

YOUR CAREER

What's next for you?

Your guide to
education, training
and work in 2021

[YourCareer.gov.au](https://www.yourcareer.gov.au)

1800 CAREER



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Introduction

As you prepare to finish your final year of school, the next phase of your journey will be full of interesting and exciting opportunities. You will discover new passions and develop new skills and knowledge.

We know that this transition can sometimes be challenging and the COVID-19 pandemic has presented some uncertainty. With changes to the education and workforce landscape, you might be wondering if your planned decisions are still a good option or what new options are available and how to pursue them.

There are lots of options for education, training and work in 2021 to help you further your career.

This information kit has been designed to help you understand what those options might be and assist you to choose the right one for you.



How this information kit can help

Which school leaver do you most closely identify with?
You can use this as a guide to work out the information you need.



Emily

Emily wants to use 2021 to focus on building her future career. She has a lot of options in mind, but she needs some help deciding between them.

If Emily sounds like you, go to the [“Help to build your future career”](#) section. This can help you decide on your next move.



Raj

Raj isn't sure what he wants to do next year. He had been thinking about taking a gap year, but now he's reconsidering. He's looking for short-term opportunities that he can pursue right away.

If you can relate to Raj, find information to help you identify immediate opportunities in the [“Help with short-term options”](#) section.



Jordan

Jordan knows what work and/or education and training pathway they want to follow when they leave school, but wants to check if there's any support they can access to make the journey easier.

If you're in a similar situation to Jordan, you might find some useful resources in the [“Help to pursue your goal”](#) section.



Making decisions about what to do when you leave school can be challenging. If you want to speak to someone about how you are feeling, there is a list of resources on the [“Extra help and support”](#) page.



Help to build your future career

Emily

Are you like Emily and thinking about how you can build your long-term career?

Exploring your career

YourCareer (yourcareer.gov.au) is an online site specifically designed to help you navigate your future. You can use YourCareer to find information about learning and training, finding a job, building a career, and the financial support available.

Try the Your Future Career tool

Access the Your Future Career tool on YourCareer (yourcareer.gov.au/your-future-career/) to find out which occupations match your preferences. It will give you a list of occupations, and for each one you can find out if you need further education and training, what skills employers are looking for and the estimated pay. The tool asks you things like...



1

What are your interests?

Think about what kind of work you see yourself doing. Do you like working with your hands? Being creative? Solving problems?



2

Do you have any deal-breakers?

Think about working conditions that don't suit you or the lifestyle you want. What do you think about shift work? Irregular hours? Working outdoors?



3

Do you have an industry in mind?

Do you have your heart set on a particular industry? Try to keep an open mind because you never know what you might enjoy!



What's next for you? Access the quick and easy to complete Your Future Career tool on YourCareer (yourcareer.gov.au/your-future-career/) to find out about your career matches.

Further education and training options



Depending on what you want to do with your career, there are different education and training options you can pursue after you leave school. Once you start a qualification, you don't have to stick with it if your needs and preferences change. You can move between different types of courses and training if you want to.

	Apprenticeships and traineeships	Vocational Education and Training (VET) qualifications	Higher education qualifications
Types of courses	Apprenticeships and traineeships are VET courses that combine paid work with structured training. Training focuses on knowledge, attitudes and real skills, and can be provided on-the-job, off-the-job, or both.	There are over 1,400 VET qualifications to choose from, all of which are mapped to real job outcomes. They range from entry-level Certificates through to Advanced Diplomas.	Most people start studying at a university or other higher education provider in a Diploma, Advanced Diploma, Associate Degree, Undergraduate Certificate or Bachelor Degree. After that, there are options to continue study, e.g. through a Masters degree. As prerequisites for courses vary between institutions, you should consult your provider.
Duration	An apprenticeship is a structured training arrangement of usually 3.5 or 4 years duration. Traineeships usually last between 9 and 48 months, depending on the vocation and certificate.	VET qualifications range between 3 months and 3 years to complete.	The length of time will vary. As an example, most Bachelor degrees take a minimum of 3 years to complete, and a Masters a minimum of 1 year.
Funding support	Funding support and subsidies vary between courses and providers. Head to the page on "financial assistance" for more information on what financial support is available.		

The COVID-19 pandemic has brought some changes to how further education and training is running in Australia, and the impact may continue into 2021. If you're considering further study or training, take a look at the website for the institution you're interested in to find out about changes they've made.

Want more information about further education and training? Head to [YourCareer](https://yourcareer.gov.au/learn-and-train/) (yourcareer.gov.au/learn-and-train/) for more information on becoming an apprentice, and search [myskills](https://myskills.gov.au) (myskills.gov.au) to find more information on VET courses and which providers are offering them. You can also compare higher education courses and providers at [Course Seeker](https://courseseeker.edu.au) (courseseeker.edu.au).

Industries across Australia



Have you thought about a career in these industries?

If you are thinking about your career options, it's good to have an idea about the types of industries in Australia. But remember that within each industry there are a broad range of occupations - some are well known, and others are emerging. Think broadly about your skills, interests and abilities. You don't have to lock yourself into one particular industry, there might be lots of different roles across a number of industries that suit you.

Check out all the different occupations in these industries...

 Arts and Recreation Services	 Accommodation And Food Services	 Administrative and Support Services
 Financial and Insurance Services	 Information, Media and Telecommunications	 Education and Training
 Other services	 Construction	 Manufacturing
 Professional, Scientific and Technical Services	 Public Administration and Safety	 Rental, Hiring and Real Estate
 Retail Trade	 Transfer, Postal and Warehousing	 Wholesale Trade
 Agriculture, Forestry, Fishing	 Electricity, Gas, Water, Waste Services	 Mining



Want to find out more? Head to [YourCareer](https://yourcareer.gov.au/occupations/) (yourcareer.gov.au/occupations/) to explore more about industries and occupations, and get career ideas.



Help with short-term options

Raj

Are you like Raj and keen to get started on training, work or other opportunities right away?

What are Your Options Now?

The [Your Options Now](https://yourcareer.gov.au/your-options-now/) tool (yourcareer.gov.au/your-options-now/) lets you explore immediate education and work opportunities, including jobs that are currently available and short-term courses that can help you build your skills.

Enter your preferred location, any experience, your interests and preferences, and you will see:



Short-term courses

Short courses that match your preferences in your location. You can find:

- Higher education and VET courses that you can get started on right away and are less than 12 months in duration.



Jobs

Jobs that match your preferences in your location. For each job, you can:

- See the estimated pay
- See the future growth outlook
- Search for current vacancies.



What are you waiting for? Take a few minutes to use the [Your Options Now](https://yourcareer.gov.au/your-options-now/) tool (yourcareer.gov.au/your-options-now/) and find out about immediate opportunities near you.

Identifying your skills



No matter what option you pursue in 2021, don't forget that you already have a range of employability skills that can help you.

Employability skills - like communication and teamwork - are important in all education, training and work pathways. See below for some examples of how you can characterise your employability skills by drawing on your experiences. Build these into your resume and education and training applications to set you apart from the crowd.

Organisational skills



"For my part-time job as a supermarket attendant, I always attended my shifts on time, had good time management, could be relied upon to meet deadlines, and wasn't distracted by my phone."

Digital capabilities



"At school I learnt how to use Microsoft Word, Outlook, PowerPoint and Excel. I understand how to do basic tasks using all these tools and am eager to learn more."

Communication and social skills

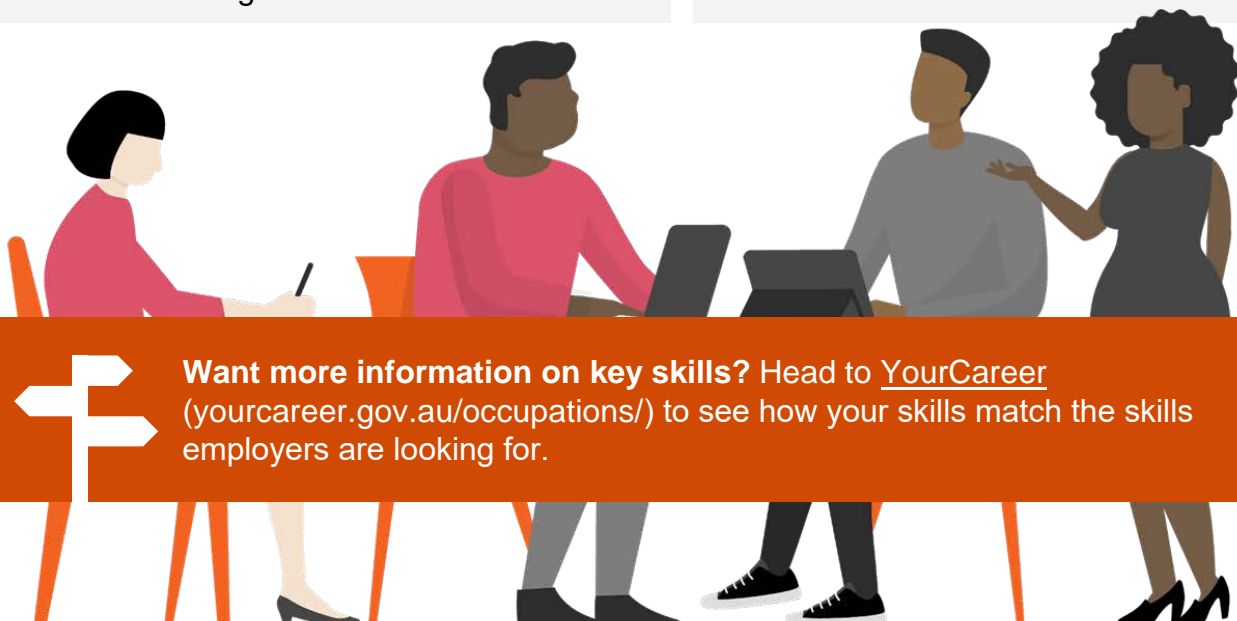


"Volunteering at the local animal shelter, I developed clear and professional verbal and written communication skills. I also built my confidence engaging with people from a range of backgrounds."

Teamwork



"Playing on my school sporting team, I learnt how to work effectively with others and build a positive team culture."



Want more information on key skills? Head to [YourCareer](https://yourcareer.gov.au/occupations/) (yourcareer.gov.au/occupations/) to see how your skills match the skills employers are looking for.

Short-term education and training



Want to get skilled up quickly? Microcredentials, skill sets, short courses or tertiary preparation courses could be for you.

Did you know there are education and training options that could get you skilled up fast - from just a few hours up to a couple of months? The best bit is that they can sometimes be credited towards a full qualification if you decide to continue further study.

	Microcredentials	Skill sets (Vocational Education and Training)	Higher education short courses	Tertiary preparation courses
Types of courses	Microcredentials are a new form of training. A microcredential is a certification of assessed skills and knowledge that is smaller than a traditional qualification and may be industry recognised.	Skill sets are discrete blocks of vocational units of competency that meet an identified industry need or specific licensing/regulatory requirement.	Short courses offer an introduction to a higher education degree through an Undergraduate Certificate offered by a university or other higher education provider.	If you haven't met the entry requirements for your dream higher education course, a tertiary preparation course or enabling course could help build skills and knowledge to prepare you for Bachelor-level study with a higher education provider.
Duration	Between a few hours for some microcredentials, to a few weeks to a year. They can sometimes be credited towards attainment of a full qualification if you undertake further study.	The duration of a skill set will depend on its size and content. They can typically be credited towards a VET qualification if you continue further study.	Short courses are generally six months long, and can be credited towards attainment of another higher education qualification, e.g. a Bachelor Degree, if you continue further study.	The duration of these courses varies and you should check the higher education provider's website for details. Generally units are not credited towards any later Bachelor qualification.
Funding support	Funding support and subsidies vary between courses and providers. Head to the page on " financial assistance " for more information on what financial support is available.			



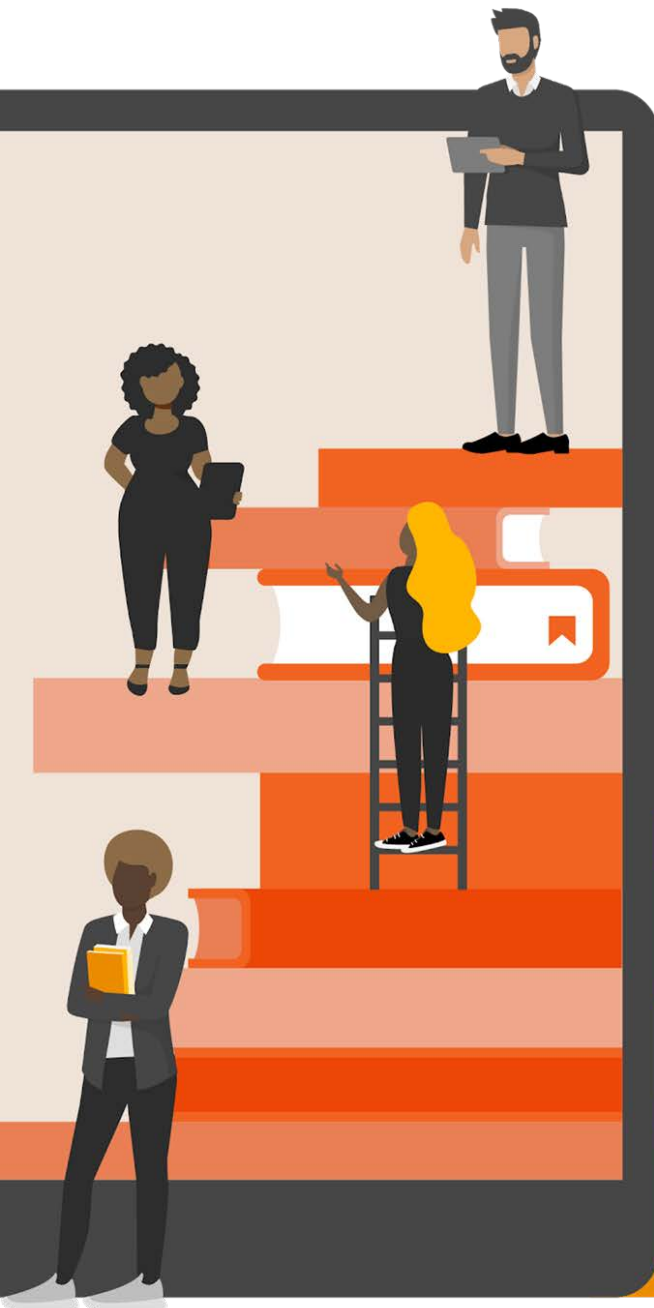
Want more information about short-term education and training options? [myskills](https://myskills.gov.au) (myskills.gov.au) has information about skill sets you can undertake, and you can find information on higher education short courses through [Course Seeker](https://courseseeker.edu.au) (courseseeker.edu.au).

Looking for something different?



Were you planning to take a gap year in 2021? Or are you searching for a new experience? There are a range of options that could give you the change you are looking for after school.

Through all of these options you'll develop important skills for your future (from meeting different people, to communication skills) and you don't have to pick just one! Have you considered...



Following the Harvest Trail.

Could you see yourself earning money by harvesting grapes in the Hunter Valley or mango picking in Darwin? Head to the [Harvest Trail Jobs Board](https://jobsearch.gov.au/harvest) (jobsearch.gov.au/harvest) to find harvest jobs that are available now or in upcoming seasons.

Volunteering opportunities.

Volunteering can give you the chance to make a difference and help you build valuable skills for your future. There are many organisations that you can get involved with, depending on your interests, location and availability. You can find information on volunteering opportunities in the "[Additional information](#)" section.

Short-term work placements.

Early experience in your industry of interest can give you a taste of the future and help you decide whether a particular job is right for you. Consider the types of roles that you are interested in and how they might further your career. Find tips on short-term work placements at [YourCareer](https://yourcareer.gov.au/school-leavers-support/) (yourcareer.gov.au/school-leavers-support/).

Starting your own business.

Could you turn one of your passions into a business idea? Even though starting a business is a long-term venture, there are a range of steps you can take in the short-term to get started. Check out some tips and tricks [here](https://employment.gov.au/growing/i-want-start-my-own-business) (employment.gov.au/growing/i-want-start-my-own-business) to get you on your way.



Help to pursue your goal

Jordan

Are you like Jordan and decided on your education or work goals for next year?

Information on financial assistance

Did you know that the Australian Government offers different financial assistance options for young people? You may be eligible for one of the following types of assistance depending on your circumstances.

Assistance for higher education students

You could be eligible for subsidised course fees, a HELP loan or a scholarship.

Assistance with living expenses

You can apply for payments to assist with living expenses while you are studying, including Youth Allowance and ABSTUDY.

Assistance for VET students

You could be eligible for a VET student loan if you are studying an approved course.

Further support

You may be able to access further support through Government programs or access programs/grants.



Sam is going to study a Bachelor of Economics at university. He is eligible for a Commonwealth supported place (CSP), which means the Government pays some of his course costs. He is also eligible for a HECS-HELP loan to pay for his student contribution amount.



Maddi has a NDIS plan due to bilateral Cochlear implants and an intellectual disability. Maddi's goals are discussed with her NDIS Local Area Coordinator to ensure she has the right supports, including a NDIS funding line and a School Leaver Employment Supports program. Maddi may also be eligible for a Disability Support Pension through Centrelink.



Want information on financial assistance? Head to [YourCareer](https://yourcareer.gov.au/work-support/) (yourcareer.gov.au/work-support/) for more information on different forms of support. You can also access the Payment and Service Finder on [YourCareer](https://yourcareer.gov.au/learn-and-train/study-assistance/) (yourcareer.gov.au/learn-and-train/study-assistance/) to help you identify what support you might be eligible for.

Thinking about working?



If you want to jump straight into work and start earning money, here are some things to think about before you apply for jobs.

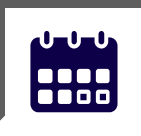
Tax File Number

Have you got a tax file number? Applications for a tax file number are free and you can apply for one at the [ATO](https://ato.gov.au/Individuals/Tax-File-Number/Apply-for-a-TFN/) (ato.gov.au/Individuals/Tax-File-Number/Apply-for-a-TFN/).



Job preferences

How many hours do you want to work each week? What days/times do you want to work? Do you want or need flexibility in your schedule?



Superannuation

Superannuation is money set aside during your working life for when you retire. Find out more about getting started at the [ATO](https://ato.gov.au/individuals/super/) (ato.gov.au/individuals/super/).



Transport

Think about how you will get to work. Is public transport available, or do you have your own mode of transport?



Licensing, training and registration

Do the jobs you are interested in have licensing, training or registration requirements?



Understand your rights

Make sure you understand your rights at work. You can find more information at [YourCareer](https://yourcareer.gov.au/work-support/) (yourcareer.gov.au/work-support/).



Are you ready to search for jobs? Check out [YourCareer](https://yourcareer.gov.au/your-options-now/) (yourcareer.gov.au/your-options-now/) to view jobs with current vacancies near you and access further support and information to improve your chances of getting a job.

Applying for jobs



Top tips to help you get into the workforce



Choose your job search strategy

- A lot of people hear about job openings through online job boards. You can search for opportunities with employers currently hiring on the Australian Government [JobSearch site](https://www.jobsearch.gov.au) (jobsearch.gov.au).
- Some people find jobs through word of mouth, so expand your network. Connect with people that you know, or join a club that you're interested in. You never know who could help you with your job search.



Nail your resume

- Develop a resume and tailor it to each job application.
- Scan the job ad for keywords, and check for any required qualifications or certifications. Try to address these in your resume.
- To get started, check out the Resume Checklist and take the Resume Quiz on [YourCareer](https://www.yourcareer.gov.au/get-job-ready/) (yourcareer.gov.au/get-job-ready/).



Prepare for the interview

- Re-read your application so you know exactly what you have said to the employer.
- Be ready to talk about how your experience and skills are relevant for the position.
- Think about your answers to common interview questions, like 'Why do you want to work here?' See if you can practice your answers out loud with friends or family.
- Present yourself well. Dress appropriately for the job, even if it's a video interview.
- Be prepared for a phone or online interview: test your technology to make sure it works and ensure you're in a quiet location.
- Research the employer to understand what they do and what your role would be.



Let your employability skills shine

- Many of your existing skills are directly applicable to jobs that are available right now. Skills like communication and digital capabilities, including emailing, are relevant to many jobs.
- Learn about how to identify your employability skills in the "[Identifying your skills](#)" section to see how you could demonstrate your skills through school work or casual employment.



Market yourself online

- Check that you are presenting your best self in your online profile across all social media platforms.
- Carefully consider what you are posting online and if you would be comfortable with a future employer reading it.



Want more tips for getting job ready? Head to the Get Job Ready page on [YourCareer](https://www.yourcareer.gov.au/get-job-ready/) (yourcareer.gov.au/get-job-ready/) for checklists, factsheets and strategies for getting your dream job.

Additional information



There are a range of programs and supports for students with disability:

- **School Leaver Employment Supports program** - Through the National Disability Insurance Scheme (NDIS), students can access School Leaver Employment Support to help them get ready for work and plan a pathway to employment (ndis.gov.au/participants/finding-keeping-and-changing-jobs/leaving-school).
- **Traineeships and apprenticeships (DAAWS)** - Students with disability wanting to pursue a traineeship or apprenticeship can access mentoring and additional support through the DAAWS program (servicesaustralia.gov.au/organisations/business/services/centrelink/disabled-australian-apprentice-wage-support-program).
- **Job Access** - If you are searching for employment, Disability Employment Services can provide the support you need to get ready for work (jobaccess.gov.au/people-with-disability/available-support/1631).

Do you want to know more about opportunities and initiatives in your state? Check out the relevant links below for more information.



Australian Capital Territory

- **ACT Pathways:** Register to help you plan your transition to your next destination, whether that be into further training, study, work, or a combination (pathways.act.edu.au/).
- **ACT Community Services:** Find out more about services and programs you could access, including for Aboriginal and Torres Strait Islander communities, multicultural communities and for people with disability. You can also search for youth programs and volunteering opportunities (communityservices.act.gov.au/).



Western Australia

- **Jobs and Skills Centres:** Offer a range of services and support for careers, training and employment advice and assistance (jobsandskills.wa.gov.au/jobs-and-skills-centre).
- **Skills Ready:** Get skills ready and find out about training options to boost your skills for the future (jobsandskills.wa.gov.au/skillsready).
- **Volunteering:** See if you can get involved in volunteering through the City of Perth (perth.wa.gov.au/council/volunteers).



Northern Territory

- **Education and Learning NT:** Find out about training, education and employment programs (nt.gov.au/learning).



South Australia

- **Skilled Careers:** Explore your passion and find out how vocational education and training can help you start your career (skills.sa.gov.au/).

Additional information



Do you want to know more about opportunities and initiatives in your state? Check out the relevant links below for more information.



Victoria

- **Victorian Skills Gateway:** Find free information and advice about training options available ([skills.vic.gov.au/victorianskillsgateway/Pages/Home.aspx](https://www.skills.vic.gov.au/victorianskillsgateway/Pages/Home.aspx)).
- **Skills and Jobs Centres:** Get support with career and training plans and finding the right qualifications (<https://www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres/Pages/default.aspx>).
- **Free TAFE:** Find out if free TAFE can give you the skills you need to land jobs in demand (<https://www.vic.gov.au/free-tafe>).
- **Victorian Tertiary Admissions Centre (VTAC) Careers Hub:** Victorian students can access support and speak to a career practitioner in their state by calling (03) 9926 1026 or emailing careershubs@vtac.edu.au (careershubs.vtac.edu.au).
- **Working for Victoria:** Find out if you are eligible for an apprenticeship or traineeship through the Apprenticeship Employment Network (<https://www.vic.gov.au/workingforvictoria>).
- **Toorong Marnong ATAR Hotline:** Get support for Change of Preference and course application advice from Indigenous academic and support staff by ringing 1800 862 827, a 24 hour service that runs from ATAR release until the beginning of Semester 1, 2021 (<https://www.vaeai.org.au/support-for-koorie-learners-heading-to-university/>).



Tasmania

- **Pathways Options:** Find out more about pathways options on the Anything Can Happen website (anything.tas.gov.au/).
- **Apprenticeships or Traineeships:** Find out about the next steps if you want to be an apprentice or trainee (skills.tas.gov.au/learners/i_want_to_be_an_apprentice_or_trainee).
- **Job Seeking:** Get information on learning and job-seeking at Skills Tasmania (skills.tas.gov.au/learners).
- **Contact:** Tasmanian students can speak to someone about their options by calling 03 6165 5761 or emailing years9to12learning@education.tas.gov.au.



Queensland

- **Department of Education:** Find key education information, including resources to assist parents and students during COVID-19 (education.qld.gov.au).
- **Queensland Curriculum & Assessment Authority (QCAA):** Find information for senior secondary students and their parents on the new QCE system (qcaa.qld.edu.au).
- **Queensland Tertiary Admissions Centre:** Find information to help with tertiary admission (qtac.edu.au).
- **Department of Employment, Small Business and Training:** Find information on training and skills to prepare for work now and in the future (desbt.qld.gov.au).



New South Wales

- **Digital Careers Toolbox:** Access inspiration and information to help uncover your career learning path (<https://education.nsw.gov.au/public-schools/career-and-study-pathways/educational-pathways-pilot-program/digital-careers-toolbox>).
- **Health support:** Check out the youth health resources and contacts for young people (health.nsw.gov.au/kidsfamilies/youth/Pages/yh-resources-for-young-people.aspx).
- **Training NSW:** Find out about apprenticeships and traineeships in NSW (training.nsw.gov.au/apprenticeships_traineeships/index.html).
- **Volunteering:** Learn how you can make a difference with volunteering and search for opportunities (<https://makeadifference.volunteering.nsw.gov.au/>).

Want to chat to someone about your options?



Did you know that there is a free, dedicated information service available to answer your questions and provide support?

School Leavers Information Service

You can call, text or email the National Careers Institute School Leavers Information Service for further support and information on options available to you:

- **Call** 1800 CAREER or 1800 227 337
- **Text** SLIS2020 to 0429 009 435
- **Email** schoolleavers.nci@dese.gov.au

The service is open Monday to Friday from 9am to 7:30pm (your local time).



Your school is also there to help

Your career advisor or guidance counsellor can help you identify the right options for you, including information on what's available in your state or territory.

Extra help and support

Leaving school can sometimes be challenging. It's completely normal to feel this way. There are plenty of people you can talk to and resources to access.

Looking after yourself:

Headspace

Learn about ways to look after your mental health, or if you need support, get in touch with someone who can help. A dedicated service for young people aged 12 - 25 years.

Website:

headspace.org.au/

Phone (eHeadspace):

1800 650 890

Beyond Blue

Do you need help with your wellbeing, or are you or someone you know struggling with anxiety, depression or in crisis? Access 24-hour crisis support and suicide prevention services.

Website:

beyondblue.org.au/

Phone:

1300 22 4636

Lifeline

Access a range of mental health and wellbeing information and support to help you achieve your best possible mental health.

Website:

lifeline.org.au/

Phone:

13 11 14

Kids Helpline

A free, private and confidential 24/7 phone and online counselling service for young people.

Website:

kidshelpline.com.au/

Phone:

1800 55 1800

Your school can help too

Your career practitioner, guidance counsellor, school psychologist or wellness team can provide wellbeing support, help you identify the right options for your circumstances, as well as provide information on what's available in your state or territory.





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The Department of Education, Skills and Employment (department) takes reasonable care to ensure that the information and advice provided through the School Leavers Information Service is accurate and up-to-date. However, it is your responsibility to give us correct and complete information about your circumstances and to decide if you wish to take any action or decision on the basis of any information or advice provided by our information officers and careers practitioners. Before doing so you should exercise your own independent skill and judgement and make your own further enquiries relevant to your particular circumstances. The department is not liable for any loss resulting from any action taken or reliance made by you on any information or advice provided to you by our information officers and careers practitioners.