

COMPASS

a navigational instrument for finding direction

School Leaver's Guide

08/09

ACKNOWLEDGEMENTS

The writers would like to acknowledge the funding provided by the Department of Education and Children's Services (DECS): Futures Connect, which has made the development of this guide possible.

The information contained in this booklet is presented to the community in good faith and in the belief that the information provided is accurate at the time of publication (June 2008). We encourage users to check with relevant authorities to ensure that advice is current before being acted upon.

We would like to acknowledge the work of Toni Andrew in the original development of the Compass School Leaver's Guide.

Peter Leolkes

Transition Broker, Futures Connect
DECS Inner South

Helena Woloszyn

Transition Broker, Futures Connect
DECS Metro West

Heather Thomas

Transition Broker, Futures Connect
DECS South West Metro



Government of South Australia

Department of Education and
Children's Services



CONTENTS

Introduction	2
Section 1 – Further Education and Training	3
SATAC	3
TAFE SA	3
Universities	4
Do You Have a Disability?	6
Are You an Indigenous Student?	6
Are You From a Non-English Speaking Background?	7
Are You an International Student?	7
Alternative Access Schemes for University	7
Higher Education Costs and Assistance	8
Scholarships	9
Registered Training Organisations (RTOs)	9
Adult and Community Education Providers	10
Section 2 – Apprenticeships and Traineeships	11
Australian Apprenticeships	11
Group Training Organisations	13
Section 3 – Getting a Job	15
People and Agencies That Can Help You	15
Applying For a Job	20
Applying For a Job in Writing	23
Applying For a Job Over the Phone	25
Interviews	26
Career Information Centre	28
Section 4 – Support and Assistance	29
General Support	29
Support from Councils	30
Indigenous Support	30
Disability Support	31
Language, Literacy and Numeracy Support	31
Centrelink	32
Section 5 – Other Options	33
Gap Year	33
Returning To School	33
Section 6 – More Important Information	34
Tax File Number	34
Health Care Card	34
Medicare Australia	34
Unions	34
Wage Levels and Conditions	34
Enrolling to Vote	34
Section 7 – Websites	35
Employment	35
Career Information	36
Education and Training	37
Creating Your Own Employment	38
Job Search	38
Other Resources	39
Section 8 – Health and Welfare Contact Information	Inside back cover



INTRODUCTION

Dear School Leaver

Compass is offered to you at a time when you are facing critical decisions and choices that will impact upon your future. We hope that the information provided will give you assistance and guidance in your decision-making.

You have many options available to you upon leaving school. These may include:

- undertaking further education and training
- taking up an Australian Apprenticeship (Apprenticeship or Traineeship)
- gaining employment
- taking a 'gap year' to work, travel or volunteer
- returning to school to further your education
- or a mix of these options

Compass provides information on these options, and about support services available to you. Remember that you are not locked in forever to the choices you make now. It's common these days for people to change directions and careers a number of times during their lives, but the knowledge and skills you gain in each transition gives you more scope for your future.

There are a variety of internet links throughout Compass (and also in Section 7: Websites) that will allow you to find further information. The CD contained in this guide will allow you to click on these links to directly access these websites (please note, you will need Adobe Acrobat Reader to view this document – downloadable from the CD).

Software is available to assist students with disabilities to access this guide, eg. Read & Write Gold.

Many people can provide guidance and help in using Compass. They may include:

- Your Homegroup/Pastoral Care Teacher
- Student Counsellor
- Careers Advisor
- Vocational Education and Training (VET) Coordinator
- Special Education Teacher/Coordinator
- Aboriginal Education Teacher and Aboriginal Community Education Officer
- Parent/Caregiver
- Youth Pathways Worker
- Centrelink Youth Employment Officer
- Family and Friends

We hope that you find this guide to be useful to your post-school pathway. Good luck in your transition from school, and may you have every success in what you choose to do.

Peter Leolkes
Transition Broker, Futures Connect
DECS Inner South

Helena Woloszyn
Transition Broker, Futures Connect
DECS Metro West

Heather Thomas
Transition Broker, Futures Connect
DECS South West Metro

SECTION 1 - FURTHER EDUCATION AND TRAINING

Organisations which provide further education and training include:

1. Registered Training Organisations (RTOs), eg TAFE SA and other education and training providers
2. Universities – in Adelaide, in other cities, interstate or overseas
3. Adult and Community Education (ACE) providers

For more information:

- Talk to your school careers counsellor
- Visit websites of various universities, TAFE SA or training providers (many are listed throughout Compass)
- Check out information in the SATAC Guide

SATAC

SATAC is the organisation that processes all applications for tertiary study for University and some TAFE courses, in South Australia and the Northern Territory. For information about the process, contact:

Phone: 1300 138 440 or 8224 4000

Website: www.satac.edu.au

TAFE SA

TAFE SA is South Australia's largest provider of vocational education and training, providing opportunities to develop skills for work and further study, with 53 campuses and 92,000 students who study at a TAFE SA campus each year. TAFE SA delivers over 800 different courses which are nationally recognised qualifications from Certificates to Advanced Diplomas and some Degrees. Most courses can be undertaken full-time or part-time and may offer flexible delivery. Some students gain credit, using their TAFE SA qualifications, towards a university degree and use this as an alternative pathway to university.

TAFE SA campuses in your area are:

Adelaide Centre for the Arts

39 Light Square
ADELAIDE SA 5000
Phone: 8463 5000

Adelaide City Campus

120 Currie Street
ADELAIDE SA 5000
Phone: 8207 8200
TTY: 8207 8206

Cheltenham Campus

Cheltenham Park Racecourse
617 Torrens Road
CHELTENHAM SA 5014
Phone: 8347 2182

Croydon Campus

Goodall Ave
CROYDON PARK SA 5008
Phone: 8204 0822
TTY: 8204 0893

Marleston Campus

254 Richmond Road
MARLESTON SA 5033
Phone: 8226 4644
TTY: 8226 4413

Panorama Campus

621 Goodwood Road
PANORAMA SA 5041
Phone: 8207 2814
TTY: 8207 2838

Port Adelaide Campus

1 Mundy Street
PORT ADELAIDE SA 5015
Phone: 8303 2632
TTY: 8303 2628

Regency Campus

Days Road
REGENCY PARK SA 5010
Phone: 8348 4444

Urrbrae Campus

505 Fullarton Road
NETHERBY SA 5062
Phone: 8372 6800

For further information contact:

TAFE SA Information Centre
Shop 4
Da Costa Arcade
68 Grenfell Street
ADELAIDE SA 5000
Phone: 1800 882 661
Website: www.tafe.sa.edu.au

SECTION 1 – FURTHER EDUCATION AND TRAINING

UNIVERSITIES

For most people, entry to University is determined by achieving the necessary Tertiary Entrance Ranking (TER) as a part of SACE completion. Many careers and professions (such as medicine, law, teaching, nursing and engineering) require a university degree. There is a high level of competition for places, so if you don't gain access at your first attempt you will not be alone. There are still many options available to you:

- repeat some Year 12 study to improve TER scores
- spend a year gaining practical work experience (often done during a 'gap year')
- study at TAFE or other recognised institutions and get credit which can be used to gain university access
- enrol in a university 'bridging' course which may fill a gap in your qualifications to enable future university placement.

Following are contact details for the three Universities in South Australia, as well as the websites for interstate Universities:

The University of Adelaide

Student Centre
University of Adelaide
North Terrace
ADELAIDE SA 5000
Phone: 8303 5208
Website: www.adelaide.edu.au

Flinders University

Admissions Office
Prospective Students Office
Phone: 8201 3074 or 1300 657 671
Website: www.flinders.edu.au

University of South Australia

General Enquiries
Phone: 8302 6611
Future Student Enquiries
Phone: 8302 2376
Website: www.unisa.edu.au

Interstate Universities

Australian Catholic University, QLD, NSW, ACT, VIC
www.acu.edu.au

Australian Film Television and Radio School, NSW
www.aftrs.edu.au

Australian Maritime College, TAS
www.amc.edu.au

Australian National University, ACT
www.anu.edu.au

Batchelor Institute of Indigenous Tertiary Education, NT
www.batchelor.edu.au

Bond University, QLD
www.bond.edu.au

Central Queensland University, QLD
www.cqu.edu.au

Charles Darwin University, NT
www.cdu.edu.au

Charles Sturt University, NSW
www.csu.edu.au

Curtin University of Technology, WA
www.curtin.edu.au

Deakin University, VIC
www.deakin.edu.au

Edith Cowan University, WA
www.ecu.edu.au

Griffith University, QLD
www.griffith.edu.au

James Cook University, QLD, NSW, VIC
www.jcu.edu.au

Latrobe University, VIC
www.latrobe.edu.au

Macquarie University, NSW
www.mq.edu.au

Melbourne College of Divinity, VIC
www.mcd.unimelb.edu.au

Monash University, VIC
www.monash.edu.au

SECTION 1 – FURTHER EDUCATION AND TRAINING

Murdoch University, WA
www.murdoch.edu.au

Open Universities Australia
www.open.edu.au

Queensland University of Technology, QLD
www.qut.edu.au

RMIT University, VIC
www.rmit.edu.au

Southern Cross University, NSW
www.scu.edu.au

Swinburne University of Technology, VIC
www.swinburne.edu.au

University of Ballarat, VIC
www.ballarat.edu.au

University of Canberra, ACT
www.canberra.edu.au

University of Melbourne, VIC
www.unimelb.edu.au

University of New England, NSW
www.une.edu.au

University of New South Wales, NSW
www.unsw.edu.au

University of Newcastle, NSW
www.newcastle.edu.au

University of Notre Dame, WA, NSW
www.nd.edu.au

University of Queensland, QLD
www.uq.edu.au

University of Southern Queensland, QLD
www.usq.edu.au

University of Sydney, NSW
www.usyd.edu.au

University of Tasmania, TAS
www.utas.edu.au

University of Technology Sydney, NSW
www.uts.edu.au

University of the Sunshine Coast, QLD
www.usc.edu.au

University of Western Australia, WA
www.uwa.edu.au

University of Western Sydney, NSW
www.uws.edu.au

University of Wollongong, NSW
www.uow.edu.au

Victoria University, VIC
www.vu.edu.au

Other websites which could be helpful in choosing a university:

www.goingtouni.gov.au

www.thegoodguides.com.au

SECTION 1 – FURTHER EDUCATION AND TRAINING

DO YOU HAVE A DISABILITY?

All tertiary institutions have their own facilities for accommodating the needs of a person with a disability. They are required by law to offer support and facilities that make tertiary education an option for people who have a learning or a physical disability. Each TAFE and University employs a Disability Liaison Officer. The role of this officer is to assist students with disabilities to identify and coordinate support they may need during their study. Before applying, it is a good idea to contact the Disability Liaison Officer.

Following are contact details for further information:

Flinders University

Disability Liaison Officer

Phone: 8201 2943 or TTY: 8201 3242

Email: dlo@flinders.edu.au

Website: www.flinders.edu.au/current-students/healthandcounselling/disabilities.cfm

Adelaide University

Learning and Disability Access Officer

Phone: 8303 5962

Website: www.adelaide.edu.au/services/disability

Email: dlo@adelaide.edu.au

University of South Australia

Disability Liaison Officer

Phone: 8302 2350

Email: disability@unisa.edu.au

Website: www.unisanet.unisa.edu.au/learningconnection/student/defaultdisability.asp

TAFE SA

Coordinator, TAFESA Statewide Disability Support Service

Phone: 8303 2700

TTY: 8226 1903

Email: lloyd.bennets@tafesa.edu.au

Another useful site for people with disabilities seeking information about education, training and employment is www.unisa.edu.au/regdisability/education.htm

ARE YOU AN INDIGENOUS STUDENT?

Each tertiary institution provides targeted support for Indigenous students in order to improve their retention and progress rates, and to maximise the opportunities for graduation. These can include: Education and Careers Counselling, Personal Counselling, Health and Welfare Counselling, and Learning Support.

Adelaide University

For information about the Aboriginal and Torres Strait Islander Access Scheme:

Freecall student information hotline: 1800 651 763

Website: www.adelaide.edu.au/wilto_yerlo

Wilto Yerlo is the Aboriginal and Torres Strait Islander Academic and Student Support Program at the University of Adelaide.

For further information call: 8303 3623 or Freecall 1800 651 763.

Flinders University

Yunggorendi First Nations Centre for Higher Education and Research supports access and participation of Indigenous students at Flinders University.

Contact details:

Phone: 8201 3033

Email: yunggorendi@flinders.edu.au

University of South Australia

At the University of South Australia the David Unaipon College of Indigenous Education and Research provides on going support.

Phone: 8302 9194

Email: icer@unisa.edu.au

Indigenous Students Services Coordinator - Ms. Jillian Miller

Email: jillian.miller@unisa.edu.au

TAFE SA

If you are an Indigenous student at TAFE SA, contact an Aboriginal Support Officer or the local campus for more information.

Email:

Adelaide Campus : lisa.hanson@tafesasouth.org

Port Adelaide Campus: cheryl.cairns@tafesa.edu.au

SECTION 1 – FURTHER EDUCATION AND TRAINING

ARE YOU FROM A NON-ENGLISH SPEAKING BACKGROUND?

Most tertiary institutions provide support or foundation studies programs to improve outcomes for students with particular needs.

University of South Australia

The UniSA Foundation Studies program supports people who are from diverse cultural and socio-economic backgrounds.

Future student enquiries:

Phone: 8302 2376

Email: study@unisa.edu.au

TAFE SA

Language support is available to give you the skills to be able to communicate well in English and pursue your goals in your study and socially. The courses focus on individual language needs and integrate the skills of speaking, listening, reading and writing.

TAFE SA offers English courses for migrants and refugees, vocational preparation, counselling and learning support.

Phone: 1800 882 661

Email: tafeinfo@saugov.sa.gov.au

ARE YOU AN INTERNATIONAL STUDENT?

Adelaide University

A range of counselling and other support services are available as well as an Overseas Students' Association.

Telephone: 8303 5208

Email: international@adelaide.edu.au

Flinders University

For information about study options, entry requirements, tuition fees, student services and English language programs contact the University's International Office or International Student Services Unit.

Information for prospective Australian students:

Admissions Office

Tel: 8201 3074 or 1300 657 671

Email: admissions@flinders.edu.au

University of South Australia

The University of SA provides counselling and support in the areas of: personal and religious needs, legal and financial issues, health and well-being, learning support and also provides an on-line peer mentoring service.

For more information see: www.unisa.edu.au

TAFE SA

For further details about TAFE SA, contact Marketing and International

Phone: 8463 6376

Email: international.tafe@saugov.sa.gov.au

ALTERNATIVE ACCESS SCHEMES FOR UNIVERSITY

The Universities also have their own Alternative Access schemes for people who may not get the necessary Tertiary Entrance Ranking (TER) but still hope to attend university. Following are contacts for further information about these Access Schemes:

Flinders University

www.flinders.edu.au/future-students/how-to-apply/special-entry/special-entry.cfm

- Foundation Course (an introduction to university study):
www.flinders.edu.au/future-students/how-to-apply/special-entry/special-entry.cfm
- Indigenous Australian Access Entry Scheme:
www.flinders.edu.au/future-students/how-to-apply/special-entry/indigenous-access-scheme.cfm
- Rural and Isolated Student Access Scheme:
www.flinders.edu.au/future-students/how-to-apply/special-entry/rural-and-isolated-student-access-scheme.cfm
- Student Equal Access Scheme (SEAS):
www.flinders.edu.au/future-students/how-to-apply/special-entry/student-equal-access-scheme.cfm



SECTION 1 – FURTHER EDUCATION AND TRAINING

- **Southern Schools - Law:**
This scheme provides access to higher education for students who attend schools in the southern suburbs of Adelaide and who meet criteria based on disadvantage.
www.flinders.edu.au/future-students/how-to-apply/special-entry/southern-schools---law.cfm

Adelaide University

www.adelaide.edu.au

You can apply for a place in a variety of programs on the basis on Year 12 TER, International Baccalaureate, previous study or through a Special Access scheme.

Bonus Points – are added to the TER to support access for students who meet certain criteria:

- from schools in remote or isolated areas
- students who successfully complete studies in a language other than English
- students who successfully complete studies in Specialist Mathematics

Applicants who have completed TAFE qualifications (Cert IV or Diploma) may be eligible for admission to many programs. See the specific faculty areas for their selection criteria.

Special Entry is available to applicants who have not completed the SACE but who are over 21. Criteria may include:

- satisfactory completion of the Special Entry Admissions Test (STAT)
- submission of a Personal Competency (PC) Statement and Employment Experience (EE) Statement.

University Of South Australia

www.unisa.edu.au

Alternative access schemes exist at Uni SA for people who have:

- completed the equivalent secondary education qualifications as required for university entry under SACE.
- completed or partly completed a recognised higher education program at a recognised higher education institution.

- completed a recognised TAFE Diploma, Associate Diploma or Certificate level IV.
- completed UniSA Foundation Studies.
- completed a recognised UniSA–PAL (Preparation Program for Adult Learners) program.
- completed a recognised SAIBT (SA Institute of Business and Technology) Diploma program.
- completed a recognised study at Eynesbury College.
- already participated in Open University.
- completed the International Baccalaureate Diploma.

USANET Special Access Scheme:

USANET is the University of SA's special access scheme for school leavers. Uni SA recognises that not everyone gets the same breaks or opportunities in life, and that for some school students going to university seems a totally unachievable goal. USANET is a special access scheme which creates opportunities for those students who may have suffered educational disadvantage either through economic circumstances or location, to gain access to undergraduate programs.

Phone: 8302 2036

Website: www.unisa.edu.au/usanet/

HIGHER EDUCATION COSTS AND ASSISTANCE

Higher Education Contribution Scheme - Higher Education Loan Programme (HECS-HELP) for university students

The amount which students are required to pay towards course costs (their contribution levy) varies depending upon which course you do and which higher education provider you are enrolled with. The Australian Government has introduced the Student Learning Entitlement (SLE) which is available to provide financial support for up to the equivalent of seven years study if you are eligible.

For more information: www.goingtouni.gov.au

Youth Allowance

This allowance is to support eligible young people to continue studying, training or preparing for paid employment.

You may be eligible if you are:

- from a low income family
- 16–24 years old and in full-time study
- 25 years old and in full-time study, getting Youth Allowance up to this point and doing the same course

SECTION 1 – FURTHER EDUCATION AND TRAINING

- 16–20 years old combining part-time study and part time job search, and looking for full-time work (this can apply to 15 year olds in some cases)

There are other conditions for eligibility, which include:

- age
- residency
- activity
- parental income and assets
- independence
- living away from home

For more information:

Phone: 132 490

Website: www.centrelink.gov.au

Contact details of local Centrelink offices are provided in Section 4 of Compass.

ABSTUDY

This is the Aboriginal and Torres Strait Islander Study Assistance Scheme, which is intended for those who want to continue studying. It can assist with:

- living expenses
- accommodation expenses
- education expenses
- travel fares
- prescription medicines

You may be eligible if:

- you do not get any other Federal Government assistance to study
- you are at school or studying

For more information:

Phone: 132 317

Website: www.centrelink.gov.au

AVOID A DEBT

If your circumstances change you may not be eligible for the same amount of assistance. You will have to repay any money you receive which is above your entitlement, so let Centrelink know within 14 days if your circumstances change.

For more information:

Phone: Youth Allowance: 132 490

ABSTUDY: 132 317

For those with hearing and speech difficulties:

133 677 or 1800 555 677

SCHOLARSHIPS

Each of the three Universities, and many other education and training providers have scholarships in place to ensure that all young people have access to university, if they want this. The Australian Government has established the Commonwealth Learning Scholarships (CLS) program to assist with accommodation and education costs. The program aims to facilitate choice in higher education and to increase higher education participation by students from low socio-economic backgrounds.

For information on availability and eligibility requirements of the CLS program go to:

www.dest.gov.au/sectors/higher_education/programmes_funding/programme_categories/scholarships_awards_prizes/commonwealth_learning_scholarships_programme.htm

In addition, for more information, contact the respective universities or education and training organisations, or you can search for scholarships on the 'myfuture' website at www.myfuture.edu.au (click on 'The Facts', then 'Funding').

REGISTERED TRAINING ORGANISATIONS (RTOs)

RTOs provide nationally-accredited training in a range of industry areas. RTOs range from private training companies, large organisations, industry and professional associations to schools, TAFE and adult community education colleges, and they all meet nationally recognised standards of quality and deliver nationally recognised training and qualifications.

There are many RTOs in South Australia that provide training, and allow you to gain qualifications in your chosen industry area. You can find them in a range of ways:

- by looking up 'training' in the Yellow Pages
- by looking in your local Messenger and The Advertiser under 'Education and Training'
- by searching on the National Training Information Service (NTIS) website (www.ntis.gov.au). To do this click on Search, type in the industry area, eg Automotive, Search in RTO's, State/Territory and Search.

SECTION 1 – FURTHER EDUCATION AND TRAINING

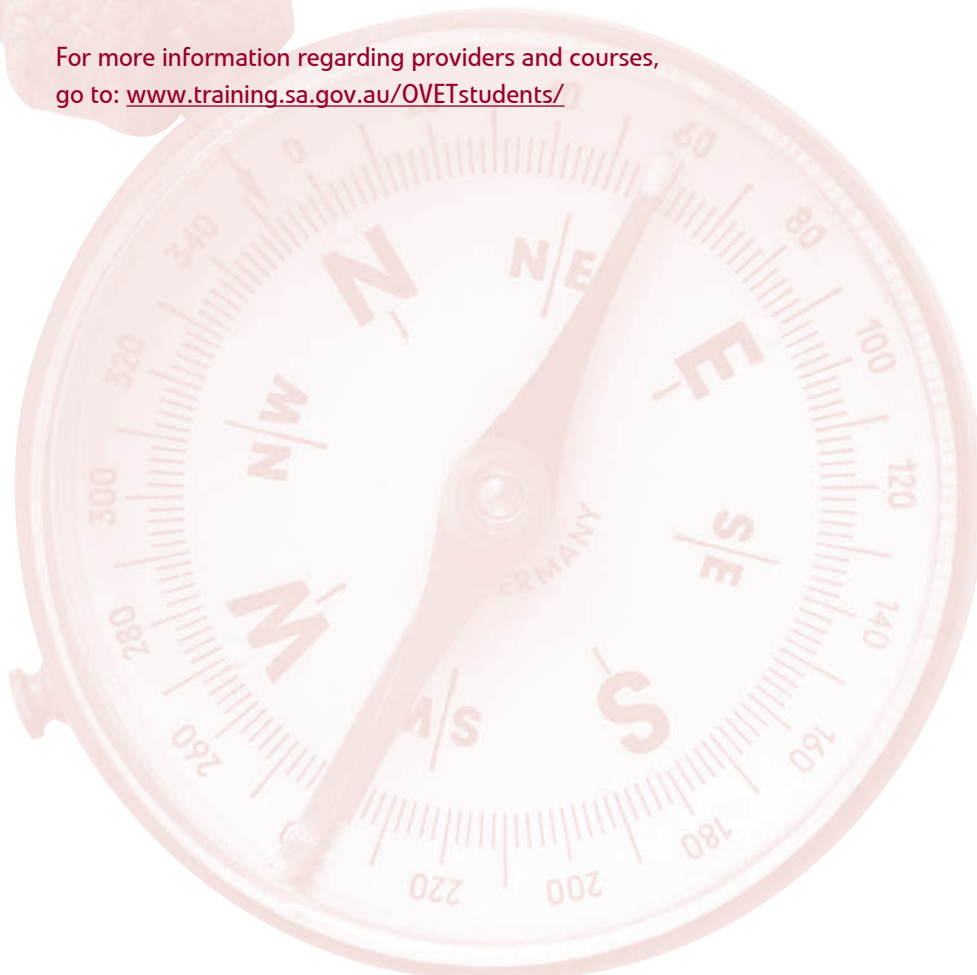
ADULT AND COMMUNITY EDUCATION (ACE) PROVIDERS

The term Adult Community Education (ACE) in South Australia refers to a wide range of non-formal learning opportunities for adults.

These learning opportunities can be:

- courses to assist adults to develop their personal skills in preparation for work, study or increased community participation
- services designed to meet individual and group needs for improved language, literacy or numeracy skills
- programs to increase awareness on health and environment issues
- classes on topics related to personal interests, including craft and leisure activities designed to assist adults to develop social networks and to develop themselves as individuals
- learning circles - a group of 5-15 people meeting regularly to discuss and learn about issues of importance to them and society, eg civics and citizenship; reconciliation; democracy

For more information regarding providers and courses, go to: www.training.sa.gov.au/OVETstudents/



SECTION 2 - APPRENTICESHIPS AND TRAINEESHIPS

AUSTRALIAN APPRENTICESHIPS

What are Australian Apprenticeships?

Australian Apprenticeships combine practical work with structured training to give you a nationally recognised qualification and experience you need to get the job you want.

Traditionally, apprenticeships took three to four years to complete and traineeships lasted for one to two years. Australian Apprenticeships are 'competency based'. This means it may be possible for you to complete your training sooner if you have reached the skill level required.

Australian Apprenticeships are covered by formal agreements known as either 'Training Agreements' or 'Contracts of Training'. These agreements set out the training and supervision an employer must provide for you as well as your obligations as an Australian Apprentice.

The training provided can be delivered on-the-job, off-the-job, or a combination of both. Off-the-job training is provided by TAFE colleges or other approved training providers (Registered Training Organisations). Training is available in more than 500 occupations, in a range of industry areas.

Training Wages

Australian Apprentice wages vary according to the industry and the progress in the Australian Apprenticeship and are regulated by industrial awards and agreements.

Australian Apprentices may be paid a training wage that takes into account the time spent in training. In this case the employer may only pay for the time the Australian Apprentice spends in productive work.

Incentives

The Government's Skilling Australia for the Future initiative has provided 20,000 training places which are now available (as of April 2008) for job seekers. If you are looking for training, information on how to apply and details of the eligible qualifications are available on the website.

The Productivity Places Program is a great way to improve your skills so you can find employment. It provides new training places in skills and occupations employers

are seeking and is designed to help you secure long term employment with training delivered by training companies in your local area. New or upgrading of existing qualifications will be available, from Cert II upward.

Website: www.dest.gov.au

Traineeship and Apprenticeship Services (TAS)

Provides information and advice, support, mediation and a dispute resolution service for trainees, apprentices (and their parents and guardians if they are under 18 years of age), and employers, who are engaged in contracts of training. TAS works closely with Australian Apprenticeships Centres (AACs) and Registered Training Organisations (RTOs) to ensure trainees and apprentices receive the right training both at work, trade school, TAFE or through other training organisations.

Traineeship and Apprenticeship Services:

Level 12

100 Waymouth Street

Adelaide

Phone: 1800 673 097

Website: www.employment.sa.gov.au

Assistance

There is a range of assistance available to eligible Australian Apprentices. They include:

- Living Away From Home Allowance
- Disabled Australian Apprentices Wage Support and tutorial support for the off-the-job training for apprentices with a disability
- Youth Allowance (for Australian Apprentices aged 16-24)
- AUSTUDY (for Australian Apprentices aged 25 and over)
- ABSTUDY (Apprentices who have reached minimum school leaving age and are Indigenous Australians)
- Commonwealth Trade Learning Scholarships (two \$500 payments for undertaking an Australian Apprenticeship in an identified area of trade skills shortage)
- Tools For Your Trade Initiative (tool kit worth up to \$800 for undertaking an Australian Apprenticeship in an identified area of trade skills shortage)

www.toolsforyourtrade.com.au



SECTION 2 – APPRENTICESHIPS AND TRAINEESHIPS

- Australian Apprenticeships Access Program provides job seekers who experience barriers to skilled employment, with pre-vocational training, support and assistance to obtain and maintain an Australian Apprenticeship - www.accesstraining.dest.gov.au

For more information on assistance for Australian Apprentices, please go to:

www.australianapprenticeships.gov.au/jobseeker/assistance.asp

Australian Apprenticeships Centres (AACs)

AACs provide information on Australian Apprenticeship options to job seekers, employers and other interested people, and market and promote Australian Apprenticeships to the community.

Local AACs include:

Adelaide Training and Employment Centre

Office located at Ottoway

Phone: 8444 1600

Website: www.atec.asn.au

Email: aac@atec.com.au

Business SA

Office located at Unley

Phone: 8300 0255

Website: www.business-sa.com

Email: aac@business-sa.com

MEGT

Offices located at Elizabeth and Hindmarsh

Phone: 136 348 or 8256 8777

Website: www.megt.com.au

Email: info@megt.com.au

Mission Australia

Office located in Adelaide

Phone: 1300 626 227

Website: www.missionaustralia.com.au

Email: caulfieldd@missionaustralia.com.au

Further information

For more information on Australian Apprenticeships, or to find the location of your closest Australian Apprenticeships Centre, visit the Australian Apprenticeships website at www.australianapprenticeships.gov.au or call 133 873.

SECTION 2 – APPRENTICESHIPS AND TRAINEESHIPS

GROUP TRAINING ORGANISATIONS

What do Group Training Organisations do?

Group Training Organisations employ apprentices and trainees, then place them with 'host' employers, usually from small to medium enterprises.

Who can use group training?

- People of any age seeking apprenticeships or traineeship positions.
- Any enterprise interested in employing one or more apprentices or trainees, even if only for a relatively short period of time.
- Secondary schools running vocational courses or wanting industry placements organised.
- Training providers, both public and private.

Group Training Organisations in your local area are:

ATEC Group Training

(All Industries)

Phone: 8240 1233

Website: www.patdc.com.au

Email: lynnea@patdc.com.au

AFL SportsReady Traineeships

(Sport and Recreation)

Phone: 8354 1116

Website: www.aflsportsready.com.au

Email: aflsportsreadytraineeships@bigpond.com

CMC Training At Work Pty Ltd (SA)

(Community Services and Health)

Phone: 1300 364 383

Website: www.trainingatwork.com.au

Email: info_sa@trainingatwork.com.au

Engineering Employers Association Group Training Scheme

(All Industries)

Phone: 8300 0133

Website: www.eeagts.asn.au

Email: sfrazer@eeagts.asn.au

HIA Group Apprenticeship Scheme

(Building and Construction)

Phone: 8346 5091

Website: www.hia.com.au

Email: r.holtham@hia.asn.au

Hospitality Group Training

(Food Industry)

Phone: 8223 6766

Website: www.hospitality.on.net

Email: petern@hospitality.on.net

Master Builders Group Training Scheme

(Building and Construction)

Phone: 8211 7466

Website: www.mbasa.com.au

Email: whughes@mbasa.com.au

Maxima Group Training

(All Industries)

Phone: 8340 7766

Website: www.maxima.com.au

Email: maxima@adelaide.on.net.au

Mission Australia (SA)

(Aged Care, Employment and Community Services)

Phone: 1300 626 227

Website: www.mission.com.au

PEER Training

(Building and Construction)

Phone: 8348 1200

Website: www.peer.com.au

Email: mikeb@peer.com.au

Plumbing Industry Association of South Australia

(Building and Construction)

Phone: 8292 4000

Website: www.plumbingindustry.com.au

Email: admin@piasa.com.au

Skilled Group Employment Services

(All Industries)

Phone: 8440 5700

Website: www.skilled.com.au

Email: abenson@skilled.com.au

SMGT

(All Industries)

Phone: 8346 6750

Website: www.smgmt.com.au

Email: smensch@smgt.aom.au

SECTION 2 – APPRENTICESHIPS AND TRAINEESHIPS

Statewide Group Training

(All Industries)

Phone: 8844 5055

Website: www.statewidedgrouptraining.com.au

Email: statewide@sgt.net.au

The MTA Group Training Scheme

(Automotive)

Phone: 8241 0522

Website: www.mta-sa.asn.au

Email: mta.group@adelaide.on.net

Trainee and Apprentice Placement Service

(Building and Construction)

Phone: 8433 1200 or 1300 723 216

Website: www.tapssa.com.au

Email: michaelw@tapssa.com.au

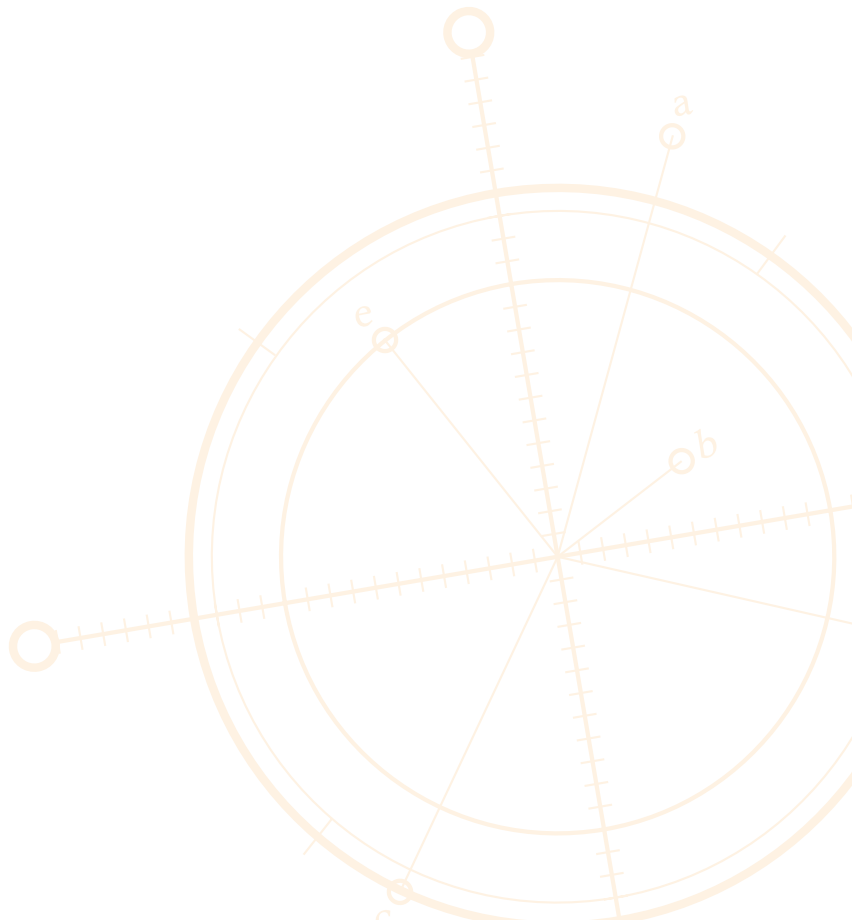
For more information about Group Training

Organisations, go to:

www.grouptraining.dest.gov.au

or to search for your nearest Group Training

Organisation, go to: www.grouptraining.ntis.gov.au



SECTION 3 - GETTING A JOB

Improve your chances of getting the job you want, in a competitive marketplace, by doing your research and preparing yourself well. Like any important task, with planning and effort you are more likely to get the result you want. As you learn more and improve your skills, you will approach employers and interviews with more confidence.

Attitude

You need to be clear about what sort of work you are hoping to find. Focus on your strengths and interests. Be organised and collect all your relevant paperwork so that you can present it in a professional manner, when needed. Be prepared to spend some time finding a job. Patience and persistence are essential - and are qualities valued by employers! Don't be disheartened if you don't get work immediately. You are not suited to every job, and not every job is suited to you.

Skills and Personal Attributes

Qualities valued most highly by employers are:

- A balanced attitude to work and life
- A sense of humour
- Adaptability
- An ability to deal with pressure
- Commitment
- Common sense
- Communication skills
- Enthusiasm
- Honesty and integrity
- Initiative and enterprise skills
- Learning skills
- Loyalty
- Motivation
- Personal presentation
- Planning and organising skills
- Positive attitude
- Positive self-esteem
- Problem-solving skills
- Reliability
- Teamwork skills
- Technology skills

Employers are looking for young people who will fit into their existing teams and add to their productivity. You will need to show that you are keen to learn, listen carefully to instructions and willing to ask for help when it's needed.

PEOPLE AND AGENCIES THAT CAN HELP YOU

School Counsellor/Careers Counsellor: for information about work experience and job opportunities, vacancies, and coaching on how to approach employers.

Centrelink: to register for a Job Seeker Identification Number which gives you access to jobs via the Job Network. The Centrelink Career Information Centre (55 Currie Street, Adelaide) is a great place to start your career search.

Employers: to make direct contact with the employer or field of work you're interested in. (This is the scariest place to start but can be the most effective because you're demonstrating, right from the start that you are keen and willing to "put yourself out there".)

Friends and relatives: many jobs are filled through "networking" or through "word of mouth". Talk to your family, friends and acquaintances about your job seeking and you may find that your first job is only a phone call away.

Internet: there are many websites listed throughout Compass, and in Section 7 (the websites section) that can help you. If you don't have internet access at home you can try schools, employment agencies, youth centres or local libraries.

Local libraries are:

Brighton Public Library:
20 Jetty Road, Brighton

Cultural Centre Library:
287 Diagonal Road, Oaklands Park

Enfield Public Library:
1 Kensington Crescent, Enfield

Fullarton Park Library:
411 Fullarton Road, Fullarton

Goodwood Library:
101 Goodwood Road, Goodwood

Glenelg Public Library:
2 Colley Terrace, Glenelg

SECTION 3 – GETTING A JOB

Henley Beach Library:
378 Seaview Road, Henley Beach

Mitcham Public Library:
154 Belair Road, Hawthorn

North Adelaide Public Library:
176 Tynte Street, North Adelaide

Park Holme Library:
Duncan Avenue, Park Holme

Port Adelaide Public Library:
2-4 Church Street, Port Adelaide

Prospect Public Library:
1 Thomas Street, Nailsworth

Semaphore Library:
14 Semaphore Road, Semaphore

State Library:
235 Hutt Street, Adelaide

State Library:
18 Grote Street, Adelaide

State Library:
North Terrace, Adelaide

The Parks Community Centre:
Cowan Street, Angle Park

Unley Library:
181 Unley Road, Unley

West Lakes Library:
Cnr Brebner Drive and West Lakes Boulevard, West Lakes

West Torrens Library:
1 Booker Terrace, Hilton

West Torrens Library:
166 South Road, Torrensville

Woodville Civic Library:
72 Woodville Road, Woodville

Newspaper advertising: check the local Messenger as well as the Advertiser (particularly on Saturdays).

Local notices: check out noticeboards at business entrances, shop windows, etc.

Phone books: both white and yellow pages provide a huge list of potential employers, in the field of work you want, in the locations you can get to.

Other options: jobs can emerge from your other activities such as community involvement, volunteering and work experience, and a position you regard as “lowly” may lead to a promotion if you make the most of it. Look at every job as an opportunity!

Job Networks: this is a national network of organisations dedicated to finding jobs for unemployed people. You will need to have a Centrelink Job Seeker Identification Number to register.

Please see the table over the page showing local Job Network Providers.

Check out www.workplace.gov.au. This site provides access to online services and information, guiding you to employment, government assistance, jobs, careers, training, working conditions and Indigenous Employment Centres.

SECTION 3 – GETTING A JOB

Below are contact details of local Job Network Providers:

LOCATION	SERVICE PROVIDER	FOR	PHONE
Adelaide	SYC Job Prospects	All	8211 8987
	Holmesglen Employment	People with a Disability	8464 6400
	ASK Services	All	8238 4000
	Jobs Statewide	All	8212 9000
	Royal Society for the Blind of SA	Visually Impaired	8232 4777
Blair Athol	Complete Personnel	Aboriginal or Torres Strait Islander	8269 7400
Eastwood	Workskill Incorporated	All	8179 0800
Edwardstown	Jobs Statewide Incorporated	All	8104 8700
	Status Employment Services	All	8293 3019
Enfield	Maxima Joblink	All	8342 7555
Gilles Plains	ASK Services, Wandana Avenue	All	8369 0414
Glenelg	Maxima Joblink	All	8179 9333
Hindmarsh	Maxima Joblink	All	8241 9666
Kilkenny	ARA Jobs Pty Ltd	Non-English Speaking Background	8268 4444
	Salvation Army Employment Plus	All	8440 5400
Mile End	Complete Personnel	All	8352 2800
Oaklands Park	Status Employment Services	All	8377 0101
	Campbell Page Employment Services	All	1300 139 920
Port Adelaide	SYC Job Prospects	All	8241 1022
	Adelaide Training and Employment Centre	All	8447 4411
	Workskill Incorporated	All	8444 2900
Prospect	ASK Services	All	8344 3577
	SYC Job Prospects	All	8342 3200
Torrensville	Maxima Joblink	All	8124 5300
Welland	Status Employment Services	All	8346 3044
Woodville	Jobs Statewide	All	8345 0000



SECTION 3 – GETTING A JOB

To contact the Job Network agencies in your area, telephone the Job Seekers hotline on 136 268 or visit: www.jobsearch.gov.au/public/providers/generic/default.aspx?provider=JNS

Disability Employment Networks (DENs): provide specialist assistance to job seekers with disabilities who require ongoing support to find and maintain employment. For more information about how DENs can help you, or to locate your nearest service, visit: www.jobsearch.gov.au/public/providers/generic/default.aspx?provider=DOE or phone 1800 805 260.

Disability Employment Networks can:

- Assess your skills and abilities and match them to specific jobs
- Provide you with career direction, counselling and advice
- Help you to prepare your resume and application letters
- Arrange training in a range of areas such as employment preparation, work safety and computer skills
- Organise work training placements to give you practical experience
- Help you to job search
- Modify a workplace to suit your specific needs
- Arrange financial incentives for your new employer
- Provide you with on-the-job training and support if needed

On the following page are the contact details of local Disability Employment Networks.

SECTION 3 – GETTING A JOB

Below are contact details of local Disability Employment Networks:

LOCATION	SERVICE PROVIDER	PHONE	WEB SITE
Adelaide	Community Bridging Services	8410 5611	www.communitybridgingservices.org.au
	Personnel Employment	8414 7000	www.barkuma.com.au
	Royal Society for the Blind	8232 4777	www.rsb.org.au
	SA Career Consultants	8227 0900	www.sacareer.com
	Heta Inc	8212 7771	www.heta.com.au
Alberton	Personnel Employment	8414 7000	www.barkuma.com.au
	Employment Access - Open	8440 4243	www.ucwpa.org.au/community-services/
Bedford Park	Your Employment Success	8464 0780	www.sage.org.au/yes
	Inprint Design	8201 3223	www.inprint.com.au
Brighton	Multiple Solutions Employment Specialists	8377 0911	www.multiplesolutions.com.au
Clovelly Park	MJP Employment Services	8179 5260	www.mindainc.com.au
Hove	Interwork Limited	8377 2848	www.interwork.com.au
Melrose Park	SA Career Consultants	8357 4275	www.sacareer.com
	Your Employment Success	8464 0782	www.sage.org.au/yes
Mile End	Interwork Limited	8416 6500	www.interwork.com.au
	Multiple Solutions Employment Specialists	8104 7500	www.multiplesolutions.com.au
Netley	Orana	8375 2000	www.oranaonline.com.au
Panorama	Bedford	8275 0211	www.bedfordgroup.com.au
Park Holme	Career Systems	1300 855 321	www.careersystems.com.au
Port Adelaide	Port Business Partnerships	8440 4243	
	SA Career Consultants	8440 2452	www.sacareer.com
	Heta Inc	8212 7771	www.heta.com.au
Woodville	Career Systems	1300 855 321	www.careersystems.com.au

SECTION 3 – GETTING A JOB

Labour Hire and Recruitment Organisations:

available to job seekers to help them obtain employment. Some of the labour hire and recruitment organisations in the local area are:

Adecco Adelaide

Phone: 8306 8200

Website: www.adecco.com.au

Adelaide Industrial Labour Service

Phone: 8348 3333

Website: www.ails.com.au

Affinity – Adelaide

Phone: 8120 4322

Website: www.affinityit.com.au

Allstaff Resources

Phone: 1300 556 622

Website: www.allstaffresources.com.au

Complete Personnel

Phone: 8269 7400

Website: www.complete-personnel.com.au

Drake International

Phone: 131 448

Website: www.drakeintl.com

Jobs Statewide

Phone: 8212 9000

Website: www.jobs-statewide.com.au

Manpower

Phone: 8114 6700

Website: www.manpower.com.au

Maxima Joblink

Phone: 8241 9666

Website: www.maxima.com.au

Skilled

Phone: 8440 5700

Website: www.skilled.com.au

Status Employment Services

Phone: 8377 0101

Website: www.status.net.au

Weslo Staff Pty Ltd

Phone: 82231450

Website: www.weslostaff.com

Workskil Incorporated

Phone: 1300 656 441

Website: www.workskil.com.au

APPLYING FOR A JOB

The Transition Portfolio

Preparation of a professional looking Transition Portfolio is essential because it will need to be shown to any potential employer. Make sure it has all the important documents required, but not cluttered with irrelevant paperwork. (You are probably rightfully proud of your primary school achievements but they're unlikely to be relevant to an employer.) One of the most important elements of the Transition Portfolio is your Resume.

The Resume

This is a snapshot of who you are and gives the employer a chance to make a brief assessment of you. It is your chance to present your employable qualities and persuade the employer that they should ask you in for an interview, to find out more about you.

The resume should be clearly laid out, with all necessary information provided – this will make it easy to read and also make a positive impression about you.

Get help from school, family and friends, and check out the websites in Section 7 of Compass.

Your resume should not:

- use fancy fonts
- include your age, marital status, religion, or ethnic origin (unless you want to)
- use slang, jargon or abbreviations
- include anything you can't talk about

Your resume should:

- be typed on 2 – 4 pages of clean, white, A4 paper
- allow more white space than black type on the page
- be in easy to read font – 11 or 12 point, Times New Roman or Arial
- show qualifications and experience with most recent first
- use action verbs such as "created", "organised" or "coordinated"

SECTION 3 – GETTING A JOB

- be stapled in top left corner
- have your name and page number on the footer of each page
- be brief and to the point
- be proofread carefully – there should be no errors!

Your resume should include:

Part 1 – Personal Details

Your name, address, telephone numbers, email address and date of birth.

Part 2 – Education and Training

List the names of the secondary schools you have attended giving the highest year level completed, subjects studied and your results. Include any Vocational Education and Training programs you've done and certificates completed or competencies achieved.

Part 3 – Employment and Work Experience

(list the most recent first)

List the jobs you've had including any voluntary or non-paid work, casual, part time or vacation work you've done. You should include names of the employer, address and phone number along with a job description.

This can provide you with an opportunity to list your strengths including responsibilities, competencies and achievements.

Responsibilities:

These can be identified by thinking about work you've done in the past and covering all the different aspects of that job.

Skills:

List those that you have achieved and show how you could transfer those skills to enable you to do this job well. You could give examples of the following employability skills:

- Communication
- Team work
- Problem solving
- Self management
- Planning and organising
- Technology
- Learning
- Initiative and enterprise

Achievements:

List any other skills or awards you have achieved which are relevant to the position you're applying for, eg Senior First Aid Certificate, Trainee of the Month award.

SECTION 3 – GETTING A JOB

Sample resume:

Jennifer Anderson

Personal Details

12 Station Street, Highview, SA, 5023
Mobile: 0431 554 660
Email: jennifera@yahoo.com

Education and Training

Highview Secondary School - Year 11 completed in 2007

English	B
Business Mathematics	C
Biology	C+
Photography	A
Australian History	B
Art	B+

VET – Cert 1 Hospitality – Kitchen Operations

Employment and Work Experience

Part-time Sales Assistant, Highview Coffee House, June 2007 to June 2008
Duties: customer service, use of electronic cash register, stock pricing and display

Personal Qualities and Skills

Strong customer relations
Competence in using electronic cash register and other retail software
Competence in handling money
Experience and ease with providing customer support

Hobbies and Interests

Cycling
School basketball team member - 2006 and 2007
St John Cadets

Referees

Ann Westall, Manager, Highview Coffee House
Mobile: 0425 922 108
Thomas Sharpe, Teacher, Highview Secondary School
Phone: 8864 6982
Greg Winters, St Johns Cadet Leader
Phone: 8765 4972

Keep a copy of the resume and application that you send to an employer together in your Transition Portfolio.

SECTION 3 – GETTING A JOB

APPLYING FOR A JOB IN WRITING

What is an application letter?

An application letter is your opportunity to promote your skills, highlight your selling points and answer these important questions:

- Can you do the job? Do you have the abilities, skills, knowledge, experience and qualifications?
- Will you do the job well? Are you motivated, reliable and enthusiastic?
- Will you fit into the organisation? Do you match the organisation's image, values and goals?
- Will you get along well with clients and co-workers?

What should be included in an application letter?

- Your contact details: include your name, address, phone number and email address. Make sure they are correct and up to date.
- Date: use the date that you plan to send the application on.
- Name and address of the contact person: include their full name, title, company, street or PO Box, town or suburb, state or territory and postcode. If no name is given, try to find out by calling the organisation.
- Salutation: begin your cover letter with Dear Mr/Ms/Dr and their last name. If you cannot find out the contact person's name, use Dear Sir/Madam.
- Opening paragraph: explain your purpose and give the reader a reason to read on. Indicate which position you are applying for (giving a reference number if applicable) and where you found out about it.
- Second paragraph: demonstrate you can do the job by matching your experience, skills and qualifications with what the employer has asked for. Use two or three selling points and focus on what you have to offer. Your aim is to encourage the reader to seek more details from your resume.
- Third paragraph: show that you are willing to do the job and can fit into the organisation.
- Fourth paragraph: thank the reader for considering the application and refer to your enclosed resume and other attachments. Indicate that you would appreciate an interview to further discuss your suitability.

- Closing: if your salutation was Dear Sir/Madam, end with Yours faithfully. If it was Dear Mr/Ms/Dr Smith, end with Yours sincerely. Type your name and sign the letter.

Hints for preparing an application letter

- Type your application letter on a computer. Handwrite your letter only if the advertisement specifically asks for a handwritten letter.
- Use clean, white, A4 paper.
- Leave space around the edges (margins) and clear space between each paragraph.
- Do not send application letters that are photocopied.
- Use a basic font such as Arial or Times New Roman.
- Find out the name of the person you are writing to.
- Use 'action' words, eg organised, supervised, communicated etc.
- If applying for a job that lists selection criteria, make sure you carefully address each of these in your application.
- Only send material that was requested.
- If references, school reports or certificates are needed, send copies, not the originals.
- Keep a copy of your application.
- Check the letter carefully for spelling, punctuation, grammar and typing errors.
- Ask someone else to check your letter as well, eg a teacher.

SECTION 3 – GETTING A JOB

Example of an application letter:

25 Queen Street
BEACH PARK SA 5999
Telephone: (08) 8555 5555
Mobile: 0415 555 555
Email: sam.jones@beachparkhs.sa.edu.au

20 June 2008

Ms P Michael
Manager
Elegant Boutique
15 Queen Street
CHILLYTOWN SA 5993

Dear Ms Michael

I wish to apply for the position of Fashion Sales Assistant, which was advertised in The Advertiser on 18 June 2008.

I am 17, and am currently completing Year 11 at Beach Park High School. I am studying English, Design, Mathematics, Home Economics (garment design), Drama and Information Processing and Publishing. Details of my education are shown on my enclosed resume.

I have been employed part-time with K-Mart stores for the past two years. I enjoy sales work and dealing with the public. I design and make most of my own clothes and my teachers have commented favourably on my flair for colour coordination and my fashion design sense. I am very keen to begin a career in fashion retail and I believe I would be a successful representative for your business.

I look forward to attending an interview and can be contacted on the phone numbers above to arrange a convenient time.

Yours sincerely

Samantha Jones
Enclosure:
1. Resume – Samantha Jones

SECTION 3 – GETTING A JOB

APPLYING FOR A JOB OVER THE PHONE

Your personality can be detected over the phone, so smile when you speak – it sounds more assertive and friendly.

Before you make the call, have everything you need with you – your resume (in case you forget anything), pen and paper to make notes, and your diary to make an appointment. Think about (and rehearse in your mind) what you will say, sit comfortably and relax. Find out the other person's name early, write it down, and use it in your conversation with them. Make sure you are in a quiet place with no distractions or background music. Speak clearly and a little slower than you would normally.

Questions you might have to answer:

- Why do you think you are suited to this position?
- Why do you want this job?
- What experience do you have?

You may want to ask:

- What does this job involve?
- What will be the actual duties or responsibilities I will have?
- I know that the business does but could you tell me more about the business?
- Can you tell me whether there will be opportunities for training or advancement?
- Is there a uniform provided or are there dress requirements?
- If I get the job, where exactly will I be working and when would you want me to start?

Avoid being too casual in your manner or speech. You want to convey to the other person that you are keen and want this job. Avoid being negative about yourself or your experience. Talk about yourself in a positive way.

Make notes as you go – ask for time to do this if you need to, they will respect that you are making sure that you get it right!

When making a time for an interview, check your diary to be sure you can make it, read back the date, time and location to be sure you have noted it correctly, and be sure to note who you should ask for when you arrive.

SECTION 3 – GETTING A JOB

INTERVIEWS

An interview can be nerve-wracking, but you can make it work for you if you are well prepared and organised.

Before the Interview

- Make sure you know the exact time and place of the interview, and give yourself plenty of time to get there (allow for late buses or trains). You want to look relaxed, not hassled.
- Make sure you know the name, title and position of your interviewer.
- Find out about the organisation:
 - What do they do, make or sell? (The more you know the better prepared you will be.)
 - What kinds of jobs or careers are available in the organisation?
- Have your portfolio ready to take with you, including:
 - a copy of your application
 - your resume (updated)
 - qualifications or school records, and evidence of levels completed
 - certificates relevant to the job
 - written references if you have them
- Bring originals of all relevant documents with you but leave only photocopies with the interviewer.
- Decide what to wear and have it ready.

At the Interview

Personal Presentation – It's not just your clothes.

From the moment you enter the room everything about you is being assessed – how you look, walk, sound and behave. This is your opportunity to market yourself and show that you are the one who should get the job! The first 30 seconds will make a lasting impression. Try to see yourself through the eyes of an employer.

Dress for success! Look the part!

- Make sure that your personal grooming is perfect
 - you've showered, have clean trimmed fingernails, clean and tidy hair and clean teeth.
- Leave the "personal statements" for your personal time. Most employers are conservative, and lots of jewellery, body piercings, "fashion" clothing (including headwear), excessive make-up and lots of perfume or aftershave could cost you the job.

- Classic clothing and conservative colours are usually best. Dress appropriately for the job you've applied for.
- Clothes should be ironed and shoes clean. Don't wear sneakers or jeans.

Act the part!

- Be punctual, professional and polite with everyone.
- Smile, try to remain calm and give a firm handshake. (You may need to practice shaking hands.)
- Be aware of your body language - sit upright, make good eye contact and lean slightly forward, which makes you look interested and alert. It will show you as a confident applicant.
- Use appropriate language and avoid anything the interviewer might see as slang or offensive.
- Do not chew gum.
- Speak clearly. Do not whisper or mumble, or begin answers with "umm" or "err" which makes you sound unsure of yourself.
- Avoid the temptation to be too informal. Maintain a well-mannered respect even if your interviewer is friendly and relaxed.
- Be honest and answer questions thoughtfully – make sure that you understand the question, take time to gather your thoughts and then give a reasoned relevant response. Avoid Yes or No answers, waffling and becoming repetitive.
- Try to turn a potentially negative question into a positive.
- Be prepared to ask some questions about the job or the organisation. Do not ask about salaries, holidays or other benefits at the first interview.
- Take a moment to summarise at the end of the interview, pointing out the qualifications, experience and aptitudes which make you suited to the job.
- Thank the interviewer for their time, using their name, a smile and a firm handshake.

SECTION 3 – GETTING A JOB

Common interview mistakes

- Poor preparation – not being able to answer why you want the position or what the job involves – makes you appear uninterested, with no career plan or goals.
- Bad posture – slouching, not maintaining eye contact, fidgeting – all create unfavourable impressions.
- No interest or enthusiasm.
- Being overly friendly or too casual in your language or manner, being immature or lacking in courtesy.
- Being negative about former employers or colleagues.
- Arriving late.
- Not bringing your portfolio or resume.
- Failure to ask questions about the job or the organisation.

Questions you may be asked

Tell me about yourself?

Try to provide a balance of information about yourself – your skills and abilities, and your qualities as a person. Link these to the job you are applying for and show how you would be a good choice.

Have you ever had a job like this before?

Do not say “No”, but turn this into an opportunity to state positively your skills, past experience or education and training related to this job. Show you are interested and willing to apply yourself to learning the job.

Why would you like to work for our organisation?

What do you know about our organisation?

Show you know something about what they do, the type of work involved and why you think you would bring enthusiasm and ability to doing the work. Show how you would be an asset to them!

Why did you leave your last job?

You should only mention those that are favourable to you, and you should point out the positive aspects of your last job – this will make you sound like a loyal and appreciative employee. Acceptable reasons could be: the organisation was cutting-back; it was a seasonal job; it was only a temporary job for while you were at school; it involved too much travel being a long way from home. Point out that the problems will not apply in this position.

What are your greatest strengths?

Mention your reliability, skills, enthusiasm, experience, ability to get along with others, etc.

What are your greatest weaknesses?

Turn the question into a positive, eg by showing how you put pressure on yourself to get things right the first time, so some see you as a perfectionist.

Other questions you could prepare answers to

- Are you active in any clubs or community organisations?
- What are your leisure activities?
- Have you had any work experience in this type of work?
- What are your long term career plans?
- What subjects did you like best at school? Why?
- Give an example of how you have worked as part of a team.
- Would you be prepared to work overtime or on weekends?
- Do you have any questions?

Questions you may like to ask

(You should ask at least two questions)

- Why is this position available?
- What would be my career prospects or opportunities?
- What further study opportunities would there be?
- Where would I be working, and who with?
- What training would I be given?
- Is a uniform provided?
- When would I be expected to start?
- Who would I be responsible to?

Group Interviews

Group interviews are sometimes conducted when an employer is looking to employ a large number of candidates. The group is usually assigned a problem or task to work on together and the employer assesses candidates on various qualities they are looking for, eg. ability to work cooperatively as part of a team, good communication skills, problem solving skills and the ability to keep focused on the task. You should ensure that you participate actively while listening to and respecting others and be sure that you are not seen to be dominating the group.

SECTION 3 – GETTING A JOB

CAREER INFORMATION CENTRE

The Career Information Centre is run by Centrelink, and is a free resource to help you explore your career or study options. They have:

- A library of career information folders
- Australia wide course information
- Computerised career and course information
- General job search information
- A range of career and industry videos
- Occupational handouts
- General labour market information
- Advice from experienced staff to help you explore your options

The Career Information Centre is open 9 am – 4 pm Monday to Friday, and is located at:

1st Floor East
55 Currie Street
ADELAIDE SA 5000

(entry via Topham Mall, or disabled entry via lifts to left through main door)

Phone: 8401 3279

Website: www.centrelink.gov.au

Email: secure.centrelink.gov.au

SECTION 4 - SUPPORT AND ASSISTANCE

There are many State and Federal Government programs to support young people to access employment and further education and training. You can find information on these schemes and initiatives from:

Federal Government: www.workplace.gov.au/workplace/individual

South Australian Government: www.employment.sa.gov.au/employ

GENERAL SUPPORT

South Australian Government Youth Traineeship Program

This program provides young South Australians opportunities to enter the South Australian Public Sector. Traineeships vary from 12 to 24 months in duration and include on-the-job practical experience and vocational training.

Website: www.vacancies.sa.gov.au/asp/public/Home.aspx

Green Corps

Green Corps is an Australian Government youth development and environmental training programme for young people aged between 17 and 20 years. It provides young people with the opportunity to volunteer their time and effort to conserve, preserve and restore Australia's natural environment and cultural heritage.

Website: www.greencorps.gov.au

Job Placement, Employment and Training (JPET)

The JPET programme assists disadvantaged young people aged 15- 21 years, who are homeless or at risk of becoming homeless, to overcome personal and social barriers to get back on track.

To find details of your nearest JPET Service Provider, go to www.workplace.gov.au/jpet

Learn to Earn

Learn to Earn provides people, aged 16 – 24, with an opportunity to learn job and life skills while working on real, practical projects.

Website: www.youthworks.sa.gov.au/learntoearn.html

Assistance for Apprentices

Check out Section 2 in Compass for details on support and assistance for apprentices.

New Enterprise Initiative Scheme (NEIS)

NEIS helps eligible unemployed people to start and run their new, viable small business.

Website: www.workplace.gov.au/workplace/Programmes/NEIS

Personal Support Program (PSP)

PSP helps people who need individualised attention because of difficult personal circumstances. The PSP helps people to achieve goals that match their abilities, capacity and circumstances.

Website: www.workplace.gov.au/workplace/Programmes/PSP

SA Works

People who face significant barriers in accessing training and employment are provided with more and better opportunities to participate in learning, skill development, training and employment.

Website: www.saworks.sa.gov.au

Youth Conservation Corps

The Youth Conservation Corps is a Centrelink approved program which assists young people (up to 24 years old) to gain employment and/or further training by providing them with skills and experience while they participate in projects that contribute to the conservation of South Australia's natural and cultural heritage.

Website: www.conservationvolunteers.com.au

Youth Pathways

Youth Pathways helps the most at-risk young people make it through school to the end of year 12 (or its equivalent), and beyond that to further education, training or employment, and active community life. This can be either within school or in non-school-based education.

Youth Pathways providers in your local area are listed over the page.

SECTION 4 – SUPPORT AND ASSISTANCE

Youth Pathways providers in your area are:

Baptist Community Services

Phone: 8357 1755

Website: www.sabaptist.asn.au/youthpathways

Service to Youth Council

Phone: 8211 8466 or 1800 727 794

Website: www.syc.net.au

Workskil

Phone: 1300 656 441

Website: www.workskil.com.au

How can I find out more about Youth Pathways?

Website: www.careeradviceaustralia.gov.au/youthpathways

Phone: 1800 635 035

Rent Assistance

Rent Assistance is an extra payment to help with the higher costs of renting in the private rental market.

To find out if you are eligible or for more information, contact Centrelink on 13 24 90

or visit: www.centrelink.gov.au/internet/internet.nsf/payments/rent_assistance.htm

SUPPORT FROM COUNCILS

The local councils listed below provide programs, services, information and participation opportunities for young people. Some councils provide personal and social support programs for young people including basic counselling, group work, advocacy and referrals.

City of Adelaide

128 King William Street

ADELAIDE SA 5000

Phone: 8203 7203

Website: www.adelaidecitycouncil.com

City of Charles Sturt

72 Woodville Road

WOODVILLE SA 5011

Phone: 8408 1111

Website: www.charlessturt.sa.gov.au

City of Holdfast Bay

24 Jetty Road

BRIGHTON SA 5048

Phone: 8229 9999

Website: www.holdfast.sa.gov.au

City of Marion

245 Sturt Road

STURT SA 5047

Phone: 8375 6600

Website: www.marion.sa.gov.au

City of Mitcham

131 Belair Road

TORRENS PARK SA 5062

Phone: 8372 8888

Website: www.mitchamcouncil.sa.gov.au

City of Port Adelaide Enfield

163 St Vincent Street

PORT ADELAIDE SA 5015

Phone: 8405 6600

Website: www.portenf.sa.gov.au

City of Unley

181 Unley Road

UNLEY SA 5061

Phone: 8372 5111

Website: www.unley.sa.gov.au

City of West Torrens

165 Sir Donald Bradman Drive

HILTON SA 5033

Phone: 8416 6333

Website: www.wtcc.sa.gov.au

INDIGENOUS SUPPORT

Aboriginal Apprenticeship Program

The Aboriginal Apprenticeship Program provides apprenticeship opportunities to Aboriginal people across South Australia. These apprenticeships are particularly targeted to growth industries to provide a positive long term outcome for participants. Apprenticeships are offered when available, in a number of vocational categories and can be either 3 or 4 year Contracts of Training.

Website: www.employment.sa.gov.au/employ/pages/default/emp_aap/

SECTION 4 – SUPPORT AND ASSISTANCE

Aboriginal Employment Program

The South Australian Aboriginal Employment Program (AEP) assists Aboriginal people to achieve their career goal, by offering the following services:

- career path planning
- referral to employment vacancies
- training and development opportunities
- financial assistance for identified training opportunities relating to employment outcomes.

For further information visit: www.employment.sa.gov.au/employ/pages/default/emp_ae/

The National Indigenous Cadetship Project (NICP)

The NICP links Indigenous tertiary students with employers in a cadetship arrangement involving full-time study and work placements.

Website: www.nicp.dewr.gov.au

Indigenous Programs

These programs focus on creating opportunities for Indigenous people in the private sector and provide a flexible package of assistance including:

- The Indigenous Employment Program
- Initiatives to support Indigenous business development

Website: www.workplace.gov.au/workplace/Programmes/IndigenousProgs

DISABILITY SUPPORT

There are many opportunities for students with disabilities and other learning difficulties to become involved in further education and training in South Australia.

Pathways to Work is a useful, easy to read collection of information about resources and supports available to people with a disability who are either participating in or intending to participate in vocational education and training in South Australia.

It can be found at: www.unisa.edu.au/regdisability/word/pathways_to_work_sa.doc

Disabled Apprenticeship Wage Support

If you have a disability that would prevent you from starting an Apprenticeship because you are mobility restricted or need equipment enhancements to enable you to undertake on-the-job-training, then the Disabled Apprenticeship Wage Support (DAWS) program may be for you.

For more information regarding DAWS and your eligibility, contact an Apprenticeships Centre in your region or go to the following link:

www.australianapprenticeships.gov.au/jobseeker/assistance.asp

Disability Information and Resource Centre (DIRC)

DIRC provides accurate, relevant, timely and appropriate information on all aspects of disability.

Website: www.dircsa.org.au

Commonwealth Rehabilitation Service (CRS) Australia

CRS can help you get ready for work and find a job. You can work with a case manager who will assess your needs and work out a specially designed program just for you. Your program could include short training courses and work experience as well as writing your resume and job applications.

Phone: 1800 642 824

TTY (02) 9242 4872

Website: www.crsaaustralia.gov.au/office_SA.htm

Higher Education Disability Support Program

This program includes the provision of support for students with disabilities.

Website: www.dest.gov.au/sectors/higher_education/programmes_funding/programmes_funding_menu

Disability Employment Network (DEN)

Refer to Section 3 in Compass for where to find a DEN and how they can help you.

LANGUAGE, LITERACY AND NUMERACY SUPPORT

Language Classes

The Literacy SA website can provide a list of language and literacy classes in South Australia.

Website: www.literacy.sa.edu.au

Type in your postcode to find the class nearest you.

Language, Literacy and Numeracy Program

The program seeks to improve language, literacy and/or numeracy to enable people to participate more effectively in training or in the labour force.

Website: www.llnp.deewr.gov.au

SECTION 4 – SUPPORT AND ASSISTANCE

Adult Migrant English Program (AMEP)

AMEP provides basic tuition in English language to help eligible adult migrants and refugees.

You can study English with AMEP for up to 510 hours. To check whether you are eligible go to the website below.

Website: www.immi.gov.au/living-in-australia/help-with-english/learn-english/links1.htm#sa

If you are registered with a Job Network provider, they will be able to give you more information about the programs relevant to your circumstances.

CENTRELINK

Centrelink can help support you financially to stay on at school or participate in further education or training, if you meet their eligibility criteria. They can also refer you on to agencies to assist you with other problems you or your family may be experiencing.

For information, or an appointment, ring 131 021.

For enquiries in languages other than English, ring 131 201.

Website: www.centrelink.gov.au

Your local Centrelink office can be found at:

Adelaide

55 Currie Street
ADELAIDE SA 5000

Enfield

494 Regency Road
ENFIELD SA 5085

Glenelg

156 Jetty Rd
GLENELG SA 5045

Kilkenny

8 Regency Road
KILKENNY SA 5009

Marion

8 Warracowie Way
OAKLANDS PARK SA 5046

Port Adelaide

53-61 Dale Street
PORT ADELAIDE SA 5015

Torrensville

132-136 Henley Beach Road
TORRENSVILLE SA 5031

If you require a teletypewriter, Centrelink also has access to this service. Phone: 1800 000 567.

Information for School Leavers

If you are a school leaver, you will probably be looking at what your options are for the future. Will you get a job? Complete an apprenticeship? Continue studying?

Centrelink offers a range of services and information that can assist you to make the right choices for your future. You will find information about studying or training in this section or have a look at what's available under Looking for Work in the Individuals section.

Website: http://myaccount.centrelink.gov.au/wps/portal/srv_3_information_for_school_leavers?initURL=true

SECTION 5 - OTHER OPTIONS

GAP YEAR

Many students choose to take a year off from studying after completing Year 12, before commencing university or other tertiary study. Some students choose to gain valuable experience volunteering with various organisations. Other students use the Gap Year to go overseas to study, work or travel, or as part of an exchange program.

There are many opportunities for enterprising young travellers to exchange with someone who wants to visit SA. While there isn't just one organisation to guide you to an exchange program, there are plenty of different organisations and institutions that run programs. You will have to shop around to find one that suits your needs and one that you are eligible for. There are also exchange programs run by Universities that you may be eligible for if enrolled with them.

The South Australian Government Office of Youth website for young people provides information on exchange programs and traveling overseas. Visit www.maze.sa.gov.au which will link to YouthSA online.

Some useful websites to find further information are:

www.defencejobs.gov.au/gapyear
www.gapyear.com.au
www.launchpadaustralia.com
www.studentexchange.org.au
www.volunteer.com.au
www.volunteeringsa.org.au

RETURNING TO SCHOOL

Returning to school may be an option for you to increase your skills and knowledge to help you on your career pathway, to complete your SACE, or to improve your Tertiary Entrance Ranking (TER) if you are applying for university courses.

Some schools in the metropolitan area have specific adult re-entry programs. To find your nearest adult re-entry school, please go to: www.decs.sa.gov.au/portal/community.asp?group=matters&id=adultreentry

SECTION 6 – MORE IMPORTANT INFORMATION

TAX FILE NUMBER

A Tax File Number (TFN) is required for all forms of employment in Australia, and also for anyone who is applying for Commonwealth benefits such as Youth Allowance. Students enrolled in university and choosing the deferred payment options of HECS are also required to have a TFN. If you do not have a TFN, you should obtain an application form from the Australian Taxation Office (ATO). Application forms can be found on the ATO website www.ato.gov.au or call 132 861.

HEALTH CARE CARD

You may be eligible for a Health Care Card, which enables you to get prescriptions filled at a reduced cost as well as other concessions, if you receive income support or are on a low income.

Contact Centrelink on 132 490 or www.centrelink.gov.au for more information.

MEDICARE AUSTRALIA

Medicare is an Australian government agency which provides access to free or low-cost medical, optometrical and hospital care. You will need to present your Medicare card to obtain benefits.

You are likely to be registered on your parent's card but young people 15 years or older may register for their own Medicare card. For more information contact Medicare on 132 011 or www.medicareaustralia.gov.au.

UNIONS

Unions give working people a voice. They do this by assisting them to gain better pay, safe working environments and employment security, through collective bargaining and strength in the workplace.

If you have any queries regarding your rights as an employee or are considering joining a trade union, check out www.saunions.org.au. A list of SA unions is available at that site.

Another useful website is www.u-who.org.au/youth. U-Who is a site for young people to learn more about the benefits and support available through participation in a union. U-Who assists young workers to build workplaces and workforces that are free of exploitation, harassment and discrimination.

WAGE LEVELS AND CONDITIONS

State Government

To find information on issues such as rates of pay, unfair dismissal, long service leave and workers' rights, visit: www.safework.sa.gov.au

Federal Government

Information and assistance is also available from the Workplace Authority.

Website: www.workplaceauthority.gov.au
Phone: 1300 363 264

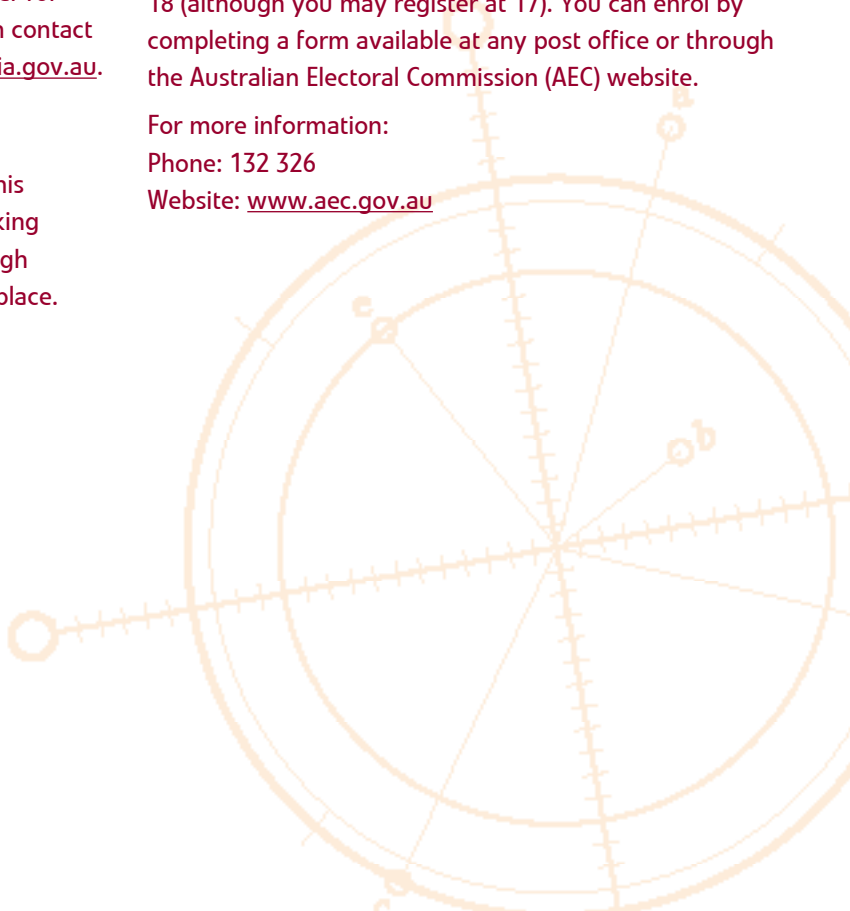
ENROLLING TO VOTE

Voting in State and Commonwealth elections is a right and a responsibility for all Australians from the age of 18 (although you may register at 17). You can enrol by completing a form available at any post office or through the Australian Electoral Commission (AEC) website.

For more information:

Phone: 132 326

Website: www.aec.gov.au



SECTION 7 - WEBSITES

There have been many websites listed throughout Compass to link you to further information on a range of topics. Following are some further websites that may assist you on your journey after leaving school. These are listed under the following headings:

- Employment
- Career Information
- Education and Training
- Creating Your Own Employment
- Job Search
- Other Resources

As you know there are many websites designed to help people find information about employment, careers, education and training. The websites following are only a 'snapshot' of those available. If you can't find what you are looking for on these websites, use a 'Search Engine' to find other websites that may be able to help you. Good luck!

EMPLOYMENT

www.aajobpathways.com.au

Job pathways information for Australian Apprenticeships, skills, industries and wages information.

www.grouptraining.dest.gov.au

Information about group training, and group training organisations around Australia.

www.jet.org.au

Search for apprenticeships and traineeships throughout Australia.

www.jobaccess.gov.au

Provides information and resources regarding applying for jobs and assistance available, for people with disabilities.

www.jobnetwork.gov.au

Job Network is a national network of private and community organisations dedicated to finding jobs for unemployed people, school leavers and people with special needs.

www.jobsearch.gov.au/joboutlook

Find out about job prospects, weekly earnings and other useful occupational information.

www.safework.sa.gov.au

Provides information on Occupational Health and Safety and Industrial Relations in South Australia.

www.toolsforyourtrade.com.au

Under the Tools For Your Trade initiative, Australian Apprentices in an identified trade occupation will receive a tool kit voucher for \$800 after completing the first three months of their Australian Apprenticeship.

www.wagenet.gov.au

Provides information about wages and conditions of employment in Australia for work that is covered by federal awards and agreements.

www.youthworks.sa.gov.au

Provides links to information about SA Government Youth Traineeships, Traineeships and Apprenticeships, employment programs, Learn to Earn programs, Youth Conservation Corps and Government Apprenticeships and Cadetships.

SECTION 7 – WEBSITES

CAREER INFORMATION

www.abc.net.au/acedayjobs

Ace day jobs is a series of five minute video episodes of Australians with innovative careers. It's about people who really love their work and how they got into it. Each episode takes you into someone else's world, and gives you an insight into aerospace engineering, forensic anatomy, science reporting, and many more careers where people are living out their dreams in their work.

www.autocareers.com.au

Provides information on careers, career pathways and training opportunities in the automotive retail and repair industry.

www.bigplans.com.au

Provides a diverse career path guide to the careers within the building and construction industry such as architect, civil engineer, town planner, administration manager, interior designer, bricklayer etc.

www.careerchick.com.au

A comprehensive website for women's career paths, preparing for a job, positions available, training, profiles on leading organisations, and other useful information.

www.careersinscience.gov.au

This websites features information on careers in science.

www.chef.org.au

Provides information on how to become a chef through Apprenticeships, and the range of career paths to follow.

www.constructmycareer.com.au

Information about careers in the building and construction industry.

www.defencejobs.gov.au

Career information within the Navy, Airforce and Army.

www.ee-oz.com.au

Information about careers in the electrotechnology, communications, energy and utility industries.

www.electrotecfutures.com.au

Provides information on careers in the electrotechnology industry, covering all aspects of electrical, electronics and communication technology.

www.aajobpathways.com.au

www.skillsone.com.au

Information about careers in the 'trades'.

www.insportandrecreation.net

Provides information and services for current and future education, training and career development needs in the sport and recreation industry.

www.jobguide.dest.gov.au

Job Guide offers detailed descriptions of a wide range of jobs including information on specific tasks and skills, and education and training requirements for each job.

www.jobjuice.gov.au

Helps you in making the decision about which area you want to work in, offers information on writing a resume, tips to getting a job and also has access to information on Apprenticeships and training.

www.jobsearch.gov.au/careers

Australian JobSearch Careers will help you decide which types of career you are suited to and what to expect from your chosen occupation. This website has four main sections: Job Outlook (information and statistics about occupations), Australian Apprenticeships, Career Quiz (to help you understand the type of work you are best suited to) and Job Explorer (to find out the skills, knowledge, abilities, interests, work environment, work values, activities and tasks associated with an occupation).

www.makeit.net.au

Provides information about the diverse job roles, products, skills and training within the manufacturing industry.

www.myfuture.edu.au

Australia's online career information service. It provides information about careers, work and employment, education and training, and scholarships. It also contains activities to help you explore and plan your career.

SECTION 7 – WEBSITES

www.nolimits.com.au

This website provides information about careers in the building and construction industry.

www.nursingsa.com

Nursing and midwifery South Australian website, with information about careers in nursing.

www.police.sa.gov.au

Offers access to the Recruiting Manual which has information regarding pre-entry requirements, education standards, testing procedures and conditions of employment. It offers general information about employment within the police force.

www.plumbingcareer.com.au

Information about careers in the plumbing industry.

www.ruralskills.com.au/ontrack

This careers website provides information on modern careers in agriculture, horticulture and animal care, as well as land and park management, the environment, aquaculture and livestock production. It gives detailed information on rural and urban based occupations, career pathways, education and training opportunities, and other relevant organisations.

www.the-linc.com.au

This logistics information and navigation centre contains information regarding careers in transport and logistics (air, sea, rail, road, storage and freight).

www.workplace.gov.au

Provides information for job seekers regarding careers, support, training and self-employment.

www.yourcareerguide.com.au

This site offers Australian students career information and guidance to help them make the right career choice.

www.zoom.aigroup.asn.au

Provides information on the manufacturing industries from aerospace to technology innovation.

www.zoom2.aerospace.aigroup.asn.au

Information about careers in the aerospace industry.

www.zoom3.aigroup.asn.au

Information about careers in the boat building industry.

EDUCATION AND TRAINING

www.education.gov.au

The Government Education Portal is a gateway to more than 5,000 websites providing reliable information about education and training in Australia.

www.goingtouni.gov.au

The 'how to' site for all prospective university students, covering fees, loans, scholarships, courses, providers and resources.

www.ntis.gov.au

The National Training Information Service provides information about courses, qualifications, competencies, training packages and registered training organisations in Australia.

SECTION 7 – WEBSITES

CREATING YOUR OWN EMPLOYMENT

www.abc.net.au/catapult

Catapult is the ABC Online's website about good ideas, invention and innovation. It covers how to get started in business and how others have succeeded.

www.business.gov.au

Provides government information to help you set up and run your own business.

www.enya.org.au

An organisation for young people starting and operating their own business. Provides information, advice and resources.

www.flyingsolo.com.au

Advice, information and resources for starting your own business in Australia.

www.innovation.gov.au

Build your ideas into paths for your future. Discover and learn from Australia's wealth of inventors, and determine whether you are an entrepreneur. This site can provide information to help you start your own business.

www.ozsmallbiz.net

The Australian small business support network.

www.youngbusinessnetwork.sbdc.com.au

Information to help you start your own business.

JOB SEARCH

www.bluecollar.com.au

Online job search dedicated to 'blue-collar' industries and related trade areas.

www.careerone.com.au

Browse jobs online and search for resources including job hunting advice, resume writing, help for rural students, training and courses.

www.careersonline.com.au

As well as job searches and vacancies, this site provides career research, resume and job hunting tips.

www.jobsinoz.com.au

Online job search.

www.jobsearch.com.au

Links to job search websites in Australia.

www.jobsearch.gov.au

JobSearch is one of Australia's largest online job boards allowing you to search for job vacancies across Australia. JobSearch has an ongoing commitment to assisting people into employment.

www.jobsearch.gov.au/harvesttrail

Gives the opportunity to combine seasonal harvest work with travelling around Australia. The Trail offers a way for young, middle aged and older Australians to finance travel around Australia.

www.mycareer.com.au

Offers a wide range of career resources as well as access to job search facilities.

www.seek.com.au

Browse jobs online and access career resources.

SECTION 7 - WEBSITES

OTHER RESOURCES

www.actnow.com.au

ActNow gives young people a space to share their own story and the actions they are undertaking to respond to the things they care about.

www.centrelink.gov.au

Centrelink delivers a range of services to the community, including benefits while looking for work and while undertaking education and training.

www.eo4schools.net.au

The South Australian Equal Opportunity Commission has developed this website for primary, high school and TAFE students and teachers. It contains comprehensive, new information on bullying, discrimination and harassment issues, with lots of case studies and quizzes to make it a hands-on learning experience.

www.greencorps.gov.au

Gives young people the opportunity to participate in projects designed to preserve and restore Australia's natural environment and heritage. Green Corps participants also gain improved career and employment prospects through accredited training, structured work activities and work experience.

www.indigenous.gov.au

This is the Australian Government Indigenous Portal, which provides information on resources, contacts, information and government programs and services for Aboriginal people and Torres Strait Islanders.

www.launchpadaustralia.com

Provides information for people considering an overseas working holiday, 'gap year' (ie a break after completing your study) or career breaks.

www.lawstuff.org.au

The National Children's and Youth Law Centre have set up this website to provide advice and information to young people about their legal rights.

www.maze.sa.gov.au

This South Australian Government Office of Youth website (YouthSA online) is for young people in South Australia, and provides information on work and study, money, health, the environment, relationships, transport and travel, housing and legal information.

www.thesource.gov.au

Youth information, programmes and services, resources and entertainment for young people between 12-25 years of age. Includes careers, getting a job, starting a business, volunteering, having a say, your rights and youth affairs.

www.volunteering.sa.org.au

Information about volunteering positions available in South Australia. Volunteering is a great way to build up your resume, gain valuable skills, and help your community.

www.worksite.actu.asn.au

This worksite has been developed by the Australian Council for Trade Unions (ACTU) specifically for young people to provide information about jobs, unions, working conditions and many other work-related matters.

www.year12whatnext.gov.au

A guide to help Year 12 students (and other school leavers) plan their post-school education and training.

www.ywls.org.au

The Young Workers Legal Service (YWLS) is an initiative of SA Unions to assist young workers under the age of 30 with employment related issues. The Young Workers Legal Service has been set up to address a need discovered by SA Unions through a large number of calls from young people asking for legal assistance.

SECTION 8 - HEALTH AND WELFARE CONTACT INFORMATION

HEALTH AND WELFARE CONTACT INFORMATION	
Alcohol and Drug Information Service	1300 131 340
Birthline (pregnancy)	8331 1223
Centrelink - Rent Assistance	132 850
Child & Youth Legal Services	8342 1800
Clinic 275 (STD counselling)	8222 5075
Crisis Care	131 611
Gambling Help Line	1800 060 757
Gay and Lesbian Line	1800 184 527
Kids Help Line	1800 551 800
Legal Aid	1300 366 424
Lifeline	131 114
Police or Ambulance (emergency)	000
Police (other assistance)	131 444
SHINE (Sexual Health Information, Networking and Education)	8300 5317
Wesley Uniting Mission Financial Counselling Service	8463 3555
Yarrow Place (rape and sexual assault services)	1800 800 098



