



## ABOUT THIS GUIDE

This School to Work Guide is a resource for secondary students. It has information and links to the Future World of Work, work related skills, career pathways, trending industries and employment pathways in our region, Connect U Swan Hill, career quiz and videos/links showing various jobs and careers.

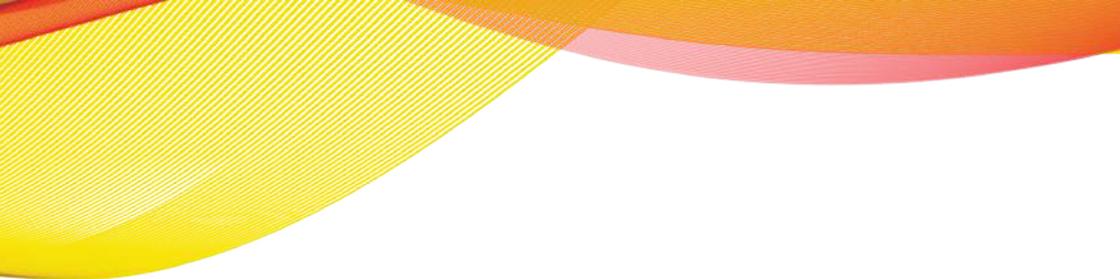
Research shows that senior secondary graduates will need a broader and different mix of skills compared to previous generations, including stronger problem solving, communication and digital skills, as well as critical and creative thinking.

This guide is here to help you navigate your way through some of those daunting questions, such as:

- ▶ *Where do I start?*
- ▶ *What is the Future World of Work?*
- ▶ *VET & SWL - What is it?*
- ▶ *How do I apply for a job?*
- ▶ *How do I work out what I want to do!?*

Realise that you are not alone. There are many services in your local area that are willing to guide and help you make the right decisions for your future. But, before you leave or finish school it's a great idea to talk it through with your school's career teacher or other supportive staff members for more advice and support.





“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”

—Malcolm X

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## THE TOP 10 “FUTURE-PROOF” JOBS

- ▶ *CARERS AND AIDES*
- ▶ *SPORTS AND PERSONAL SERVICE WORKERS*
- ▶ *HEALTH PROFESSIONALS*
- ▶ *ICT PROFESSIONALS*
- ▶ *FOOD TRADES WORKERS*
- ▶ *HOSPITALITY WORKERS*
- ▶ *LEGAL, SOCIAL AND WELFARE PROFESSIONALS*

### VIDEO

real skills for

real careers

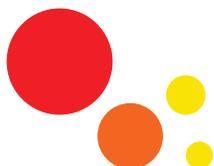


[myskills.gov.au](http://myskills.gov.au)

<https://bit.ly/3mKySWb>

cica

This campaign is brought to you by the Career Industry Council of Australia



By 2030, roles in office support, food service, production and machine operations, and mechanical installation and repairs will have all but disappeared.

The jobs that will continue to be in demand include health professionals, STEM (science, technology, engineering and mathematics) specialists, creatives, managers, and those in education or workforce training.

## **The skills needed for the future of work**



**Creativity**



**Problem solving**



**Digital literacy**



**Leadership**



**Communication**



**Presentation**

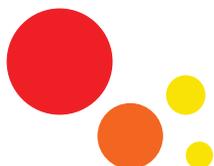
## THE NEW WORK MINDSET - FOUNDATION FOR YOUNG AUSTRALIANS

*By 2030, all jobs across sectors are going to look different. Automation, globalisation and more flexible working arrangements are rapidly reshaping our economy and workforce. In this future of work, young people are predicted to have 17 different jobs over 5 careers in their lifetimes.*

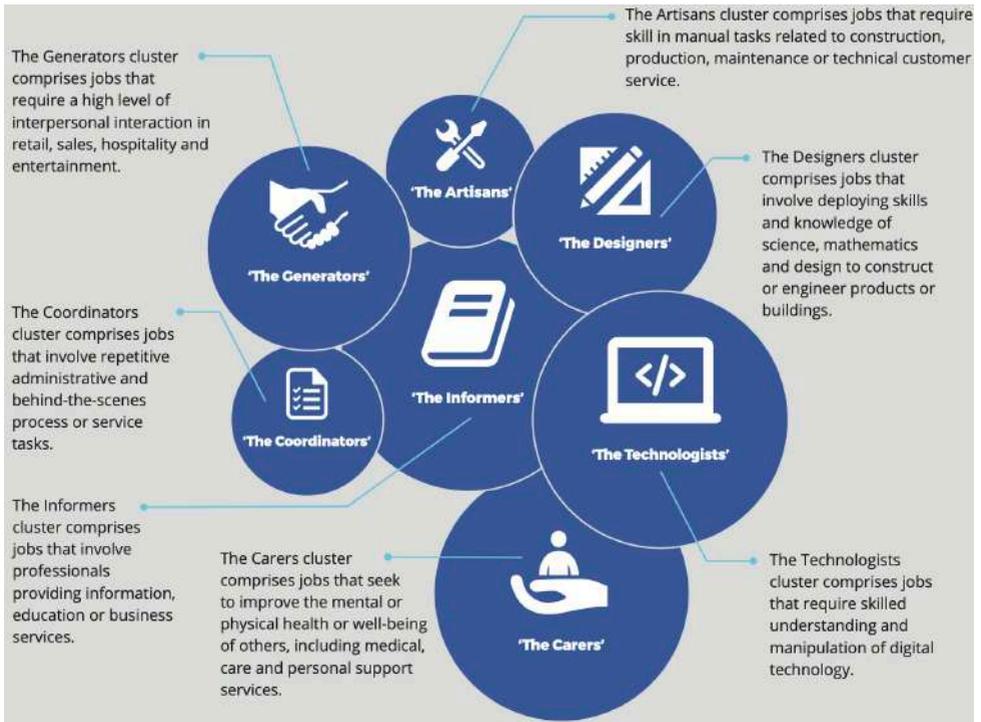


There are 7 new job clusters in Australia There are more than 1,000 different occupations in Australia.

This might seem like a bewildering choice for a young person starting their career, but actually many of these jobs are related in the sense that they involve similar skills, day-to-day tasks and work environments (some of which are surprising).



By using a first-time methodology for analysing millions of job advertisements, these occupations can actually be grouped into just 7 'clusters of work':



For more information or to view the full *New Work Mindset* report check out the following link:

<https://www.fya.org.au/wp-content/uploads/2016/11/The-New-Work-Mindset.pdf>

## VOCATIONAL EDUCATION AND TRAINING

### *A great option...*

Vocational Education and Training (VET) develops and extends pathways for young people from school to work, training, VCE or further education. Successful completion of VET will provide students with skills that are important for life, work and further training. VET focuses on providing practical skills for work, allowing graduates to join the workforce.

VET it is a fantastic option for students who have decided on a pathway and wish to gain employability skills and real life work experience outside the classroom.

## PLANNING TODAY FOR THE SKILLS OF TOMORROW

A recent report from the Foundation for Young Australians predicts that workers in 2030 will perform fewer routine and manual tasks, instead focusing on 'enterprise skills' like human interaction, strategic and creative thinking. They will also spend more time learning on the job, solving problems and using science and maths skills.

Check out the link below for some insight into *The New Work Reality Report* which reveals the factors that accelerate the transition to full-time work, including the skills, mindset and confidence young people need to navigate our changed world of work.

[https://www.fya.org.au/wp-content/uploads/2018/06/FYA\\_TheNewWorkReality\\_sml.pdf](https://www.fya.org.au/wp-content/uploads/2018/06/FYA_TheNewWorkReality_sml.pdf)



## HOW I GOT THE JOB

Stephanie Puglisi's (former student of St Mary MacKillop College Swan Hill) story highlights the benefits of doing **VCAL & VET Hospitality**. In 2016 Stephanie with her fellow VET Hospitality partner Jerem Gesch won the Murray River Culinary Challenge Grand Final.

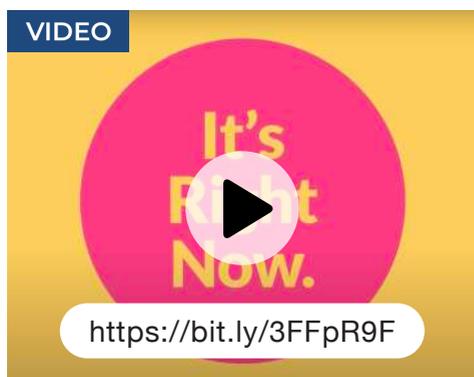
The Murray River Culinary Challenge:

- ▶ Links schools and students to industry
- ▶ Promotes VET in Schools and Structured Workplace Learning
- ▶ Promotes career opportunities in hospitality for secondary students



## THIS IS HOW VET CAN PREPARE YOU FOR JOBS OF THE FUTURE!

*Technology and globalisation are changing the jobs we do and VET courses prepare graduates with the skills and knowledge that employers need - now and in the future.*



### **VET can lead to employment in the fastest growing careers.**

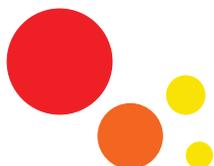
*Careers with the most new jobs created by 2022 (Labour Market Information Portal 2017):*

- ▶ aged care
- ▶ disability care
- ▶ nursing
- ▶ early childhood education

### **VET can lead to careers in the fastest growing industries.**

*Industries with the most new jobs created by 2022 (Labour Market Information Portal 2017):*

- ▶ health care and social assistance
- ▶ professional, scientific and technical services
- ▶ construction
- ▶ education and training
- ▶ accommodation and food services

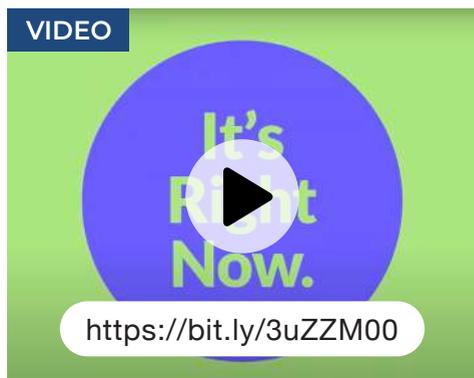


**VET gives you the opportunity to get experience in the workplace and show employers that you have the right attitude towards work.**

*The two best ways to improve your job prospects are having experience in the workplace and a good attitude towards work (Australian Government Department of Employment n.d.).*

**Starting VET at secondary school can give you a head start on joining the workforce with a qualification directly linked to employment.**

*90% of all new jobs will require post-school education (Labour Market Information Portal 2017).*



The four-part 30 second clips featured will give you an insight into some more information around Vocational Education & Training (VET).

Also, click on the link below to see students across Victoria exploring their passion through VET, developing workplace skills, knowledge and creating flexible pathways towards future education and employment.

<https://www.vcaa.vic.edu.au/getvet>



## WHAT IS STRUCTURED WORKPLACE LEARNING?

- ▶ *SWL is available to Victorian school students undertaking a VET (Vocational Education Training) program as part of their VCE or VCAL studies.*
- ▶ *SWL is essentially on-the-job training that allows students to develop their work skills and understand employer expectations.*
- ▶ *It is an opportunity for students to acquire skills and knowledge in an industry setting as part of an accredited vocational training program.*
- ▶ *This takes place within a suitable and negotiable schedule that reflects a true work day.*

One of the functions of the **MMLLEN** is to link secondary school students with business and industry in their local communities to better prepare them for successful post school transitions.



Employers who have taken students into their business in the past have reported positively on the benefits to both them and the student. Many of them have gone on to employ the students in the workplace.



Check out more on SWL by clicking on the link below:  
<https://workplacements.education.vic.gov.au>



## WHAT IS CONNECT U?

The **Connect U** portal provides a range of resources to link you to different education and career pathway options and has a strong focus on the areas of trending industries in the Murray Mallee.

Check out more on **Connect U** by clicking on the link to check out the portal:  
<https://www.swanhillregionaljoblink.com.au/>

## SWAN HILL CONNECT U RESOURCE CENTRE

Click on some of the links below to view helpful job seeker resources:

Further Education & Training

Local Support Services

Preparing your Job Application

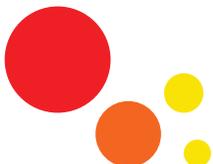
Volunteering Locally

Your Social Media Profile

Useful Websites

The Interview Process

Your E-Portfolio



## REGIONAL TRENDING INDUSTRIES

Check out more information on these trending industries by clicking on each button below:



Agriculture



Construction



Health Care  
& Social  
Assistance



Horticulture



Hospitality &  
Tourism



Manufacturing



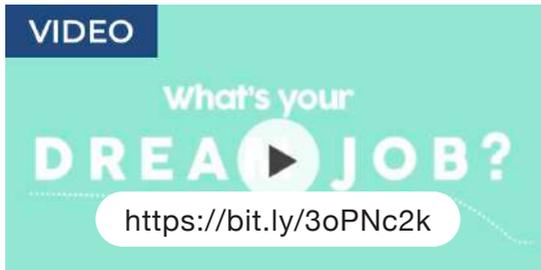
Retail



Transport,  
Logistics &  
Automotive



Education &  
Child Care



## USEFUL LINKS:

Job Jump

Murray Mallee LLEN

Murray ACE

Skills Road

SuniTAFE

Youth Central

My Big Tomorrow

My Future

Australian Apprenticeships

Rural Workforce Agency Victoria

Swan Hill Rural City Council

# YEAR13

## WHAT THEY ACTUALLY DO

*[Year13 \(year13.com.au\)](http://year13.com.au) wants to improve the health and happiness of all young Australians, and create a place where you can have your voices heard.*



Year13 is here to connect you to all the options available to you after high school and beyond. Head to their website to find career and life advice that will help you find the opportunity that is right for you and have you on the path to success.

Click on some of the links below to view helpful Year13 resources:



Culture



Travel Life



Student Life



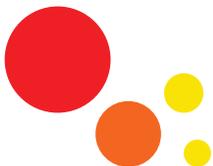
Money



Growing Up

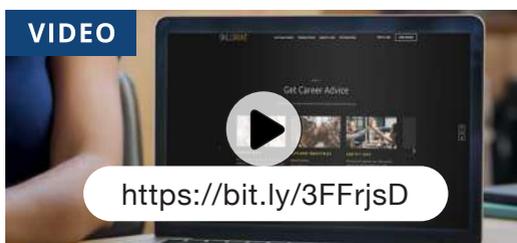


Wellbeing



# SKILLSROAD

## WHAT IS SKILLSROAD?



Skillsroad ([skillsroad.com.au](https://skillsroad.com.au)) work to gain comprehensive and authentic insights into exactly what it is youth are thinking and feeling during this important transition from school to work. Their aim is to empower young people, along with their parents, teachers and future employers to feel confident and supported taking the first steps on their career journey.

## TAKE THE SKILLSROAD CAREER QUIZ

Discover your true skill set with the Skillsroad Career Quiz so you can make the right choice when starting your career journey.

Click on **'Start Quiz'** to find out what your future career holds.



<https://bit.ly/3BArsLt>

## HOW DO I APPLY FOR A JOB?

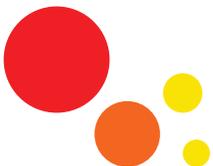
### *What is a Resume?*

Your resume (sometimes called your “CV”) is an important tool when applying for a job as it is the first impression you will make.

It doesn't matter how qualified you are, or how much experience you have - if your resume is poorly presented, badly written or has spelling/ grammatical errors you're going to have trouble getting the job you want - or even an interview.

A resume or curriculum vitae is a marketing tool, a way to sell yourself with one main purpose which is to win you an interview.

For some more tips on *how to write a resume* check out this short video:



## THE INTERVIEW

The most effective way to ensure you enter a job interview confidently is to prepare beforehand. By preparing, you can be confident in your ability to answer any questions and highlight how your skills, knowledge and experience make you the most suitable person for the role. Believe it or not, this can make the job interview one of the most enjoyable parts of the job search process.

Below are some short videos which demonstrate how the applicants went from failing their interviews to nailing them!



### **A BIT ABOUT US...**

*Murray Mallee Local Learning and Employment Network (MMLLEN) is one of 31 LLENs across Victoria. The LLENs are a key initiative of the Victorian Government.*

*MMLLEN promotes continued strong pathways from school to further education and work for local young people. We support the development of networks and partnerships to improve the participation, engagement, attainment and transition outcomes for secondary students in our region.*

*MMLLEN is a not-for-profit organisation responsible for the area of north-west Victoria covered by Swan Hill Rural City Council (excluding Robinvale), Gannawarra Shire (excluding Cohuna) and Sea Lake in the Buloke Shire.*

### **ACKNOWLEDGEMENTS:**

*The Murray Mallee LLEN wishes to acknowledge the following organisations who contributed to this guide:*

- Department of Education & Training Victoria ([education.vic.gov.au](http://education.vic.gov.au))
- Skills Road ([skillsroad.com.au](http://skillsroad.com.au))
- Youth Central ([youthcentral.vic.gov.au](http://youthcentral.vic.gov.au))
- Year13 ([year13.com.au](http://year13.com.au))
- Foundation for Young Australians ([fya.org.au](http://fya.org.au))
- Career Industry Council of Australia ([cica.org.au](http://cica.org.au))
- Victorian Curriculum and Assessment Authority ([vcaa.vic.edu.au](http://vcaa.vic.edu.au))

### **IMAGES:**

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*Designed by MMLLEN's Project/Communications Officer Mikayla Zanker*

### **DISCLAIMER:**

*Information in this booklet was current as of October 2021 to the best knowledge of the Murray Mallee LLEN and is intended as a guide only.*

*The Murray Mallee LLEN accepts no liability for errors or omissions and for any liability to any person in respect to any action taken or not taken in reliance on the accuracy of contents of this publication.*

*Amendments, corrections and updates for the next edition may be forwarded to the Murray Mallee Local Learning and Employment Network (MMLLEN) at the below address.*



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