



school leavers guide

JOB SEARCH AND WORK INFORMATION

FURTHER EDUCATION AND TRAINING
OPTIONS

INFORMATION AND TIPS ABOUT GETTING
A JOB

LOCAL SUPPORT SERVICES AVAILABLE

I'm looking
forward to starting
my new journey



- Apprenticeships and traineeships
- Career guidance
- Get help finding a job



LEARN MORE

1300 000 AGA (242)
aga.com.au

**START
FINDING
YOUR WAY,
TODAY!**

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Inner Northern LLEN acknowledges the Wurundjeri Woi Wurrung people of the Kulin Nation as the Traditional custodians of the lands and waterways in the inner north, and pay our respect to their Elders past, present, and emerging.

Disclaimer: The information and content in this publication are designed as a guide only. While every effort has been made to ensure the information is accurate, INLLEN disclaims any liability for errors or omissions. Users should verify the information directly with the relevant organisation.

school leavers guide



WITH THE END OF THE SCHOOL YEAR FAST APPROACHING, IT'S NEVER MORE IMPORTANT TO KEEP THINKING AHEAD AND PREPARING FOR YOUR FUTURE.

In these uncertain times, it's perfectly natural to feel overwhelmed by all the challenges that await. Remember that you are far more resilient than you think, so even if plans have changed, you will get there with support from your family, friends, school and others in your community.

Just remember to reach out!

This School Leavers Guide will help you to navigate your way through some of those daunting questions.

- **What are my options after leaving school?**
- **Who can help me?**
- **How do I go about getting a job?**
- **What is an apprenticeship or**

traineeship?

• How can I get into Uni or TAFE?

• Are there any other options?

Realise that you are not alone. Many services in your local area are willing to guide you and help you make the right decisions for your future.

Some might consider further education or training, while others may want to find employment or even begin their own businesses. **Why not?** The opportunities are endless.

But before you leave or finish school, it's a great idea to discuss your options with your school's careers teacher or student wellbeing coordinator, especially if you need more advice and support.

A bit about inllen

AND WHAT WE DO



The Inner Northern Local Learning and Employment Network (INLEN) is an independent not-for-profit community organisation which builds partnerships and strategies to improve education, training, and employment outcomes for young people across Darebin, Merri-bek and Yarra.

INLEN's vision is for all young people in the inner north to transition successfully from education to meaningful post-school options of their choice.

INLEN is an incorporated association governed by a Committee of Management made up of people from industry, government, education and training providers, and the local community.

WHAT WE DO

We build strategic partnerships between government, industry, education and community providers to develop local responses ensuring the opportunity for all young people in the region to successfully transition from school to further education, training or employment.

For more information about who we are, what we do and how you can get involved, go to.

inllen.org.au



[@InnerNorthJobsForYouth](https://www.instagram.com/InnerNorthJobsForYouth)

JOBS FOR YOUTH CAREER HUB

Jobs for Youth Career Hub is a one-stop portal for local, youth-focused job listings, employment events & activities and job-hunting advice. Access local entry-level employment opportunities across the Inner North of Melbourne.



Join the Jobs for Youth Career Hub to receive updates on jobs in your local area.

jobsforyouth.com.au



So you finished school

WHAT NOW?

CHOOSING THE NEXT STEP FOR YOUR CAREER PATH IS IMPORTANT.

If you have just left school and are unsure about what to do next, you first need to know your **strengths, values, interests and skills** to help identify what you are looking for in a career. Whether it's money, advancement, excitement or whatever else, these three tasks will assist with finding the most suitable pathway for you:

- 1. Identify your goals**
- 2. Research your options**
- 3. Plan your approach**

NOT SURE WHERE TO START?

Ask yourself the following questions because your answers will be helpful in working out what you want to do:

What are my interests?

What am i good at?

What have i achieved so far?

What do i enjoy doing?

What am i looking for in a career?

What about traineeships or apprenticeships?

What about tafe or university?

What about starting my own business?

Career planning

YOUR CAREER UNFOLDS ACROSS YOUR LIFETIME, AND YOUR PLANS AND PRIORITIES WILL CHANGE OVER TIME.

Exploring different industries and occupations will help you to make and adapt new plans. There are hundreds of careers you can choose from such as business, hospitality, construction, engineering or health, just to name a few.

For more information on where you can get some career assistance online, check out the websites below and find out what type of career choices are suited to your personality and interests.

LABOUR MARKET INSIGHTS

Labour Market Insights provides research information on employment characteristics, trends and links to potential job vacancies. Take the Career Quiz, which involves a set of questions that will help you identify what types of work you would enjoy.

labourmarketinsights.gov.au

MY FUTURE

My Future includes tools that you can use to help explore your career options, clarify your career direction and prepare an action plan to help reach your career goals and assist you in pursuing the career you desire.

myfuture.edu.au

MY SKILLS

My Skills will help you explore career options and give you an insight on what jobs are in high demand.

yourcareer.gov.au/learn-and-train/myskills

YOUTH CENTRAL

Youth Central provides a range of information to assist in your career planning, applying for jobs, knowing your rights in the workplace, and information on further education and training options.

youthcentral.vic.gov.au

CAREER BULLSEYE POSTERS

The Bullseye Posters can help you identify suitable career pathways that link with the subjects you have studied at school, providing you with information on what level of education and training is required to find employment based on subjects you enjoy.

dese.gov.au/collections/a4-colour-bullseye-posters

myfuture.edu.au/bullseyes

YOUR CAREER

The Your Career website is designed to help you navigate your options. You can use the Your Career website to find information about learning and training, finding a job, building a career, and the financial support available.

yourcareer.gov.au/careers



Seeking Employment

FINDING WORK

ARE YOU KEEN TO BREAK AWAY FROM THE BOOKS AND GET INTO THE WORKFORCE?

A helpful tip is to keep your options open and not limit yourself to one role. One or two backups are good, just in case your first choice doesn't work out.

THE HIDDEN JOB MARKET

More than half of all positions vacant are not advertised. Use your family and friends' networks and make phone calls to potential employers for possible jobs.

FRIENDS, FAMILY AND CONTACTS

It is often easier to find work when you have connections in the industry. Don't be shy to ask around and find out if any jobs are available through family and friends.

ONLINE

Many jobs are advertised online using platforms like Jobs for Youth Career Hub, Seek or Sidekicker. You will usually need to follow the specific instructions to apply for each job and have a resume and cover letter prepared.

Other ways to find work can include social media, recruitment agencies, LinkedIn, and some larger companies post their job vacancies directly on their websites.

NEED SOME HELP LOOKING FOR WORK?

STREAT Job Club is a weekly program assisting young people aged 16-24 to look for work. They can help you with resumes, cover letters, job search, applications and interview preparation.

streat.com.au/youth/apply

How do i find a job?

FINDING A JOB AS A YOUNG PERSON IS NEVER EASY.

You'll need to be responsive and innovative in your search for employment. Here are some helpful tips to get your career up and running.

1. Assess your aspirations and goals

Identify your interests and what you want to work on. See [page 7](#) for links to get you started.

2. Do your research to find which industry sectors are likely in demand

Where are the jobs? For example, Health Care and Social Assistance, Professional, Scientific and Technical Services, Education and Training, Construction. **Start your search here.**

labourmarketinsights.gov.au/industries/industry-profiles

3. Work out your strengths & skills

Look at your previous work experience or voluntary work, and identify transferable skills that will apply to your job search.

4. Find people who can support you through the journey

i.e. A parent, resume referee or mentor. They can have the right advice to keep you on track.

5. Stay positive!

It may feel hard at times, but staying on track, remaining motivated and going after every opportunity will add to your overall success.

6. Upskilling and Volunteering

If you're struggling to find work, use this time to explore upskilling, professional development and volunteering.

Look for short courses to plug skill gaps or obtain any licenses required for particular industry sectors—for example, First Aid Training, Responsible Service of Alcohol (RSA), Barista etc.

Volunteering is an excellent opportunity to support your community and build skills and confidence at the same time.

WHERE TO FIND VOLUNTEER ROLES ONLINE.

VOLUNTEERING VICTORIA

volunteeringvictoria.org.au

GO VOLUNTEER

govolunteer.com.au

SEEK VOLUNTEER

volunteer.com.au

ETHICAL JOBS

ethicaljobs.com.au

LOCAL COUNCIL WEBSITES

merri-bek.vic.gov.au

darebin.vic.gov.au

yarracity.vic.gov.au

EMPLOYMENT WEBSITES

A large number of jobs are advertised online. You will usually need to follow the specific instructions to apply for each job and have a resume to be able to apply online. If you don't have access to the internet at home, try your local library or school.

Some helpful websites for finding a job.

JOBS FOR YOUTH

jobsforyouth.com.au

WORKFORCE AUSTRALIA

workforceaustralia.gov.au

CAREER ONE

careerone.com.au

MY FUTURE

myfuture.edu.au

SEEK

seek.com.au

INDEED

au.indeed.com

ETHICAL JOBS

ethicaljobs.com.au

JOB SEEKER

jobseeker.org.au

PROBONO AUSTRALIA

probonoaustralia.com.au

WHILE YOU'RE ONLINE...

Most of us spend a lot of time online. Why not use this time to search for work? Find out the contact details for places that you

are interested in working at and contact them to ask if they have any jobs available.

INITIATING THE FIRST CONTACT

Once you have done your research and listed down a few jobs of interest, it's a great time to make contact. At first, it can be a little challenging, but always know that there are ways to help you get through it. When you are contacting organisations and companies, ask for the name of the person who recruits and/or hires new staff. Once you have their name, ask if you can be put through to them. Introduce yourself, tell them why you are calling and ask if you can have an interview.

IF THE RESPONSE IS YES

Fantastic! Ask for an interview time and meeting place for the interview.

IF THE RESPONSE IS NO

Kindly ask if you could be interviewed for any future jobs. If the response is no again, ask the manager if he or she knows of any other employers who are looking to fill any positions.

IF YOU HAVE NO LUCK

Ask for permission to call back in a couple of weeks to see if any future roles become available.

The journey to find a job may take some time, but be patient, keep introducing yourself to potential employers and keep trying.

Resume writing

Preparing a resume is no drama, seriously!

A resume or curriculum vitae (CV) provides a brief summary of your personal details, achievements and experiences.

To get you started with your resume, visit the **myfuture** website for a series of resume templates designed especially for students, apprentices and university graduates.

myfuture.edu.au/job-seeker-resources

Or here are some other great sites to help you develop your resume and cover letter.

YOUTH CENTRAL

youthcentral.vic.gov.au

JOB OUTLOOK

joboutlook.gov.au

JOB ACCESS

jobaccess.org.au

CAREERONE

careerone.com.au

MY SKILLS

myskills.gov.au

Matthew Richards
12 Orchard Grove, Highfield
0411 123 456
matthew.richards@gmail.com

OBJECTIVE
I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks.

ACHIEVEMENT & ABILITIES

- ▶ A team player and strong communicator
- ▶ Organised and great attention to detail
- ▶ Takes pride in work and always achieves tasks to high quality
- ▶ Computer skills: including word-processing, spreadsheets, research and social media
- ▶ Working with Children Check – volunteer
- ▶ Certificate – Introduction to First Aid

EDUCATION

2016 Year 10, Highfield Secondary College
Current student
Subjects include English, Social Science, Mathematics, Biology, Geography

PROFESSIONAL EXPERIENCE

March 2015 to Present **Highfield Primary School**
After School Care Assistant – Voluntary

The Highfield Primary School after school care provides a safe and nurturing environment for up to 30 students.

Responsibilities and achievements: As after school assistant I support the Coordinator to organise fun recreational activities and healthy snacks for the students. I have become efficient at preparing and packing up activities and completing general administration in short time frames.

June 2015 (2 weeks) **Practical Shoes**
Reception and Administration – School work Experience

Soul shoes are a local shoe manufacturer that produce shoes and boots for work environments.

Responsibilities and achievements: During my two week work experience I completed a range of duties including answering phone enquiries, uploading content to the online store (Shopify platform), filing and general office duties.

INTERESTS

- ▶ School basketball team member - premiership team in 2015
- ▶ YMCA Computer Clubhouse member

REFEREES

Anna Bell
After School Care Manager, Highfield Primary School
0400 111 222
Written reference enclosed

Cameron Davies
Teacher, Highfield Secondary School
03 9300 1111



Preparing for an interview

GET THAT JOB!

NOW THAT YOU HAVE DONE YOUR RESEARCH AND MADE YOUR PHONE CALLS, IT'S TIME TO PREPARE FOR THE INTERVIEW.

Apart from being punctual and polite, proper preparation is the secret. You can never prepare enough, so here are some great ways to prepare for those all-important interview questions and build on your confidence in getting that job you want.

LEARN AS MUCH AS YOU CAN ABOUT THE JOB YOU ARE APPLYING FOR AND WHAT IT INVOLVES

Demonstrating this ability shows that you are confident about why you are applying for the position and are aware of what the position requires and involves. Carefully read over the job advertisement. Look for keywords and the key duties of the job. Think about how you can use these key-

words in your responses in the interview and how you might respond if asked about your related experience to the job's key duties. This shows that you have the right motivation and can use your initiative.

LEARN SOMETHING ABOUT THE COMPANY YOU ARE APPLYING FOR

Read their website or Google them to learn about their products or services, target market and strategy. This demonstrates to the employer that you have done your homework about the company.

PREPARE YOUR RESPONSES

Think about commonly asked interview questions and prepare your answers. You can write down or practice answering them with a friend or a family member. Sell yourself and your abilities by showing the employer how they can benefit from hiring you and that you're enthusiastic

about getting the job. Think back to your research, remembering your keywords from the job description and your best experiences that relate to the job.

It's not all about directing questions at you. You will also get a chance to ask the employer questions at the end of the interview to get a sense of what it might be like working in the role or if it's the right environment for you. Prepare questions to ask them as this is your chance to find out more about the role, work environment, and show you're genuinely interested.

FAMILIARISE YOURSELF WITH THE ADDRESS AND ALWAYS ARRIVE EARLY

Aim to arrive 10 minutes before your interview time. If you are unaware of the venue, take some time to map out your journey or take a trip the day before. This will show the potential employer that you are organised and very eager.

PREPARE YOUR APPEARANCE

Dress for success! Select your clothes the day before. Your appearance will reflect your eagerness for the job. Clean and neat clothes, shoes and hair are essential to show your respect for the employer. The formality of your clothes will depend on the industry you're interviewing for. For example, fashion retail could be an item from that particular store; construction could be neat workwear with closed shoes.

COMMONLY ASKED INTERVIEW QUESTIONS

Some questions commonly asked in a job interviews are outlined below. Think about your response and practice answering

these questions; they will help you prepare for your interview. Be positive and highlight your skills and experiences that are relevant to the job on offer.

TELL US A BIT ABOUT YOURSELF

This question may be used to assess your personality, communication skills and ability to think on your feet. Describe your qualifications, range of skills in school subjects, interests outside of school etc.

Example:

"I consider myself to be honest, reliable and trustworthy. Early childhood development is an industry that I am very passionate about and have studied previously. To work and contribute in this profession is an opportunity I feel is beneficial and rewarding".

WHY DID YOU APPLY FOR THIS JOB?

This is where your company knowledge will come in handy. You may also want to emphasise your suitability for the role.

Example:

"Transport and Logistics is an industry that provides a range of opportunities to learn and develop. I feel I have what it takes to add to the team."

WHAT DO YOU THINK YOU HAVE TO OFFER THIS COMPANY? AND WHAT SKILLS AND KNOWLEDGE DO YOU HAVE THAT RELATE TO THIS AREA?

Okay, now's your chance to talk it up and sell yourself. Concentrate on your strengths and the skills you have that are required for the position in which you are applying.

Example:

"I have strong sales skills, I consider myself to be a team player, and I am very keen to be involved in the new markets you are developing in the North Melbourne region".

WHAT ARE YOUR GOALS?

This question is for your potential employer to find out your ambition and career planning. It may be easier to talk about your short and medium-term goals rather than the long term. If you are undertaking any study or training, this is an excellent time to talk about why you're doing that training, and what careers you're eventually aiming for.

WHAT DO YOU BELIEVE ARE YOUR KEY STRENGTHS AND WEAKNESSES?

Prepare responses that give specific examples of your strengths at a previous position that will support your application. View weakness as a lack of experience not ability. Here is an opportunity to promote your strengths and or use a weakness and show the steps that you have taken to overcome it. This shows that you are willing to improve on areas where you may lack confidence.

Example:

Strength – "I have strong organisational skills. I am always prepared at school when we have deadlines."

Weakness – "I sometimes get nervous doing public speaking to large groups. This is something I have been improving on during school presentations, and I find my best approach to avoid being nervous is to be well prepared on the day and familiar with the content."

CAN YOU DESCRIBE A SITUATION WHEN YOU WORKED WELL AS A MEMBER OF A TEAM?

This question is designed to get an understanding of how you behave and respond to a specific scenario.

Example:

"I play for the local football club. Every week after our game our team meets with the Coach to discuss how well we played, both individually and as a team. My awareness of the importance of working together has grown, and I understand the importance of working together to share the responsibility for our victories as well as our losses."

OTHER QUESTIONS TO CONSIDER

1. **Why did you choose this career path?**
2. **What attracts you to apply for this position, and why?**
3. **Why should we offer you the job over other applicants?**

Interview performance tips

Employers hire a large percentage of their employees based on preparation and attitude. Only a small portion is based on skill. This means that even though you may not have exactly what is needed for the job, if you are prepared and your body language and behaviour show that you are enthusiastic and keen to learn, you will most likely find yourself employed quicker than you think.

BEFORE YOU GO IN

Don't forget to switch your phone off or to silent before you walk into the interview. Go into the interview alone; don't bring your parent/guardian/friend inside.

DURING THE INTERVIEW

Firstly, introduce yourself to the interviewer and shake hands. Sit down when asked.

THINK ABOUT YOUR ANSWERS

Take your time and express your words clearly. Don't be afraid to pause and reflect on what you would like to say. If you don't understand the question, it's OK to ask them to repeat it. Or, if you can't think of an answer straight away, take a moment to think and consider paraphrasing the question as you are thinking. There's no need to rush.

SMILE

Facial expressions are important. A smile can go a long way to show that you're excited about the job, and that you're a friendly person and a person they will want around.

MAINTAIN EYE CONTACT

Body language leaves an impression, so maintain eye contact with your interviewers, especially when answering the questions. Sit upright and relaxed - Avoid fidgeting.

BE AWARE OF POSTURE

Have good posture. Sit upright and relaxed. Avoid slouching.

SPEAK CLEARLY

Take your time and express your words clearly. Once you have made your point, don't chatter on further. Keep the responses relevant to the question.

AVOID FIDGETING

Fidgeting can make you appear distracted, nervous or disinterested. Try and keep your hands still in your lap or on the table.

BE POSITIVE

All of these factors will help show that you have a positive attitude towards the company and the position that you are applying for.

SELL YOURSELF

Don't forget, the topic of conversation in an interview is you! You are the expert on YOU. So don't be shy about describing your best skills and experience; show them why you can do the job well.

Online interview tips

ONLINE INTERVIEWS ARE BECOMING MORE COMMON PRACTICE FOR MANY JOB APPLICANTS THESE DAYS.

It is now even more important to learn the skills required to undertake a great online interview.

Here are a few tips for setting yourself up for success.

1. TEST YOUR TECHNOLOGY BEFOREHAND

2. KEEP YOUR VIRTUAL IDENTITY PROFESSIONAL

- Keep your email and user-names professional and straightforward.

3. CREATE A SET

- Make sure the space is clean and uncluttered.
- Sit in front of a blank background to limit distractions
- Sitting near a window works best, keep the light in front of you

4. LIMIT DISTRACTIONS

5. WEAR PROFESSIONAL ATTIRE

- Dress as though you're preparing for a face-to-face interview.

6. PREPARE IN ADVANCE

- Practice answers to common interview questions (enlist a friend or family member to do a mock interview with you)
- Keep your resume next to you

7. USE PROFESSIONAL BODY LANGUAGE

- Sit up straight, smile, and keep your eyes on the camera.

8. BE YOURSELF

- Be clear and concise in your answers

9. FOLLOW UP

- Send a follow-up email, thanking them for taking the time to speak with you.

If you're not successful in getting the job, ask for feedback and if you can stay in regular contact to enquire about any future roles that become available.



Managing interview stress

YOU'VE GOT THIS!

IT IS COMMON TO FEEL OVERWHELMED, NERVOUS AND ANXIOUS BEFORE AN INTERVIEW.

Stress is something we all experience from time to time. It is a response to pressure when faced with a challenging or threatening situation. We can feel stressed by things that are happening around us and also from the pressures we might put on ourselves.

Stress is not always bad. As much as we associate stress with unpleasant feelings, keep in mind that stress can sometimes be a good thing. In this context, being stressed in an interview shows that you care about getting the job and performing well, encouraging and helping you sharpen your focus.

Here are some helpful techniques that may help reduce your stress levels for an

upcoming interview.

BEFORE THE INTERVIEW

To reduce stress, follow the suggestions in 'Preparing for an interview' section on page 12.

A HELPFUL RELAXATION TECHNIQUE

Simply close your eyes, breathe deeply, inhaling from the nose and exhaling out through the mouth, and picture yourself greeting the interviewer confidently and answering tough questions with ease.

Use your imagination. Visualisation is a relaxation technique that requires you to imagine yourself succeeding in the situation. By practising this technique, you are mentally preparing yourself to handle the event in real life. This can be practised any time before the interview.

DURING THE INTERVIEW

During the interview, we can feel all sorts of things. Some people are able to walk in comfortably, and others may get a little nervous meeting the potential employer(s). Before we know it, our hands are sweaty, our heart is beating fast, and we find ourselves speaking equally quickly. In those situations, slow down, pause and take deep breaths. It's OK to be nervous.

WHO YOU CAN TALK TO IF YOU'RE EXPERIENCING HIGH LEVELS OF STRESS OR ANXIETY

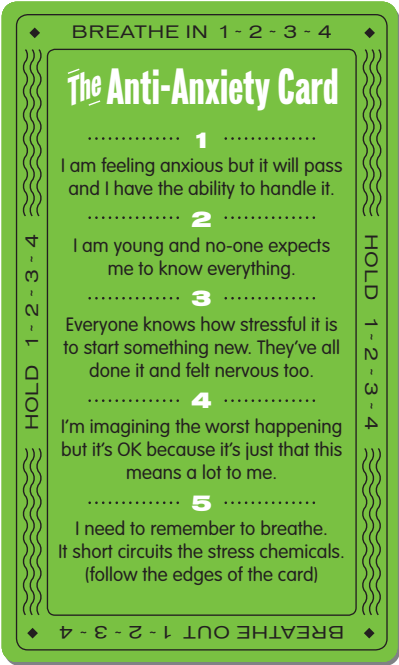
If the feelings of stress begin to affect you mentally and/or physically, the following people and organisations might be helpful to provide you with more support: school staff (welfare staff, school nurse, teachers); an adult you trust; your GP (doctor); local services (headspace, youth service, etc.)

headspace: 03 9027 0100

Lifeline (24 hr): 13 11 14

Kids Helpline: 1800 551 800

More information on wellbeing providers can be found on **page 43**.



The Anti-Anxiety Card

Use the Anti-Anxiety Card to tackle interview stress. **Download a copy**

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



Starting a new job

WHAT NOW?

Whether you have landed yourself that first job, or are still searching for the right pathway, here are some things to ask and find out about in your workplace:

1. **Your employment conditions**
2. **Workplace health and safety**
3. **Hours of work and pay rate**
4. **Details of any probationary period**
5. **Any training that you will need to do during your employment**

Most employers will ask you to fill out some paperwork once they have officially offered you employment. This paperwork consists of personal details, including your bank account and other personal information to ensure you will be paid correctly.

BANK ACCOUNT DETAILS

Employers pay their employees on dif-

ferent time schedules. Some pay weekly; others may be fortnightly or monthly. Your employer will ask you to provide your bank account details where your pay will appear.

Don't have a bank account? That's OK; Opening a Savings account at a bank is simple. You can either open an Savings account online or walk into the nearest bank branch of your preference and ask how you can open a account. This type of account gives you access to your money, and you will be provided with a key card that will enable you to make transactions.

Prepare yourself: When you decide to open your Savings account, take along some identification with you.

TAX FILE NUMBER (TFN)

If you are thinking about getting a job, you need to have a TFN so that your employer can deduct income tax from your wages as required. If you do not have a TFN, this may lead you to pay more tax than necessary or may prevent you from getting any government benefits you are entitled to receive.

HOW CAN I GET A TFN?

Australian residents can apply for a TFN:

- At an **Australia Post** branch
- At a **Department of Health and Human Services (Centrelink)** or **Department of Veteran's Affairs** centre
- Online at ato.gov.au/individuals/tax-file-number/apply-for-a-tfn

The cost is free, and your TFN is yours forever. That means you don't have to apply again. Keep your TFN safe as it will be used to confirm your identity for new jobs and to access your superannuation. It is also essential that your TFN is secure because if stolen, criminals could use it to commit fraud under your name.

Visit the Australian Taxation Office at ato.gov.au/Individuals/Tax-file-number for more information on what you will need to bring with you in your application.

SUPERANNUATION

Another term you will soon be familiar with once you find a job is Superannuation. Superannuation is money that is usually put away to save for retirement. So why do we need to be thinking about retirement now? Because throughout your

working life, these contributions from your employer accumulate so that when you retire, you will have money to live off.

HOW DOES SUPER WORK?

Your 'super money' is money that comes from contributions made into your super fund by your employer and topped up with your own money. By law, your employer is expected to pay 11% of your salary into a super fund. Use the Australian Taxation Office (ATO), Estimate My Super tool to check if you're entitled to Super.

ato.gov.au/individuals/super

HOW DO I CHOOSE A SUPER FUND?

If your employer does not have a preferred super fund and you want to choose your own, tell your employer by filling in a Standard Choice form from the Australian Taxation Office (ATO) or from your employer.

If you don't choose a super fund when you start a new job, your employer will pay contributions for you into a default fund that they choose or one that has been identified in an Industrial Act.

For further information on eligibility for super and all the different super funds to select from, check out these websites.

Australian Taxation Office website

ato.gov.au/individuals/super/what-is-super

ASIC's Money Smart website

moneysmart.gov.au/how-super-works



Your rights at work

WORKPLACE RESPONSIBILITIES

EMPLOYEE RIGHTS

As a worker, there are laws in place to protect you. It's important to know your rights in the workplace to be safe, be paid correctly and have fair work conditions.

GETTING PAID CORRECTLY

Check that you are getting paid correctly by checking the Fair Work website.

fairwork.gov.au/pay-and-wages

SAFETY AT WORK

When starting a new job you are entitled to receive information about how to conduct your job safely and how to use safety equipment. If you feel unsure about how to do a task safely, you are entitled to ask questions. Don't be afraid to say no to an unsafe task. You can ask questions about safety to your manager, health and safety representatives, union representative or Work Safe.

If you become injured at work, get medical attention and let your manager know what happened straight away. Follow the steps on the Work Safe website or get free and confidential advice from them to find out if you need to make a claim.

1800 136 089

worksafe.vic.gov.au

WHAT ARE FAIR WORK CONDITIONS?

Fair work conditions are outlined in the National Employment Standards. Here are some examples.

- **The number of hours of work per week**
- **How much leave you can take**
- **How much you should get paid**
- **Being treated fairly**

These conditions are outlined in the National Employment Standards. View the standards for part-time, full-time and casual work at Youth Central.

youthcentral.vic.gov.au/jobs-and-careers/your-rights-at-work

YOUNG WORKERS CENTRE

To learn more about your rights at work or if you need assistance in resolving workplace issues.

1800 714 754

youngworkers.org.au

DISCRIMINATION AND HARASSMENT

If someone at work's words or behaviour makes you feel uncomfortable, you can ask advice on whether this is discrimination or harassment. Get free, confidential advice via the Fair Work Ombudsman:

13 13 94

fairwork.gov.au/employment-conditions/bullying-sexual-harassment-and-discrimination-at-work

Legal advice is available from services listed on Youth Central.

youthcentral.vic.gov.au/jobs-and-careers/your-rights-at-work/problems-at-work

EMPLOYEE RESPONSIBILITIES

Most employers have specific expectations and policies about how you should behave in the workplace. These should be discussed with you when you first start your job.

HERE ARE SOME BASIC RESPONSIBILITIES

- **Your position description is a guide as to what is expected of you.**
- **Be on time. If you are sick or running late, call and let your employer know.**
- **Treat your workmates, managers and customers or clients with respect.**
- **Be mindful of how you present yourself, and the language you use.**
- **Be mindful of how you communicate via email, phone and social media.**



Support services

AND PROVIDERS

TO HELP US ACHIEVE OUR DREAMS, WE NEED GREAT PEOPLE TO SUPPORT US, AND THIS COULD BE PROVIDED IN DIFFERENT WAYS.

Some people inspire us; some teach us important values and lessons, while others roll their sleeves up and provide practical help.

Our helpers can be our family and friends, teachers and other support staff, and community support services who provide a range of services for those in need.

CAREER COUNSELLING (FREE)

JOBS VICTORIA CAREER COUNSELLORS SERVICE

Jobs Victoria Career Counsellors provide free personalised career guidance to Victorians who are looking for work, are underemployed, unsure of what to do or

who are working but looking for a career change. They will help you understand your career options and give you the necessary tools and confidence to pursue them.

Counselling services are online and provided by qualified career practitioners by the CEAV.

ceav.vic.edu.au/jobs-victoria-career-counsellors-service

MELBOURNE POLYTECHNIC SKILLS AND JOBS CENTRE

Skills and Jobs Centres should be your first port of call when you are looking to enter the workforce, start training or re-skill. Skills and Job Centre provides expert advice on training and employment opportunities.

Skills and Jobs Centres provide free ex-

pert advice and support.

Library Building C, 77 St Georges Road,
Preston. 03 9269 8400

melbournepolytechnic.edu.au/locations/skills-and-jobs-centre

SUPPORT SERVICES

CENTRELINK

Centrelink can help in many ways. Not only do they deliver welfare and support services, but they also provide a range of services that are designed to help you make decisions about education, training and employment.

For further information about seeking support, to find out if you're eligible for payments, or to register, contact Centrelink 13 24 90

servicesaustralia.gov.au

Visit your local Centrelink service centre:

DAREBIN: 251 Murray Rd, Preston

MERRI-BEK: 172-186 Moreland Rd,
Brunswick

YARRA: Level 1/313 Victoria St,
Abbotsford

YOUTH ALLOWANCE

Youth Allowance is a financial help for people aged 16 to 24 who are studying full time, undertaking a full-time Australian Apprenticeship, training, looking for work or sick.

SUPPORT FOR FINDING WORK

WORKFORCE AUSTRALIA

Workforce Australia is a new government platform that provides employment assistance to all job seekers, including young job seekers.

This service is generally available if you receive income support payments such as Youth Allowance, or other payments. However, you may still be able to volunteer for Workforce Australia services if you are not accessing financial payments, if you are not working or studying full-time and have the right to work in Australia.

To find out more about Workforce Australia and how it can help, go to workforceaustralia.gov.au or phone the Job Seekers Support Hotline on 1800 805 260

You can also search for providers at workforceaustralia.gov.au/individuals/coaching/providers



NC
AT

CERTIFICATE IV & DIPLOMA COURSES

DESIGN
VISUAL ARTS
PHOTOGRAPHY
GUITAR MAKING
SOUND PRODUCTION
MUSIC PERFORMANCE

TAKE YOUR PASSION
TO THE NEXT LEVEL

NORTHERN COLLEGE OF THE ARTS AND TECHNOLOGY
62 Murray Road Preston | RTO 6736
ncat.vic.edu.au | 03 9478 1333

Disability employment services

DISABILITY EMPLOYMENT SERVICES (DES)

Disability Employment Services provide specialist help for people with disabilities, injuries or health conditions who require support to find and maintain sustainable employment.

The assistance these services provide to job seekers includes: preparing for work, including training in specific job skills; job search support, such as resume development; interview skills training and help to look for suitable jobs; support when initially placed into a job, including on the job training and co-worker and employer support; ongoing support in a job; purchase of vocational training and other employment-related assistance; access to help for your employer, such as workplace modifications.

There are two programs within Disability Employment Services:

1. Disability Management Services (DMS)

2. Employment Support Services (ESS)

DISABILITY MANAGEMENT SERVICES (DMS)

Disability Management Services provides help for people with disabilities, injuries or health conditions who require the assistance of a disability employment service and who are not expected to need long-term or regular support in the workplace.

EMPLOYMENT SUPPORT SERVICES (ESS)

Employment Support Services assist people with permanent disabilities, who are likely to need regular long-term, ongoing support to retain their job.

Contact details for Workforce Australia, DMS and ESS providers are located on the following pages, sorted by council areas (Darebin, Merri-bek, Yarra).

You can also search for DES providers at jobaccess.gov.au/find-a-provider

Disclaimer: The information and content in the providers lists were correct on publication.

Support service providers

AREA	ORGANISATION	ADDRESS	CONTACT	WEBSITE	PROVIDER TYPE		
					WA	DMS	ESS
Darebin	AimBig Employment	84 Hotham Street, Preston	1300 034 997	aimbigemployment.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Darebin	Ames Employment Preston	L2, 293 High St, Preston	13 26 37	ames.net.au	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Darebin	APM Employment Reservoir	S1, 31-35 Johnson Street, Reservoir	03 9462 2968	apm.net.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Darebin	CVGT	525 High St, Preston	13 28 48	cvgt.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Darebin	SYC	Lvl 2, 293 High St, Preston	03 9495 0345	syc.net.au	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Darebin	Matchworks	327-329 High St, Preston	03 9471 3000	matchworks.com.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Darebin	Octec Limited	310 High St, Preston	03 9471 44462	octec.org.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Darebin	Wise Employment Preston	10 Cramer St, Preston	03 8481 3500	wiseemployment.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Darebin	The Salvation Army EP	Ground Floor, 293 High St, Preston	13 61 23	employmentplus.com.au	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Darebin	Wise Employment Northcote	375 High St, Northcote	03 8481 3500	wiseemployment.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Merri-bek	Atwork Australia Coburg	124 Sydney Rd, Coburg	1300 080 856	atworkaustralia.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Merri-bek	CoAct/Workways Brunswick	2, 601 Sydney Rd, Brunswick	1800 631 196	workways.com.au	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Merri-bek	Campbell Page	3/240 Sydney Rd, Coburg	1300 139 920	campbellpage.org.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

PROVIDER CODES

WA – Workforce Australia / DMS – Disability Management Services / ESS – Employment Support Services

Support service providers

AREA	ORGANISATION	ADDRESS	CONTACT	WEBSITE	PROVIDER TYPE		
					WA	DMS	ESS
Merri-bek	CVGT Australia Coburg	6 Sydney Rd, Coburg	132 848	cvgt.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Merri-bek	Campbell Page	3/240 Sydney Rd, Coburg	1300 139 920	campbellpage.org.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Merri-bek	Jobco Brunswick	279 Lygon St, Brunswick East	03 9356 8600	jobco.com.au	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Merri-bek	Jobfind Coburg	199 Moreland Rd, Coburg	1800 113 233	jobfind.com.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Merri-bek	Max Employment Brunswick	2/10-14 Hope Street, Brunswick	1800 603 503	maxsolutions.com.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Merri-bek	Workskil Australia	587 Sydney Rd, Coburg	03 9945 2400	workskil.com.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Yarra	About 2 Work	2, 219 Johnston St, Fitzroy	1300 786 860	about2work.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Yarra	APM Employment Abbotsford	485 Victoria St, Richmond	1300 366 047	apm.net.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Yarra	ECHO	1/2 Salisbury Street, Richmond	1300 194 240	echoaustralia.com	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Yarra	Jobfind Richmond	585 - 587 Victoria Street, Richmond	1800 113 233	jobfind.com.au	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yarra	Joblife Employment Fitzroy	128 Holden St, Fitzroy	1800 319 502	joblifeemployment.com.au	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Yarra	Sarina Russo Job Access	2/219 Johnston St, Fitzroy	13 15 59	sarinarusso.com.au	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Yarra	Sign For Work	134 Cambridge St, Collingwood	03 9539 5309	signforwork.org.au	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

AREA	ORGANISATION	ADDRESS	CONTACT	WEBSITE	PROVIDER TYPE		
					WA	DMS	ESS
Yarra	Uniting	241 Wellington Street, Collingwood	03 9692 9501	unitingcare.org.au	●	●	●
Yarra	WCN JobCo Fitzroy	366 Nicholson Street, Fitzroy	03 9415 6088	wcnjobs.com.au	○	○	●
Yarra	Workskil Australia	304 Nicholson St, Fitzroy	03 9090 5100	workskil.com.au	●	○	○

PROVIDER CODES

WA – Workforce Australia / DMS – Disability Management Services / ESS – Employment Support Services

Support services

TRANSITION TO WORK

The Transition to Work program is tailored for young people aged 15–21 who are ready to kick start their journey to employment or study.

The program provides intensive, pre-employment support to improve your work readiness and will help you into work, apprenticeships, traineeships or education.

Transition to Work providers are there to work with young people who have left school early or who have had difficulty gaining employment after school. If you have an interest in an employment pathway, you may be referred to work readiness activities.

WILL I RECEIVE ONGOING SUPPORT?

Once you have figured out the pathway you feel is best suited for you, and you are engaged in education, training or employment, the support you receive from this program does not stop until you have successfully transitioned and feel that you are no longer at risk from disengaging.

If you would like insight and help on what is expected in the workplace as well as the skills, attitudes and behaviours that are expected by employers all within a supportive environment, contact the Job Seeker Hotline.

1300 208 575

jobs.vic.gov.au/help-for-jobseekers

THE FOLLOWING SERVICE PROVIDERS CAN HELP YOU TRANSITION BACK TO STUDY OR EMPLOYMENT AND WILL SUPPORT YOU EVERY STEP OF THE WAY.

AGA

AGA Transition to Work is a free service that supports people aged 15–24 years to develop practical skills to get a job.

AGA will provide intensive coaching and help to get you job ready, supporting you every step of the way.

1300 000 AGA (242)

aga.com.au/transition-to-work

THE SALVATION ARMY EMPLOYMENT PLUS

Employment Plus provides specialised training, work experience and a range of support services to those who are looking for employment. This service has strong local industry links to connect you with the ideal employer and can offer you pre-employment assistance, ongoing mentoring support and financial assistance such as transport fares and uniform.

136 123

employmentplus.com.au/job-seekers

ASURIA

Transition to Work (TtW) program is designed to help participants aged 15–24 gain the skills, experience, and qualifications needed for a pathway into work or study. In the program, you will receive intensive, pre-employment support to devel-

op the right skills to get the job you want, connect with education or training, and connect with your local community with the support of an Asuria Youth Mentor.

1800 773 338

asuria.com.au/youth

JESUIT COMMUNITY COLLEGE

Jesuit Community College provides real skills for life, learning and work. With a range of practical, vocational courses to help you prepare for the world of work and further study, they can support you to achieve your career goals.

03 9421 7600

jss.org.au/what-we-do/education-training-employment

BROTHERHOOD OF ST LAURENCE

Brotherhood of St Laurence will help you identify career goals and help you develop your work skills. Through coaching, work placements and links with employers, they can help you get ready for future employment.

03 9483 1183

bsl.org.au/services/getting-a-job

PRESTON RESERVOIR ADULT COMMUNITY EDUCATION (PRACE)

The Reconnect program at PRACE helps young people who have not completed Year 12 to connect or reconnect into training and education pathways. They have a helpful team dedicated to supporting young people to find the right course or help you return to your study.

03 9462 6077

prace.vic.edu.au/reconnect

YOUTH JOBS PATH

Youth Jobs PaTH is an Australian Government service that helps young people gain the skills and work experience needed to get and keep a job. It also supports businesses to trial young people in the workplace and offers a financial incentive when they hire. Youth Jobs PaTH has 3 elements – Prepare, Trial, Hire.

1300 363 079

workforceaustralia.gov.au/individuals/training/activities/youth-internships

YCONNECT

YConnect is for young people who are experiencing barriers to employment for a range of reasons. YConnect is a voluntary youth specialist program that focuses on supporting vulnerable young people aged 15-24.

YConnect program gives young people the support, training and life skills they need to start out on their career path and find sustainable employment.

132 848

cvgt.com.au/cvgt-employment-programs/yconnect



WHAT ABOUT

Apprenticeships & Traineeships

LIKE THE IDEA OF EARNING WHILE YOU'RE LEARNING?

Then an Apprenticeship and Traineeship program may be the right option for you.

You'll learn skills in a particular industry by combining paid on-the-job training, work experience and classroom instructions at institutions like a TAFE or a private training provider leading towards a nationally recognised qualification.

AUST APPRENTICESHIPS CENTRES

Australian Apprenticeships Centres deliver apprenticeship support services and provide access to apprenticeship opportunities and information about training, traineeships and apprenticeships. For further information about apprenticeships,

contact the Australian Apprenticeship Support Network (AASNs).

australianapprenticeships.gov.au

MAS NATIONAL

1300 627 628

masexperience.com.au/for-job-seekers

MEGT

136 348

megt.com.au/apprentices-and-trainees

SARINA RUSSO

13 15 59

sarinarusso.com/apprenticeships

APPRENTICESHIPS SUPPORT AUSTRALIA

1300 363 831

apprenticeshipsupport.com.au

GROUP TRAINING ORGANISATIONS

Group Training Organisations (GTOs) are like a one-stop-shop for apprentices and trainees. All you need to do is consider which industry you'd like to enter and visit your local GTO. They act as your legal "employer" and are responsible for paying you, organising your work placement with a "host employer", organising and monitoring your training with a TAFE or other registered provider, providing you with the necessary uniform and personal safety equipment and supporting you throughout your apprenticeship/ traineeship.

There are many GTOs in Victoria. Some specialise in a particular industry, while others cover a broad range of industries. Check out the following GTOs or visit the National Apprentice Employment Network grouptrainingdirectory.com.au for details.

AGA

AGA is a registered GTO and RTO that provides employment and training services, specialising in apprenticeships and traineeships. AGA act as a mentor, helping you develop skills and gain useful qualifications in leading industries such as business, automotive trades, horticulture and other vocations.

1300 000 242

aga.com.au

MEGT

MEGT can help you find appropriate apprenticeships, traineeships and training. If you want to increase your skills or develop new skills to return to the workforce, con-

tact MEGT to discuss your options.

13 69 63

megt.com.au

NECA EDUCATION AND CAREERS

NECA offers apprenticeships and traineeships in industries such as business, data & communications, energy, electrical and more.

03 9381 1922

necaeducation.com.au

MIGAS APPRENTICES AND TRAINEES

MIGAS works with Australia's leading employers and small business owners to find talented people who want to pursue a career in trades.

1300 464 427

migas.com.au/jobs/victoria

WPC GROUP

WPC Group is a not-for-profit GTO offering hundreds of career options in a variety of industries.

1300 656 461

wpcgroup.org.au

PROGRAMMED SKILLED WORKFORCE

Programmed is one of Australia's leading Group Training Organisations providing highly capable, safety-conscious apprentices and trainees to employers across many industries, delivering nationally recognised programs.

1300 440 784

programmed.com.au

PRE-APPRENTICESHIP TRAINING

Pre-apprenticeship programs can be a stepping stone into an industry of your choice. A pre-apprenticeship course will assist with preparing you for the working environment in your selected industry; provide you with some basic skills; improve your existing skills; pave the way for the learning you will get as part of your apprenticeship.

Contact **Skills Victoria** for more information on education, training, apprenticeship and pre-apprenticeship opportunities.

13 18 23

skills.vic.gov.au

Alternatively, you may want to contact the TAFE and Training Line on **13 18 23** or the following TAFEs to get information about their courses.

NORTHERN COLLEGE OF THE ARTS AND TECHNOLOGY (NCAT)

Contact the Pre-apprenticeship Coordinator on **03 9478 1333**

ncat@education.vic.gov.au

ncat.vic.edu.au

MELBOURNE POLYTECHNIC

Course Enquiries: **1300 635 276**

info@melbournepolytechnic.edu.au

melbournepolytechnic.edu.au

KANGAN INSTITUTE

Course Enquiries: **13 82 33**

kangan.edu.au/students/apprenticeships-and-traineeships

For pathways advice, contact **Next Step** on **1300 289 290**

RMIT TAFE

Course Enquiries: **03 9925 2000**

rmit.edu.au

VICTORIA UNIVERSITY POLYTECHNIC

Course Enquiries: **1300 82 33 87**

vupolytechnic.edu.au

USEFUL APPRENTICESHIP WEBSITES

Check out some of these websites below for further information about Apprenticeship and Traineeship options.

AUSTRALIAN APPRENTICESHIP PATHWAYS

aapathways.com.au

AUST. GOVT APPRENTICESHIP SITE

australianapprenticeships.gov.au

AUST. GOVT DEPARTMENT OF TRAINING AND EDUCATION WEBSITE

training.gov.au

SARINA RUSSO APPRENTICESHIPS

sarinarusso.com/apprenticeship

DEPARTMENT OF EDUCATION AND TRAINING

education.vic.gov.au



FURTHER

Education Providers

THE VICTORIAN TERTIARY ADMISSION CENTRE (VTAC)

VTAC is the central office that administers applications and processes placements in tertiary courses at universities, TAFE and independent tertiary colleges in Victoria. VTAC receives and forwards application information and supporting documentation to the course selection authorities at institutes.

If you wish to apply for tertiary courses next year (or in the future), you can find further information, including a complete list of institutions, at vtac.edu.au or 03 9926 1020.

VICTORIAN SKILLS GATEWAY

If you're leaving school and your next move is into training, Victorian Skills Gateway will help you find the course and career path that's right for you.

Visit skills.vic.gov.au to find a directory of courses, occupations and training providers and to search for an accredited course on offer from TAFE institutions and other training providers across Victoria.

If you are unsure what options you would be interested in, you can always call the **Help and Advice Line** on 131 823 where you can discuss your options.

UNIVERSITY AND TAFE PROVIDERS

If you're thinking about further education and aren't sure what to do or where to go, the following TAFE and university institutions are a great place to start.

LOCAL VICTORIAN TAFE'S

MELBOURNE POLYTECHNIC

1300 635 276

melbournepolytechnic.edu.au

NORTHERN COLLEGE OF THE ARTS AND TECHNOLOGY (NCAT)

03 9478 1333

ncat.vic.edu.au/category/tertiary

KANGAN INSTITUTE

13 82 33

kangan.edu.au

CHISHOLM INSTITUTE

1300 244 746

chisholm.edu.au

HOLMESGLEN TAFE

1300 639 888

holmesglen.edu.au

RMIT

03 9925 2000

rmit.edu.au/tafe

TAFE

There is a wide range of qualifications to study at TAFE, making it an excellent place to start your further education journey.

Free TAFE for priority courses is a Victorian Government initiative that covers the full course fee for eligible students.

Explore the free courses, check your eligi-

bility, and find your local TAFE here.

tafe.educationapps.vic.gov.au/s

QUALIFICATION LEVELS

Certificate I - foundation level

Certificate II - base entry level for jobs and can be completed as part of a traineeship

Certificate III - minimum qualification for many industries, can be completed as part of traineeship or apprenticeship

Certificate IV - a higher level of knowledge and skills to bring to the workplace

Diploma - training for higher supervisor and management roles and can open onto university courses

Advanced Diploma - high-level skills for management and supervisory positions

DURATION

Course delivery and study periods can be full-time or part-time, ranging from 6 months - 2 years, depending on the course.

UNIVERSITIES

LA TROBE UNIVERSITY

1300 135 045

latrobe.edu.au

RMIT UNIVERSITY

03 9925 2000

rmit.edu.au

AUSTRALIAN CATHOLIC UNIVERSITY

03 9953 3000

acu.edu.au

DEAKIN UNIVERSITY

1800 693 888

deakin.edu.au

SWINBURNE UNIVERSITY OF TECHNOLOGY

1300 794 628

swinburne.edu.au

UNIVERSITY OF MELBOURNE

13 MELB (13 6352)

unimelb.edu.au

VICTORIA UNIVERSITY

1300 842 864

vu.edu.au

Most universities also look at the applicant's ATAR to help them compare and select students that meet all of the selection criteria.

DURATION

Course length can vary depending on what you have chosen to study. Full-time and part-time study options will also impact the length of the course.

FEES

The fees for each university and course are different, so make sure you have a look to compare. Some universities will offer a Commonwealth supported place (CSP), which is a subsidy where the government pays a portion of the course fee.

If CSP is available, the remaining amount will need to be paid by you, and it can be either paid in full, or you can get a HECS-HELP loan to help pay the remaining student contribution amount.

If not, you will be required to pay the full amount.

For more information about HECS- HELP, FEE-HELP and CSPs, visit their website below.

studyassist.gov.au/help-loans

ENTRY REQUIREMENTS

Each course and university will have minimum entry requirements, and meeting the requirements does not always guarantee a place. Some courses may request additional requirements, such as interviews and folios, and some may have more applicants than places available.

SHORT COURSES & OTHER TRAINING PROVIDERS

MELBOURNE POLYTECHNIC

melbournepolytechnic.edu.au

NEIGHBOURHOOD HOUSES

nhvic.org.au

PRACE

prace.vic.edu.au

RMIT

rmit.edu.au/study-with-us/short-courses

CERES

ceres.org.au/education/courses

BRIDGE DAREBIN

bridge.org.au/courses

Short courses are a great way to up-skill and try an industry before committing to a TAFE or University course.

Short courses are available at many at many Universities, TAFE's, Registered Training Organisations (RTO's) and local community services. Courses are available face-to-face and online and cover a wide variety of areas.

Skills to take you places

Choose from over 120 courses and build your new future at Kangan Institute.

VCE Vocational Major & Victorian Pathways Certificate
Hair, Barbering, Beauty & Fashion | Hospitality, Cookery & Baking
Automotive | Trades & Industrial | Health & Community
Animals, Plants & Sciences | Business, Accounting & IT

42 Free TAFE courses available*

Apply now: 13 TAFE (13 8233) | kangan.edu.au

RTO No. 3077 | CRICOS Provider No. 01218G | Some or all of this training is delivered with Victorian and Commonwealth Government funding.
*Free TAFE on selected courses only. Eligibility criteria apply. Other fees and charges may apply. Find out more at freetafevic.gov.au



Unleash You



Up-skilling

LEARN LOCAL

Learn Local courses can help you get the skills you need for study, work and life.

There are thousands of short courses available right across Victoria that can help you return to study, improve your digital, reading, writing and maths skills, get a job, change careers or learn something new.

With around 240 Learn Local providers across Victoria, you can access training in your community, close to where you live or work.

The following Learn Local organisations in the Darebin, Merri-bek and Yarra council areas can help you return to study, improve your reading, writing and maths skills, gain a qualification, enhance your business skills, get a job or learn something new.

learnlocal.org.au



AREA	ORGANISATION	ADDRESS	CONTACT	WEBSITE
Darebin	Bridge Darebin	218 High St, Preston	03 9484 5806	bridgedarebin.org.au
Darebin	Jika Jika Community Centre	1B Plant St, Northcote	03 9482 5100	jikajika.org.au
Darebin	PRACE	35 Sturdee St, Reservoir	03 9462 6077	prace.vic.edu.au
Darebin	Span Community House	64 Clyde St, Thornbury	03 9480 1364	spanhouse.org
Darebin	VACSAL	496 High St, Northcote	03 9416 4266	vacsal.org.au
Merri-bek	Brunswick Neighbourhood House	43A De Caffe St, Brunswick	03 9386 9418	bnhc.vic.edu.au
Merri-bek	CERES Community Park	Cnr Roberts & Stewart St, Brunswick East	03 9389 0100	ceres.org.au

Learn Local providers

AREA	ORGANISATION	ADDRESS	CONTACT	WEBSITE
Merri-bek	Glenroy Neighbourhood LC	5B Cromwell St, Glenroy	03 9304 3910	glenroynlc.org.au
Merri-bek	Reynard Street Neighbourhood House	104A Reynard St, Coburg	03 9386 7128	rsnh.org.au
Merri-bek	Sussex Neighbourhood House	7 Prospect St, Pascoe Vale	03 9354 2210	sussexnh.org.au
Merri-bek	Youth Projects	6 Hartington St, Glenroy	03 9304 9100	youthprojects.org.au
Yarra	Belgium Ave Neighbourhood House	9 Belgium Ave, Richmond	03 9428 1676	banh.org.au
Yarra	Carlton Neighbourhood LC	20 Princes St, Carlton North	03 9347 2739	cnlc.org.au
Yarra	Fitzroy Learning Network	198 Napier St, Fitzroy	03 9417 2897	fln.org.au
Yarra	Holden St Neighbourhood House	128 Holden St, North Fitzroy	03 9489 9929	holdenstreet.org.au
Yarra	Jesuit Community College	1 Langridge St, Collingwood	03 9415 8700	jss.org.au
Yarra	Nth Carlton Railway House	20 Solly Ave, Princes Hill	03 9380 6654	railwayneighbourhoodhouse.org.au
Yarra	Richmond Community Learning Centre	15 Barnett Way, Richmond	03 9428 9901	rlcc.org.au

A photograph of two young women with dark hair. The woman on the left is wearing glasses and pointing her finger at a pink sticky note. The woman on the right is looking at the same sticky note. There are several other pink sticky notes floating in the air around them.

Starting your own business

ENTREPRENEURSHIP AND BUSINESS

ENTREPRENEURSHIP IS A VIABLE ALTERNATIVE TO EMPLOYMENT.

It can be exciting as well as daunting at times. However, there are some ways to ensure your journey is well-supported. The following ideas and organisations will provide food for thought and connections to support you.

It is important to remember that:

- **Building a business takes time, resources and resilience!**
- **You have a trusted network or mentor that you can openly share your ideas and experience.**
- **Keep researching and testing your ideas.**
- **Keep working in your study, part-time or full-time job while building your business.**

Your research could begin by exploring some of the links below.

IGEN FOUNDATION

IGEN cultivates entrepreneurship for young people, migrants and people in regional communities. They have a range of accelerator workshops and incubator programs.

igenfoundation.org.au

LAUNCHVIC

LaunchVic runs programs that support founders to get the skills they need to start, grow and scale their startups. They do this through supporting third party programs, including pre-accelerators and accelerators, and LaunchVic's own founder programs.

launchvic.org/programs

REMARKABLE TECHNOLOGY

Startup tech accelerator for young people with a disability
remarkable.org

about starting their own businesses.

yourcareer.gov.au/resources/articles/start-your-own-business

SELF START - ONLINE RESOURCE

SelfStart online resources can support you in taking the first steps to start your own business.

workforceaustralia.gov.au/individuals/training/activities/self-employment-assistance

YOUTH CENTRAL

Whether starting from scratch with a fresh business idea or looking for specific information to help develop your business further, Youth Central has tips, links, knowledge and practical advice to help you research your ideas and get your business up and running.

youthcentral.vic.gov.au/jobs-and-careers/starting-your-own-business

YERP

If you're 12-25, Yerp will give you ideas for stepping up and making change in your community.

yerp.yacvic.org.au/find-money/for-young-people/starting-a-social-enterprise

YOUR CAREER

Starting a business is a possible career pathway after you leave school. You don't need a degree or formal experience to start a business. All you need is to have an idea.

Your Career has a lot of services and assistance to help young people thinking



MENTAL HEALTH &

Wellbeing

IT'S NORMAL TO FEEL OVERWHELMED, STRESSED AND WORRIED.

Sometimes in life, we face challenges that affect our emotional and physical wellbeing. These professional organisations are supportive, non-judgemental and have the skills and expertise to help you through tough times.

MENTAL HEALTH

HEADSPACE NATIONAL YOUTH AND MENTAL HEALTH FOUNDATION

If you're aged between 12–25 and need information about general mental health, physical health, work and study, and drugs and alcohol, a headspace professional could help support you in these areas. Headspace now has various ways to support you online or by phone. It is quick and easy to create an account, allowing you

to design your own personalised mental health toolkit with an extensive variety of interactive activities.

03 9027 0100

headspace.org.au

NEAMI NATIONAL

Home and community outreach support. Youth Support Services are for young people 16–25 with emerging or existing psychiatric disability as well as other significant issues, including trauma, neglect and abuse, substance misuse, identity and gender and more issues.

1300 379 462

neaminational.org.au

ORYGEN YOUTH HEALTH

Orygen Youth Health is a specialised youth mental health program based in Melbourne, helping young people aged 15–24 with a focus on early intervention

and youth-specific approaches.

1800 888 320

oyh.org.au

HEAD TO HEALTH

Head to Health is a collaboration between the Australian Department of Health, the community, and the mental health sector. Head to Health is a great starting point to find help, and you can find online resources and lists of phone and email contacts for immediate support.

headtohealth.gov.au

YOUTH BEYOND BLUE

youthbeyondblue.org.au

ACCOMMODATION

MELBOURNE YOUTH SUPPORT & SERVICES (Frontyard YS)

Frontyard Youth Services addresses the physical, social and emotional needs of young people aged 12–24 years who spend time in Melbourne's CBD. They provide a range of supportive, stable and secure accommodations for young people experiencing or at risk of homelessness.

19 King St, Melbourne

03 9977 0077

mcm.org.au

THE SALVATION ARMY CROSSROADS

The Salvation Army Crossroads is a network of services working with youth and families. They respond to the needs of young people and families, as well as women and children experiencing family violence and homelessness.

03 9353 1011

salvationarmy.org.au/locations/victoria/crossroads

KIDS UNDER COVER

Kids Under Cover is a not-for-profit organisation dedicated to preventing youth homelessness in Melbourne and across Victoria.

03 9429 7444

kuc.org.au

ALCOHOL & OTHER DRUGS

UNITING CARE

Uniting Care Alcohol and other drug services is the leading Alcohol and Other Drugs treatment and education agency of Uniting Care Victoria and Tasmania. They have over 40 years of experience delivering services to the community.

1800 668 426

unitingvictas.org.au/services/alcohol-other-drugs

YODAA – YOUTH DRUG AND ALCOHOL ADVICE LINE 24 HRS

YoDaa can help you or someone concerned by providing the simplest ways to access the information and support you need. They provide advice, options, support and understanding for young people worried about drug or alcohol use.

24-hour hotline: 1800 458 685

yodaa.org.au

YSAS–YOUTH SUPPORT AND ADVOCACY SERVICES

YSAS provides a range of programs and services for young people aged 12–21

years who are experiencing significant problems related to their alcohol or drug use. Their service is free and confidential.

03 94158881

ysas.org.au

AUSTRALIAN DRUG INFORMATION NETWORK

adf.com.au

GENERAL COUNSELLING & SUPPORT

ANGLICARE

Anglicare helps prevent, protect and empower disadvantaged Victorian children, young people and families. It provides mental health support, alcohol and drug support, financial support and more.

03 8470 9999

anglicarevic.org.au

DRUMMOND STREET YOUTH SERVICES – THE DRUM

The Drum Youth Services provides a clear and positive pathway to various programs that support young people at various stages of their lives. They help identify personal strengths and equip young people with skills, confidence and resilience to feel positive about accessing support when needed.

03 9663 6733

ds.org.au

MERRI HEALTH

Merri Health offers a range of services and programs for young people. These include Counselling Services, Alcohol and Drugs,

Queer Heath: Alcohol and Drugs, Drop-in centre and more.

1300 637 744

merrihealth.org.au

REACH OUT

An online platform that connects young people with professionals who are there to provide support in challenging times.

au.reachout.com

LGBTIQ+ SERVICES

NATIONAL LGBTIQ+ HEALTH ALLIANCE

lgbtiqhealth.org.au

EMERGENCY SUPPORT

If a life is in danger, please call 000 immediately. In the event of emergency mental health support and assistance.

LIFELINE

131114

lifeline.org.au

KIDSHELPLINE

1800 55 1800

kidshelpline.com.au

SUICIDE HELP LINE

1300 651 251

suicideline.org.au

SEXUAL ASSAULT CRISIS LINE -

03 9497 1768 / 1800 806 292 (After Hours)

sacl.com.au

Local youth services

YOUR LOCAL CITY COUNCIL IS COMMITTED TO ENSURING THAT YOUNG PEOPLE ARE GIVEN THE OPPORTUNITY TO CONTRIBUTE AND BENEFIT FROM A RANGE OF EDUCATIONAL, SOCIAL AND CULTURAL ACTIVITIES.

Check out your local city council to see what services are available to assist in creating a positive pathway for you. Programs and services are accessed in person at the youth centres.

DAREBIN YOUTH SERVICES

Darebin Youth Services supports young people aged 12-24 who live, work and play in Darebin. They provide a safe and welcoming spaces and offer a wide range of skill development and leadership opportunities, events, social activities, and linkages to specialised support services.

03 8470 8470

darebin.vic.gov.au/community-and-pets/darebin-youth-services

THE HUB @ NORTHLAND

At the Hub, you can get job support and access legal aid and housing. There is also free use of their computers, music studio, games, kitchen and chill-out zone.

Northlands Shopping Centre, Preston.

MERRI-BEK YOUTH SERVICES

Merri-bek Youth is a free service for young people aged between 12-24 years, living,

working or studying in Merri-bek. You can access a range of programs and services such as Merri-bek Youth Ambassador, Amped Up, Homework Support and more.

merri-bek.vic.gov.au/living-in-merri-bek/community-services/youth

OXYGEN YOUTH SPACE

Drop into Oxygen Youth Space, a fun, safe, inclusive and accessible space. Oxygen is a free service with a range of activities to explore.

4-8 Gaffney St, Coburg North.

03 9389 8640

YARRA YOUTH SERVICES

Yarra Youth Services offers a variety of group programs, activities and events for young people aged 12-25 years who live, work or study in Yarra. They also offer youth support programs and provide education, training and employment assistance. Programs include; Future Pathway, Swimming, Art, Music, DJ Skills and more.

yarracity.vic.gov.au/services/young-people

YARRA YOUTH CENTRES

Drop into one of the youth centres from 9 am to 5.30 pm, Monday to Friday.

Yarra Youth Centre - Fitzroy

156 Napier Street, Fitzroy.

Richmond Youth Hub

110 Elizabeth Street, Richmond.

03 9205 5555

**FREE
WORKSHOPS
SPACES &
SUPPORT
FOR 12 - 24s**



We are

**MERRI-BEK
YOUTH**

  @MERRI_BEKYOUTH

✦ ... **YARRA YOUTH SERVICES** ... ✦

YARRA YOUTH SERVICES IS FOR YOUNG PEOPLE AGED 12 AND 25 WHO LIVE, WORK, STUDY OR HAVE A CONNECTION TO YARRA.

WE RUN GROUP PROGRAMS, ACTIVITIES AND EVENTS AT THE:
YARRA YOUTH CENTRE (FITZROY) AND RICHMOND YOUTH HUB,

AS WELL AS OTHER COMMUNITY VENUES ACROSS THE MUNICIPALITY.

YARRA YOUTH SERVICES ALSO HAS A YOUTH SUPPORT PROGRAM AND PROVIDES EDUCATION, TRAINING AND EMPLOYMENT ASSISTANCE.

FOR MORE INFORMATION ABOUT YARRA YOUTH SERVICES, CONTACT:



@YARRAYOUTHSERVICES
@RICHMONDYOUTHUB



9205 5555



Youth Services – City of Darebin

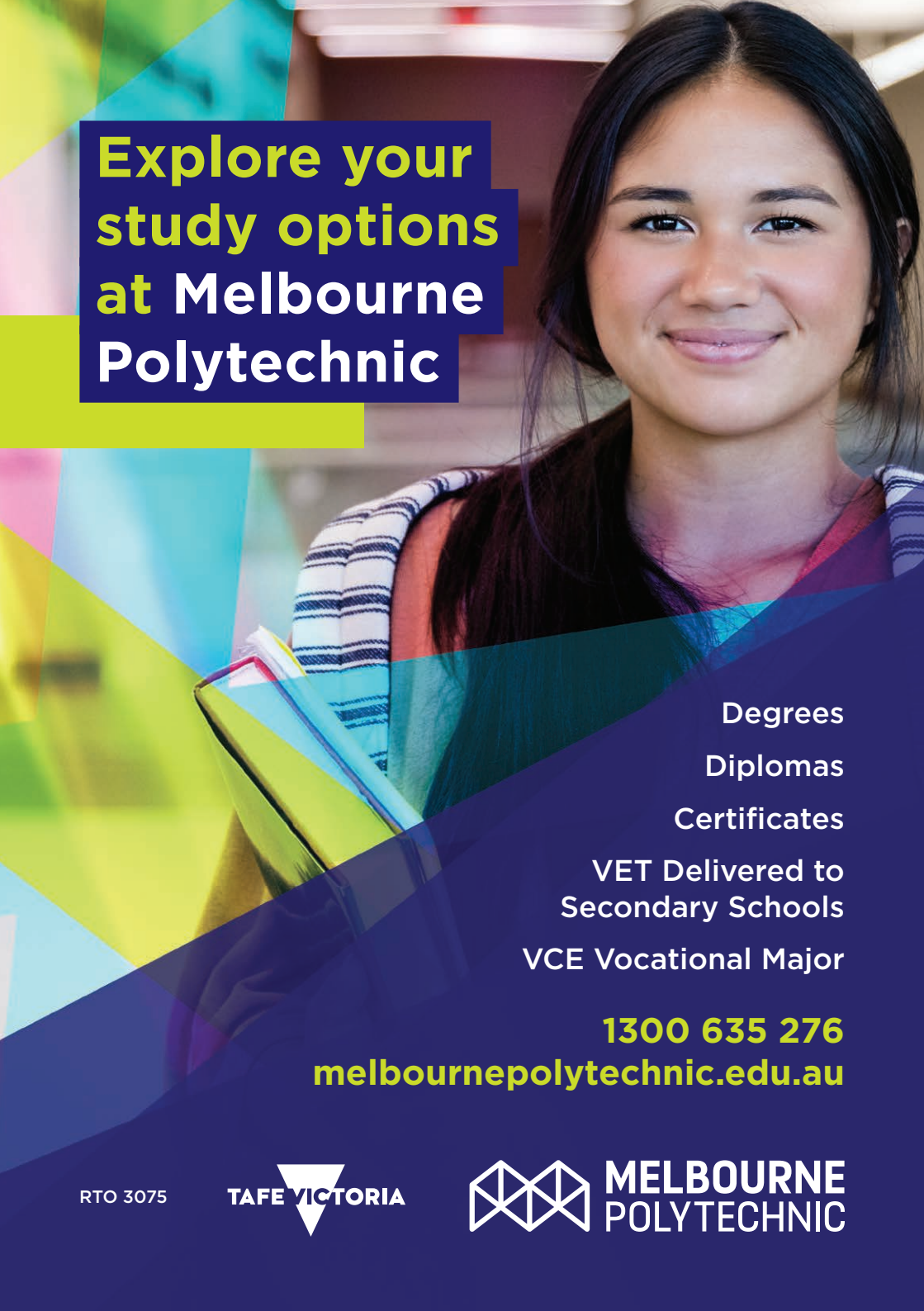
Darebin's Youth Services team supports young people aged 12 to 25 who live, work and play in Darebin. We provide safe and welcoming spaces and offer a wide range of skill development and leadership opportunities, events, social activities and linkages to specialised support services.

Our services include:

- Decibels Youth Music and Arts where young people can use our professional music studio spaces, make and record music, develop their skills in music production and event management, and connect with people in the music and arts community.
- The Hub where young people can access support around employment, legal aid, housing and health; socialise and meet other like-minded young people; participate in skill development activities; and use the entry-level music studio.
- The Outreach and Community team who provide support and services to young people in schools, skate parks and other public spaces.
- The Young Citizen Jury which offers young people the opportunity to develop their leadership skills, talk about the issues that matter to them most, and influence decision making at the local government level.

For more information please call us on 03 8470 8926 or send an email to youthservices@darebin.vic.gov.au. We'd love to hear from you!





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