Careers Newsletter
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Finding a job – full-time/part-time/casual

The following are resources you can access to help you with your job search:


The Seek website’s ‘Advice and Tips’ section at http://www.seek.com.au/career-advice/ is good to check out for tips on job search, resumes, cover letters, interviews and more.

The Careerone website at http://www.careerone.com.au/ has a ‘Career advice’ web page (see the menu at the bottom of the home page) with useful tips on resumes and job interviews.


Tips to help you stand out in an interview

Tips to help you stand out in an interview

The following tips are adapted for high school students from the Guardian Careers blog at http://www.theguardian.com/careers/careers-blog/how-to-stand-out-job-interview.

- When asked “What are your weaknesses?” during an interview don’t proceed to list them. Employers aren’t really interested in your weaknesses. They really want to know if you are aware of them and what you are doing to overcome them. Your best strategy is to pick a weakness that you know you have a strategy for. For example, you may say that your weakness is paying attention to detail. You then talk about strategies such as proof-reading that you use to overcome this weakness.
- When you are asked about your strengths have an example to explain when you have used the strength and the outcome. It would be good if the example you use involves problem-solving as employers want to know you have this ability. You need
to prepare your examples before the interview. Brainstorm using a big piece of paper. Write the name of the strength in the middle of the paper and around it list every time you've used it (inside and outside of school or work) and what happened as a result.

- The most important thing to remember for interviews is to prepare. Make sure you know the job and the employer’s business inside out. Use the internet and your contacts who may know about the business or the type of job you are applying for. The more you know about the job, the more confident you will feel answering the interview questions. It is also essential to brainstorm questions that might be asked and rehearse answering them in front of an audience (e.g. a friend, your Mum, a teacher, guidance counsellor/officer or someone else you know who will give you honest feedback).

- When asked by the interviewer if you have any questions, don’t ask obvious ones that you should know from your preparation research. Ask about something you haven’t found out already.

- If you have limited or no experience in the job you want to apply for, see if you can gain some unpaid work experience before you apply. However, showing that you are motivated to learn and are prepared to work hard (give examples) sometimes can overcome a lack of experience in the job.
Find degrees and jobs available through ADFA

Explore the range of degrees and career pathways available at the Australian Defence Force Academy (ADFA) with the Degree and Job Match Tool at http://www.defencejobs.gov.au/education/adfa/studiesTraining/DegreePlusJob.aspx. The ADFA Degree/Job Chart can be downloaded from this site.

One or two year jobs in the Australian Air Force

Want to try out the Air Force before making a long term commitment? This program allows you to do just that. You can undertake a job in the Air Force for one or two years without the usual long-term commitment. Find out more about this program and the jobs available at http://www.defencejobs.gov.au/airforce/one-and-two-year-roles/.
Creating your own job

“Young people need to learn enterprise skills now to prepare them for the economy of the future, so they can become job creators, not just job seekers”.

This quote is from a recent report published by the Foundation for Young Australians (FYA). The report lists the following skills that young people need to be enterprising.

- Confidence and agency (the capacity to act in any environment)
- Creativity and innovation (introducing new ideas and methods)
- Enthusiasm for ongoing learning
- Ability to critically assess information
- Working with others
- Communication
- Project management (being able to manage a project from start to finish)
- Financial literacy
- Digital literacy (the ability to find, evaluate, use, share, and create content using information technologies and the Internet)
- Global enthusiasm/citizenship (contributing to an emerging world community).

Do you have these skills? Read the following articles to find out more about being enterprising:


*When you enter the myfuture website you will be required to Log in using your user name and password or Sign in (if this is your first time on the new myfuture website).

Recycling Art Competition

This competition will give artists an opportunity to create a piece of art by recycling ordinary household items and furniture. Expressions of interest are now open and will close on 23 November 2015. For more information, visit http://www.brisbane.qld.gov.au/environment-waste/rubbish-tips-bins/waste-recycling-facilities/brisbane-tip-shops/recycling-art-competition-2015 or call 3403 8888.

Sunflower Competition

Registrations for the 2016 University of Queensland Sunflower Competition are now open. The competition is for Year 8 – 12 students and involves documenting the growth of sunflowers and associated group activities. Participants need to register by 12 February 2016. Visit http://www.uq.edu.au/agriculture/sunflower-competition for details about the competition and to register.
**Australian National University (ANU) Brisbane Advisory Day**

ANU will host an advisory day in Brisbane where interested students will have the opportunity to learn about ANU courses, student accommodation, exchange programs and the support services available to help students settle into ANU. This event will be held from 10 am – 2 pm on Monday 21 December 2015 at Royal on the Park, 152 Alice Street, Brisbane. For more information and to register to attend, visit [http://www.anu.edu.au/study/events/anu-brisbane-advisory-day](http://www.anu.edu.au/study/events/anu-brisbane-advisory-day).

**Bond University’s January 2016 Student for a Semester Program**

Year 11 and 12 students participating in this program can experience life as a university student as well as get a head start on their university studies before they finish high school. A pass in a Student for a Semester subject may provide credit towards a Bond undergraduate degree. In addition, students who successfully complete two subjects will be eligible for direct admission into most Bond degree programs at the end of their Year 12 studies. Applications are now open for the January Semester one program. Applications close on Friday 4 December 2015. Details at [https://bond.edu.au/future-students/study-bond/see-yourself/student-semester](https://bond.edu.au/future-students/study-bond/see-yourself/student-semester).

**Bonded Medical Places Scheme (BMPS) 2016**

BMPS is an Australian Government initiative to provide more doctors to areas with the greatest shortage. Approximately 25% of Commonwealth Supported Places are allocated to BMPS each year. In return for a place in this scheme, participants agree to work in a workforce shortage district of their choice for a designated period. For more details about the scheme visit [http://www.health.gov.au/bmpscheme](http://www.health.gov.au/bmpscheme).

**CQUniversity (CQU) stop press**

**Latest edition of the BE Magazine now available** – BE is full of short items on CQU students, staff, achievements and events. If you are interested in finding out more about the academic, social and cultural environment of CQU, this is a good place to start. BE Magazine can be accessed at [https://www.cqu.edu.au/cquinews](https://www.cqu.edu.au/cquinews).

**Online information session** – Find out about CQU courses and campuses during this session to be held from 3 – 6 pm on 1 December 2015. Visit [https://www.cqu.edu.au/calendar/event-items/graduation/cqu-online-information-session2?SQ_CALENDAR_DATE=2015-12-01](https://www.cqu.edu.au/calendar/event-items/graduation/cqu-online-information-session2?SQ_CALENDAR_DATE=2015-12-01) for details.
Information sessions following the release of Year 12 results – CQU will hold these sessions at all of its campuses from 9 am – 4 pm on 21 December 2015. Find out more at https://www.cqu.edu.au/calendar/event-items/graduation/cquni-information-session2?SQ_CALENDAR_DATE=2015-12-21.

Griffith University updates

Know Your Options event - This event will be held from 10 am – 2 pm on Saturday 19 December 2015 at the Nathan and Gold Coast campuses. This is an opportunity for you to receive advice about changes of QTAC preferences once you have received your Year 12 results. Visit https://www.griffith.edu.au/future-students/know-your-options.

Know Your Options live web chat – This event will be held from 10 am – 2 pm on Monday 21 December 2014. For details, visit https://www.griffith.edu.au/future-students/know-your-options. Griffith study advisers will be available to talk to you about your options by phone on 1800 677 728 (toll free) from Monday 21 December 2015.

Scholarships - Griffith offers many scholarships, not just those for academic excellence. Other scholarships include equity and accommodation scholarships and faculty bursaries to help students with course fees, textbooks and living expenses. Some of these scholarships have application due dates in November and December. Find out more at http://www.griffith.edu.au/scholarships.

Resources for parents – The Griffith website at https://www.griffith.edu.au/future-students/parents has information for parents to assist their children in their transition to university.

Mathematics B Bridging Course – This is an intensive course for students interested in a Griffith course that has a Mathematics B prerequisite. It will be held from 30 November – 11 December 2015. Details can be found at https://www.griffith.edu.au/griffith-sciences/future-students/bridging-short-courses.

Medical Administration Training (MAT)

Interested in working in a medical setting as a receptionist or administrator? If so, you might be interested in the courses offered by MAT. These courses include:

- Medical Reception Course
- Medical Terminology
- Certificate III Health Administration (this course offered under Qld Certificate 3 Guarantee funding)
- Certificate III Business Administration (Medical) (this course offered under QLD Certificate 3 Guarantee Program funding)
- Certificate III Business Administration (this course offered under QLD Certificate 3 Guarantee Program funding).

NIDA studio courses for adults and young people in Brisbane


Queensland University of Technology (QUT) info

Scholarships are closing soon – The Vice-Chancellor’s Scholarship (Academic and Elite Athlete) applications close on the 20 November 2015. Visit the scholarships web page at https://www.qut.edu.au/study/undergraduate-study/undergraduate-scholarships for information about these and other scholarships at QUT.

Real Decisions events – These events give you the opportunity to talk to QUT staff after you receive your Year 12 results. The program includes campus tours and seminars on study costs, upgrading pathways to university, overseas exchange opportunities and getting started with QUT. The events will be held at:

- 9 am – 1 pm on Tuesday 22 December 2015 at the Gardens Point campus – find details at https://www.qut.edu.au/study/events/real-decisions-gardens-point
- 2 – 5 pm on Tuesday 22 December 2015 at the Caboolture campus – see https://www.qut.edu.au/study/events/real-decisions-caboolture.

Explore QUT campuses online – Familiarise yourself with the three QUT campuses at https://www.qut.edu.au/campuses-and-facilities.

Information for parents – Visit https://www.qut.edu.au/study/undergraduate-study/are-you-the-parent-of-a-school-student to download a brochure for parents, register for updates through Stay Connected and access links to information about studying at QUT.

SAE Qantm Brisbane Summer Series

The SAE Summer Series is for students 14 – 17 years of age who are interested in studying creative media. It is a three-day workshop to be held from 13 – 15 January 2016 at the SAE Qantm Brisbane campus. During the workshop, students will work on projects in the fields of animation, audio, design, film or games. For details and to book a place, visit http://sae.edu.au/news-and-events/events/.

Selected events and due dates for November 2015 - February 2016

(Note: Selected scholarship application due dates are listed in the ‘Financial Assistance/Scholarships’ section of this bulletin.)

November 2015

18 - QCAA Early release of Queensland Core Skills Test results into student Learning Accounts https://studentconnect.qcaa.qld.edu.au/
18 - Aviation Australia Aeroskills Information Session
 http://www.aviationaustralia.aero/aeroskills-information-sessions/

18 - Bond with Bond on its Gold Coast campus https://bond.edu.au/future-students/study-bond/see-yourself/bond-bond

18 - Cres8 at TAFE Queensland Brisbane, South Bank campus http://go.tafe-qld.net/cre8

18 - Australian College of Applied Psychology information evening http://www.acap.edu.au/

18 - Aviation Australia Cabin Crew/Flight Attendant Training Information Session
 http://www.aviationaustralia.aero/cabin-crew-career-sessions/

19 - National Carpenter’s Week events at TAFE Queensland SkillsTech, Bracken Ridge Training Centre


20 - National Carpenter’s Week events at TAFE Queensland SkillsTech, Acacia Ridge Training Centre

22 - Queensland University of Technology Elite Athlete Entry Program application due date
 https://www.qut.edu.au/study/applying/undergraduate-applications/special-entry-programs/elite-athletes-elite-athletes-entry-program

24 Nov-19 Dec - UQ College Mathematics B, Chemistry and Biology bridging programs

25 - Inflorescence at TAFE Queensland Brisbane Mt Gravatt campus
 http://tafebrisbane.edu.au/about-us/events/#.ViG_7W7Im-U

26 - QTAC Early Offer Round for some courses http://www.qtac.edu.au/key-dates-fees


29 - 2016 Science Experience at University of Queensland application due date

30 - Due date to submit documentation to QTAC for the January 2016 offer round
 http://www.qtac.edu.au/key-dates-fees. This includes Educational Access Scheme applications

30 - Adult Tertiary Preparation Information Session at TAFE Queensland Brisbane, South Bank, Loganlea and Caboolture campuses http://tafebrisbane.edu.au/about-us/events/#.ViG_7W7Im-U

December 2015

3 - Meet the University of the Sunshine Coast at the Gympie campus [http://www.usc.edu.au/connect/events/2015/december/meet-usc-gympie](http://www.usc.edu.au/connect/events/2015/december/meet-usc-gympie)

9 - Last date to apply for the QTAC January 2016 offer round [http://www.qtac.edu.au/key-dates-fees](http://www.qtac.edu.au/key-dates-fees)

9 - Meet the University of the Sunshine Coast at the Sippy Downs [http://www.usc.edu.au/learn/courses-and-programs/meet-usc#sippy-downs](http://www.usc.edu.au/learn/courses-and-programs/meet-usc#sippy-downs)


16 - UQ Robotics Holiday Workshops for students in Years 7-12 - Artificial Intelligence [http://www.eait.uq.edu.au/robotics-ict#robotics-holiday](http://www.eait.uq.edu.au/robotics-ict#robotics-holiday)


19 - Griffith University Know Your Options at the Nathan and Gold Coast campuses [https://www.griffith.edu.au/future-students/know-your-options](https://www.griffith.edu.au/future-students/know-your-options)


21 - Griffith University Know Your Options Online Chat [https://www.griffith.edu.au/future-students/know-your-options](https://www.griffith.edu.au/future-students/know-your-options)

22 - Queensland University of Technology Real Decisions at Gardens Point and Caboolture campuses [https://www.qut.edu.au/study/events/qut-real-decisions](https://www.qut.edu.au/study/events/qut-real-decisions)


**January 2016**

6 - Due date to change or add preferences for the QTAC January 2016 offer round [http://www.qtac.edu.au/key-dates-fees](http://www.qtac.edu.au/key-dates-fees)


14 Jan-4 Feb - QTAC will accept applications for B Medicine, B Surgery at Bond University [http://www.qtac.edu.au](http://www.qtac.edu.au) (do a course search)

19 Meet the University of the Sunshine Coast at the Sippy Downs [http://www.usc.edu.au/learn/courses-and-programs/meet-usc#sippy-downs](http://www.usc.edu.au/learn/courses-and-programs/meet-usc#sippy-downs)

**February 2016**

4 - QTAC Subsequent Offer Round for most Semester 1 2016 courses [http://www.qtac.edu.au/key-dates-fees](http://www.qtac.edu.au/key-dates-fees)


**Student Connect hotline**

Students with questions about their Queensland Certificate of Education (QCE), Senior Statement, Tertiary Entrance Statement or the results in their Learning Account can contact the Student Connect hotline on 1800 804 991 or email [studentconnect@qcaa.qld.edu.au](mailto:studentconnect@qcaa.qld.edu.au). Hotline staff can provide information and advice about:

- accessing Learning Accounts
- verifying or reviewing results
- changing personal details on certificates and statements
reissuing certificates and statements.

For answers to questions about tertiary selection ranks or bonus ranks, students should contact QTAC on 1300 467 822.

TAFE Queensland round-up

TAFE Queensland Brisbane

- Cre8 Brisbane 2015 – This is a Creative Industries showcase at South Bank campus. It will be held on the 18 November 2015. Register to attend at http://go.tafe-qld.net/cre8.html
- Adult Tertiary Preparation Information Sessions – These sessions will be held from 6 – 7.30 pm on 30 November 2015 at the South Bank, Loganlea and Caboolture campuses. See http://tafebrisbane.edu.au/about-us/events/#.Vkb0W17Im-U

TAFE Queensland East Coast

- Trades Open Day – This day will present workshops across all trade areas. It will be held from 9.30 am – 1 pm on 18 November 2015 at the Nambour campus. Find out more at http://tafeeastcoast.edu.au/about-us/events/#.VkbzR17Im-U

TAFE Queensland South West

- Beauty Therapy Open Night – Find out about this occupation and the study required at this event. It will be held from 6 – 7 pm on Tuesday 1 December 2015 at the Bundamba campus. See http://tafesouthwest.edu.au/about-us/events/#.VkkqAF7Im-V.
- Certificate III in Hairdressing (Direct entry) Information Evenings – These evenings will be held at the Toowoomba and Bundamba campuses from 6 – 7 pm on Wednesday 9 December 2015. Find out more at http://tafesouthwest.edu.au/about-us/events/#.VkkqAF7Im-V.
- Study Options Sessions in January 2016 – Explore the courses available at these sessions which will be held at Kingaroy, Dalby, Toowoomba, Warwick, Bundamba and Roma. Details are available at http://tafesouthwest.edu.au/about-us/events/#.Vkb1MI7Im-U.

University of Queensland (UQ) Snippets

Campus tours – If you missed out on this year’s Open Day and want to learn more about the St Lucia campus before you begin your studies next year, you can go on a tour. The options are:
• Book a guided tour by calling 3346 9872 or emailing ask@uq.edu.au. Tours are conducted on Monday, Wednesday and Friday at 10 am and 2 pm up till 23 December 2015
• Go on a virtual tour at https://www.youtube.com/watch?v=7I72QC0UwCc

**OP Results Advice Night** – This event will be held from 4 – 7 pm on Monday 21 December 2015 at the St Lucia Campus. It provides an opportunity to learn more about your study options at UQ after receiving your OP. You can also go on a tour of the St Lucia campus or attend a seminar presented by the facilities and institutes. See http://future-students.uq.edu.au/op-results-advice-night for more information and to register.

**2016 UQ Science Ambassador Program** – Through this program, science teachers nominate Year 11 students to interact with UQ and assist science teachers to raise the profile of science. If you will be in Year 11 in 2016 and are interested in being a part of this program, talk to your science teacher and visit the website at http://www.science.uq.edu.au/science-ambassadors. Applications close on 21 March 2016.

**Updates from the University of Southern Queensland (USQ)**

**Fraser Coast campus** – It is anticipated that this campus will be transferred to the University of the Sunshine Coast by the commencement of Semester one, 2016. Find out what this means for current and prospective USQ students at http://usqassist.custhelp.com/app/answers/detail/a_id/3525.

**Artsworx: McGregor Summer 2016 Arts workshops** – This is a residential school held from 10 – 16 January 2016 at the USQ Toowoomba campus. It offers courses in performing arts (music), visual arts (drawing and painting in various media) and creative arts (e.g. ceramics, jewellery, metalsmithing, millinery) to suit various skill levels. Applications close on Friday 27 November 2015. See http://artsworx.usq.edu.au/events/summer/ for details.

**Study Options Evening at the Ipswich campus** – This event will be held from 5 – 7 pm on the 21 December 2015. You will have your Year 12 results, so this would be a good time to explore and/or confirm your study options at USQ. RSVP at http://www.usq.edu.au/news-events/events/2015/12/usq-study-options-evening-ipswich.

**New Aviation programs at USQ** – The B Aviation will be offered at the Springfield campus commencing in Semester one 2016. The prerequisite is English and Maths A is assumed. The majors for this course are Aviation Management and Flight Operations. More information about the course can be accessed at http://www.usq.edu.au/study/degrees/business/aviation.

**Year 12 and Beyond** – This special edition of HeyU (USQ’s interactive digital magazine) provides advice to prospective students from current USQ students. See http://www.usq.edu.au/SocialHub/behind-the-scenes/2015/07/heyu-year-12-beyond to
Pathways to preferred courses at USQ – You can view a Slide Share presentation on this topic at http://www.slideshare.net/usqedu/how-to-get-into-uni-without-an-op?related=2. The presentation provides information on pathways such as the Tertiary Preparation Program (TPP) and Foundation Diplomas and Associate Degrees. This site has several presentations you might find useful, including:

- High school to uni jargon 101
- 5 reasons you’ll enjoy your time at uni more than you did high school.

Updates from the University of the Sunshine Coast (USC)

Fraser Coast campus – This campus, previously administered by the University of Southern Queensland, is being transferred to USC. The courses USC plans to offer at the Fraser Coast campus for Semester one, 2016 can be found at http://www.usc.edu.au/learn/the-usc-experience/study-locations/study-at-fraser-coast.

Meet USC sessions – These sessions give you the opportunity to check out the campus and courses and have your questions answered. They will be held on:

- 3 December 2015, from 1 – 5 pm, at the USC Gympie campus
- 9 December 2015, from 1 – 5 pm, at the USC Sippy Downs campus
- 16 January 2016, from 1 – 5 pm, at the USC Sippy Downs campus.

For more information and to register, visit http://www.usc.edu.au/learn/courses-and-programs/meet-usc.

Six tips for preparing to study at USC – These are important tips if you are interested in studying at USC in 2016.

- Check if you are eligible for financial assistance - http://www.usc.edu.au/study/scholarships (note due dates).
- Get your preferred class times by enrolling early and checking the class timetable.
- Be prepared by buying your text books and other stationery and checking out the online student portal. You will need your USC username and password to do this (you will get these when you enrol).
- Brush up on your academic skills and check out the academic support services available at USC - http://www.usc.edu.au/study/support-and-services/academic-and-study-support.
- If you need help, just ask. See the support services available at http://www.usc.edu.au/study/support-and-services.

UQ College Tertiary Preparation Program - January 2016

This program is an option for students who would like to upgrade (i.e. gain a better tertiary entry score) to improve their chances of gaining entry to University of Queensland (UQ) courses. The program has no tuition fees and is delivered over 28 weeks in two trimester periods. It is offered at UQ College located on UQ’s St Lucia Campus. To apply, students must be 18 years of age or have completed Year 12. Applications for January 2016 are still open but, due to increased interest in this program, will close on 27 November 2015. Find out more at http://www.uqcollege.edu.au/programs.php?p=1.

What’s happening at the Australian Catholic University (ACU)?

ACU Make the Right Choice – Change of preference event – This event provides an opportunity for students to explore their study options at ACU after they receive their Year 12 results. It will be held from 3.30 – 6 pm on Monday 21 December 2015 at the Brisbane campus. You can register to attend online at http://life-less-ordinary.acu.edu.au/undergraduate/make-the-right-choice or just turn up on the day.

Help with your ACU application – The ACU Student Recruitment team will be available to help you with any questions you may have up to the university closure on Thursday 24 December 2015, returning on Monday 4 January 2016. Alternatively, you can use the ‘Ask ACU’ function on the ACU website homepage at http://www.acu.edu.au/ or call the ACU hotline on 1300 275 228.
Indigenous scholarships

The following scholarships are available for Indigenous students planning to commence their undergraduate university studies in 2016. You can find more Indigenous scholarships on The Aspiration Initiative website at http://theaspirationinitiative.com.au/.


Selected scholarship application due dates for November 2015 – February 2016

November 2015

20 - QUT Vice-Chancellor’s Scholarships (Academic and Elite Athlete) application due date https://www.qut.edu.au/study/fees-and-scholarships


20 - Women in Information Technology (Go for IT gURL) Merit Scholarship application due date https://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/women-in-information-technology-scholarship

20 - UQ School of Economics Undergraduate Scholarships for Year 12 students (Domestic Australian, Onshore International and Indigenous) application due date http://www.uq.edu.au/economics/scholarships-prizes-bursaries

27 - JCU Access Fund Early Offer Round application due date https://www.jcu.edu.au/scholarships-@-jcu/search/jcu-access-fund


30 - Endeavour College of Natural Health Scholarships applications close http://www.endeavour.edu.au/scholarships

30 - The Central Highlands Cotton Growers and Irrigators Association and Cotton Australia scholarship applications due http://www.rtq.edu.au/information_for_students/Pages/Scholarships.aspx


December 2015


11 - Pearl Duncan Teaching Scholarships for Indigenous Students application due date http://education.qld.gov.au/hr/recruitment/teaching/indigenous/index.html

11 - Griffith University Deans Sir Samuel Griffith Scholarships and the Sir Samuel Griffith Scholarships application due date https://www.griffith.edu.au/scholarships

11 - 2016 Aspiring Teacher Grants application due date http://education.qld.gov.au/hr/recruitment/teaching/aspiring-teacher-grants.html


18 - JMC Academy scholarship application due date http://www.jmcacademy.edu.au/apply/domestic-students/scholarships

18 - SAE Creative Media Institute scholarships application due date http://sae.edu.au/admissions/scholarships
Southern Cross University Strengthening Participation Scholarships

These scholarships are awarded to students from a low-income background who are completing Year 12 in 2015 and who demonstrate commendable academic performance, leadership and contribution to community. Five scholarships are available with a value of $8000 over three years. Applications close on Thursday 31 December 2015. Visit [http://scu.edu.au/scholarships/index.php/11](http://scu.edu.au/scholarships/index.php/11) for details and to access the application form.
Animal jobs

Many students think the only animal job is being a vet. However, there are many jobs that involve working with animals. ‘Animal Jobs Direct’, a British website at [http://www.animal-job.co.uk/Careers-With-Animals.html](http://www.animal-job.co.uk/Careers-With-Animals.html) can start you on the road to exploring a range of possible jobs in the animal industry. Note that the qualifications mentioned on this site do not apply to Australia. You can find Australian information for the jobs in the ‘Occupations’ section of myfuture ([http://www.myfuture.edu.au](http://www.myfuture.edu.au)). When you enter the myfuture website you will be required to Log in using your user name and password or Sign in (if this is your first time on the new myfuture website).

Tourism and hospitality


What is a forensic accountant?


- A forensic accountant is part detective, part lawyer and part accountant. They tend to be involved when there may be an issue of fraud or of legal action, both criminal cases and civil cases. Through analysis and investigation of the numbers, they aim to find out what happened in the past, and uncover the truth behind financial and business actions. Forensic Accountants are often required to testify in court, present their evidence to juries and explain their methods of investigation.

- Forensic accountants can be employed by law enforcement agencies, such as the police, government entities such as the Australian Tax Office and legal firms specialising in both criminal and civil law. Forensic Accountants may also be employed in large public practice organisations to investigate instances of bankruptcy and fraud.
Think Education Colleges’ Information Night in Brisbane

An information night for the following colleges will be held from 5.30 – 7.30 pm on Thursday 19 November 2015 at their Brisbane campuses. See [http://www.think.edu.au/news-and-events/events/events](http://www.think.edu.au/news-and-events/events) for more information and to register to attend.

- **Billy Blue College of Design** - This college offers diploma and degree courses in Communication Design (Graphic Design), Digital Media Design, Commercial Interiors, Residential Interiors, Branded Fashion and Fundamentals of Design.
- **APM College of Business and Communication** - APM offers accredited diplomas and degrees in business, marketing, public relations and event management.
- **Australasian College of Natural Therapies (ACNT)** - ACNT offers degrees and diplomas in a number of natural therapy areas such as nutritional medicine, health science, naturopathy, Western herbal medicine, massage and sports development.
- **Australian National College of Beauty (ANCB)** - ANCB is a registered training college that offers a Diploma of Beauty Therapy.
- **CATC Design School** - CATC offers diploma level courses in graphic design, interior design and decoration, and photo imaging.
- **William Blue College of Hospitality Management** - This college offers business degree courses majoring in tourism management and hospitality management.
QTAC Q & A

Q. Is it too late to apply for QTAC’s Educational Access Service (EAS)?

A. No. Your EAS application with all required supporting documentation must be submitted to QTAC by 30 November 2015.

Q. I have applied for TAFE courses. How much do they cost?

A. Do a Course Search on the QTAC website for the courses you are interested in. Here you will find an estimate of your course's first year study costs. You will be given the exact course costs by your institution when you have been accepted into the course.

Q. How can I get help with my QTAC application after I leave school?

A. Some schools may provide a help service over the school holiday period. Alternatively, you can access the following QTAC resources and services:

- Many questions can be answered by reading the information in Section one of the QTAC Guide – start with the ‘Contents’ page to find a relevant topic.
- The ‘Common questions’ section on the QTAC website homepage at http://www.qtac.edu.au could have information on your particular issue.
- The ‘Connect with QTAC’ page (accessed via ‘About QTAC’ on the top menu of the QTAC website) can help you find answers to most of your questions on the QTAC website. It also has links to QTAC’s social network platforms (Facebook, Instagram, Twitter and YouTube) where you can access the latest news and updates, ask questions and chat. The QTAC email can be accessed here also.
- QTAC runs an information telephone service throughout the application and offer period. This is a very busy but helpful service. You need to be patient at this time of the year as you will be put on a queue. The number to call is 1300 467 822.
- If you live in Brisbane you could visit the QTAC office on Level 4, 154 Melbourne Street, South Brisbane to have your questions answered.

Also, you can contact the institutions you are applying to. Institution telephone numbers and email addresses are on p. 50 of the QTAC Guide.

School versus uni

The following websites provide you with information about university study and lifestyle:
The following are general tips for a successful transition from school to university.

- Familiarise yourself with the campus before the semester starts.
- Attend Orientation week events. This is where you find out about the student support services available at your university.
- Identify any study skills you need to polish up on and book into a workshop.
- Register with your university’s disability services if applicable.
- See the university’s financial or counselling services if you are worried about money or you have other concerns.
- Find students in the same course and attend student run social activities.
- Visit the library (virtual and physical) and attend workshops on how to use the library effectively.
- Attend all tutorials.
- Don’t be afraid to ask for help.

Other tips for first year university students can be found at [http://www.abc.net.au/local/stories/2012/01/25/3415649.htm](http://www.abc.net.au/local/stories/2012/01/25/3415649.htm).

**Upgrade pathways**

‘Upgrading’ means doing something that will give you a better tertiary entrance score to help you gain entry into your preferred course, hopefully in the following year. Some of these pathways can be built into your current list of QTAC preferences (e.g. the ‘foot-in-the-door’ courses).

QTAC has information on upgrading pathways at [http://www.qtac.edu.au/applications/application-resources/upgrading-pathways](http://www.qtac.edu.au/applications/application-resources/upgrading-pathways). When choosing an upgrade pathway, you need to consider the following:

- Does the university to which I wish to gain entry accept this pathway?
- Will this pathway give me a good enough score to get into the course I want?
- Will this pathway give me credit into the course in which I wish to gain entry?
• Does this pathway match my learning style (i.e. will I be successful in it)?
• How much does this pathway cost?
• How long will this pathway take me to upgrade sufficiently to gain entry to the course I want?
• Will this pathway give me the prerequisite subjects I need to gain entry to the course I want if I don’t already have them?

Visit pages 32 and 39 of the QTAC Guide for a list of preparatory, bridging and pathway programs.

Worried about getting lost on your university campus next year?

Worry no more. All you have to do is download the ‘Lost on campus’ app from the Apple App Store at [http://lostoncampus.com.au/](http://lostoncampus.com.au/). This free application for Apple’s iPhones or iPads has maps and information on a range of universities and campuses around Australia.

Your tertiary application folder

This is a folder in which you put items related to your application(s). For example:

• **QTAC Guide**
• QTAC application summary
• Email address and Password for your QTAC account (required to get into your application through Applicant Services)
• Your QTAC application number (this is on the Application Lodged screen of your online application)
• Learner Unique Identifier (LUI)
• Password for your Learning Account, (initial password is your day and month of birth, but you are required to change it once you enter your Learning Account)
• Copy of scholarship and special entry applications (e.g. EAS)
• Tax File Number
• Information for any interstate applications you have made
• Anything else you think you might need during December and January when you can’t access help from your school.

It is also a good idea to put important dates (e.g. offer round dates and due dates for responding to offers) in your phone or diary.
Stressing out about exams? Here are some quick fixes

The following quick fixes are adapted from ‘A Students Guide to Staying Sane in VCE’ by Stephanie Limm. Read more of Stephanie’s guide at http://www.fya.org.au/?attachment_id=2541.

**Exercise:** Make sure you do at least 30 minutes of exercise a day even if you feel as though it is cutting into your study time. Exercise reduces mental and physical tension making it easier to concentrate and work productively.

**Take time to relax:** Trying to do too much all the time can cause more harm than good and leave you less productive and struggling to focus. Take a short break and try one of the following to leave you feeling mentally refreshed and alert.

- Reducing Stress and Anxiety (Guided Meditation, 6 minutes) http://www.youtube.com/watch?v=ftGxkCeO2N8
- Feeling like you never get the time to slow down? If so, it is time for some silence and reflection http://thequietplaceproject.com/thequietplace
- Feeling overwhelmed? Watch your worries and problems literally explode into nothing before your eyes http://thequietplaceproject.com/thethoughtsroom/?page=thethoughtsroom&lang

**Get organised and manage your time better:** Use the Pomodoro Technique. Basically, you divide your time into 25-minute study blocks called ‘Pomodoros’ and set a timer. You allocate only one task per Pomodoro. For example, you would allocate one Pomodoro for essay planning, another for writing. You will be amazed at how much you can get done when you focus on one thing for 25 minutes. Visit http://www.pomodorotechnique.com/ for more information about the Pomodoro Technique.

**Have some comic relief:** View the Collective Noun video on ‘Every student before an exam’ at https://www.facebook.com/collectivenouncomedy/.
Youth Enrichment Activities

Interested in leadership and community service?

If so, why not investigate the Lions Youth of the Year Quest. This is a project of Lions Clubs International of Australia and Papua New Guinea. It is designed to encourage student interest in leadership and taking an active role in the community. Students between the ages of 15 – 18 are welcome to apply. See http://lionsclubs.org.au/activities/youth/yoty/ for more information about the Quest.

'The above information has been gathered from a range of sources including publicly available websites, institutional and organisational newsletters, student and career advisers and guidance officers. Every effort has been made to ensure the information provided is accurate and up-to-date at the time of publication.'

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