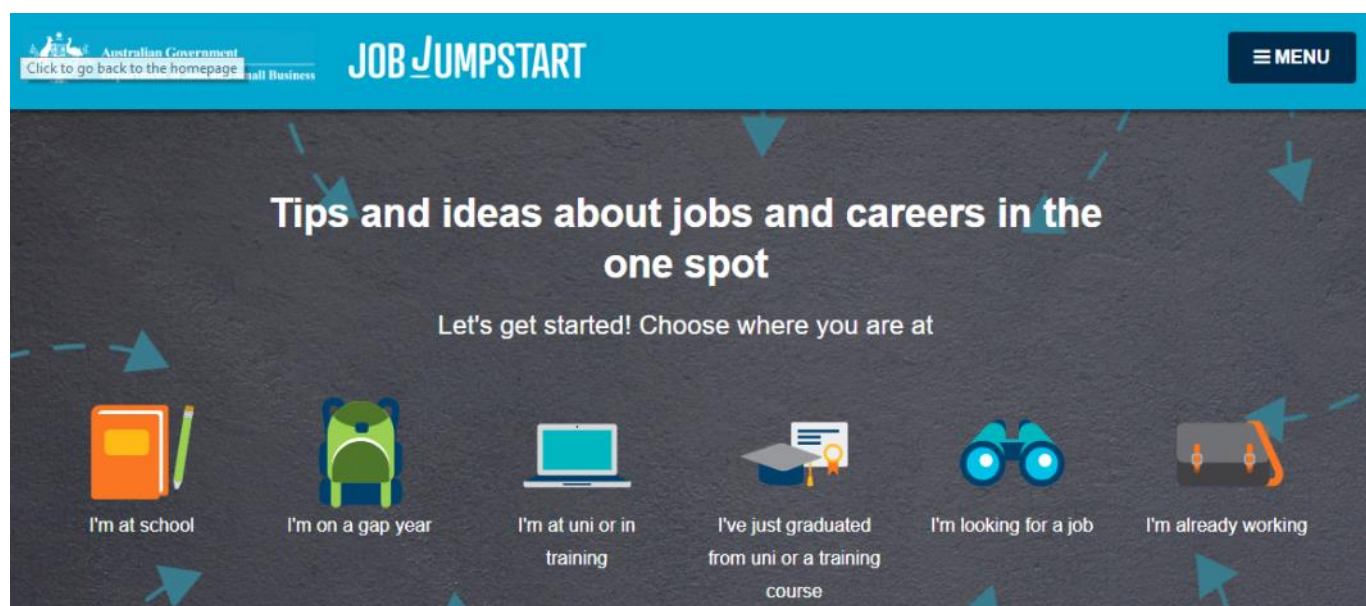
EXPLORE CAREERS

Explore by Industry, skill level and type of work. Find jobs with good prospects.

ALL CAREERS

Job Jumpstart

<https://www.jobjumpstart.gov.au/>



Queensland Government Information

<https://www.qld.gov.au/education>



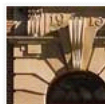
Queensland Government home > For Queenslanders > Education and training

Education and training



Schools

- > Health and wellbeing
- > School information
- > Student support and services
- > Learning resources
- > More...



Further education

- > Find a course
- > Pathways to further education
- > Study at university
- > More...



Jobs and employment

- > Find a job
- > Becoming a teacher
- > Re-entering the workforce
- > Non-teaching roles in state schools



Career development, skills and qualifications

- > Changing careers
- > Skills and qualifications
- > Recognition of prior learning
- > Cooper-Hewitt Fellowship



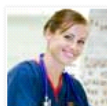
Apprenticeships and traineeships

- > About apprentices and trainees
- > For apprentices and trainees
- > School-based apprenticeships and traineeships
- > For trainers
- > More...



For training organisations

- > Information for training organisations
- > Registration and audit
- > Professional development for training staff
- > Funding and incentives
- > More...



Training

- > Industry news
- > About vocational education and training (VET)
- > For businesses
- > Awards and scholarships



International students and migrants

- > Learning English
- > Student visas and health cover
- > Courses and qualifications



Early childhood

- > Types of early childhood services
- > Finding and choosing an early childhood service
- > Quality assessments and ratings
- > Rebates and financial assistance

www.qld.gov.au/education/career

Bullseye



**A good place to start exploring career pathways
is to think about the school subjects you enjoy**

USING THE BULLSEYE CHARTS

- * Think about a school subject you enjoy – and check out the relevant bullseye chart. Choose from 33 subjects!
- * The four different circles of the bullseye represent the different levels of training you have to undertake to get that job:
 - The first level is finishing Year 10, Certificate I or II or an Australian Apprenticeship, going up to the last level which is a Bachelor Degree or higher qualification (usually at university).
- * Have a look at the different jobs that are related to that subject.
- * Highlight a few jobs you are interested in and look them up on jobguide.education.gov.au or myfuture.edu.au:
 - Job Guide helps you explore career options and make subject choices. It has information about a wide range of occupations and their education and training pathways, including Australian Apprenticeships;
 - Job Guide also includes useful information on the job search process and provides details of government assistance and where to go for further information;
 - myfuture.edu.au is Australia's national online career information and exploration service. Go to the My Guide section and create your own personal action plan to help you reach your career goals;
 - Search for "Bullseye" on myfuture.edu.au and find interactive bullseye charts with hyperlinks to corresponding occupation profiles. The profiles have information such as duties and tasks, related courses, earnings, vacancies and more.

NEXT STEPS

- * Discuss your ideas with your friends, parents, teachers and career adviser.
- * Find out about opportunities at school – ask about work experience, Australian School-based Apprenticeships, and other pathways that you can follow.
- * Look into what your local education and training providers have to offer.
- * Check out career expos or open days in your area.

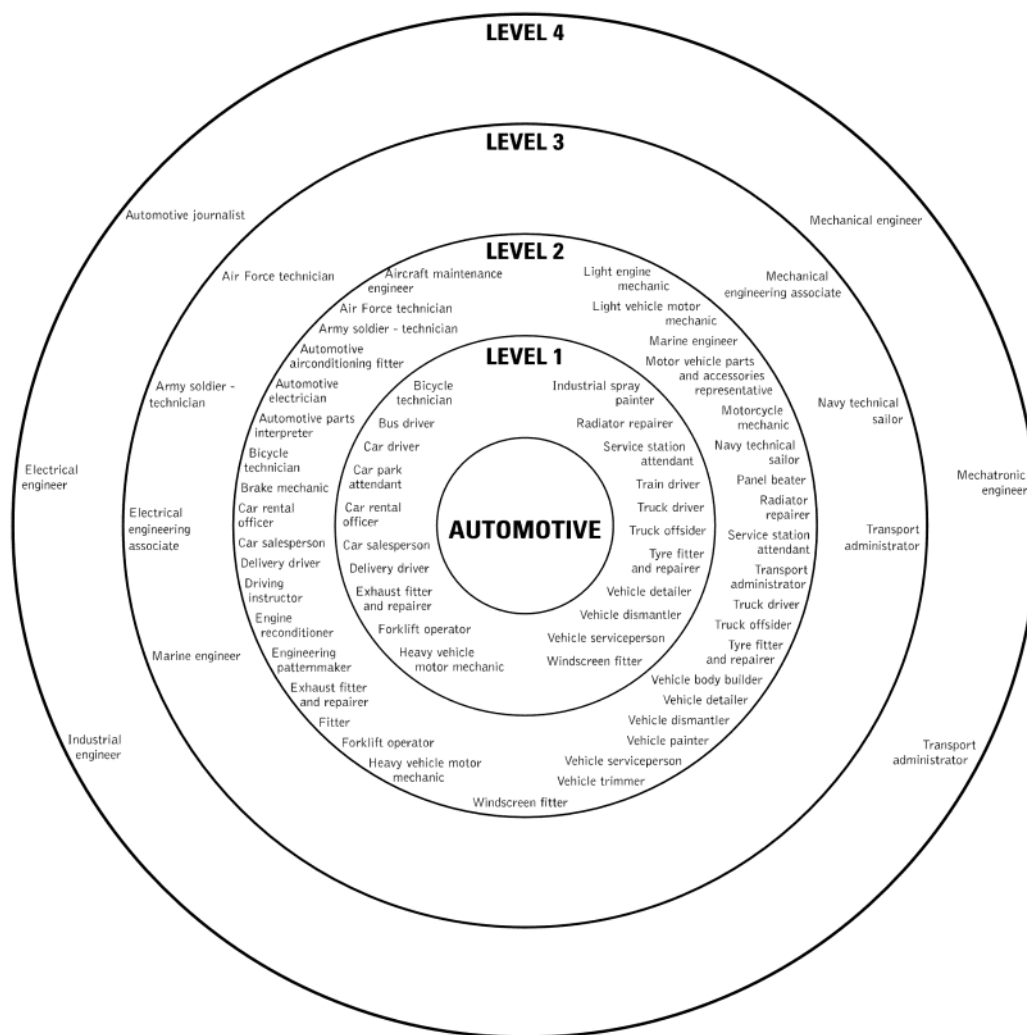
TO ORDER BOOKLETS

Visit www.education.gov.au/bullseye and use the online ordering system button.



CONTENTS

| | |
|-----------------------|-------------------------|
| Art | Home Economics |
| Automotive | Hospitality |
| Biology | Industrial Arts |
| Business Studies | Languages |
| Chemistry | Maths |
| Community Services | Media Studies |
| Computing | Metalwork & Engineering |
| Construction | Music |
| Economics | Outdoor Education |
| Electrotechnology | Performing Arts |
| English | Physical Education |
| Entertainment | Physics |
| Environmental Science | Retail |
| Food Studies | Rural Studies |
| Geography | Social Science |
| Health | Textiles & Design |
| History | |



Do you enjoy or are you good at **AUTOMOTIVE?** Have you considered the occupations above?

Usual training requirements

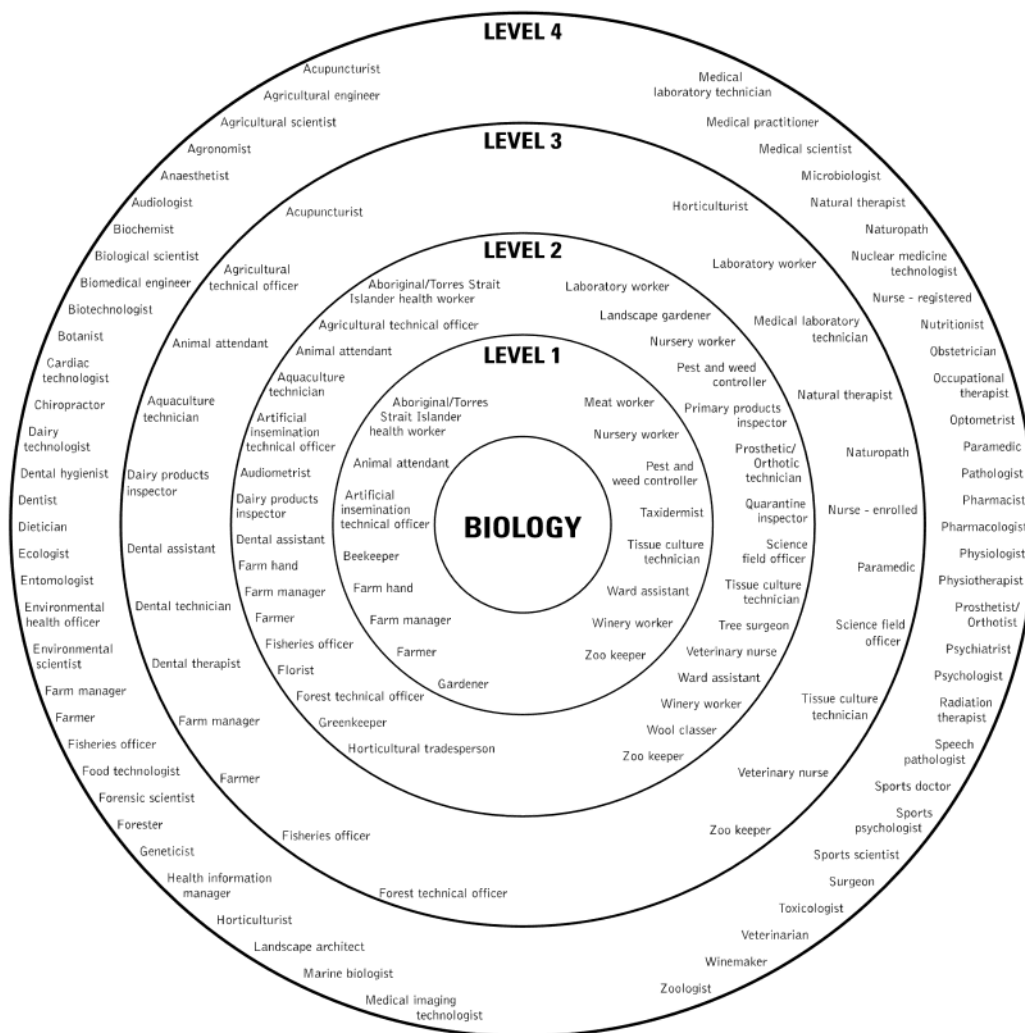
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- LEVEL 3** Usually requires a level of skill equal to a Diploma or Advanced Diploma. Study is often undertaken through TAFEs or Registered Training Organisations. Some universities offer studies at this level.

- LEVEL 4** Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

This chart shows a selection of jobs that have some relation to the subject of **AUTOMOTIVE**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at **BIOLOGY?**

Have you considered the occupations above?

Usual training requirements

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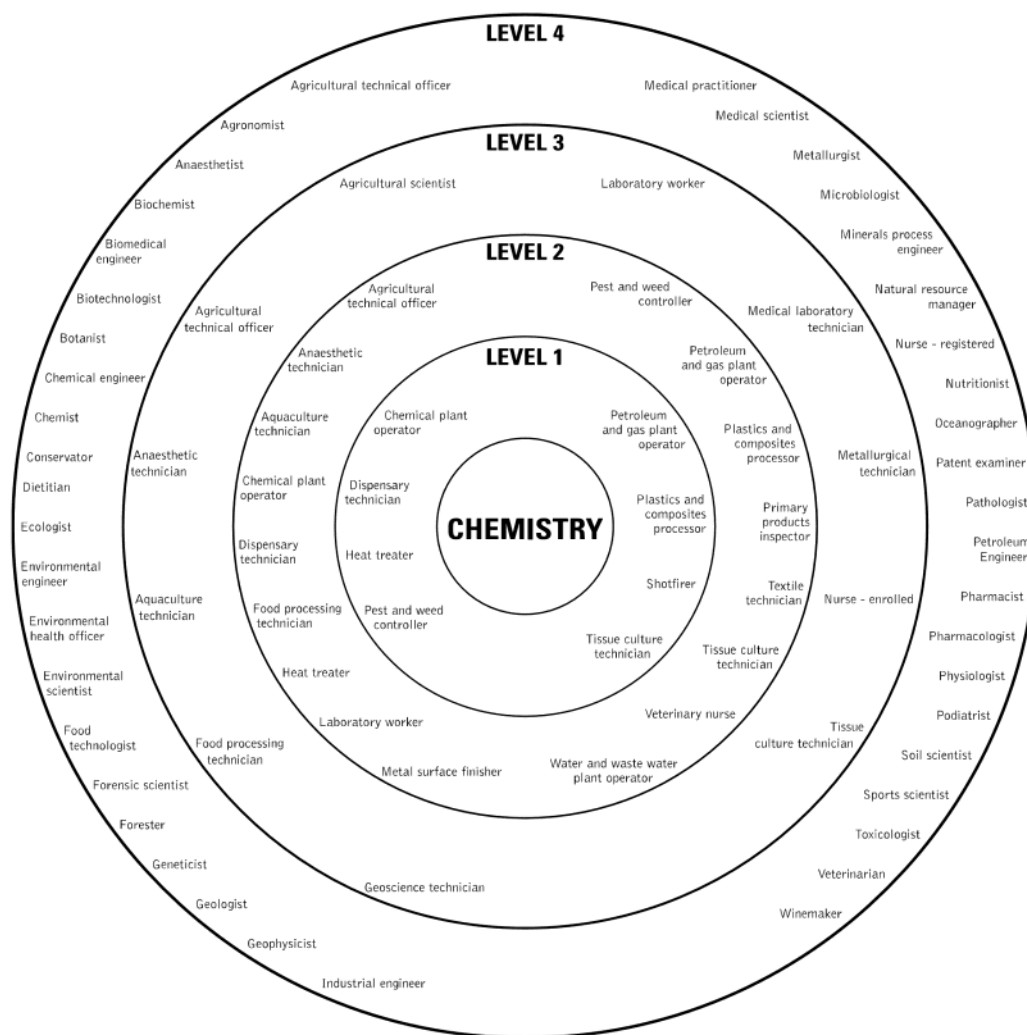
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This chart shows a selection of jobs that have some relation to the subject of **BUSINESS STUDIES**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.



Do you enjoy or are you good at **CHEMISTRY?**

Have you considered the occupations above?

Usual training requirements

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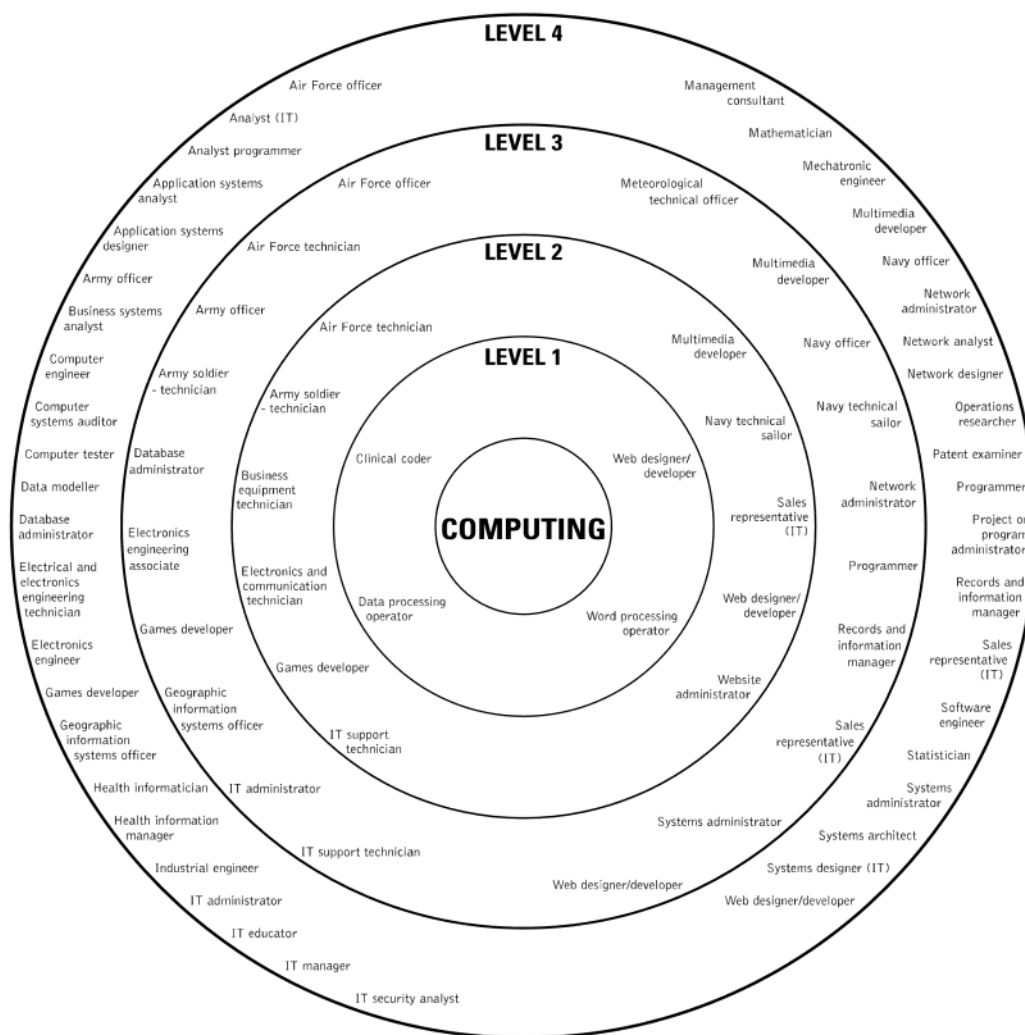
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Do you enjoy or are you good at COMPUTING?

Have you considered the occupations above?

Usual training requirements

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LEVEL 4 Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

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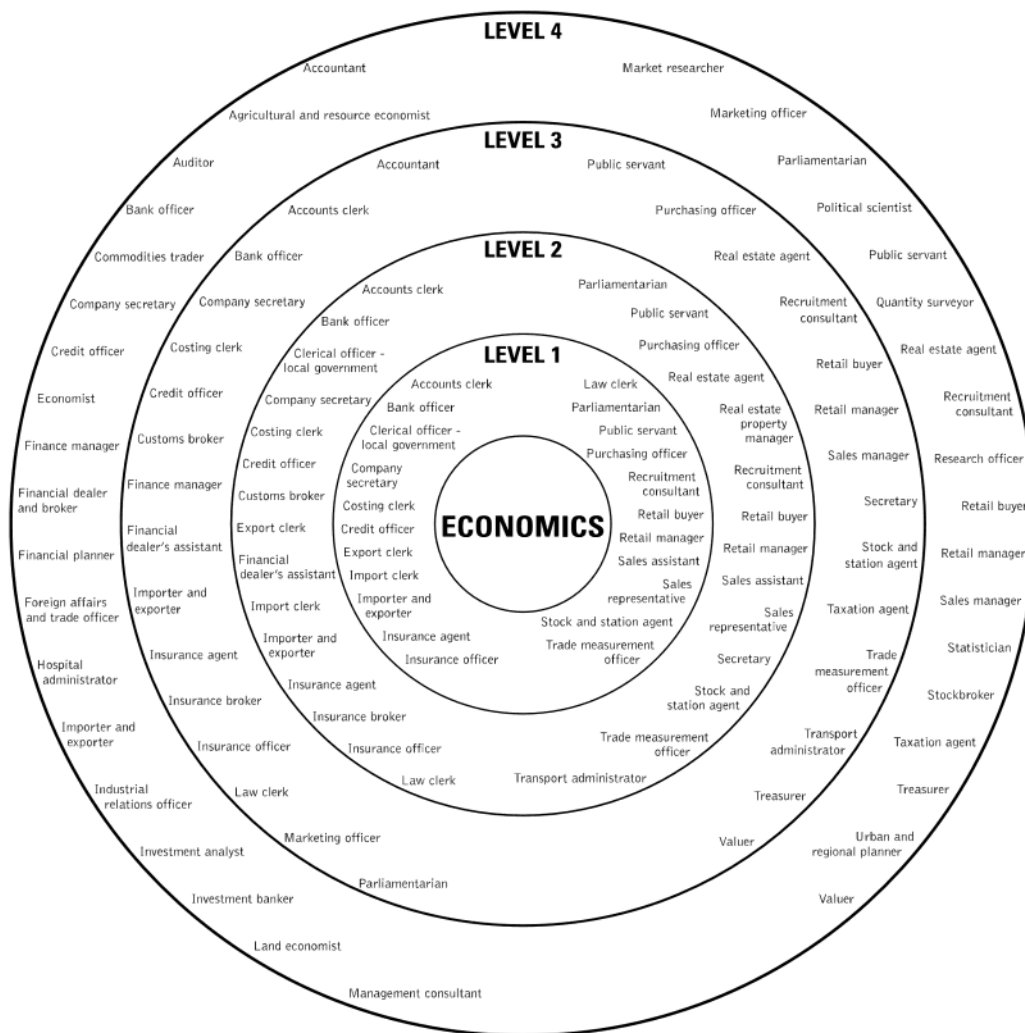
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For further information visit
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Do you enjoy or are you good at **ECONOMICS?**

Have you considered the occupations above?

Usual training requirements

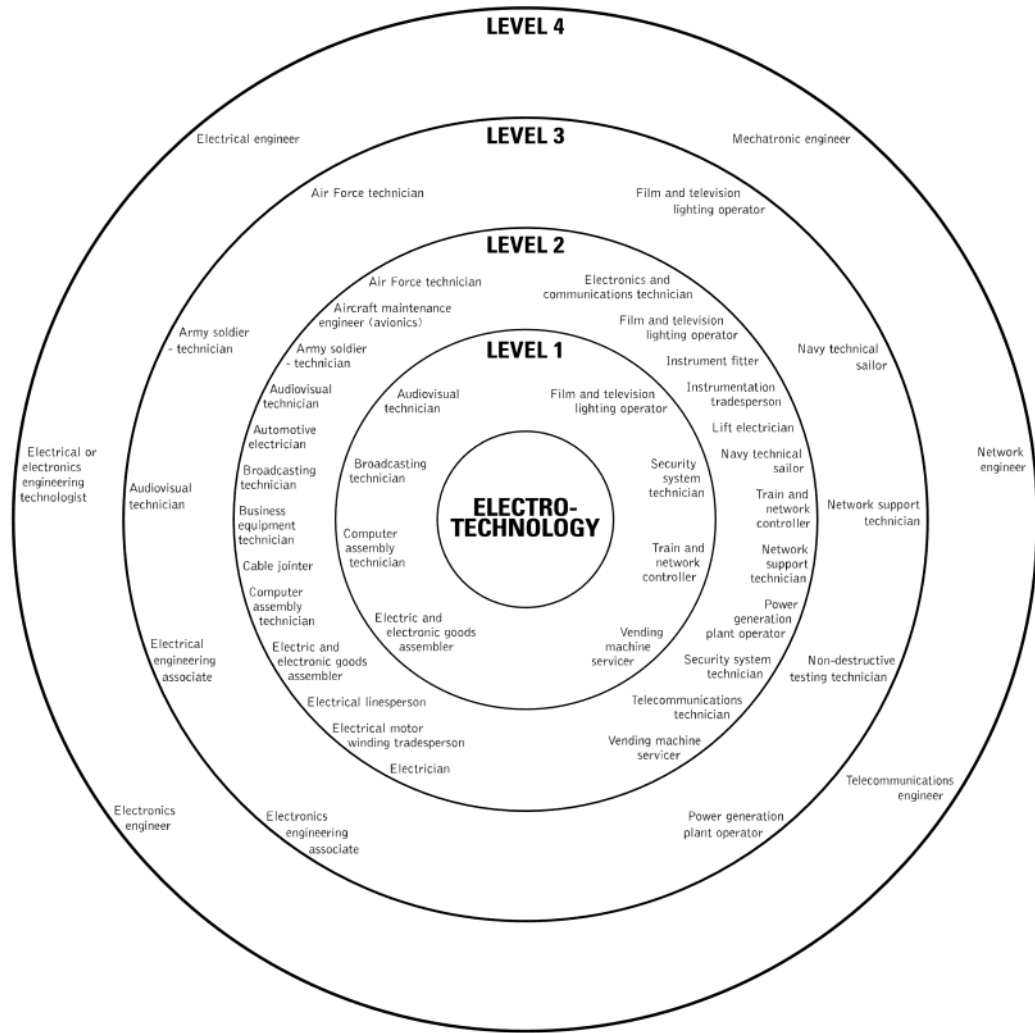
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LEVEL 4 Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

This chart shows a selection of jobs that have some relation to the subject of **ECONOMICS**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at **ELECTROTECHNOLOGY?** Have you considered the occupations above?

Usual training requirements

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- LEVEL 4** Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

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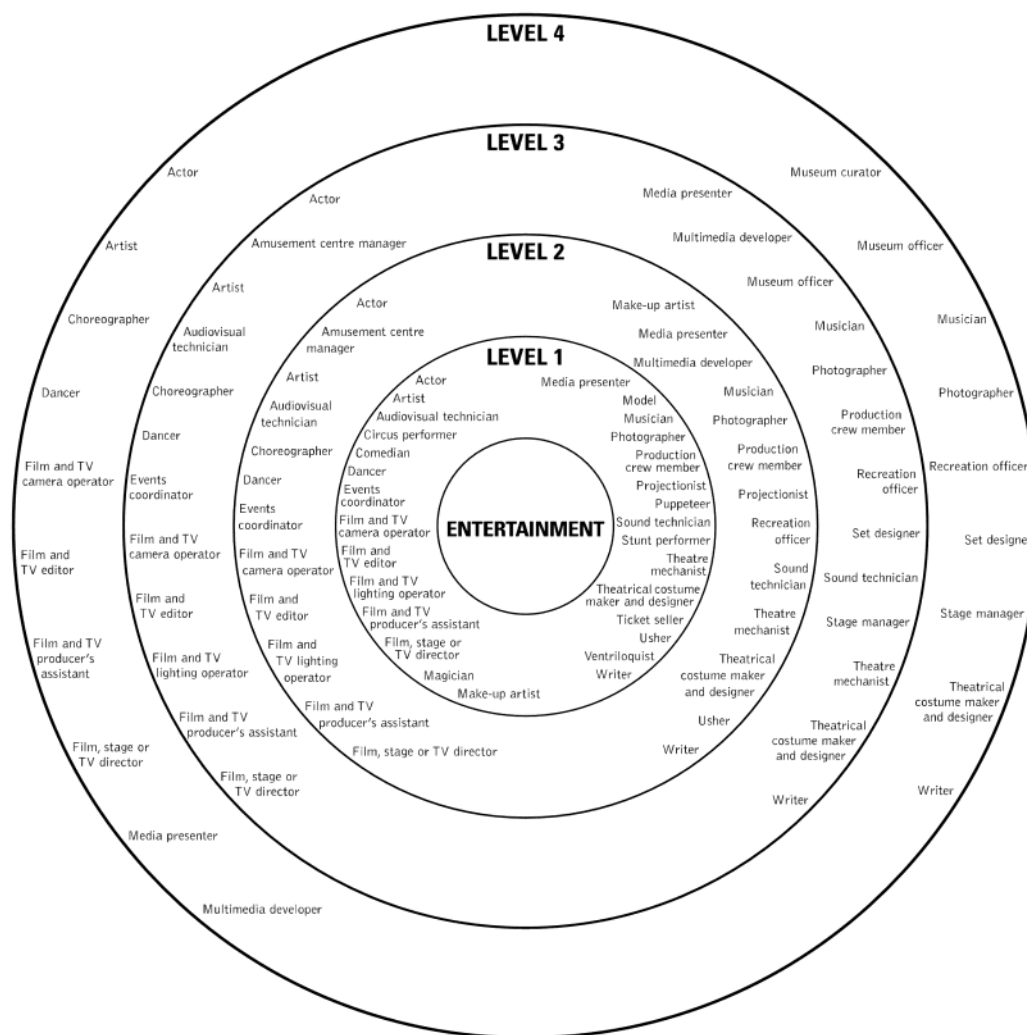
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This chart shows a selection of jobs that have some relation to the subject of **ENGLISH**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.



Do you enjoy or are you good at **ENTERTAINMENT?** Have you considered the occupations above?

Usual training requirements

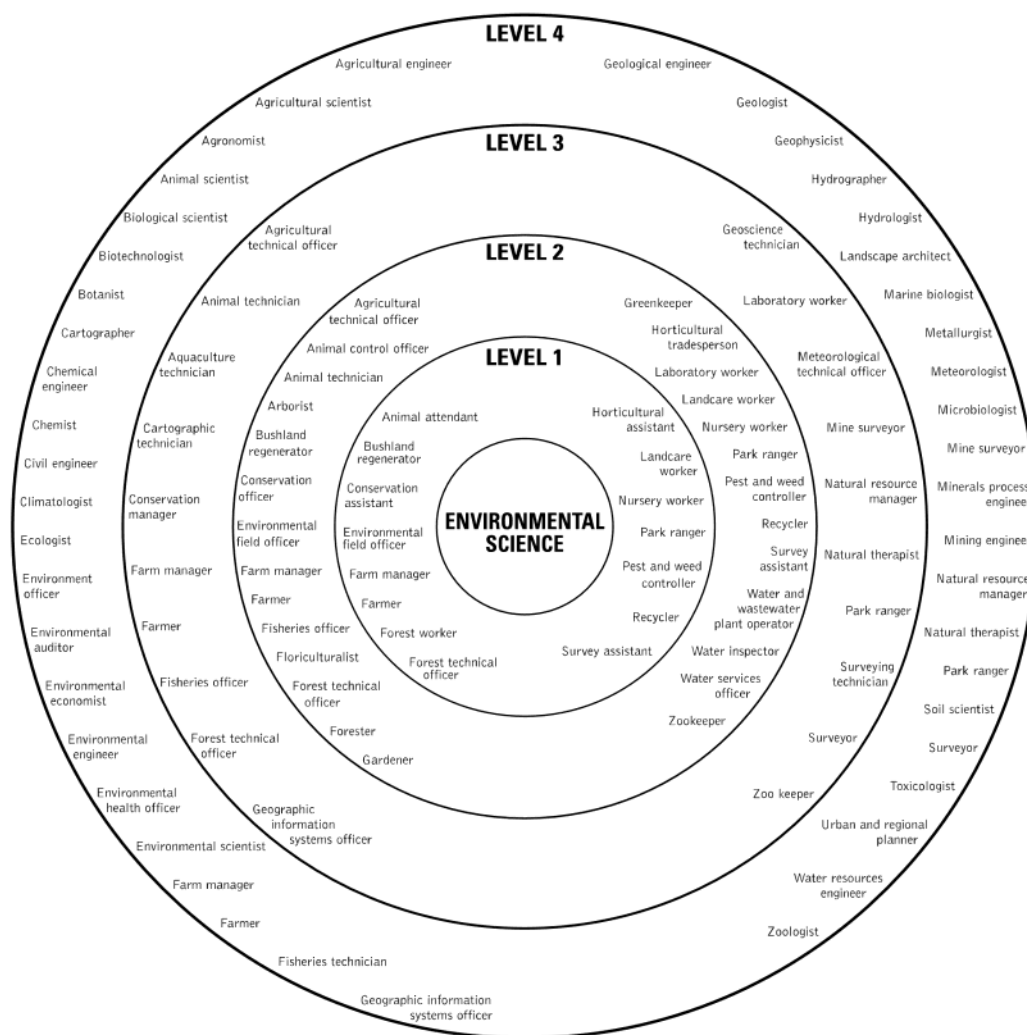
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This chart shows a selection of jobs that have some relation to the subject of **ENTERTAINMENT**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at ENVIRONMENTAL SCIENCE?

Have you considered the occupations above?

Usual training requirements

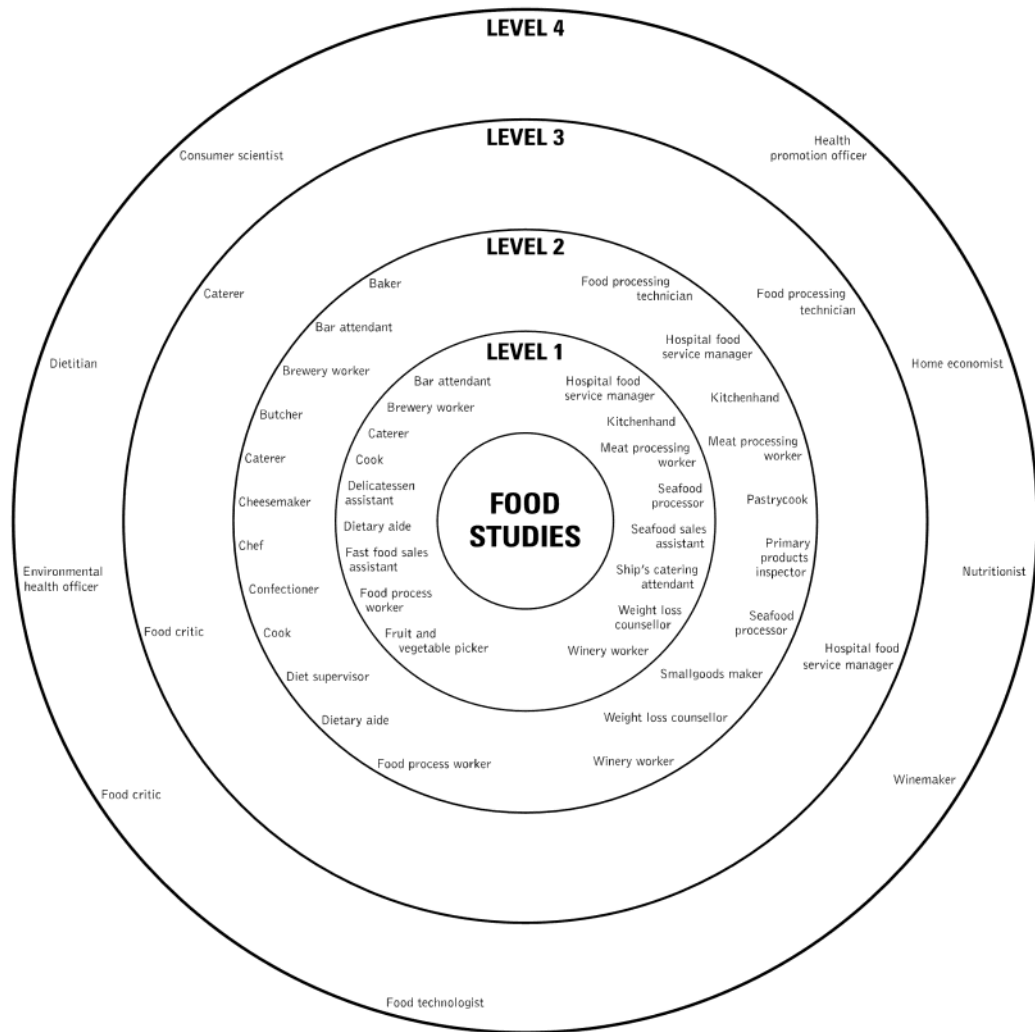
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This chart shows a selection of jobs that have some relation to the subject of **ENVIRONMENTAL SCIENCE**.

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For further information visit
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Do you enjoy or are you good at **FOOD STUDIES?** Have you considered the occupations above?

Usual training requirements

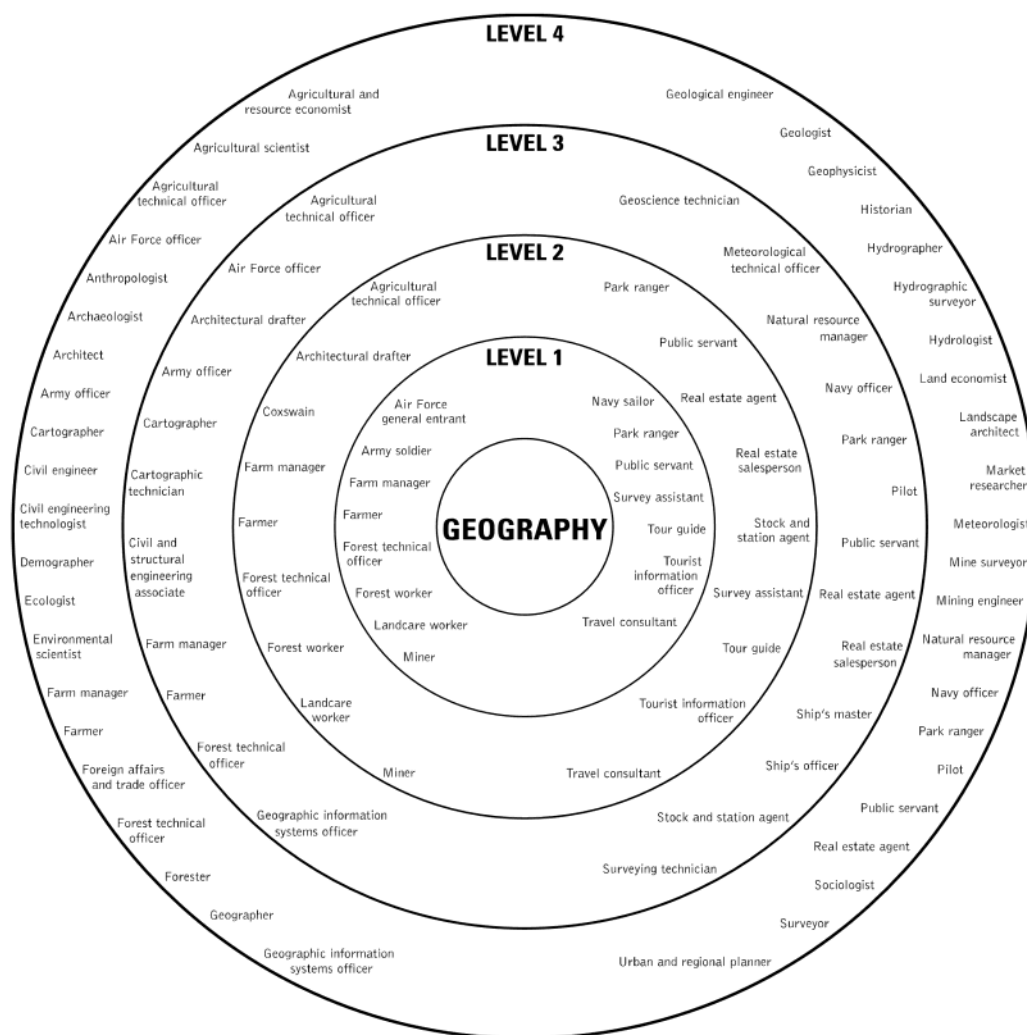
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- LEVEL 3** Usually requires a level of skill equal to a Diploma or Advanced Diploma. Study is often undertaken through TAFEs or Registered Training Organisations. Some universities offer studies at this level.

- LEVEL 4** Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

This chart shows a selection of jobs that have some relation to the subject of **FOOD STUDIES**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at GEOGRAPHY?

Have you considered the occupations above?

Usual training requirements

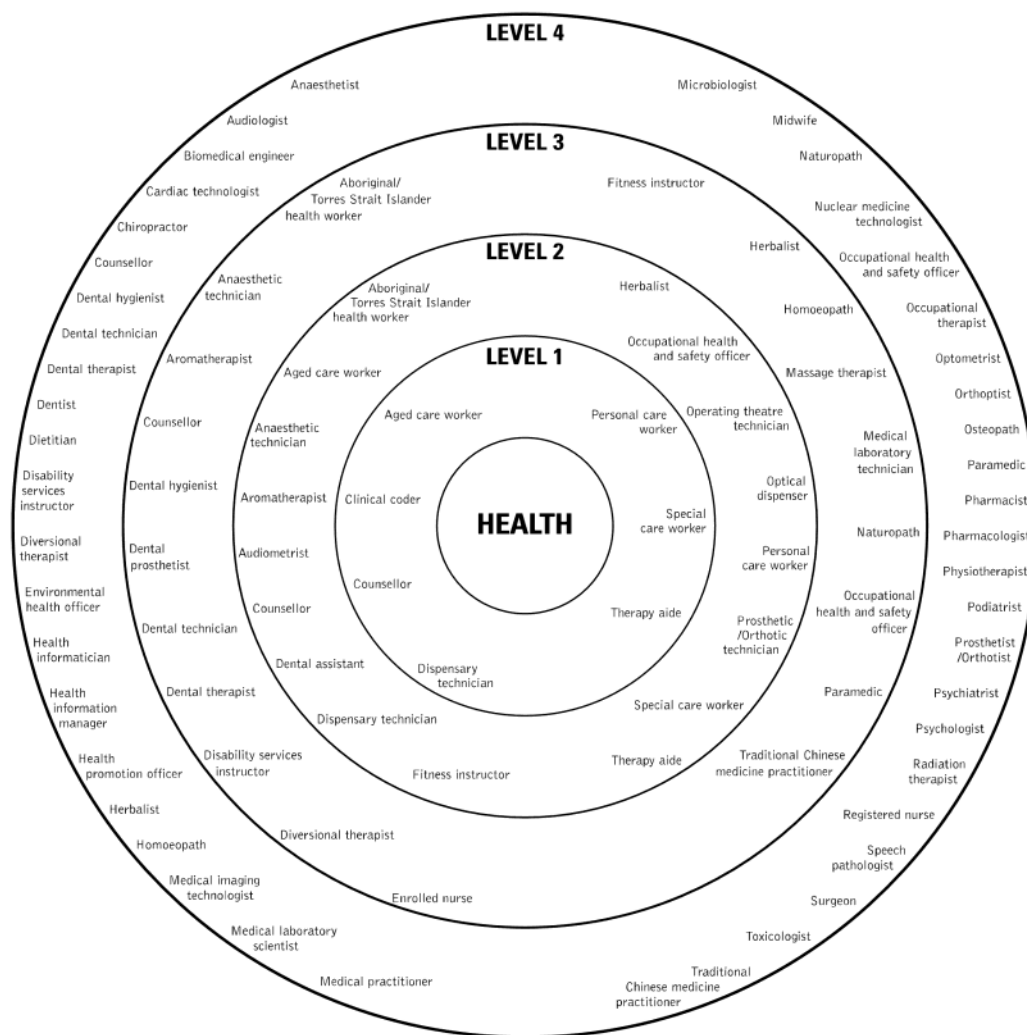
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LEVEL 4 Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

This chart shows a selection of jobs that have some relation to the subject of **GEOGRAPHY**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at HEALTH?

Have you considered the occupations above?

Usual training requirements

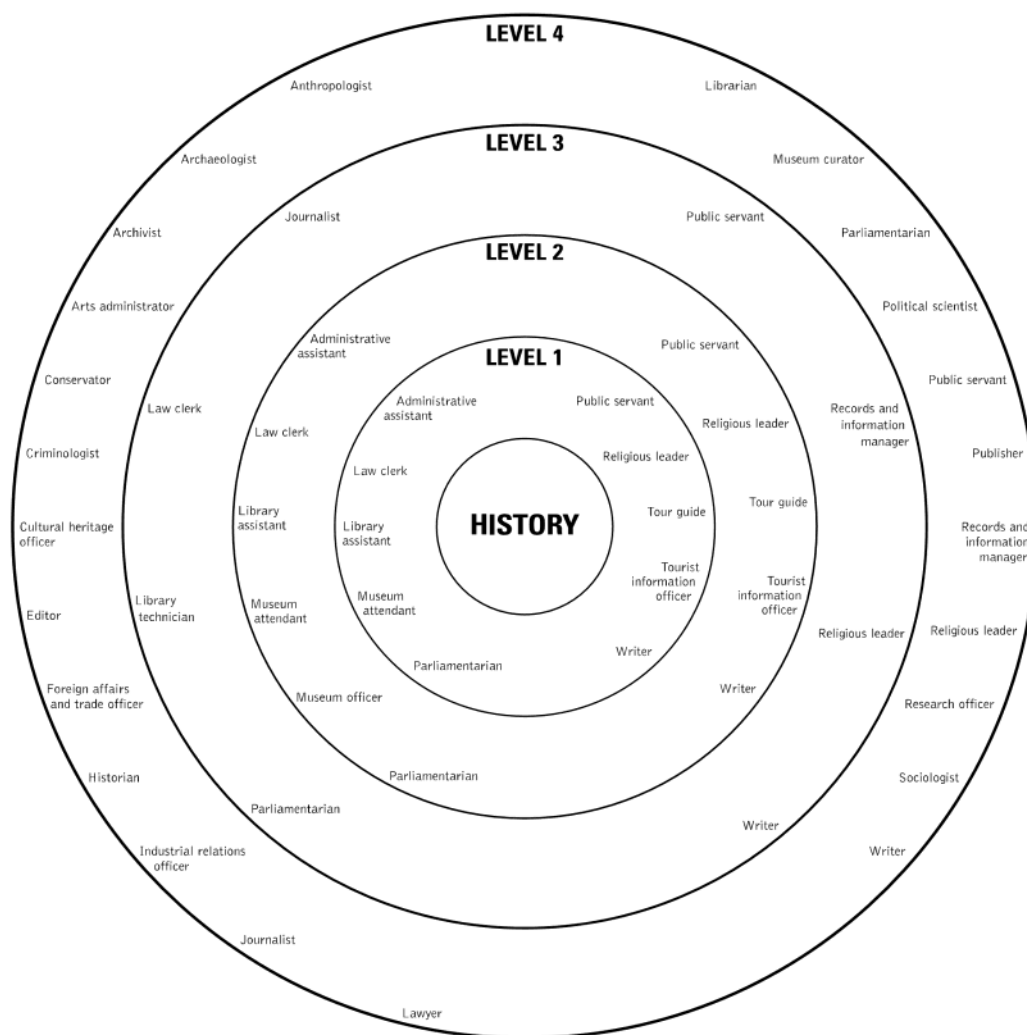
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This chart shows a selection of jobs that have some relation to the subject of **HEALTH**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at **HISTORY?**

Have you considered the occupations above?

Usual training requirements

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This chart shows a selection of jobs that have some relation to the subject of **HISTORY**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

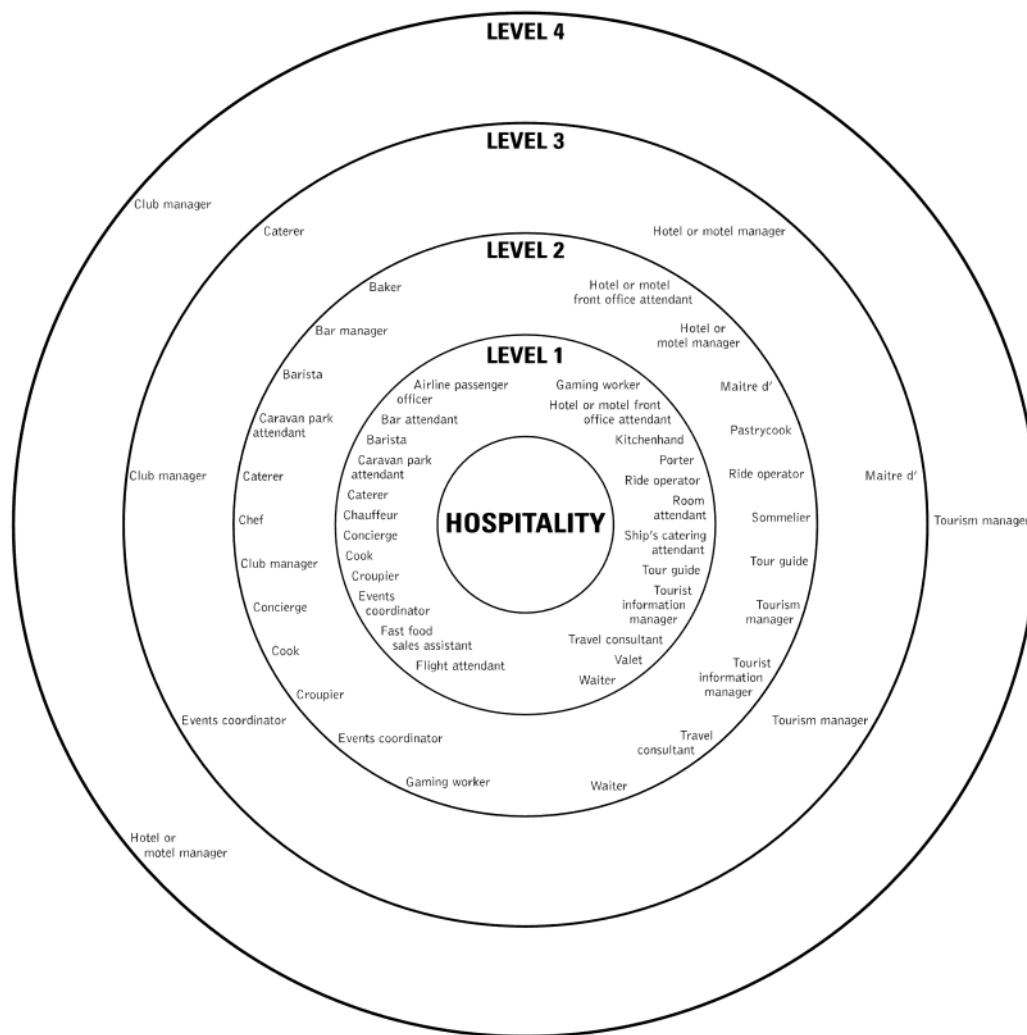
For further information visit
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This chart shows a selection of jobs that have some relation to the subject of **HOME ECONOMICS**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.



Do you enjoy or are you good at **HOSPITALITY?**

Have you considered the occupations above?

Usual training requirements

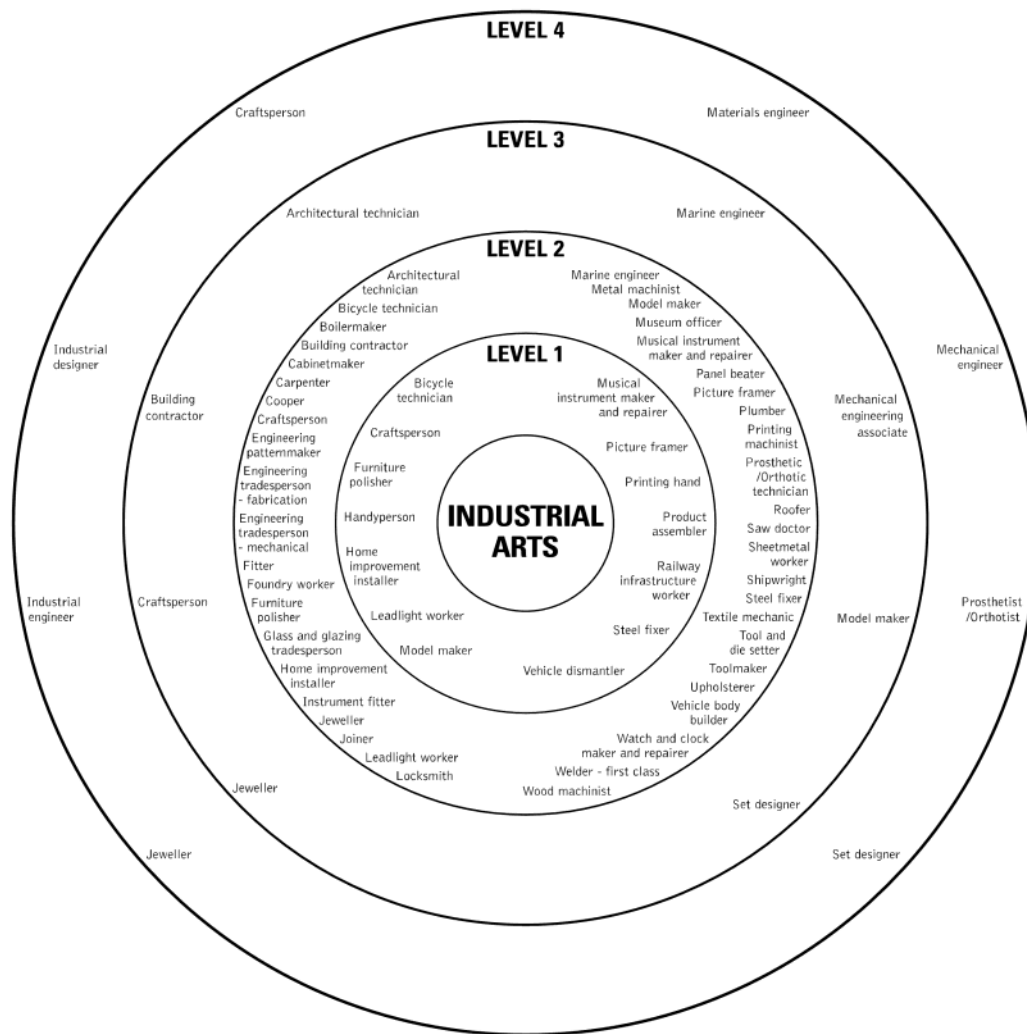
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This chart shows a selection of jobs that have some relation to the subject of **HOSPITALITY**.

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For further information visit
www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at **INDUSTRIAL ARTS?** Have you considered the occupations above?

Usual training requirements

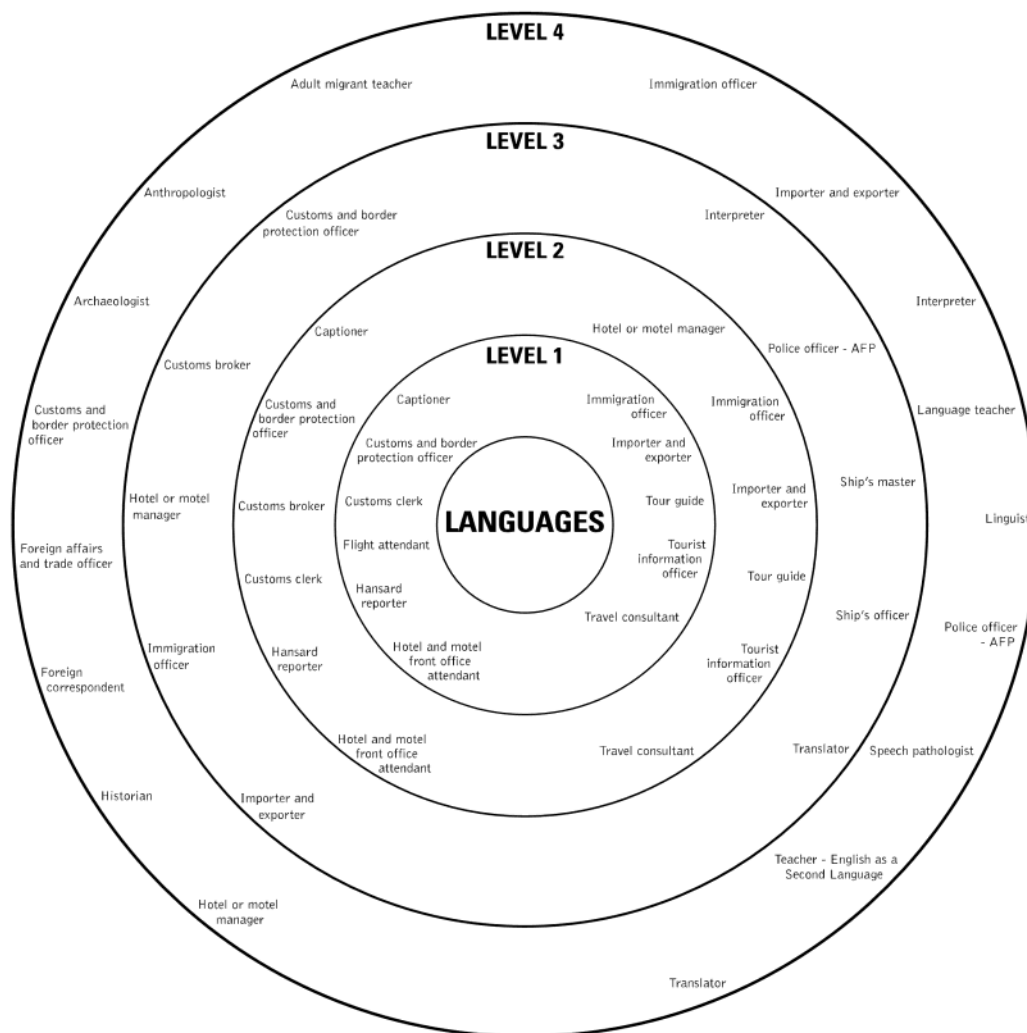
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- LEVEL 4** Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

This chart shows a selection of jobs that have some relation to the subject of **INDUSTRIAL ARTS**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
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Do you enjoy or are you good at **LANGUAGES?**

Have you considered the occupations above?

Usual training requirements

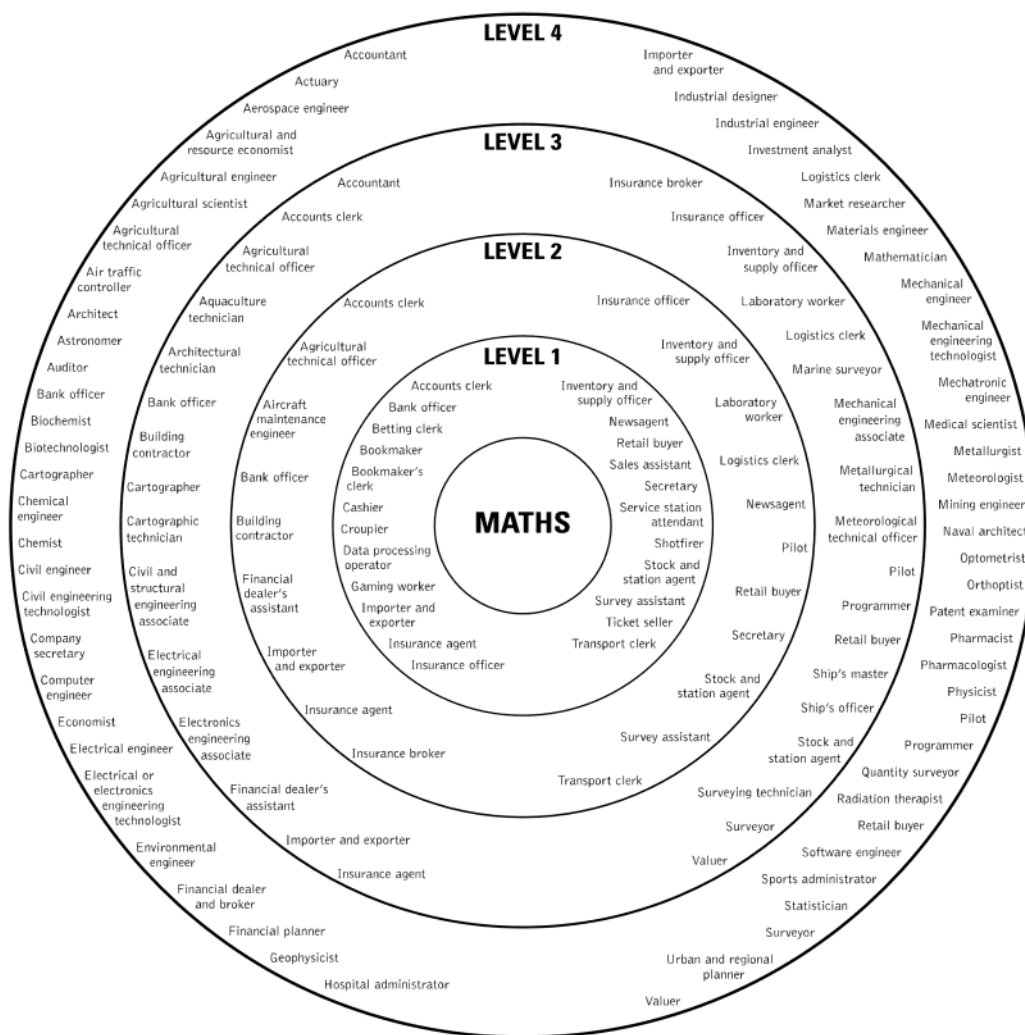
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This chart shows a selection of jobs that have some relation to the subject of **LANGUAGES**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
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Do you enjoy or are you good at **MATHS?**

Have you considered the occupations above?

Usual training requirements

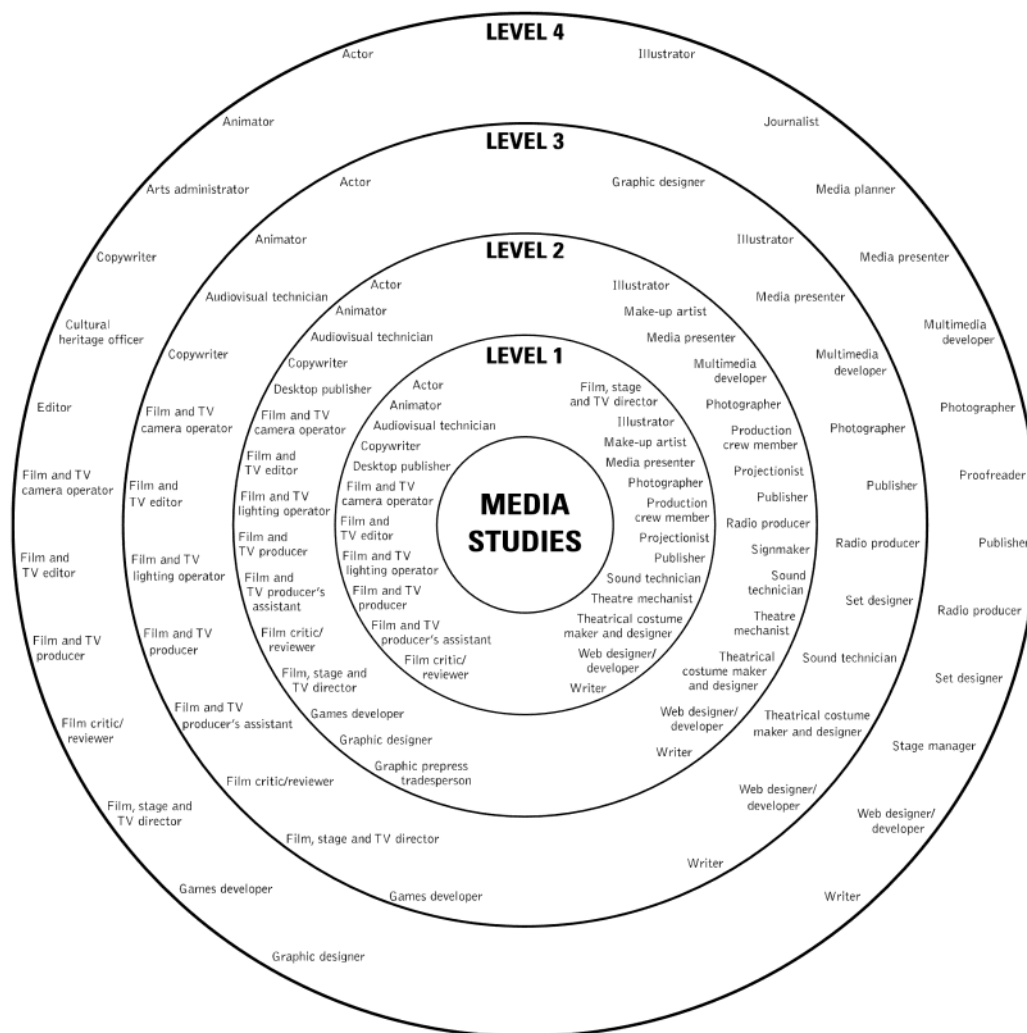
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This chart shows a selection of jobs that have some relation to the subject of **MATHS**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
www.jobguide.education.gov.au and www.myfuture.edu.au



Do you enjoy or are you good at **MEDIA STUDIES?** Have you considered the occupations above?

Usual training requirements

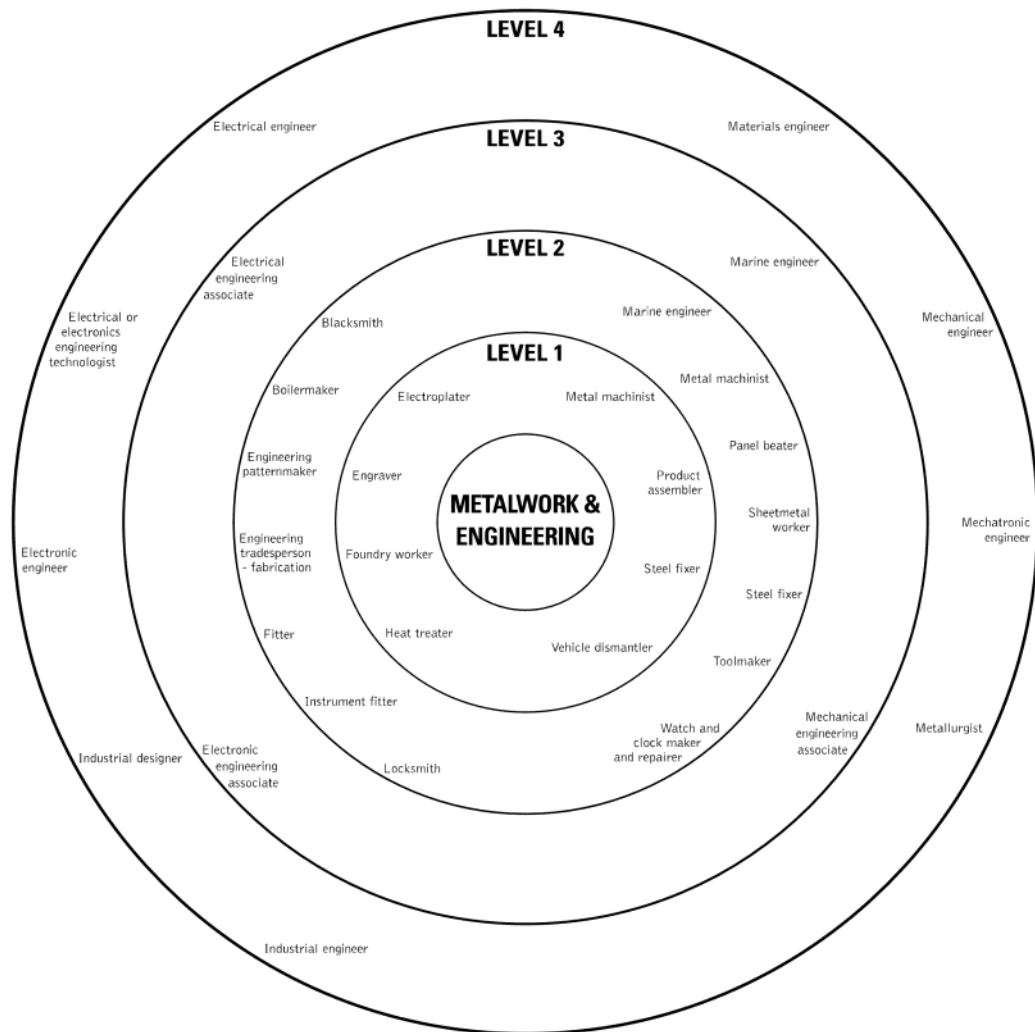
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This chart shows a selection of jobs that have some relation to the subject of **MEDIA STUDIES**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
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Do you enjoy or are you good at METALWORK & ENGINEERING?

Have you considered the occupations above?

Usual training requirements

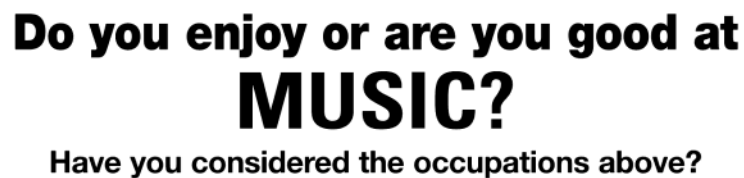
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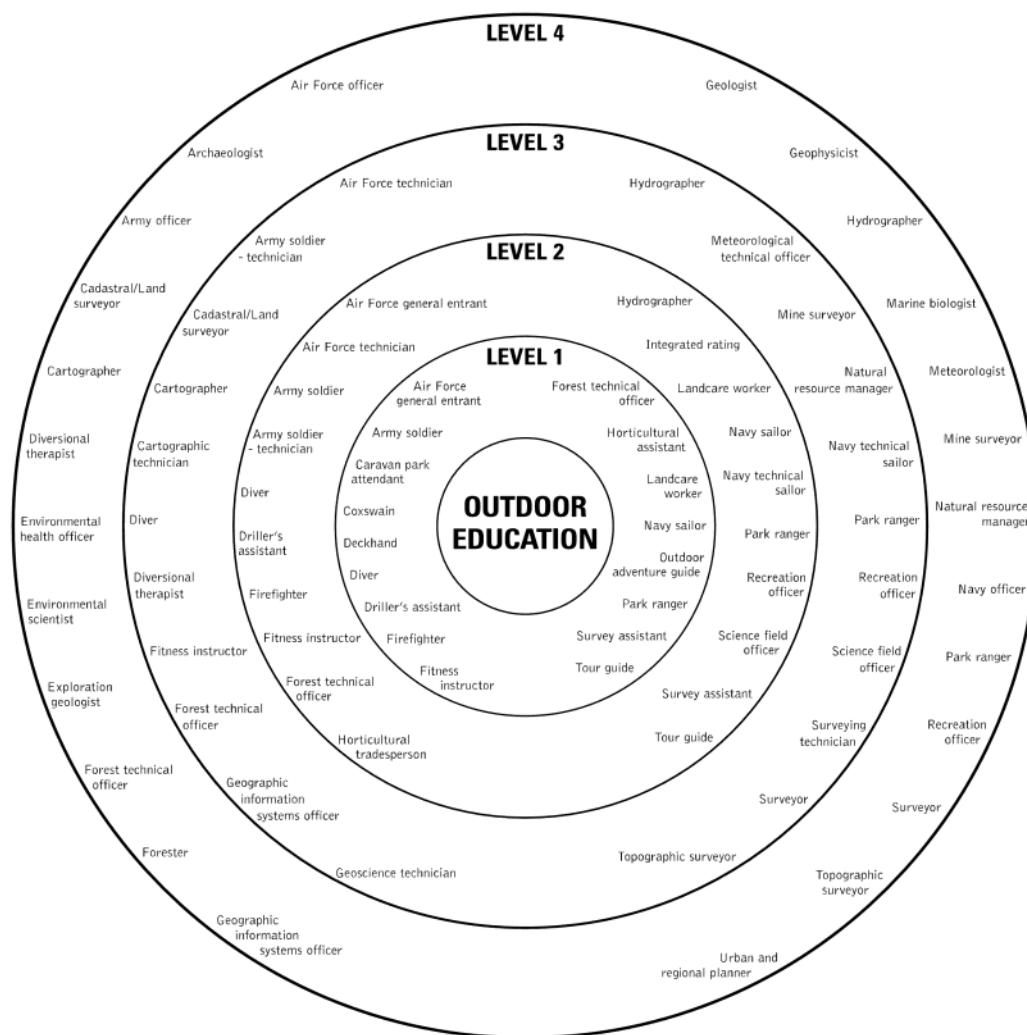
- LEVEL 4** Usually requires the completion of a Bachelor Degree or higher qualification. Study is often undertaken at university.

This chart shows a selection of jobs that have some relation to the subject of **METALWORK & ENGINEERING**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

For further information visit
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Do you enjoy or are you good at **OUTDOOR EDUCATION?** Have you considered the occupations above?

Usual training requirements

- LEVEL 1** Usually has a skill level equal to the completion of Year 10, the Senior Secondary Certificate of Education, Certificate I or Certificate II qualification. Australian Apprenticeships may be offered at this level.
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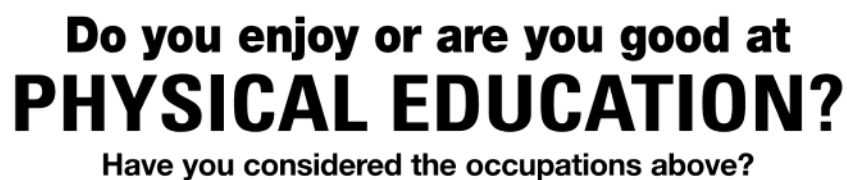
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The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

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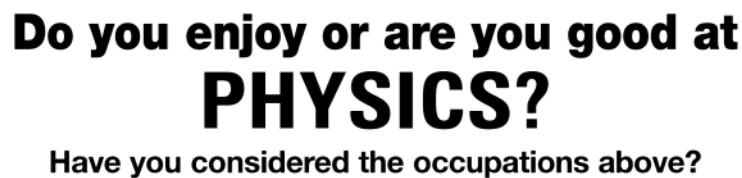


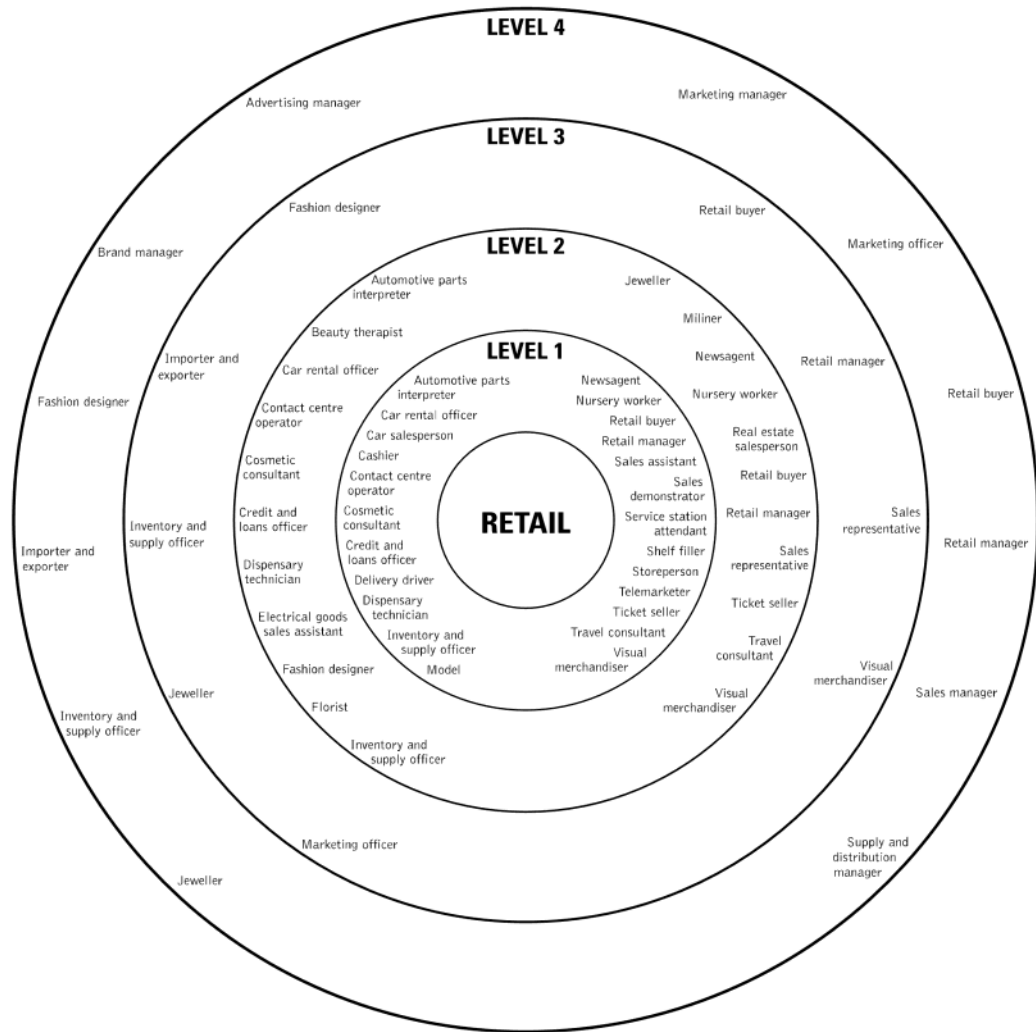


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This chart shows a selection of jobs that have some relation to the subject of **PHYSICAL EDUCATION**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.





Do you enjoy or are you good at RETAIL?

Have you considered the occupations above?

Usual training requirements

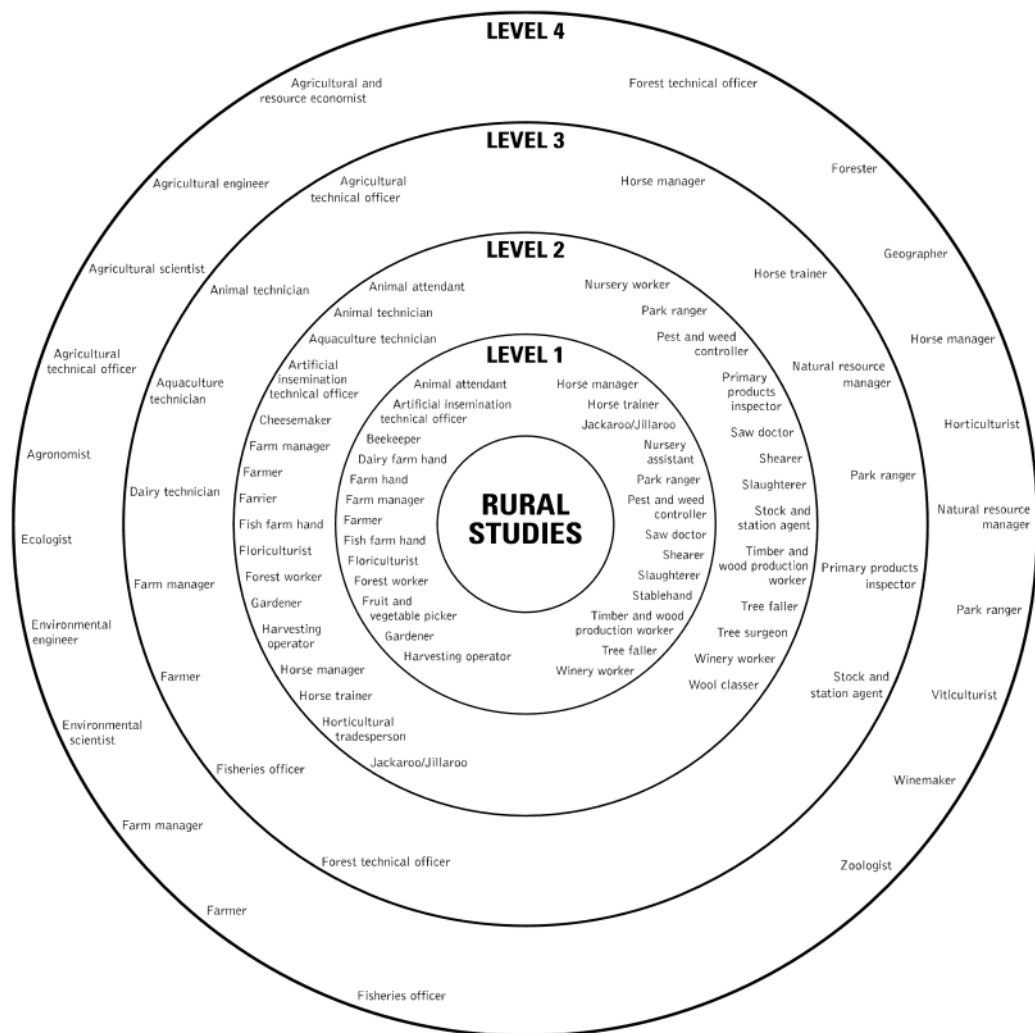
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Do you enjoy or are you good at **RURAL STUDIES?** Have you considered the occupations above?

Usual training requirements

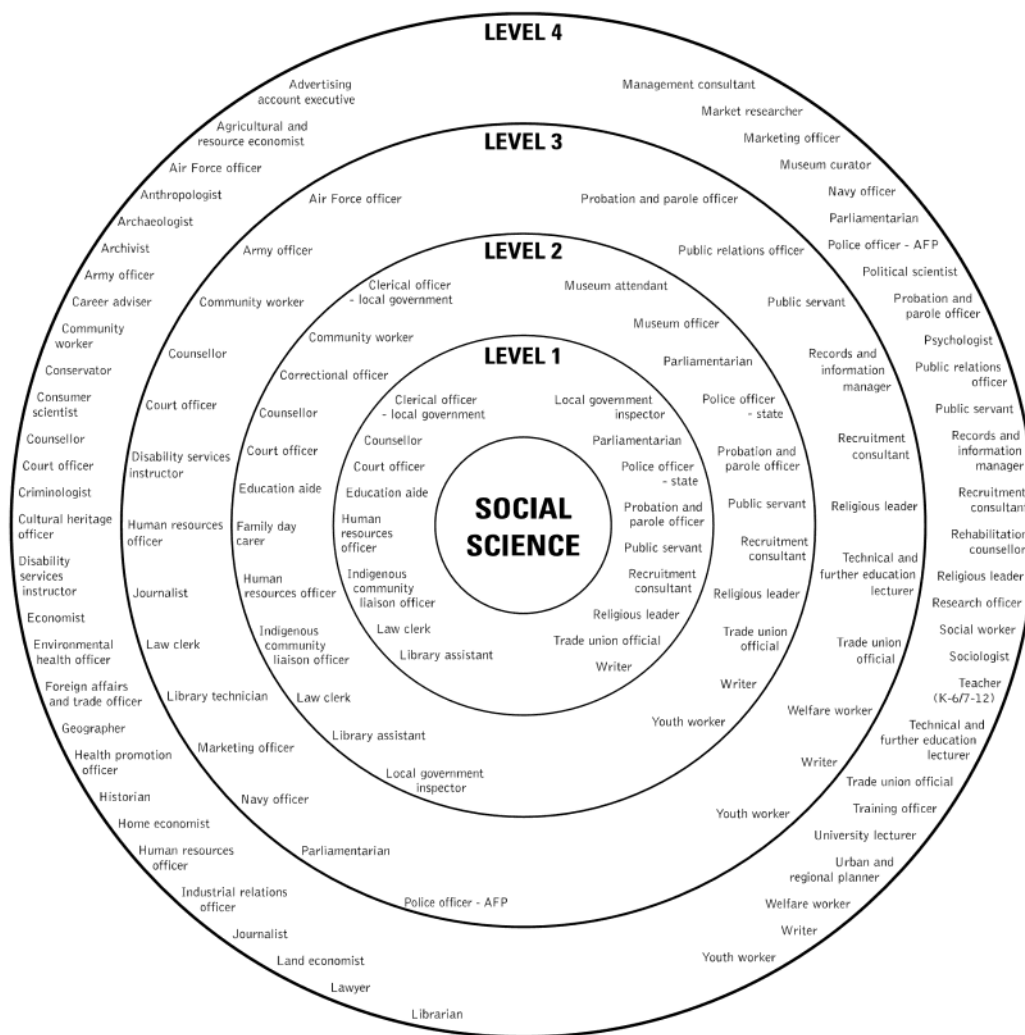
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This chart shows a selection of jobs that have some relation to the subject of **RURAL STUDIES**.

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For further information visit
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Do you enjoy or are you good at **SOCIAL SCIENCE?** Have you considered the occupations above?

Usual training requirements

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This chart shows a selection of jobs that have some relation to the subject of **TEXTILES & DESIGN**.

The four education and training levels are to be used as a guide only. These levels indicate the most common education and/or entry requirements for these jobs.

The High Five Principles of Career Development

1. Change is **constant**

Recognise that the world around you is constantly changing. Be open to change and remain alert to new opportunities.

2. Learning is **ongoing**

Strive for continuous personal improvement. Stay motivated by learning new skills and developing new talents.

3. Focus on the **journey**

Don't focus on one destination only. Recognise that your career journey will be throughout your lifetime. Appreciate and value each experience along the way.

4. Know yourself, believe in yourself and follow your **heart**

Pursue your passion to find fulfilment. Discover ways to combine your interests with career opportunities.

5. Access your **allies**

Rely on the support of your family, friends, mentors, colleagues and peers. Career success can be a team effort.



Other Careers Resources

General

- <http://createyourfuture.org.au/educationemployment/education-training/learn-or-earn/>
- <https://www.qld.gov.au/youth>
- <https://www.youthcentral.vic.gov.au/>
- <http://adolescentcareereducation.com.au/useful-links-for-senior-school-students/>

Vocational Education & Training

What is VET?

VET refers to education and training that provides the practical skills and knowledge you need to:

- join the workforce for the first time
- re-join the workforce
- gain an apprenticeship or traineeship
- enter tertiary study
- advance your professional development.

A VET course is a great way to fast track your career or education in fields like:

- business studies
- health services
- mining services
- manufacturing
- agriculture
- tourism
- hospitality.

VET qualifications are generally at one of the following levels:

- Certificate I, II, III or IV
- Diploma
- Advanced Diploma
- Vocational Graduate Certificate
- Vocational Graduate Diploma.

VET in Schools

Vocational Education and Training in schools

What is VET in Schools (VETis)?

Vocational Education and Training (VET) is a learning pathway available for young people in senior secondary. VET provides students with the opportunity to engage in education and training which may lead to employment and/or further study.

Successful completion of VET provides students with nationally recognised qualifications that deliver the skills and knowledge required for specific industries and occupations.

Nationally recognised VET must be delivered by a registered training organisation (RTO), including:

- schools that are RTOs
- other RTOs, such as TAFE and private training providers.

VET qualifications can be undertaken in Years 10, 11 and 12 and may provide credit towards the Queensland Certificate of Education.

Benefits of participating in VET include (but are not limited to):

- obtaining practical experience from work
- gaining familiarity on how workplaces operate
- developing employability skills
- developing and improving interpersonal skills
- allowing students to explore the potential career path they would like to pursue.

My Skills

<https://www.myskills.gov.au/>



Search Courses

Find and compare the outcomes, durations and locations of nationally-accredited training from registered training providers.



Search

<http://www.skillsgateway.training.qld.gov.au/>



Contact us

Search...

Search

Queensland Skills Gateway

Department of **Employment, Small Business and Training**[Home](#)

Find a training course

Find a project

I want to be...

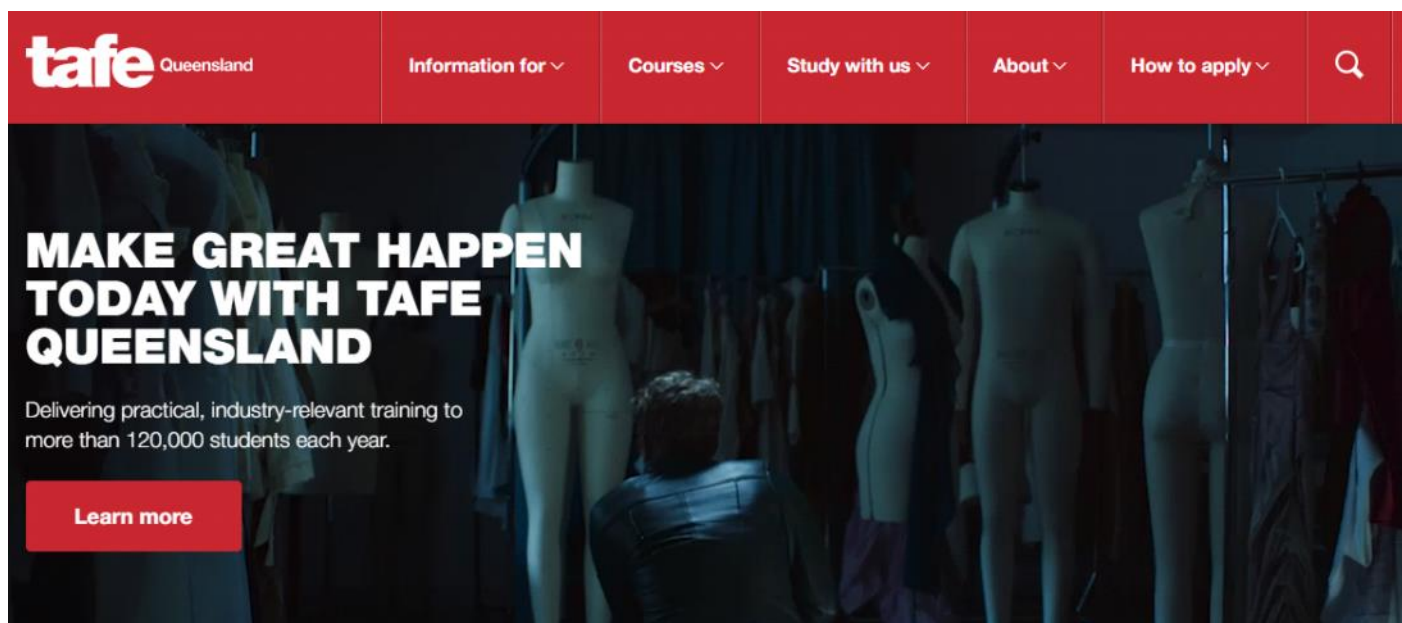
Am I eligible?

Find a training provider



TAFE Queensland

<https://tafeqld.edu.au/home.html?>

The image shows the top portion of the TAFE Queensland website. It features a red navigation bar with the 'tafe Queensland' logo on the left and several menu items with dropdown arrows: 'Information for', 'Courses', 'Study with us', 'About', and 'How to apply'. A search icon is located on the far right. Below the navigation bar is a large hero section with a dark, moody background image of a person in a leather jacket standing in a clothing store with mannequins. Overlaid on the left side of this image is the text 'MAKE GREAT HAPPEN TODAY WITH TAFE QUEENSLAND' in large, bold, white capital letters. Below this headline is a smaller line of text: 'Delivering practical, industry-relevant training to more than 120,000 students each year.' At the bottom left of the hero section is a red rectangular button with the white text 'Learn more'.



Australian Government
Department of Education and Training



Are you looking for...

Apprenticeships &
Traineeships



Courses & training
providers



National Register of
VET



Australian Government

[Home](#) [Search](#) [Reports](#) [Links](#) [Site map](#)

[Sign in](#) [?](#)

[Home](#) > [Search](#) > Organisation search

Organisation / RTO search

Search by name [Search by scope](#)

Name or code:

☐ Include RTOs that are not currently registered.

☐ Include organisations which are not RTOs.

[Show advanced search](#)

[Search](#)

You will need a USI

<https://www.usi.gov.au/>

Every year almost four million Australians build and sharpen their skills by undertaking nationally recognised training. All students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) when they are still at school (VET for secondary students).

What is a USI?

The USI is a reference number made up of ten numbers and letters that:

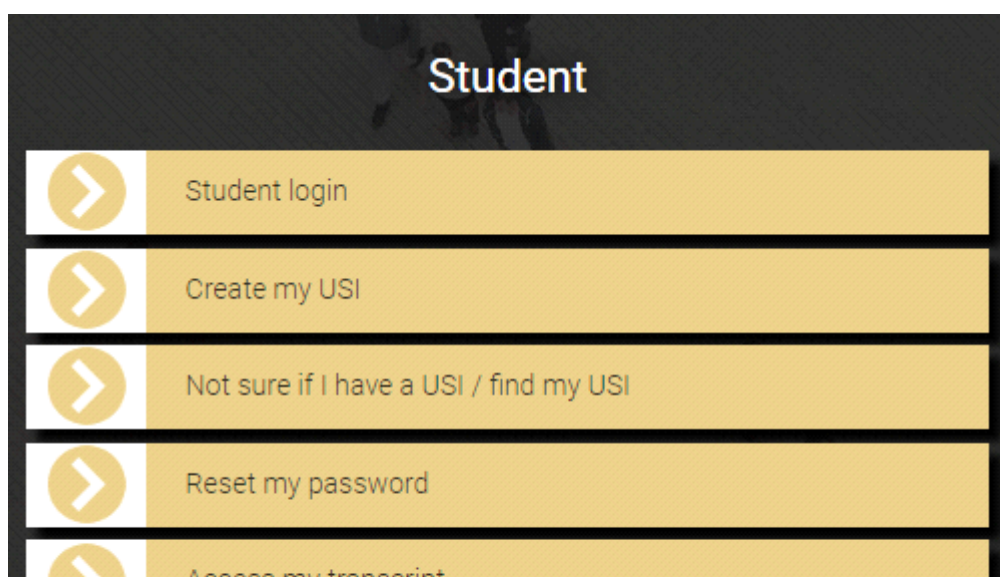
- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

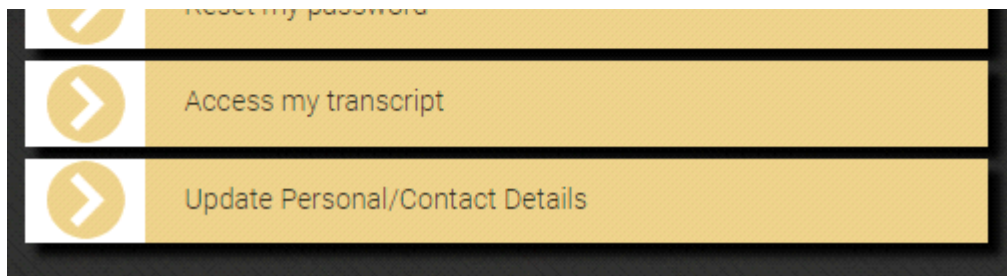
Who needs a USI and why?

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

From <<https://www.usi.gov.au/about>>





Apprenticeships & Traineeships

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age.

You do not need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers.

You can even begin your Australian Apprenticeship while you're still at school finishing Years 10, 11 and 12.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades.

As an Australian Apprentice you can combine time at work with training, and can be either full-time, part-time or school-based.

When you finish your Australian Apprenticeship, you will have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well.

From <<https://www.australianapprenticeships.gov.au/australian-apprentices>>

Australian Apprenticeships

<https://www.australianapprenticeships.gov.au/publications/australian-apprenticeship-%E2%80%93-endless-career-possibilities>

July 2017

An Australian Apprenticeship – Endless Career Possibilities

“An Australian Apprenticeship is an awesome opportunity to learn and earn. There are so many benefits to this training pathway. It can often open many doorways that you don’t expect.”

– Melinda Lethbridge, 2014 Australian Apprentice of the Year and fitter and turner.

“I’m very happy I started with a traineeship as my learning pathway instead of jumping straight into university. It has allowed me to gain industry experience straight away which can be difficult to obtain.”

– Joshua Lodge, 2014 Australian Apprentice (Trainee) of the Year and laboratory technician.

“An Australian School-based Apprenticeship is a fantastic opportunity that has endless career possibilities. It is a great way to be a part of the workforce and completing your Year 12 Certificate.”

– Eylsh Perry, 2014 Australian School-based Apprentice of the Year and disability support officer.

About Australian Apprenticeships

What are Australian Apprenticeships?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age. You don’t need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

As an Australian Apprentice you can combine time at work with training as part of a full-time, part-time or school-based apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers. You can even begin your Australian Apprenticeship while you’re still at secondary school.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades.

When you finish your Australian Apprenticeship, you’ll have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well. You’ll have many options for your future to think about and choose from.

How much will I get paid as an Australian Apprentice?

An Australian Apprenticeship is an ideal way to get the high-level skills you need for a successful career while getting paid. Under an Australian Apprenticeship you earn while you learn.

Australian Apprentices are usually employed under a federal or state award or agreement. They are paid a wage which varies depending on a number of factors including which year of their training they are in, the type of Australian Apprenticeship they are doing and the industry or occupation.

Australian Apprentices have the same rights to superannuation, workers' compensation and other entitlements or requirements as all other workers in Australia. Awards and conditions are set independently of the Fair Work Commission. More information on awards, wages and conditions are available from the Fair Work Ombudsman.

How long will it take me to complete an Australian Apprenticeship?

An Australian Apprenticeship can take from one to four years to complete, depending on the type of Australian Apprenticeship and the qualification you undertake. Training pathways and durations are set by state or territory governments in consultation with industry.

You may be granted course credits for any skills you already have, as well as prior experience in the workplace, potentially reducing your formal training time. Australian Apprenticeships are 'competency based' which means you can complete your training sooner if you get to the required skill levels more quickly than usual.

Can I start an Australian Apprenticeship while I'm still at school?

-

You may be able to start an Australian Apprenticeship while you're still at school. Australian School-based Apprenticeships are a mix of academic learning, vocational education and training and paid employment, where school studies, training and work all fit together. Your career advisers and teachers will be able to provide you with information about Australian School-based Apprenticeship options available at your school.

Assistance for Australian Apprentices

The first and second years of an Australian Apprenticeship can be financially difficult for those entering the workforce for the first time. However, support is available to help you when you need it most – at this early stage of your career.

Depending on the Australian Apprenticeship you do and your individual circumstances, you may be eligible to apply for one or more of the following forms of support.

Trade Support Loans

Trade Support Loans provide up to \$20,420 to eligible apprentices in priority areas to assist them with the costs of living and learning while undertaking an apprenticeship. A 20 per cent discount is applied on the amount borrowed when the apprentice successfully completes their apprenticeship. Apprentices are required to repay the loans through the tax system when their income meets the repayment threshold, which is \$55,874 for 2017-18.

Loan payments are made in monthly instalments and are paid directly to the Australian Apprentice.

To be eligible for Trade Support Loan payments, you must reside in Australia and be an Australian citizen, or the holder of a permanent visa and be undertaking a Certificate III or IV level qualification that leads to an occupation on the National Skills Needs List; or a Certificate II, III or IV agricultural qualification; or a Certificate II, III or IV horticulture qualification while working in rural or regional Australia. You must also meet the Trade Support Loans eligibility criteria.

Living Away From Home Allowance

Australian Apprentices of any age may be eligible to receive this allowance during their first three years of training if they have to move away from their parent's or guardian's home in order to take up or retain an Australian Apprenticeship.

Centrelink Administered Allowances

Australian Apprentices may be eligible to access the following fortnightly payments.

- Youth Allowance for Australian Apprentices aged 16-24
- Austudy for Australian Apprentices aged 25 and over
- ABSTUDY for Australian Apprentices who are Indigenous Australians who have reached minimum school leaving age.

“Doing a traineeship was one of the best decisions of my life and provided me with the direction and skills needed for me to develop to my full potential.”

– *Bradley Malby, finalist, Australian Apprentice (Trainee) of the Year and human resources support officer.*

The Australian Apprenticeship Support Network

The Australian Apprenticeship Support Network (the Apprenticeship Network) will help you succeed in the proven earning and learning pathway Australian Apprenticeships provide.

The Australian Government is investing up to \$200 million annually in the Apprenticeship Network which will provide personalised support to apprentices and their employers throughout the apprenticeship lifecycle, from commencement to completion.

Apprenticeship Network providers help employers navigate through apprenticeship arrangements and ensure apprentices get the support they need to complete their training through delivery of two service types:

- Universal services for all clients, providing essential administrative support, payment processing and regular contact; and
- Targeted services for employers and individuals assessed as needing additional support to complete the apprenticeship.

Apprenticeship Network providers operate from more than 400 locations nationally and will work with you and your employer to identify the right training for your apprenticeship and make sure you get the skills needed to support your employer.

They will engage with State and Territory Authorities to help manage administration of apprenticeship arrangements, including the Training Contract, training plan approvals and completion arrangements.

The Apprenticeship Network is here to help you make the most of Australian Apprenticeships and the benefits they can provide to you.

“Some of the key benefits of completing an Australian Apprenticeship were improved life skills such as confidence and communication. Being paid a wage to learn skills that will serve you for the rest of your life is a great advantage!”

– *Ashley Edwards, finalist, 2014 Aboriginal and Torres Strait Islander Student of the Year and plumber*

Finding an Australian Apprenticeship

Preparation

Think about which career path best suits you. Australian Apprenticeships are available in over

500 occupations, so chances are there'll be one that matches your interests.

If you are still at school discuss Australian Apprenticeships with your career advisers or teachers.

Investigate your training and career options at:

- www.myskills.gov.au
- www.myfuture.edu.au
- www.aapathways.com.au
- www.jobguide.thegoodguides.com.au
- www.aatinfo.com.au
- www.grouptraining.com.au

Write or brush up your résumé! Don't forget to include:

- your contact details;
- your school studies, achievements and work experience; and
- your interests, skills and career goals.

Action

Visit your Apprenticeship Network provider who can provide advice and assistance to help you find an apprenticeship. You may be able to access targeted support services to select the apprenticeship, occupation or training pathway that is most suited to you. These services could include assessing your suitability for an apprenticeship and connecting you with an employer.

Alternatively, you can find an employer willing to take you on as an Australian Apprentice. You can do this by:

- looking in the job vacancy ads in your local paper or on the web
- contacting a jobactive organisation in your region
- contacting employers in the industries you'd like to work in. Go and see them and leave a copy of your résumé
- contacting a Group Training Organisation.

Once you've found an apprenticeship, ask the employer to call their local Apprenticeship Network provider. The Apprenticeship Network provider will work with you and your employer to identify the right training and support you may need throughout your apprenticeship. They also will help you to sign-up to the training contract and assess your eligibility for Australian Government incentives and a Trade Support Loan.

For more information about Australian Apprenticeships, finding an Apprenticeship Network provider, financial incentives and Trade Support Loans visit australianapprenticeships.gov.au or call the Australian Apprenticeships referral line on 13 38 73.

For general employment information:

- Visit jobsearch.gov.au
- To find a jobactive organisation in your region - call 13 62 68
- To find a Group Training Organisation listed on the national register visit www.grouptraining.ntis.gov.au or visit the Group Training Australia website www.grouptraining.com.au
- For wages information call the Fair Work Infoline on 13 13 94 or visit the Fair Work Ombudsman website fairwork.gov.au
- For Superannuation information call the Tax Office on 13 10 20 or visit ato.gov.au
- For information on Youth Allowance, Austudy or ABSTUDY call the Centrelink Australian

Apprenticeships hotline on 13 36 33 or visit www.humanservices.gov.au

- **Information on assistance for people with a disability call the** Employment Assistance Fund **on** 1800 464 800 **or visit** jobaccess.gov.au
- **To find your local Australian Apprenticeship Support Network provider visit** www.australianapprenticeships.gov.au **or phone the Australian Apprenticeships referral line 13 38 73.**

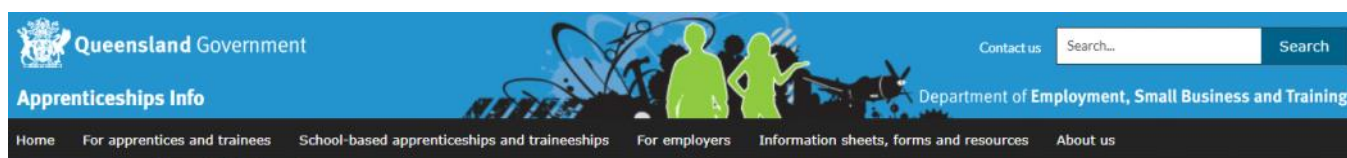
13 38 73

www.australianapprenticeships.gov.au

Your Life. Your Career. Your Future.

Find Information

<https://training.qld.gov.au/apprenticeshipsinfo>



<http://www.ausapp.com.au/>



<https://www.aapathways.com.au/>

The Australian Apprenticeships Pathways website is an Australia wide information hub

<https://training.gov.au/>



Australian Government
Department of Education and Training



Are you looking for...

Apprenticeships &
Traineeships



Courses & training
providers



National Register of
VET



<https://www.worldskills.org.au/>

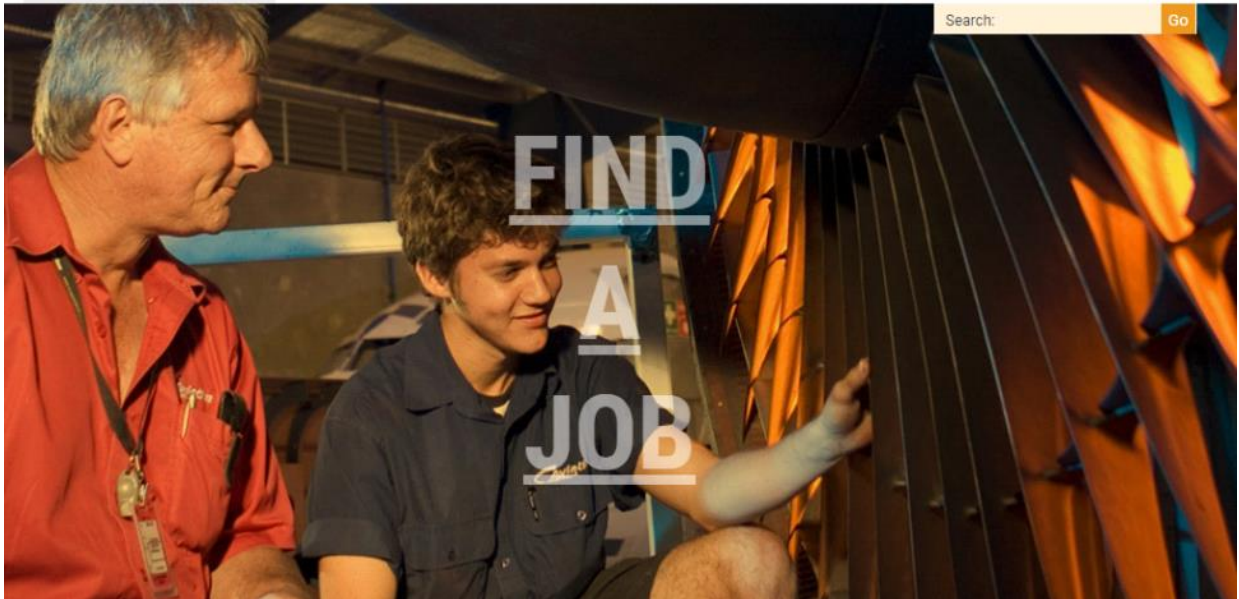


ABOUT WHAT WE DO GET INVOLVED MEDIA  

WORLDSKILLS AUSTRALIA IS A **SOCIAL ENTERPRISE** THAT
PASSIONATELY BELIEVES **SKILLS DRIVE THE FUTURE** OF
YOUNG PEOPLE, AND OF AUSTRALIA.

Since 1981 we have been the leading voice for skills excellence in vocational, technological and service oriented careers in Australia. We have raised the awareness of hundreds of thousands of young Australians and their parents, industry and employers, that our nation's future depends on effective skills training systems.

<http://www.apprenticeemploymentnetwork.com.au/>



Tips on finding an employer

It is up to the individual to find an appropriate employer to take them on as an apprentice or trainee in their chosen occupation.

The following websites and tips may help with your job search:

Search job sites such as:

- Jobactive - Australian Government
- ApprenticeshipCentral
- MEGT job board
- SmartJobs - Queensland Government apprenticeships and traineeships
- Queensland local councils job vacancies
- internet job search engines - we suggest you enter a job title of 'apprentice' or 'trainee' as well as your chosen industry in the appropriate field(s).

Contact local businesses in your chosen industry. They may have vacancies or may not have thought about taking on an apprentice or trainee. Make sure you have done your research on apprenticeships and traineeships before suggesting this to a potential employer. Contact professional organisations in the industry as they might know of opportunities available.

Use your personal networks. Talk to friends and family who may be in the industry you have chosen, or may know someone in the industry and are able to tell you of vacancies available where they work or elsewhere. If you are still in school, talk to your school-based coordinator, teachers or guidance officer. They are often aware of school-based apprenticeship and traineeship opportunities available in your community.

Contact stakeholders of the apprenticeship and traineeship system. Some training organisations employ job placement officers who are aware of vacancies in the community. The Australian Apprenticeship Support Network (on 13 38 73) may also be able to help as they are in contact with employers on a daily basis and may also know of apprenticeship or traineeship opportunities available.

From <<https://training.qld.gov.au/apprenticeshipsinfo/apprentices/become/find-employer>>

Finding an apprenticeship or traineeship - Jobactive

<https://jobactive.gov.au/>



Finding an apprenticeship or traineeship - ApprenticeshipCentral

<https://apprenticeshipcentral.com.au/>

The screenshot shows the top section of the ApprenticeshipCentral website. At the top left is the logo "ApprenticeshipCentral" with the tagline "where apprentices and employers connect". To the right are two buttons: "I'm an applicant" (blue) and "I'm an employer" (yellow). Further right are links for "login" and "register". Below this is a navigation bar with tabs: "I want to search ..." (active), "All Vacancies", "Apprenticeships", "Traineeships", "School-Based", "Out of Trade", and "Post a Resume". The main search area has four dropdown menus: "Select a State", "Select an Industry", "Select a Region", and "Select an Area". A "Search All Vacancies" button is located at the bottom right of the search area.

ApprenticeshipCentral
where apprentices and employers connect

I'm an applicant *I'm an employer* login or register

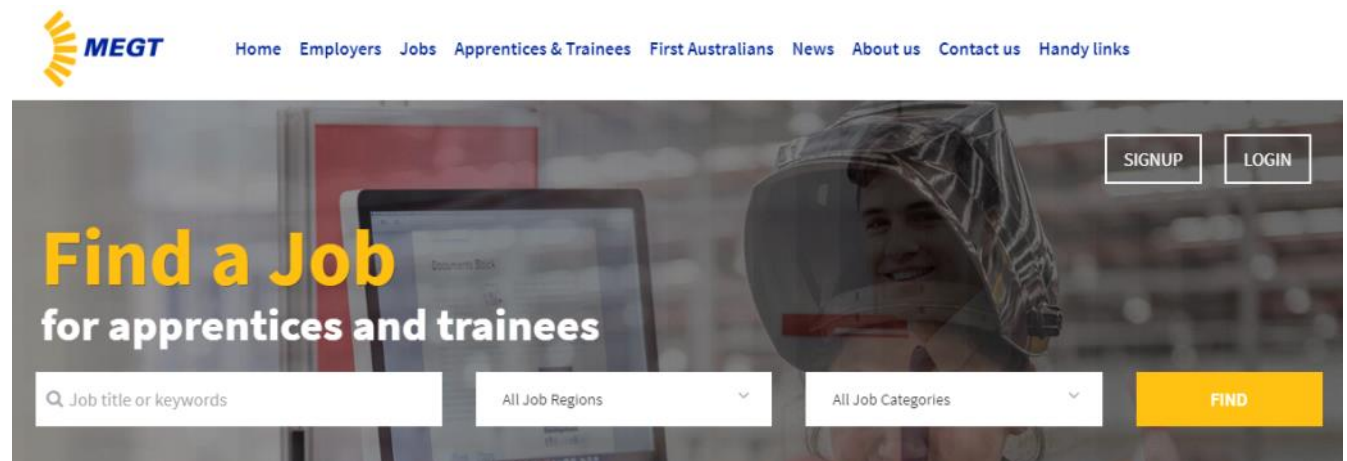
I want to search ... All Vacancies Apprenticeships Traineeships School-Based Out of Trade Post a Resume

Select a State Select an Industry
Select a Region Select an Area

Search All Vacancies

Finding an apprenticeship or traineeship - MEGT

<http://www.megt.com.au/jobs/>



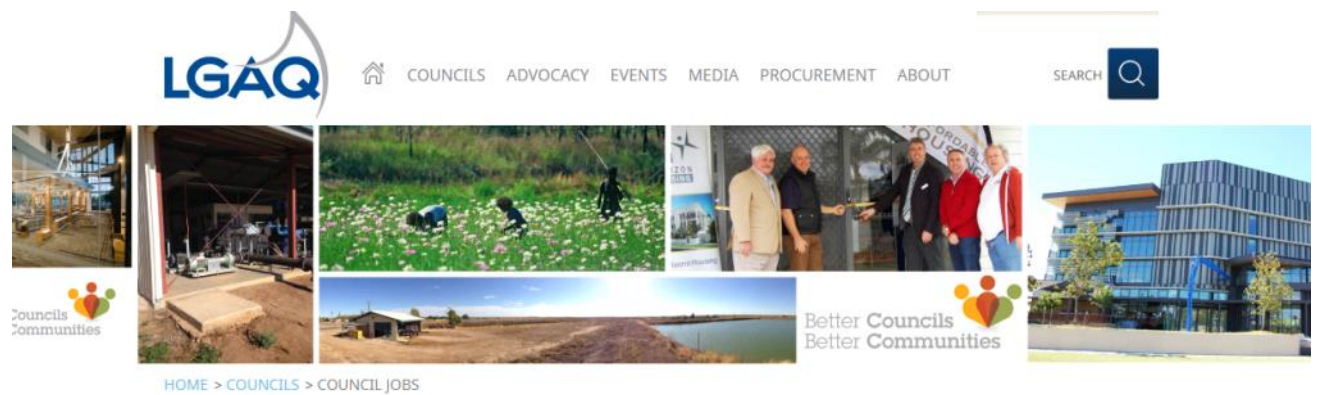
Finding an apprenticeship or traineeship - Smart Jobs

https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904



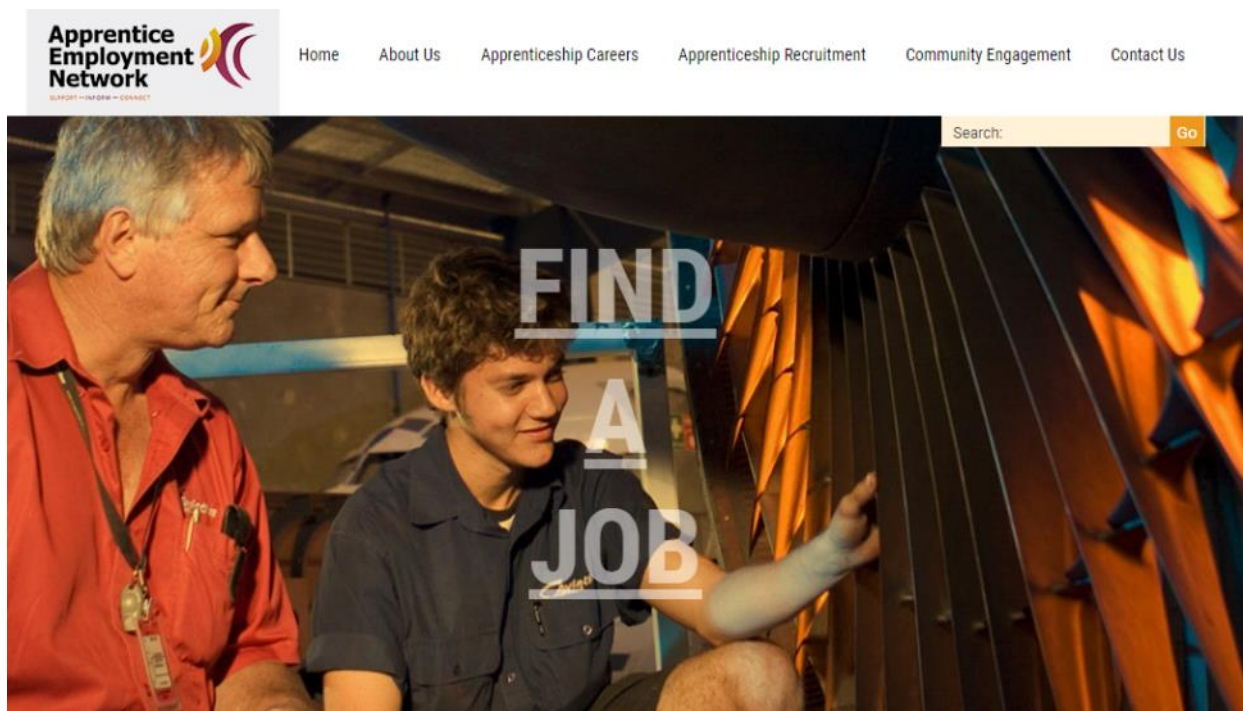
Finding an apprenticeship or traineeship - Local Councils

<http://lgaq.asn.au/browse-council-jobs>



Finding an apprenticeship or traineeship - AE Network

<http://www.apprenticeemploymentnetwork.com.au/>



Australian Apprenticeship Support Network

Apprenticeship Network providers are contracted by the Australian Government to provide free Australian Apprenticeships support services to apprentices and employers.

A total of 11 Apprenticeship Network providers will deliver support services to employers and Australian Apprentices and trainees* from around 400 locations nationally, including in rural and remote areas.

Apprenticeship Network providers will provide advice and support services tailored to the needs of employers and apprentices throughout the apprenticeship lifecycle – from pre-commencement to completion - through:

- Universal services for all employers and apprentices, providing essential administrative support, payment processing and regular contact; and
- Targeted services for employers and individuals assessed as needing additional support to complete the apprenticeship.

From <<https://www.australianapprenticeships.gov.au/australian-apprenticeship-support-network>>

Australian Apprenticeship Network Providers - Warwick/Toowoomba Region

ACE Apprenticeship Centre

Address:

Suite 14, 123 Margaret Street
Toowoomba QLD 4350

Freecall:

1300 223 467

Website:

<http://www.mrael.com.au/>

Email:

ace@mrael.com.au

Apprenticeship Support Australia

Address:

123 Margaret Street
Toowoomba QLD 4350

Freecall:

1300 363 831

Telephone Number:

1300 363 831

Fax Number:

1300 650 755

Website:

<http://www.apprenticeshipsupport.com.au/>

Email:

info@apprenticeshipsupport.com.au

BUSY At Work

Address:

85c Fitzroy Street
Warwick QLD 4370
Freecall:
132879
Telephone Number:
0408 370 419
Fax Number:
(07) 5571 0192
Website:
<https://busyatwork.com.au/>
Email:
busy@busyatwork.com.au

MEGT

Address:
Suite 2, 136-140 Russell Street
Toowoomba QLD 4350
Freecall:
136 348
Telephone Number:
07 4690 4777
Fax Number:
07 4690 4799
Website:
<http://www.megt.com.au/>
Email:
aasninfo@megt.com.au

Group Training Organisations

What is Group Training?

Group Training refers to an arrangement where Group Training Organisations (GTOs) employ apprentices and trainees and place them with host employers. GTOs undertake employer responsibilities, which include:

- selecting and recruiting apprentices and trainees
- undertaking the employer responsibilities including wages, allowances, superannuation, workers compensation, sick/holiday pay and other employment benefits
- managing the quality and continuity of training, both on and off the job
- providing the additional care and ongoing support necessary for the apprentice to successfully complete the Apprenticeship/Traineeship Training Contract.

For more information go to <<https://www.australianapprenticeships.gov.au/group-training>>

To find a group training organisation in your area go to <https://training.qld.gov.au/employers/gto/contact>

Training Advice

Training contract

To register an apprenticeship or traineeship, the potential apprentice or trainee and their employer must complete and sign a training contract, which is a legally binding document.

Training plan and record

Apprenticeships and traineeships allow an individual to gain necessary skills and knowledge for the job they wish to do, while working towards a nationally recognised qualification.

Once your apprenticeship or traineeship has been registered, you and your employer will work with your chosen training organisation to develop a training plan. This plan will outline what training is required and where and when it will occur. Training may take place on-the-job (in the workplace) or off-the-job (outside of your normal work duties).

Once the training plan has been finalised, your training organisation will provide you with a training record. It will be used to record training achieved throughout your apprenticeship or traineeship, and is yours to look after.

Cost of training

There may be costs associated with your apprenticeship or traineeship. These could include:

- fees for attending the training organisation
- uniforms and equipment
- text books and other study materials
- parking or transport costs (to attend work or training).

Some training organisations are funded by the government to provide training for some apprenticeships and traineeships, at a reduced costs. You and your employer have the option of selecting one of these training organisations, or choosing to pay for training delivered by another training organisation.

If you attend a training organisation who receives government funding, your registration letter will contain details of the amount the department is contributing towards your training. Regardless of the training organisation chosen, you and your employer should discuss with the training organisation what costs are required and who should pay them.

Search the [Queensland Training Information Service \(QTIS\)](#) to find User choice funded training organisations offering your apprenticeship or traineeship.

Costs associated with travel and accommodation to attend training at your training organisation, if it is a considerable distance from your home, may be subsidised by the government.

You may also be eligible for Australian Government incentives through your Australian Apprenticeship Support Network provider. Visit the [Australian Apprenticeship Support Network](#) website for more information.

Indigenous apprentices and trainees may also be eligible for the Department of Human Services' [ABSTUDY Allowance](#) to help meet the costs associated with their training.

From <<https://training.qld.gov.au/apprenticeshipsinfo/apprentices/training-advice>>

School-based Apprenticeships & Traineeships

Information to get started

School-based apprentices and trainees, typically in years 10, 11 and 12, are trained in the workplace and with a training organisation, in their chosen apprenticeship or traineeship while continuing to study towards their Queensland Certificate of Education.

To commence a SAT, a student must have the support of the employer, the school, supervising registered training organisation (referred to as training organisation), and their parent or guardian.

The employer, student and parent or guardian (if applicable and appropriate) will be required to sign a training contract (with the assistance of an Australian Apprenticeship Support Network [AASN] provider) agreeing to work together for the length of the apprenticeship or traineeship.

It is anticipated that, prior to lodging the training contract for registration, the AASN provider will ensure that the parties to the contract work together, and with the parent or guardian and the school, to negotiate a schedule of education, training and employment (ETES).

There must be some impact on the student's school timetable for the program to be considered school-based and this schedule will show that impact. The Independent and Catholic school sectors require that the parties record the schedule on a Education, Training and Employment Schedule form.

Paid employment requirements

All school-based apprentices and trainees are paid for time spent working with their employer. However, the employer should contact the Fair Work Ombudsman to discuss the industrial relations provisions applicable to the employer and determine the following matters:

- whether or not the apprentice or trainee will be paid for time spent undertaking training delivered by the training organisation
- leave entitlements (e.g. sick leave, recreation leave etc.) or a loaded rate of pay compensating for no leave accruals.

It is expected that the employer will provide 7.5 hours per week of paid employment, which may be averaged over a three-month period. The employer may provide the equivalent of a 'day' employment as part days across the week. Periods of paid employment must never fall below the minimum of 375 hours (50 days) per 12 month period from the commencement of the school-based training contract.

For training contracts in electrotechnology, a minimum of 600 hours (80 days) of paid employment must be provided every 12 months.

School-based trainees must not complete in less than 12 months unless they have completed the minimum paid work requirement. The Department of Education and Training may randomly audit completing school-based traineeships and request evidence to confirm the minimum of paid employment was worked.

Where scheduled work time is missed and an employer and the student are not able to make up the missed days within the 12 month period due to matters not within their control, they should seek further advice from the department.

Government contributions to training costs

Apprentices and trainees (including school-based) may only access a maximum of two government contributions (under the User Choice program).

The government contribution to a school-based apprentice or trainee's training is aligned to the priority level of the qualification being undertaken:

- priority 1 qualifications are 100% subsidised

- priority 2 qualifications are 87.5% subsidised
- priority 3 qualifications are 75% subsidised.

More information on these subsidies can be found on the [Department of Employment & Training website](#).

Students (and their parent or guardian) must be provided with adequate information from the training organisation to allow an informed decision about which qualification they will undertake as the decision may affect their access to further funding.

Under the User Choice program, school-based apprentices and trainees are exempt from paying student contribution fees to the training organisation whilst they are at school.

Leaving school

If a SAT has not completed prior to the student leaving school, it must be converted to full-time or part-time arrangements.

The department will convert school-based apprentices and trainees to full-time arrangements the day after their Year 12 school year ends. However, for school-based apprentices and trainees who leave school before the end of Year 12, the employer, apprentice or trainee and parent or guardian must submit the ATF-035 Amendment of a registered training contract form to convert the training contract to full-time or part-time. Once converted, appropriate award wages and conditions apply - contact the Fair Work Ombudsman for assistance.

Once a student's training contract has been converted from school-based, they are eligible to pay the student contribution fees and charges to the training organisation. The student should contact the training organisation to discuss these fees.

Limit to off-the-job training which may be provided

There is a limit to the amount of off-the-job training that school-based apprentices may complete whilst at school, dependent on the nominal term (full-time) of the apprenticeship:

- four year nominal term - a maximum of 33.3% of the competencies
- three year nominal term - a maximum of 40% of the competencies
- two year nominal term - a maximum of 50% of the competencies.

Business cases for students outside Years 10, 11 and 12

Students enrolled and attending school in a year other than 10, 11 or 12 will be considered to undertake a SAT, provided a business case has been approved prior to commencing.

Note: Where a training contract commences after the end of the Year 9 school year and the student is enrolled to return to school to start Year 10 the next year, a business case is not required.

Specific information relating to electrotechnology apprenticeships

Entry into electrotechnology apprenticeships is limited to students in Years 11 and 12 only. There are a number of criteria required of students wishing to pursue a school-based apprenticeship in the electrotechnology field. These requirements are listed against the chosen qualification on the [Queensland Training Information Service \(QTIS\) website](#).

For further information

Phone:

- the school's pathways program leader
- an AASN provider on 13 38 73
- Apprenticeships Info on 1800 210 210
- [Fair Work Ombudsman](#) on 13 13 94 regarding wages, entitlements and industrial awards.

From <<https://training.qld.gov.au/apprenticeshipsinfo/information-resources/information-sheets/atis-026>>

FAQs

FAQs about school-based apprenticeships and traineeships

From <<https://training.qld.gov.au/apprenticeshipsinfo/information-resources/faqs/school-based>>

How often does a student go to work and training as part of their school-based apprenticeship or traineeship (SAT)?

Each student will negotiate with their employer, training organisation and school, the days that they will attend work, training and school. This may be different for each student.

The SAT must make an impact on the student's school timetable. To show the impact, the school, student, parent/guardian, employer and training organisation must negotiate a schedule of education, training and employment which documents when the student is at work, school and training.

SATs must be provided with a minimum of 375 hours (50 days) of paid employment per 12 month period or 600 hours (80 days) if they are doing an apprenticeship in electrotechnology.

Generally, school-based apprentices may only complete a maximum of one-third of the off-job training component for the apprenticeship while they are under the school-based arrangement. However, depending on the nominal term of the apprenticeship, this maximum limit may change.

What is the difference between a school-based apprenticeship or traineeship (SAT) and a part-time apprenticeship or traineeship?

SATs are undertaken as part of a student's high school studies. A school-based apprentice or trainee's school timetable must reflect a combination of work, training and school studies. The work or training that a student has to do as part of their SAT must impact on the student's school timetable for the program to be considered school-based.

Under a part-time apprenticeship or traineeship you must work and/or train for at least 15 hours per week over a four-week cycle, throughout the duration of the apprenticeship or traineeship.

If a school student undertakes a part-time apprenticeship or traineeship, work and training occurs outside school hours and does not impact on the school timetable. There is no involvement by the school in a part-time apprenticeship or traineeship arrangement.

Is there a minimum age requirement to be able to do a school-based apprenticeship or traineeship (SAT)?

Entry into a SAT is generally available to students in years 10, 11 and 12. However, there are some apprenticeship and traineeship qualifications that have minimum age requirements as specified in relevant legislation, e.g. electrical.

Information on age restrictions applicable to particular apprenticeships or traineeship is available from:

- [ATIS-001 Age requirements, restricted callings and visa requirements information sheet](#)
- the [Queensland Training Information Service \(QTIS\) website](#)
- the industrial relations instrument applicable to the trade or occupation.

SATs who are under 18 years of age at the date of signing the training contract must have their parent's or legal guardian's signed consent to the apprenticeship or traineeship, if appropriate.

What happens if I don't finish my school-based apprenticeship or traineeship (SAT) when I am at school?

Many students will not complete their SAT by the time they finish school. These students will be required to convert their apprenticeship or traineeship to full-time or part-time when they finish school, to allow them to complete the qualification. Once converted to full-time or part-time arrangements, appropriate award wages and conditions apply.

Conversion is an automatic process executed by the department. The school-based apprentice or trainee and their employer will receive a letter advising that on the day following the student's last day of school, their contract will be converted to full-time.

What happens if a school-based apprentice or trainee (SAT) changes schools?

If a school-based apprentice or trainee changes school, the student will need to confirm with the new school that they can continue with their SAT. They will also need to notify their training organisation, their Australian Apprenticeship Support Network provider and the department that they have changed schools.

The training organisation will coordinate with the student, parent/guardian, employer and school to review the student's training plan, including the schedule of education, training and employment. This will ensure that everyone is aware of the days that the student is at school, work and training.

From <<https://training.qld.gov.au/apprenticeshipsinfo/information-resources/faqs/school-based>>

University Pathways

Higher education courses can be taken to earn an advanced degree and continue your studies. There are three main types of higher education which lead to Bachelor, Master and Doctoral Degrees.

From <<https://www.studyinaustralia.gov.au/english/australian-education/universities-and-higher-education>>



<https://www.studyinaustralia.gov.au/english/australian-education/universities-and-higher-education/list-of-australian-universities>

Pathways to University

- Complete Year 12 and qualify for an ATAR
- Complete a qualification of Certificate III or higher (vocational education).

There are some other alternative options. However regardless of the pathway, you should check the entry requirements and admission rules for each course and university to which you would like to apply.

In most cases you have to meet both merit and course prerequisites to be eligible to apply for university courses of study.

ATAR

From 2020, the Australian Tertiary Admission Rank (ATAR) will replace the Overall Position (OP) as the standard pathway to tertiary study for Queensland Year 12s.

The ATAR is the primary mechanism used nationally for tertiary admissions and indicates a student's position relative to other students.

The ATAR will be introduced for students commencing Year 11 in 2019, who will graduate from the end of 2020 and seek entry to tertiary courses from 2021.

QTAC will calculate ATARs for Queensland school leavers.

If you are aiming for an ATAR for tertiary study entry, Queensland universities have decided that the following rules will apply:

1. Only General English subjects or Applied English subjects can be included in the ATAR, but not both.
2. Only General Maths subjects or Applied Maths subjects can be included in the ATAR, but not both.
3. Only one type of language subject can be included in the ATAR – either General or Senior External Examination, but not both.

From <<https://www.qtac.edu.au/atar-my-path/atar>>

What is the ATAR?

The ATAR is the standard measure of overall school achievement used in all other Australian states and territories. It is a rank indicating a student's position overall relative to other students.

The ATAR is expressed on a 2000-point scale from 99.95 (highest) down to 0, in increments of 0.05.

ATARs below 30 will be reported as '30.00 or less'.

ATAR eligibility

To be eligible for an ATAR, a student must have:

- satisfactorily completed an English subject
- completed five general subjects, or four general subjects plus one applied subject or VET course at AQF certificate III or above
- accumulated their subject results within a five-year period.

While students must satisfactorily complete an English subject to be eligible for an ATAR, the result in English will only be included in the ATAR calculation if it is one of the student's best five subjects.

ATAR calculation

The ATAR will be calculated by combining a student's best five subject scaled scores. Scaled

scores will be derived from a student's subject results as reported to QTAC by the Queensland Curriculum and Assessment Authority (QCAA), using a process of inter-subject scaling.

More Information - ATAR

<https://www.qcaa.qld.edu.au/senior/new-snr-assessment-te>

Queensland Government | **QCAA** Queensland Curriculum & Assessment Authority

Home | Site map | Contact us

About us | K-12 policies and resources | Kindergarten | Prep-Year 10 | **Senior secondary** | PD & events | Publications

Senior secondary

Home > Senior secondary

Senior secondary



- [A-Z subject list](#)
- + [Years 11-12 subjects](#)
- + [Senior assessment hub](#)
- + [Senior moderation hub](#)
- + [VET — Vocational education training](#)
- + [Senior External Examination](#)
- + [Certificates & qualifications](#)
- [SEP calendar](#)
- + [QCS Test](#)
- + [Tertiary entrance](#)
- + [SDCS — Student Data Capture System](#)
- + [New QCE and tertiary entrance systems](#)

[A-Z subject list](#)

[Years 11-12 subjects](#)

<https://www.qtac.edu.au/atar-my-path/atar>

Queensland ATAR

ATAR 2020

ATAR



ATAR

My Path

QTAC

<https://www.qtac.edu.au/>

Queensland Tertiary Applications Centre

Lodge your application to university through QTAC. Applications open in September of the year prior to study.

Pages to explore on the QTAC website:

University Courses & Information

<https://www.qtac.edu.au/courses-institutions>

Publications

Year 12 Guide

Year 10 Guide

<https://www.qtac.edu.au/about-us/publications>

University Open Days & Tertiary Expos

<https://www.qtac.edu.au/courses---institutions/open-days-expos>

Applying to University

Applications

Entry Requirements

<https://www.qtac.edu.au/applying>

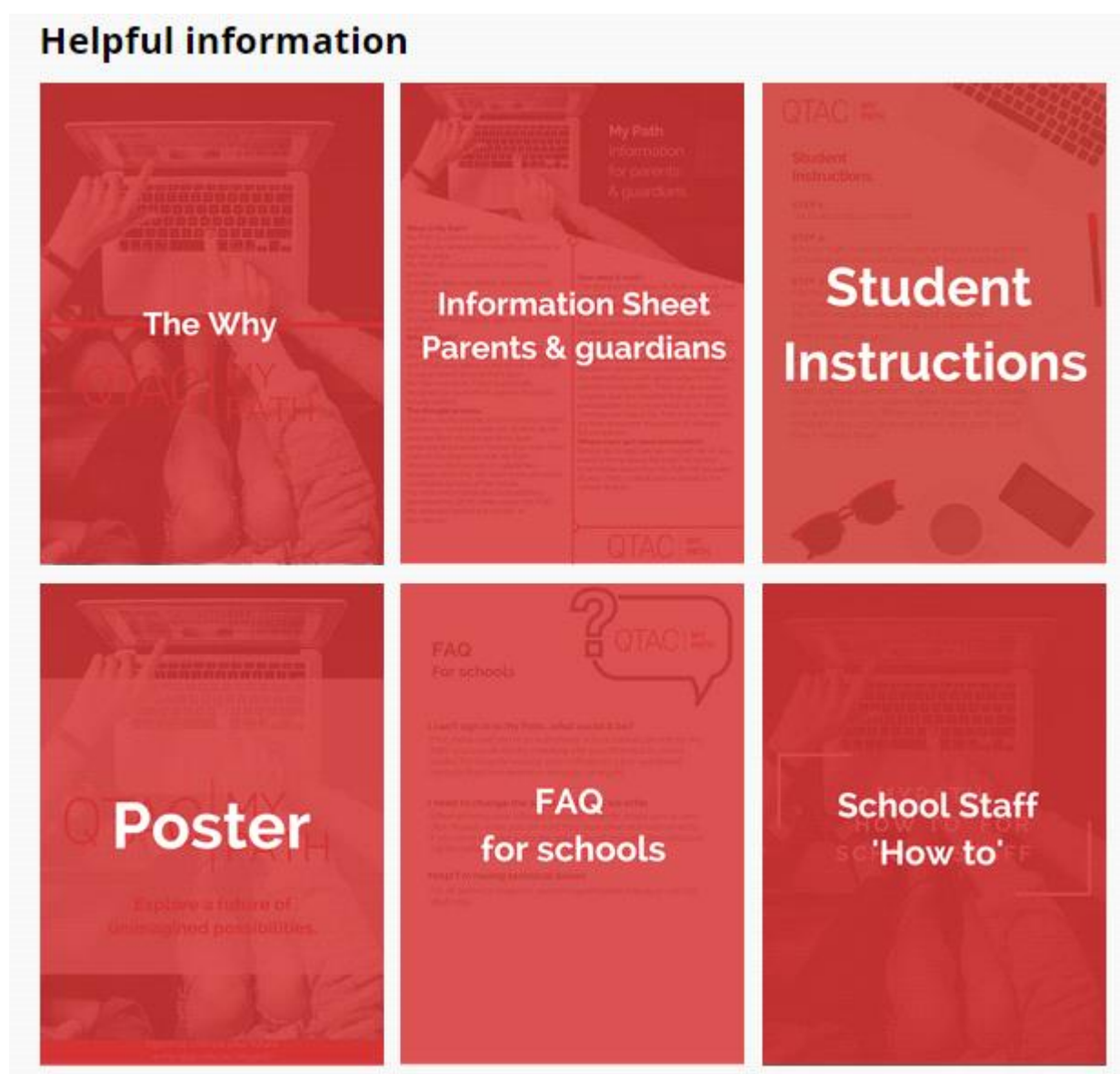
My Path

QTAC is pleased to introduce My Path!

The first of its kind, My Path is an innovative tool that helps Year 10 students choose their senior subjects, determine their ATAR eligibility and check whether their senior subject selection will meet prerequisites for courses they may want to pursue after Year 12.

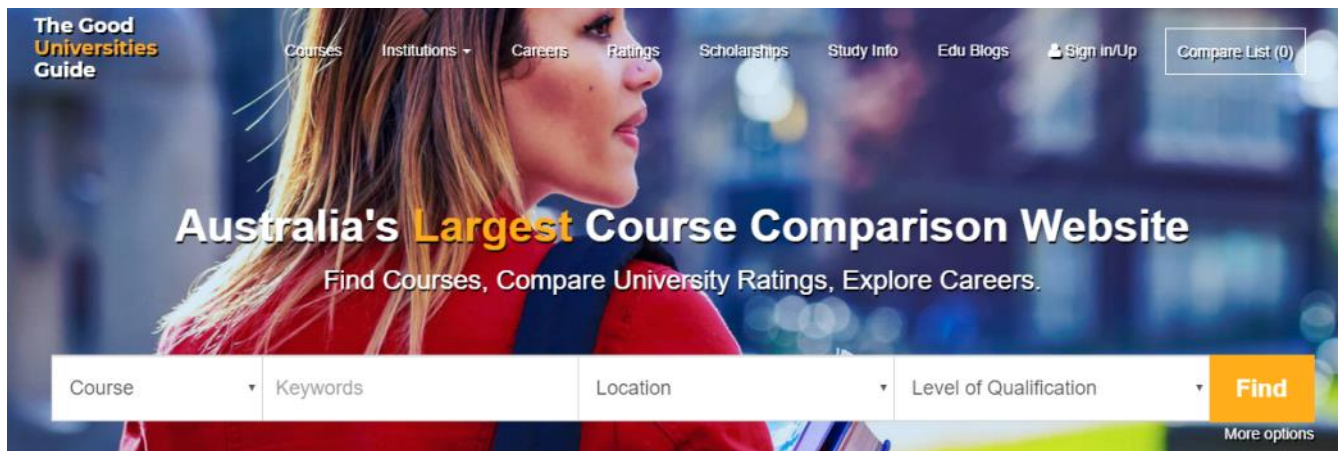
My Path enables access to the most up-to-date tertiary prerequisite information available.

From <<https://www.qtac.edu.au/atar-my-path/my-path>>



Excellent Resource

<https://www.gooduniversitiesguide.com.au/>

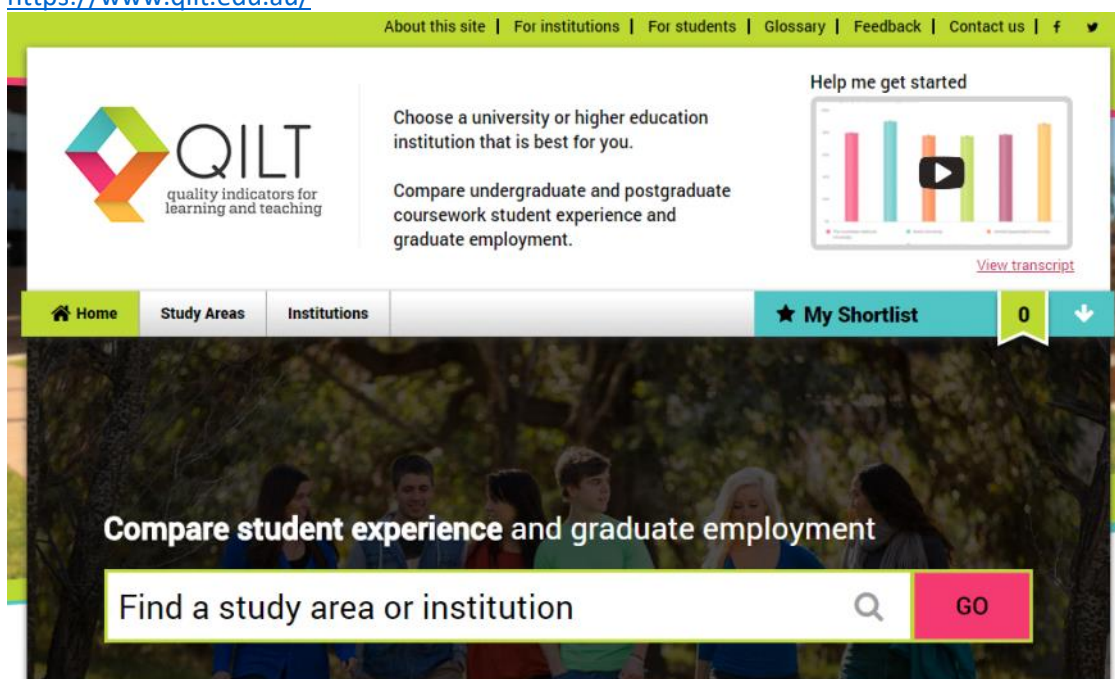


Other Resources

- Individual university websites
- QTAC Guide and QTAC Prerequisites Guide
- www.youtouni.com.au
- <https://www.qld.gov.au/education/further-ed/pages/uni>
- <http://www.australianuniversities.com.au/>



- QILT
<https://www.qilt.edu.au/>



Alternate Pathways

If you are ATAR ineligible you can still apply to university. To do this you will need an alternate pathway.

Please note that you will still also need to satisfy university course prerequisites.

Your options are:

- Use the completion of a qualification of Certificate III or higher for entry
- Sit the Special Tertiary Admissions Test
- Complete a tertiary preparation program/course.

Completion of a qualification of Certificate III or higher:

Completion of a Certificate III qualification or higher can be awarded a rank. This is determined by the QCAA and QTAC and it is up to individual tertiary institutions as to whether they accept this rank for course entry.

This can be a qualification that is completed while in Year 11 and 12, or may be completed after Year 12 and prior to university application.

Special Tertiary Admissions Test (STAT):

For more information visit <https://www.qtac.edu.au/applying/application-resources/alternative-pathways/special-tertiary-admissions-test>

Tertiary Preparation Program:

These are offered by many universities and colleges. TAFE and other training organisations also offer the Certificate IV in Tertiary Preparation.

Points to note for university applications:

- You can preference up to six courses in your application through QTAC
- You should preference these carefully according to desire, eligibility and offer dates
- See your school Pathways Program Leader for assistance on ordering courses for QTAC applications
- Some courses may be direct application (not through QTAC)
- Some courses have different application dates or requirements - check these carefully
- Accommodation applications/scholarships may be earlier than your course offer
- University bonus entry schemes are available - check with QTAC and universities
- Access and equity schemes - check with universities for these
- Special entry schemes at universities – [QUT Q Step](#), [UQ Link Program](#) etc
- Regional and rural preference schemes
- Aboriginal and Torres Strait Islander entry schemes
- [Bridging courses](#) may be available through some institutions
- Or you may qualify for the [Educational Access Scheme](#) (apply through QTAC)
- Applications to university courses open around September of each year for courses in the following year.

Educational Access Scheme

<https://www.qtac.edu.au/applying/educational-access-scheme>

The Educational Access Scheme (EAS) can help you if you have experienced circumstances that negatively affected your most recent studies.

If you are eligible for EAS, you may get **bonus OPs or ranks** that improve your chances of getting an offer.

If you are eligible for the [Financial Hardship category](#), you may also get financial assistance from institutions, such as scholarships or bursaries.

Who can apply?

You can apply for EAS if you are applying for tertiary study through QTAC.

You don't have to be in Year 12 or currently studying to apply for EAS, but most EAS categories relate to circumstances that affected your most recent studies. The Financial Hardship category relates to your current and recent financial circumstances.

EAS may not be able to compensate you for things such as:

- not completing secondary school
- changing school subjects by choice, resulting in you not meeting entry requirements
- missed time from school for activities that are a personal choice (for example, sport, musical or cultural activities).

From <<https://www.qtac.edu.au/applying/educational-access-scheme>>

Accommodation

There are various types of accommodation available to you whilst studying. Check out the link below for some general information on your options.

<https://www.gooduniversitiesguide.com.au/study-information/student-life/student-accommodation>

Points to note:

- Check each university (usually information on website)
- Some universities have accommodation specific websites or organisations/registries
- <http://www.qld.gov.au/housing/renting/student-accommodation/>
- <http://www.australianuniversities.com.au/accommodation/student/queensland/>
- <http://www.studyqueensland.qld.edu.au/Live/Accommodation>
- <http://www.iglu.com.au/>

University specific:

- <https://uqrentals.com.au/>
- <https://www.qut.edu.au/about/services-and-facilities/all-services/accommodation>
- <https://www.usq.edu.au/accommodation/>

Scholarships

A scholarship is an award of financial aid for a student to further their education. Scholarships are awarded based upon various criteria, which usually reflect the values and purposes of the donor or founder of the award.

Points to note:

- Allow yourself time to complete applications for scholarships - some can be quite involved
- Your application may need assistance or input of third parties
- Be wary of opening and closing dates - often these are earlier in the year than you may think
- Check with preferred universities - each offers its own scholarships
- Check the ACW Careers Website and Newsletters.

CEF Scholarships Guide



SCHOLARSHIPS GUIDE A ONE-STOP-RESOURCE FOR SCHOOL LEAVERS

The Country Education Foundation (CEF) has launched a new online Scholarships Guide today, helping young rural and regional Australians access scholarships, grants and bursaries.

This purpose-built online search platform will allow students to locate hundreds of scholarships in just a few quick clicks.

There are hundreds of thousands of dollars in scholarships up for grabs each year but knowing where to look and how to apply is a big hurdle for school leavers, especially country students who don't have easy access to tertiary institutions.

CEF has brought together scholarships from a broad range of facilities from across Australia in one easy to use website. The CEF Scholarships Guide is a gold mine of higher education scholarship opportunities.

The CEF Scholarships Guide is available to search at www.cef.org.au.

Good Universities Guide

<https://www.gooduniversitiesguide.com.au/scholarships>

The screenshot shows the 'Scholarships in Australia' section of The Good Universities Guide website. The header includes the site logo and navigation links for Courses, Institutions, Careers, Ratings, Scholarships, Study Info, Edu Blogs, Sign in/Up, and a Compare List (0). The main heading is 'Scholarships in Australia' with a subtext: 'No matter what you are intending to study and where, you will be sure to find some financial assistance on offer to help you pay for it.' Below this is a search bar with the placeholder text 'Search for scholarships by area of study; arts, engineering, psychology...' and an orange 'Find' button. A 'More options' link is located at the bottom right of the search bar area.

The Good Universities Guide

Courses Institutions ▾ Careers Ratings Scholarships Study Info Edu Blogs Sign in/Up Compare List (0)

Scholarships in Australia

No matter what you are intending to study and where, you will be sure to find some financial assistance on offer to help you pay for it.

Search for scholarships by area of study; arts, engineering, psychology...

Find

More options

Other Resources

Some suggested websites below for finding scholarships. Please remember that individual tertiary institutions offer scholarships, so it is wise to visit the websites of universities to see what they have on offer.

Remember too that scholarship applications can open quite early in the year, so you should be looking into this from early in Year 12.

Suggested websites:

- <https://www.gtac.edu.au/scholarships>
- <https://www.australia.gov.au/information-and-services/education-and-training/scholarships>
- <http://studyassist.gov.au/sites/StudyAssist/ScholarshipsAndAwards>
- <http://www.australianuniversities.com.au/scholarships/>
- <http://www.gooduniversitiesguide.com.au/scholarship/search#.VyBaY2Zf270>
- <http://www.aussieeducator.org.au/education/financial/scholarships.html>
- <https://www.ruralcareers.net.au/scholarships/>
- <https://www.myskills.gov.au/financial-assistance/>

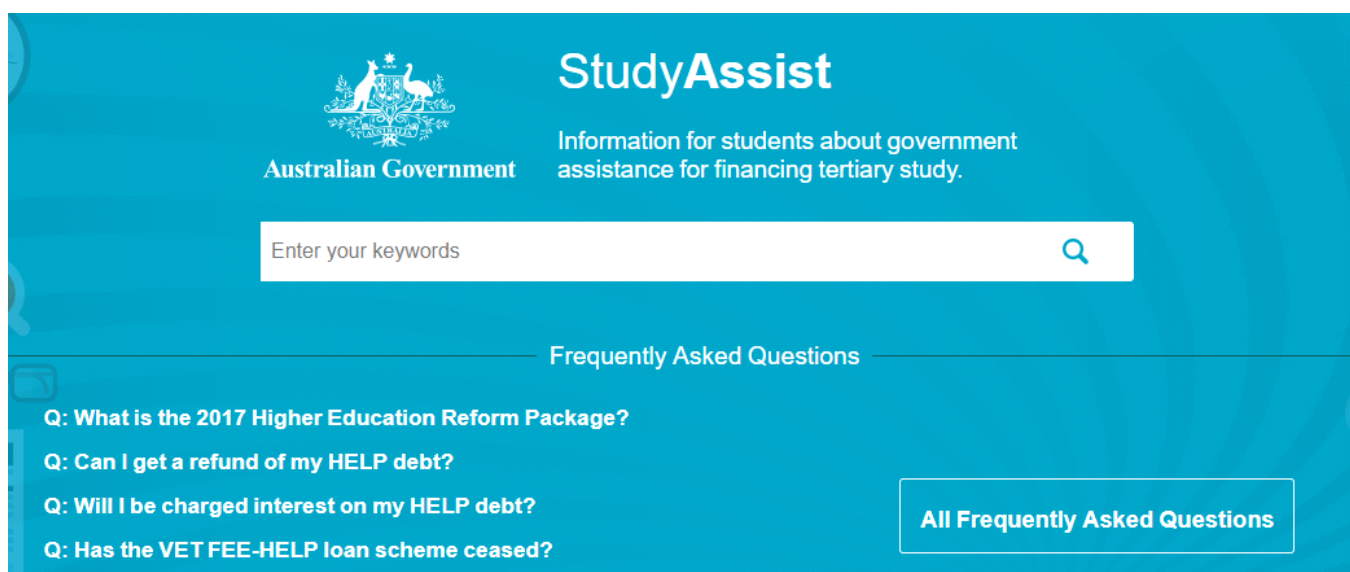
List of universities in Australia (with weblinks):

<http://www.australianuniversities.com.au/list/>

Financial Assistance

Study Assist - very important resource

<https://www.studyassist.gov.au/>




The image shows the top section of the Study Assist website. It has a blue background. On the left is the Australian Government crest. To its right is the text 'StudyAssist' in a large, white, sans-serif font. Below this is a subtitle: 'Information for students about government assistance for financing tertiary study.' Further down is a white search bar with the placeholder text 'Enter your keywords' and a magnifying glass icon on the right. Below the search bar is a horizontal line, and then the heading 'Frequently Asked Questions' in white. Under this heading are four questions listed in white text: 'Q: What is the 2017 Higher Education Reform Package?', 'Q: Can I get a refund of my HELP debt?', 'Q: Will I be charged interest on my HELP debt?', and 'Q: Has the VET FEE-HELP loan scheme ceased?'. To the right of these questions is a white rectangular button with the text 'All Frequently Asked Questions' in blue.

Australian Government

StudyAssist

Information for students about government assistance for financing tertiary study.


Enter your keywords 

Frequently Asked Questions


- Q: What is the 2017 Higher Education Reform Package?
- Q: Can I get a refund of my HELP debt?
- Q: Will I be charged interest on my HELP debt?
- Q: Has the VET FEE-HELP loan scheme ceased?

[All Frequently Asked Questions](#)


<https://www.humanservices.gov.au/individuals/subjects/payments-students-and-trainees>



Australian Government
Department of Human Services

Search 



Home Individuals ▾ Organisations ▾

Sign in 

Home > Individuals > Subjects > Payments for students and trainees

Payments for students and trainees

Help for students, trainees and Australian Apprentices.

 Listen 

Financial Resources

- <https://www.studyassist.gov.au/>
- <https://www.qld.gov.au/education/further-ed/pages/financial-help>
- <https://studentconnect.qcaa.qld.edu.au/12857.html>
- <https://www.moneysmart.gov.au/life-events-and-you/under-25s/studying/financial-help-for-students>
- <https://www.education.gov.au/government-loans-students>
- <https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/student-payments>
- <http://www.inspireeducation.net.au/blog/vocational-education-australia/scholarships-study-assistance-australia/>

Employment

Finding a job

Make sure that you have prepared for job opportunities by:

- Having a good resume
- Preparing a cover letter template
- Researching employability skills
- Practicing your job interview and application skills.

How to find a job:

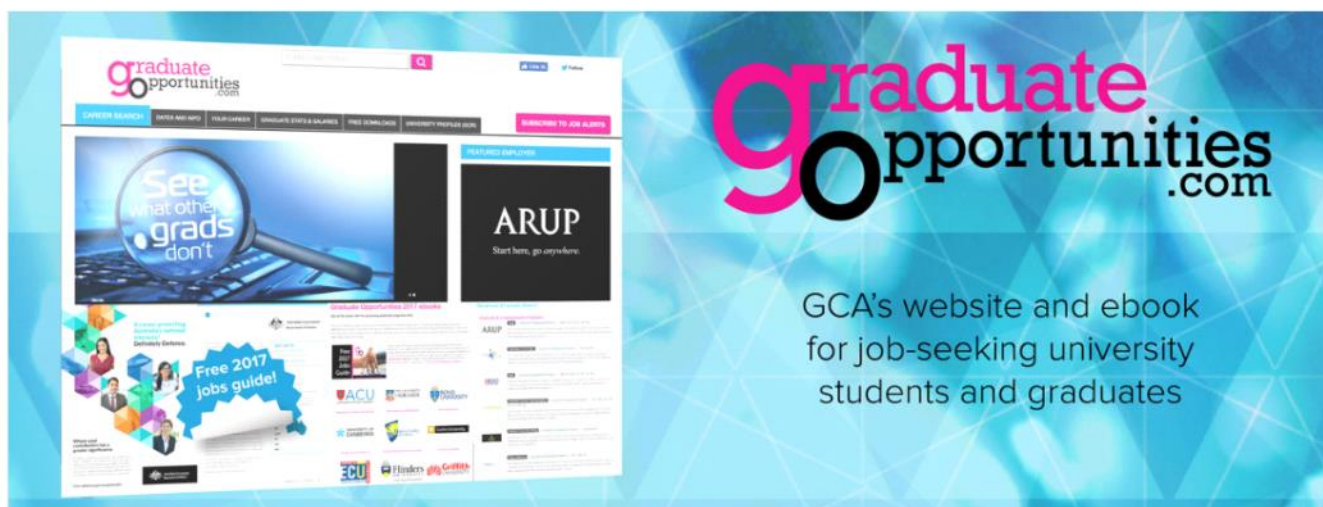
- Approaching local businesses and employers
- Checking newspaper advertisements and classifieds
- Using online job vacancy websites
- Social media and online classifieds
- Work experience.

Finding Employment - Graduate Careers Australia

<http://www.graduatecareers.com.au/>



Home About Research and Surveys ▾ Research Reports ▾ Career Planning & Resources ▾ Contact Us




graduateopportunities.com


GCA's website and ebook
for job-seeking university
students and graduates

Finding Employment - Smart Jobs

https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904

**Queensland Government**

Contact us



[For Queenslanders](#) [Business and industry](#)

[Queensland Government home](#) > [For Queenslanders](#) > [Employment and jobs](#) > [Smart jobs and careers](#) > [Job search](#)

Smart jobs and careers

[Working in Queensland Government](#)

[Job search](#)

[My SmartJob](#)

[Register for My SmartJob](#)

[Police](#)

[Teaching](#)

[Ambulance](#)

Job search

Keyword

Please use * for wildcard searches.

Location

All


Brisbane Inner City


Brisbane—North

Brisbane—South

Brisbane—East

Brisbane—West

 Print

 **Log in**

Username:


Password:


[Forgotten your password?](#)

Log in


Register

Finding Employment - Job Search

**Australian Government**

 **jobactive**
powered by JobSearch

Employers ▾ Job seekers ▾

Change contrast 

[Advertise a job](#)

Sign in / Register ▾

Home ▸ Find Jobs, Employment & Career Opportunities

Find a Job



▾

▾

[Search](#)

☒ Exclude Commission Jobs ☒ Exclude Business Opportunities/Self Employment Jobs ☐ Exclude Similar Results ☐ Exclude Other Job Boards ☐ Exact Words

[ADVANCED SEARCH](#)

There's a job for you online

jobactive can help you to get a job. There are thousands of jobs online right now and new jobs are being added all the time.

Visit [jobactive for Job Seekers](#) for more information about how your provider can help you find and keep a job, and the range of government initiatives available including [relocation assistance](#), [wage subsidies](#), training, apprenticeships and help to start a business through the [New Enterprise Incentive Scheme \(NEIS\)](#).

jobactive for job seekers



jobactive can help you find and keep a job. Find out more.

Harvest work for job seekers



Travel around Australia working and earning money

Free Job Seeker JobSearch app



Look for jobs and access online services on the free Job Seeker JobSearch app (available from iTunes and Google Play).

Finding Employment - APS

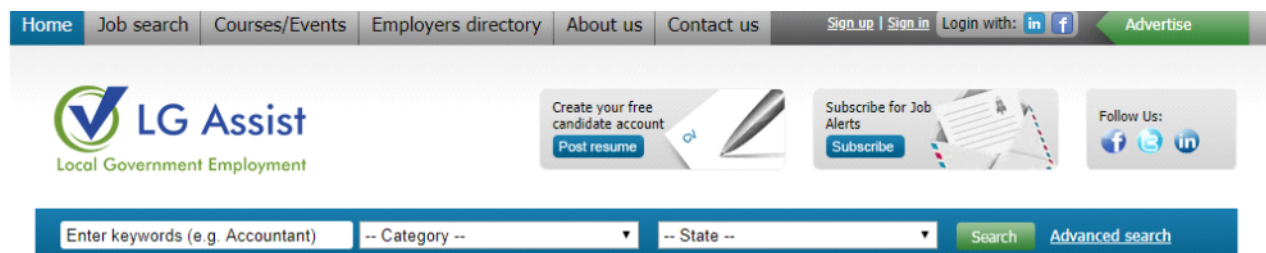


The Australian Public Service (APS) is the place to realise your potential. APS employees can fill a wide range of roles, and are provided generous support and remuneration in locations across Australia.

The APSjobs website is your gateway to a challenging and rewarding career in the APS.

<https://www.apsjobs.gov.au/>

Finding Employment - Local Government Jobs



The screenshot shows the top section of the LG Assist website. At the top is a navigation bar with links: Home, Job search, Courses/Events, Employers directory, About us, and Contact us. To the right of these links are options to Sign up, Sign in, and Login with social media icons (LinkedIn and Facebook). A green 'Advertise' button is also present. Below the navigation bar is the LG Assist logo, which includes a green checkmark icon and the text 'LG Assist' and 'Local Government Employment'. To the right of the logo are three promotional boxes: 'Create your free candidate account' with a 'Post resume' button, 'Subscribe for Job Alerts' with a 'Subscribe' button, and 'Follow Us:' with social media icons for Facebook, Twitter, and LinkedIn. Below these elements is a blue search bar with a text input field containing 'Enter keywords (e.g. Accountant)', two dropdown menus for 'Category' and 'State', a green 'Search' button, and a link to 'Advanced search'.

Local Government Jobs in Queensland

<http://www.lgassist.com.au/vacancies/2/queensland-qld/jobs>

Finding Employment - Broaden your search

Broaden your search

- Subscribe to receive email alerts about current vacancies that match your criteria from your [preferred career website or recruiter](#).
- Read the job and careers sections of newspapers or industry magazines.
- Talk to people in the areas you are interested in (many jobs are not advertised—some employers rely on word of mouth).
- Look for [volunteering opportunities](#) that will help you gain some practical experience.
- Visit [job expos, career fairs](#) or industry forums.
- Brush up on your [networking skills](#).
- Use your personal networks, either face to face, or via [social media](#) to get the word out.

From <<https://www.qld.gov.au/jobs/finding/pages/vacancies>>

Using social media networks to find a job

Social media refers to websites, technology, applications or tools that allow online sharing of information, and encourage interaction between individuals via the internet.

Some of these tools focus on building online communities or networks, and you can use these networks to help you find job vacancies, and to get advice and guidance to help you in your job search.

A few of the key social media sites and tools that lend themselves to job seeking include:

- [LinkedIn](#)—a site for professional networking.
- Connect and network with other professionals.
- Get advice from experts in your industry.
- [Find jobs](#) and new business opportunities.
- Watch a video to help you [get started with LinkedIn](#).
- [Facebook](#)—a social networking site for individuals and businesses.
- Create a personal profile, share photos and videos, connect with other users as friends to exchange messages.
- Ask your network for help finding a job, let them know what you are looking for.
- Follow businesses and associations to keep up to date with industry news and events, including information about careers and upcoming jobs.
- [Twitter](#)—a microblogging site, for quick, short updates in real time. Messages are known as 'tweets'.
- Use hashtags (a way of categorising Tweets) such as #jobs, or #jobadvice.
- Follow businesses you'd like to work for, or recruitment agencies for their latest stories, ideas, opinions and news.
- [Blogs](#)—online articles or 'posts' that are usually organised around a particular topic. They can be published by individuals or businesses.
- Get current tips and advice about job seeking from recruitment companies and agencies.
- Engage with authors through comments and discussion threads.

Social media help and advice

Social media and the social networking it facilitates occurs online, so the best and most up to date tips and hints for using these sites are also found online.

All the social media tools have information to get you started, and offer comprehensive help content. Start there.

You can look into courses like those offered by the Queensland State Library for [getting started with Web 2.0](#) (web 2.0 is a phrase associated with the uptake of websites and tools that facilitate and encourage collaboration and sharing of information).

Do some online research—particularly about how to use these sites and tools to help you find jobs. Search online for topics like 'social media and job seeking' or 'finding jobs using Twitter' and do your own research from there.

Think before you post

The nature of social media is that it is social, but you should be aware that it is not just your friends who may read your posts or comments, or view your photos.

Things you do online can affect your future career and employment chances. Many employers check the social networking accounts (e.g. Facebook and Twitter) of possible employees to

gauge their character and suitability for roles.

To make a positive impression with employers through your social media accounts, you should:

- think before you post—don't post negative comments about current or former employers (venting your anger or frustrations about your work online can be a career limiting move)
- clean up your accounts—remove potentially embarrassing or offensive content, including inappropriate images (even ones where your friends have tagged you)
- change your privacy settings—change your privacy settings to hide certain content from work colleagues
- respect your employer's social media policy—many employers have a 'no social networks allowed' policy while at work.

From <<https://www.qld.gov.au/jobs/finding/pages/media>>

Centrelink - Assistance for job search

<https://www.humanservices.gov.au/individuals/job-seekers>



Australian Government

Department of Human Services

Payments for job seekers

Looking for work

Disabled, ill or injured and looking for work

Indigenous Australians looking for work, studying or training

Australian apprentices

Self service

Managing your money



Payment and Service Finder

Find, estimate and compare payments, and locate services



Calculate

Estimate or compare payment rates



Report

Lodge your employment income

Payments

Newstart Allowance

The main income support payment while you're unemployed and looking for work.

- ☒ at least 22 but under age pension age
- ☒ looking for paid work
- ☒ under the income and assets test limits
- ☒ prepared to meet mutual obligation requirements

Youth Allowance

Financial help if you're 24 or younger and studying, an Australian Apprentice, looking for work or sick.

- ☒ 16 to 21 and looking for full time work, or
- ☒ 18 to 24 and studying full time, or
- ☒ 16 to 24 and a full time Australian Apprentice, or
- ☒ 16 to 17 and independent or needing to live away from home to study

Related subjects

Age Pension and planning your retirement

Concession and health care cards

Crisis and special help

[Ask a question](#)

Informative Resources

- <https://www.qld.gov.au/jobs/career/advice>
- <https://www.qld.gov.au/jobs/career/pages/expos>

Be work smart pre-employment skills workbook

[Be work smart \(PDF, 4.4MB\)](#) is a practical booklet to help young Queenslanders get and keep a job. The workbook uses real-life scenarios and self-testing quizzes to help young people identify and understand the skills and qualities that employers want.

If you are a student, you can work through the booklet by yourself or in class. Once you have completed the booklet you can get a signed certificate of completion to include in your resume.

Be work smart can also be used by school teachers, guidance counsellors, registered training organisations (RTOs) and employers to highlight the key elements a successful worker demonstrates, supported by scenarios. The booklet can be used electronically, or as a printed hardcopy.



From <<https://training.qld.gov.au/training/career/be-work-smart>>

Online Job Vacancy Websites

Some suggested sites:

- www.careerone.com.au
- www.seek.com.au
- www.jobsearch.gov.au
- www.adzuna.com.au

Remember too that quite often these sites have a subscription service where you can provide an email address and nominate the types of jobs you are interested in and new listings will be automatically sent to you.

Indigenous Support & Careers

Queensland Government

<https://www.qld.gov.au/atsi>



Queensland Government

For Queenslanders

Business and industry



Queensland Government home

› For Queenslanders

› **Aboriginal and Torres Strait Islander peoples**

Aboriginal and Torres Strait Islander peoples

Aboriginal Employment Strategy

<http://www.aes.org.au/>

Customer Service 1300 855 347



**Aboriginal
Employment
Strategy Ltd**

Home

About Us

Our Services

AES NEWS

Contact

Jobs



**A CAREER OPPORTUNITY
FOR EVERY INDIGENOUS AUSTRALIAN**

Indigenous Careers .gov.au

<http://indigenouscareers.gov.au/>



<https://jobsearch.gov.au/job/indigenous>



Australian Government

jobactive
powered by JobSearch

Employers ▾

Job seekers ▾

Change contrast



Advertise a job

Sign in / Register ▾

[Home](#) ▸ [Find Work](#) ▸ [Helping Indigenous Australians](#)

Helping Indigenous Australians



Other

Gateway to Training

For young people who have left school and are looking for employment or training, Gateway to Training offers support services in Warwick.

Warwick Office

35 Guy Street

WARWICK QLD 4370

www.gttc.com.au

Phone: 0456 008 449

Fax: 07 4671 5522

Email: info@gttc.com.au

From <<https://www.gttc.com.au/warwick-office>>

SDIEA

<http://www.sdiea.org.au/>

Southern Downs Industry Education Association Inc (SDIEA) is a Warwick based not for profit organisation that provides services to young people who have left or completed school.

From <<http://www.sdiea.org.au/about>>