



**Northern Mallee Local Learning  
and Employment Network**

**Believe you can, and you are halfway there!**  
**School Leaver's Manual 2023**



# Index

Planning your next steps after school? Use the NMLLEN School Leaver's Guide to self assess the next steps and find useful resources, information and links to help you navigate through these steps. Parents and families can use this guide for finding information on various career resources for supporting students in career planning after school.

## In this guide:

1. **Notes for Self** - Self-help tool to write down whatkind of career you want, your short and long-term career goals
2. **Finished School, what to do next?** - Depending on whether you want to work, study further, take a growth year or do not know what to do next, you can proceed by following the directions on the guide and use tailored resources to chart out a career path.
3. **Section 1: I do not know what to do next** - Write down your hobbies, activities that interest you, and your personality type, this can help you discover your strengths and find a suitable career path. Also, find information on various industries, qualifications required, and labour market insights through these tools.
4. **Section 2: I am ready to join the workforce-** potential career pathways
5. Apprenticeships and Traineeships
6. **Job Readiness** - CV and Cover letter, Resume Builder, Interview Tips
7. **Recruitment Websites, Services, Recruitment Agencies, Apprenticeships and Traineeship Recruitment Agencies**
8. **Section 3: Study-** ATAR and List of universities
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11. **Section 4:** Taking a Growth Year
12. **Taking Control of Your life and Finances after starting a job** - TFN, Budget, Financial support  
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# Notes for Self

Use the section for notes to jot down what career you are interested in and what are your short and long term career goals

**What Career do I want?**

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**My Short Term Goals**

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**My Long Term Goals**

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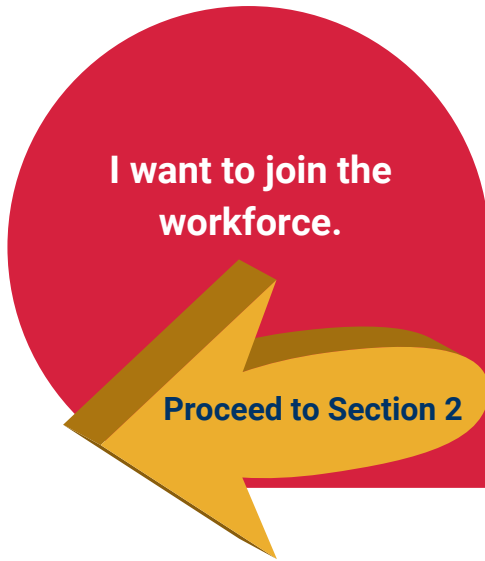
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**So I have finished school, what do I want to do next?**

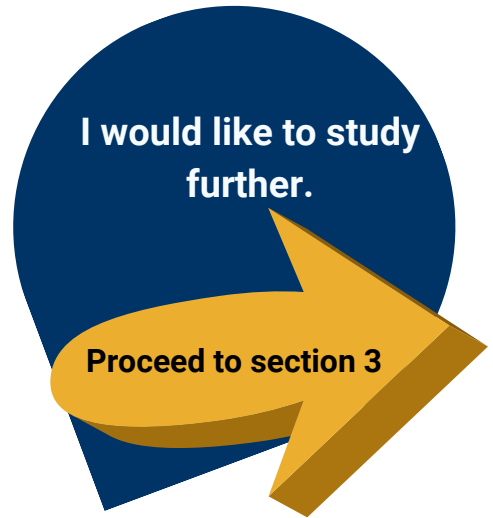
**I want to join the workforce.**

**Proceed to Section 2**



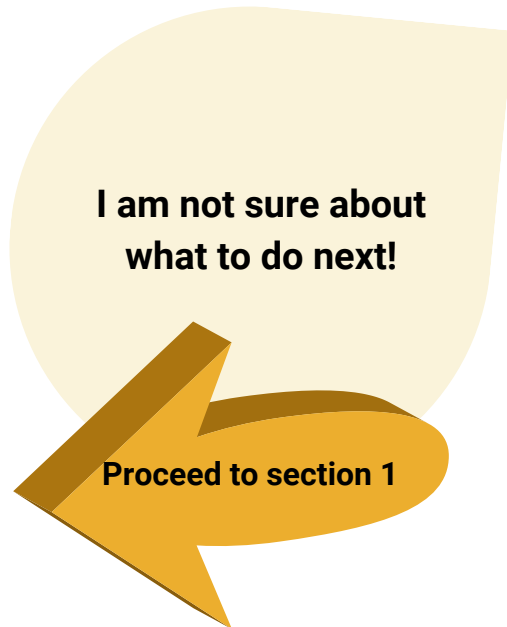
**I would like to study further.**

**Proceed to section 3**



**I am not sure about what to do next!**

**Proceed to section 1**



**I want to opt for a growth year**

**Proceed to section 4**



## Section 1: I do not know what to do next



Examples

Sports  
Hobbies

Your Interests

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Examples

Cooking  
Writing  
Making Things  
Art and Craft

Activities you enjoy  
(at school or at home)

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Examples

Do you like to talk and  
interact with others?  
Are you the quite kind?  
Are you creative?

What is your personality type?

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Now try these websites:

**My Future Edu** (<https://myfuture.edu.au/>) can help you discover your strengths to find the right career path for you. Find out about different jobs, including the tasks involved and the qualifications required.

**The Job Outlook** (<https://labourmarketinsights.gov.au/>) website provides a range of information on types of jobs and career paths, industry information as well as data and trends on labour market information and research.

Job Outlook also has a quiz to help guide you into your chosen job based on the type of work tasks you would like to perform and your strengths.

**Now that you may have an idea, jot down some career pathways you have selected.**

**My Potential Career Paths**

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**I want to start working.**

**Proceed to section 2**

**I need to study further.**

**Proceed to section 3**



## Section 2: I would like to start working

I would like to be employed while working towards my career.

Learn more about Apprenticeships and Traineeships -Page 8

I would like to work and experience what different workplaces or Industries are like

Job Readiness page Pg 9

I am ready to start my career

Find more about the recruitment resources pg 10



# Apprenticeships and Traineeships

The term 'Australian Apprenticeships' covers both apprenticeships and traineeships. They are created when an employer requires a job position and decides to use this way of employing and training staff.

If employed as an Australian Apprenticeship, you will gain a formal qualification with paid employment. They are available in a variety of Vocational Education and Training (VET) qualification levels and are provided in various occupations in a range of industries. This includes traditional trades and future-focused careers. You can be employed as an apprentice or trainee either full-time, part-time or school-based.

## Things to Consider-

Do you want a part-time or a full-time Apprenticeship and Traineeship?  
What Industry/ Job role do you want to work in?

**Eligibility Criteria:** <https://www.aapathways.com.au/apprentice-trainee-readiness>

## **Australian Apprenticeship Support Network (AASN) :**

The Australian Apprenticeships Pathways  
<https://www.aapathways.com.au/students> website is an Australia wide information hub

## **MAS Experience**

<https://masexperience.com.au/offices/mas-mildura/>

## **Apprenticeship Support Australia**

<https://www.apprenticeshipsupport.com.au/states/Victoria>

## **Apprenticeships and Traineeship Employment Opportunity Providers:**

**SMGT:** <https://smgt.com.au/>

## **Workforce Partners Australia:**

<https://workforcepartnersaustralia.com.au/>





## Job Readiness

**I would like to work and experience what different workplaces or Industries are like**

### Things to Consider-

Do you want to work part time or full time work?

Which Industry would you like to work in?

Not sure? Find Your options <https://www.yourcareer.gov.au/your-options-now>

What type of job roles would be available for your skill set?

Not sure? Try Job Outlook <https://labourmarketinsights.gov.au/occupations/occupation-search>

Do you need to undertake short courses to increase your opportunities?

Not sure (For example- White Card, Food Hygiene, RSA, please visit page \_\_\_\_\_)

### Job Readiness Checklist

**Resume and cover letter** - <https://www.jobjumpstart.gov.au/looking-job/resume-cover-letters-tips>

**Interview tips:** <https://www.jobjumpstart.gov.au/looking-job/interview-tips>

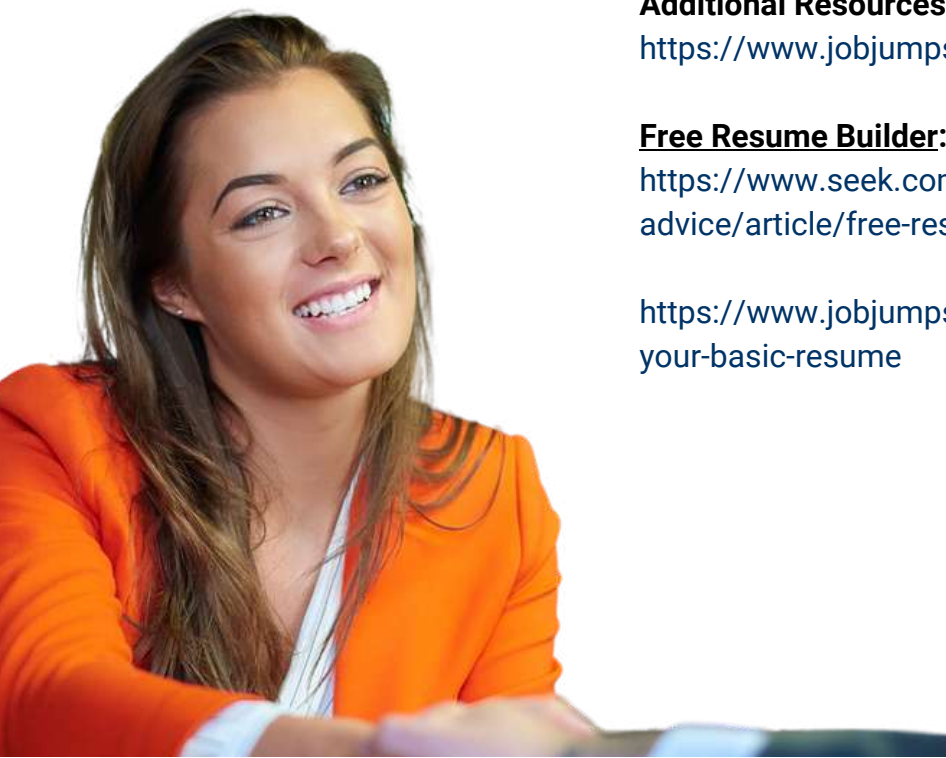
#### **Additional Resources:**

<https://www.jobjumpstart.gov.au/toolbox>

#### **Free Resume Builder:**

<https://www.seek.com.au/career-advice/article/free-resume-template>

<https://www.jobjumpstart.gov.au/article/build-your-basic-resume>





### **Recruitment Websites**

Seek.com.au  
<https://au.indeed.com/>  
au.jora.com  
<https://www.careerone.com.au/>  
<https://www.linkedin.com/jobs/>

### **Apprenticeship and Traineeship Recruitment Websites**

Sunraysia Murray Group Training: SMGT  
Workforce Partners Australia

### **Local Employment Services**

WDEA Works  
MADEC Australia

### **Local Recruitment Services**

AXIS Employment  
CVGT Australia  
MADEC Australia  
OCTEC Limited  
WDEA Works  
Local Jobs Program

### **Recruitment Agencies**

Prestige Staffing  
Acclaimed Workforce

## Section 3: Study

So now that you have decided to study and pursue higher education, have you researched about the courses and the enrolment process? If you received an ATAR that was high enough to meet the entry requirements of the course, you can use the following links to find various Universities that provide the qualifications and courses.

If your ATAR score was not high enough, do not worry. Did you know that there is a backdoor to the University? Yes, you can use this back door to get into a course of your choice by doing a Vocational Education and Training (VET) Qualification. VET Qualification can give you Credits toward the Graduate Courses. Some will allow VET subjects that relate to the Industry. Some will allow work in the industry.

When you finish your schooling and want to start applying for courses, whether it be university, TAFE or a private institution, you will need to go through the **Victorian Tertiary Admissions Centre (VTAC)**. VTAC is the central office which processes and administers all the application and offers for the whole of Victoria



## List of Universities in Victoria

Monash University  
P: 9902 6000  
<https://www.monash.edu/>

La Trobe University  
P: 1300 135 045  
<https://www.latrobe.edu.au/>

Deakin University  
P: 1800 693 888  
<https://www.deakin.edu.au/>

University of Melbourne  
P: 13 6352  
<https://unimelb.edu.au/>

Victoria University  
P: 9919 6100  
<https://www.vu.edu.au/>

Australian Catholic  
University  
P: 1300 275 228  
SMS: 0427522268  
<https://www.acu.edu.au/>

Charles Sturt University  
(Online)  
P: 1800 275 278  
<https://www.csu.edu.au/>

CQUniversity  
P: 13 27 86  
<https://www.cqu.edu.au/>

Federation University  
Australia  
P: 1800 333 864  
E: [info@federation.edu.au](mailto:info@federation.edu.au)  
<https://federation.edu.au/>

RMIT University  
P: 9925 2000  
<https://www.rmit.edu.au/>

Swinburne University of  
Technology  
P: 1300 794 628  
<https://www.swinburne.edu.au/>

Torrens University Australia  
P: 1300 575 803  
<https://www.torrens.edu.au/>

University of Divinity  
P: 9853 3177  
E: [enquiries@divinity.edu.au](mailto:enquiries@divinity.edu.au)  
<https://www.divinity.edu.au/>

## TAFE and RTOs

Registered training organisations (RTOs) are providers and assessors of nationally recognised training that have been registered by the Australian Skills Quality Authority (ASQA). Only RTOs can issue nationally recognised qualifications. Registered Training Organisations can offer students the following qualification levels:

- Certificates I, II, III and IV
- Diploma
- Advanced Diploma
- Vocational Graduation Certificate
- Vocational Graduate Diploma

RTOs include TAFE colleges and institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies, and other organisations that meet registration requirements.

**Find an RTO:** <https://www.training.com.au/rto/>

Questions to consider while choosing a course with an RTO:

Is it a Full time, Part time or Online course?

### List of Local RTOs in the Sunraysia Region:

#### **Sunraysia Institute of TAFE (SuniTAFE)**

Add: 453 Benetook Avenue MILDURA VIC 3502, Australia

P: (03) 5022 3666

W: [Sunitafe.edu.au](http://Sunitafe.edu.au)

#### **Austlink** <https://www.austlink.vic.edu.au/>

P(03) 5023 8581

#### **MADEC**

126-130 Deakin Ave, Mildura VIC 3500

Phone: (03) 5021 3472

W: <https://madec.edu.au/>

#### **Murray Mallee Training Company**

335-339 Campbell Street, Swan Hill, VIC, 3585

P: (03) 5033 1216

W: <https://www.mmtc.com.au/>

## Short Courses

Are there any short courses you need to research?

**Construction Induction Card (White Card)**  
**Forklift License**

**Short Courses that allow introduction into an Industry**

**Examples of Hospitality:**  
RSA,  
Food Handlers Course (part time or casual work)

### **Agriculture and Horticulture**

Chemical Uses Certificate  
Work in Confined Spaces  
Work Safely at Heights  
Operate breathing apparatus

### **Health and Community**

Entry into Care  
Roles Skill Set

### **Accounting & Management**

HSR Refresher OHS Training Course  
OHS Construction Induction Card  
HSR Initial OHS training Course

**Automotive & Engineering**  
Operate a Forklift  
Automotive Air Conditioning Technology  
Basic Fatigue Management

Other short course are available outside the local district and online however student should be mindful of accredited and non-accredited course offered.

## Section 3: Growth Year

A gap year provides the opportunity for you to develop valuable skills that can't be learned in the classroom. Cultural awareness, organisation, independence, and increased confidence are just some of the skills that are gained by taking a year out.

**Year Out Group (YOG)** is an association of approved gap year providing organisations which are generally aimed at young adults taking time out between school, college, higher education or employment. Year Out Group can guide you towards inspirational gap year travel programmes and experiences. Check out some of these growth year options to work, study, travel and volunteer.

### WORK:

Working during your gap year can give you valuable experience & skills. Take a gap year to work and save up some money for education costs

### VOLUNTEER

There are many different volunteering options (including overseas).

- Some resources include;
- [volunteeringaustralia.org](http://volunteeringaustralia.org)
  - [projects-abroad.com.au](http://projects-abroad.com.au)
    - [worldyouth.org.au](http://worldyouth.org.au)
    - [lattitudeaustralia.org](http://lattitudeaustralia.org)

### Work and see the world

Organisations can help you organise your visa, accommodation & employment before you leave.

Some resources include;

- [studentflights.com.au/gap-year](http://studentflights.com.au/gap-year)
  - [anyworkanywhere.com](http://anyworkanywhere.com)
  - [globalworkandtravel.com](http://globalworkandtravel.com)
- <https://teachinternational.edu.au/>

### Travel the world

This may include doing a student exchange & boarding with a host family in another country. You can also sign up for an international internship.

Some resources include;

- [studentexchange.org.au](http://studentexchange.org.au)
- [yfu.com.au](http://yfu.com.au)





# Taking Control of Your Life and Finances after Starting a Job

## TAX FILE NUMBER (TFN)

A tax file number (TFN) is your personal reference number in the tax and superannuation systems. It's free to apply for a tax file number and it will become part of your identity so be sure to keep it secure. It's also yours for life, even if you change your name, change jobs, move interstate or go overseas. For more information or to apply for a TFN, if you haven't already go to [ato.gov.au](http://ato.gov.au)

If you haven't already, you will need to consider setting up a bank account. The bank should be able to help you take control of your money & help you to save. To set up a bank account you will need a tax file number, proof of address, identification, and money (these days you only need \$1 to open an account).

## BUDGETS:

**A budget keeps track of:**

- Money you regularly earn (from wages, salary) - this is called your income
- Money you regularly spend (rent, food, bills, mobile phone, etc.) - this is called your expenses

Once you subtract your expenses from your income, you are left with your "disposable income" - money you can afford to spend on things you like or put into a savings account. For more information on budgets go to [youthcentral.vic.gov.au](http://youthcentral.vic.gov.au)

Check out the Victorian Government's MoneyHelp website at [moneyhelp.org.au](http://moneyhelp.org.au) for a lot of good advice about managing bills and debt. You can also call their free counseling service on 1800 149 689.

Check out some of these helpful resources for making a budget:

- [servicesaustralia.gov.au](http://servicesaustralia.gov.au) (Smart Money Manager)
- [moneyhelp.org.au](http://moneyhelp.org.au)
- [moneysmart.gov.au](http://moneysmart.gov.au) (Budget Planner)



## MEDICARE

Medicare provides access to medical and hospital services for all Australian residents and certain categories of visitors to Australia. Once you turn 15 years old you can apply for a Medicare card. When getting your own Medicare card you can either get a card that is linked to your parents and remain on theirs, or get an entirely separate one.

You will be required to have a Medicare card to visit a doctor and will then be charged a portion of the cost of the visit, or it may be FREE. For more information on Medicare go to **[servicesaustralia.gov.au](http://servicesaustralia.gov.au)**

## SUPERANNUATION

Your superannuation is your future. It's money set aside during your working life for when you retire. For most people, super begins when you start work and your employer starts paying a portion of your salary or wages into a super fund for you. If you're a contractor or a temporary resident and are working in Australia, you may also be entitled to super. If you're self-employed, you can choose whether to contribute super for yourself.

For more information on superannuation go to **[ato.gov.au/Individuals/Super/](http://ato.gov.au/Individuals/Super/)**

## ISSUES AT WORK

If you find yourself having problems or issues at work there is help available. The Youth Central website has a whole section on problems at work which includes; For more helpful resources on problems at work go to **[youthcentral.vic.gov.au](http://youthcentral.vic.gov.au)** (Workplace Health | Workplace Discrimination | Youth Central)

Additional resources also include Fair Work Commission at **[fwc.gov.au](http://fwc.gov.au)** as well as Victoria's Equal Opportunity Commission at **[humanrights.vic.gov.au](http://humanrights.vic.gov.au)**

There are many ways to check that your employer is doing the right thing and contributing the correct amount towards retirement. The ATO (Australian Tax Office) has a list of steps you can take to make sure you're getting paid enough super on it's Unpaid Super from your employer page.



## MYGOV, CENTRELINK AND CONCESSION CARDS

myGov is a secure way to access government services online with one login, one password and one account to ensure all your services can be found in one place including important notices such as letters, statements & messages.

You can link these government services to your myGov account:

- **Australian JobSearch**
- **Australian Taxation Office**
- **Centrelink**
- **Child Support**
- **Department of Health Applications Portal**
- **Department of Veterans' Affairs**
- **HousingVic Online Services**
- **Medicare**
- **My Aged Care**
- **My Health Record**
- **National Disability Insurance Scheme**
- **National Redress Scheme**
- **State Revenue Office Victoria**

## FINANCIAL SUPPORT

Some payments entitle you to a Health Care Card. You are eligible for this if you are a low-income earner or are receiving Newstart Allowance, Parenting Payments, Sickness Allowance, Mobility Allowance, Carer Allowance, or Special Benefit.

If you receive Youth Allowance, Abstudy or Austudy you will not automatically receive a Health Care Card but may still qualify for a Low Income Health Care Card. Contact Centrelink to confirm your eligibility or go to [servicesaustralia.gov.au](https://servicesaustralia.gov.au) to find out more.

Various types of financial support are available for people aged 16 - 24 years who are studying full-time, undertaking a full-time Australian Apprenticeship, training, looking for work or who are sick.

For more information to help you if you're about to or have just finished school & are in need of support go to [servicesaustralia.gov.au/individuals/subjects/leaving-school](https://servicesaustralia.gov.au/individuals/subjects/leaving-school).

## Driving

The **TAC L2P Program** assists disadvantaged Victorian learner drivers aged 16 to 21 with no access to a supervising driver or vehicle to gain the 120 hours driving experience required to apply for a probationary licence.

For more information on L2P go to **[vicroads.vic.gov.au](http://vicroads.vic.gov.au)**

**Keys2drive** is a free, one hour lesson for first-time learners and their supervisors that is a combination of theory and practical coaching to help learner drivers become safe solo drivers.

To register for your FREE lesson or to check eligibility requirements, go to **[www.keys2drive.com.au](http://www.keys2drive.com.au)**

Keys2drive is funded by the Australian government and supported by all state-based motoring clubs.

watch  
[Click here](#) to visit the page.

In addition, when buying a second hand car a good resource to check prior history on the vehicle including money owing and if it has ever been reported stolen or written off is the **Personal Property Security Register (PPSR)** and costs less than \$5.

For more information go to **[ppsr.gov.au](http://ppsr.gov.au)**

# Important Links

## Education and Training:

**AUSTLINK:** <https://www.austlink.vic.edu.au/>

Aust-Link Pty Ltd is a privately registered training provider (RTO 3569) that delivers subsidised training to eligible individuals under the Skills First Program.

**Study options | Good Universities Guide:** <https://www.gooduniversitiesguide.com.au/>

See the best degrees by subject. With statistics and rankings, find the ideal course for you.

**La Trobe University Mildura** <https://www.latrobe.edu.au/mildura>:

La Trobe offers a range of courses at the Mildura Campus including Arts, Social Sciences and Communication, Business and Commerce, Education and Teaching, Health, IT and Engineering and Science.

**MADEC** [www.madec.edu.au](http://www.madec.edu.au): With a focus on providing skills development training that will lead to employment, or improved employment outcomes, MADEC offers around fifty nationally accredited qualifications and courses, plus a wide variety of short courses, both classrooms based and online.

**Monash Rural Health Mildura:** is a rural training site for Medical, Nursing, and Allied Health placements located next to the Mildura Base Hospital.

**SuniTAFE** <https://www.sunitafe.edu.au/>: offers a comprehensive range of vocational courses that provides students with the skills and training they require to gain employment and progress on their career pathways.

**Victorian Skills Gateway** <https://www.skills.vic.gov.au/s/>: Find training to get the job you want by exploring the latest Victorian TAFE and training opportunities.

## Careers Information

**Australian Apprenticeship Pathways:** The Australian Apprenticeships & Traineeships Information Service – information for people considering career options, employers looking at recruitment and those providing support and advice.

**Careers Education Association Victoria (CEAV):** CEAV is a National Association with members in every state of Australia that provides career guidance, insights, and resources.

**Job Outlook (now Labour Market Insights):** learn about the outlook, pay, main tasks, and physical and other demands of different industries.

**My Future:** This page features a range of information and resources for supporting career practitioners and teachers to encourage students to explore career pathways.

## Additional Resources

**eheadspace:** provides free online and telephone support and counselling to young people aged 12 – 25 and their families and friends.

**MDAS:** An Aboriginal and Torres Strait Islander people focussed organisation that runs a range of programs such as Youth support services, Early school leavers, Family Preservation Program, Stronger Families, Integrated family support and Housing Support.

**Year13:** connects students to all the options available after high school and beyond with career and life advice.

**Youth Central:** Website for young people aged 12-25 that provides information about life in general.

**Youth Engagement Service:** A youth focussed program run by Mildura Rural City Council comprising of support networks, activities, and resources for 12–25-year-olds.

# Mental Health Services for Young People

## HEAD TO HEALTH

Being a young person in today's world can be hard. With so many different things happening all at once and plenty of decisions to be made, it can take a toll on a young person's mental health. In Australia today one million young people suffer from mental illness which can impact their well-being, learning, relationships and work. If you feel like you are suffering from a mental illness, you are not alone and there are people and services who are out there to help.

**headspace** is a confidential & FREE service where young people aged 12-25 can access a range of services which include mental health services, sexual health services, alcohol and drug services, work and study services and youth programs. For more information go to their website [headspace.org.au](https://headspace.org.au), call them on

## Local Community Mental Health Services in Mildura

### Headspace Mildura

(03) 5021 2400

<https://headspace.org.au/headspace-centres/mildura/>

### Mallee Family Care

(03) 5021 2885

<https://malleefamilycare.org.au/>

### Sunraysia Community Health Services

(03) 5021 2885

<https://schs.com.au/>



## 13YARN

National Aboriginal and Torres Strait Islander Crisis support line. Indigenous led by community for the community and supported by Lifeline Australia. For 24/7 support please call 13 92 76



## Acknowledgements

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

- Murray Mallee LLEN
- Victorian LLENs
- Victorian Curriculum and Assessment Authority (vcaa.vic.edu.au)
- Australian Apprenticeships (australianapprenticeships.gov.au)
- Australian Defence Force Academy (defencejobs.gov.au)
- Year13 (year13.com.au)
- Youth Central (youthcentral.vic.gov.au)
- Workforce Australia (workforceaustralia.gov.au)
- Department of Education & Training Victoria (education.vic.gov.au)
- Fair Work (fairwork.gov.au)
- Year Out Group (YOG) (yearoutgroup.org)
- headspace Mildura (headspace.org.au)
- 13Yarn
- Australian Tax Office ATO (ato.gov.au)
- Money Help (moneyhelp.org.au)
- Money Smart (moneysmart.gov.au)
- Services Australia (servicesaustralia.gov.au)
- myGov (my.gov.au)
- Vicroads (vicroads.vic.gov.au)
- Keys2Drive
- Canva (canva.com)

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Information in this booklet was current as of Nov 2022 to the best knowledge of the Northern Mallee LLEN and is intended as a guide only.

Disclaimer: The Northern Mallee LLEN accepts no liability for errors or omissions and for any liability to any person in respect to any action taken or not taken in reliance on the accuracy of contents of this publication. Amendments, corrections and updates for the next edition may be forwarded to the Northern Mallee Local Learning & Employment Network (NMLLEN) at the below address.



**Northern Mallee Local Learning & Employment Network**  
154A Ninth Street, Mildura VIC 3500 - Phone: (03) 5021 3266 Email: [info@nmllen.com.au](mailto:info@nmllen.com.au)  
[www.nmllen.com.au](http://www.nmllen.com.au)

## About us

Northern Mallee LLEN is one of the 31 LLENs across Victoria that were established in 2001. NMLLEN, a not-for-profit organisation works closely with schools, students, and the industry to identify gaps in education and training, provide advice on local and state-wide policy issues at both the strategic and operational level and broker cross sector partnerships to better support young people.

NMLLEN partners with industry, TAFE/RTOs, universities and schools to provide industry engagement to expose students to the world of work including industry visits, work placements, information on School Based Apprenticeships /Traineeships and workshops to connect young people with training and employment pathways.

**Vision:** Constructive pathways for our young people leading to employment.

**Mission:** Brokering strategic partnerships with stakeholder groups, to improve outcomes in education, training, and employment for young people.



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[WWW.NMLLEN.COM.AU](http://WWW.NMLLEN.COM.AU)

**Northern Mallee Local Learning and Employment Network**

**Phone: 50213266**

**Email: [info@nmlen.com.au](mailto:info@nmlen.com.au) Website: [www.nmlen.com.au](http://www.nmlen.com.au)**

**Address: 154a Ninth Street Mildura Vic 3500**