



CAREERS NEWSLETTER

Imagine What's Possible

Issue 6 - 31 May, 2024

-THIS WEEK- TERTIARY SNAPSHOT



- La Trobe is over 50 years old having enrolled its first students in 1967.
- La Trobe University is ranked in the world's top 300 universities by Times Higher Education World University rankings 2024, is one of the world's best young universities, and in the top 1% of universities worldwide - Rankings & Ratings.
- La Trobe has more than 36 000 students and over 3 000 staff, with many courses on offer.
- La Trobe has three metro and four regional campuses plus a number of residential facilities.
- La Trobe ensures that there are opportunities for students to develop skills beyond the knowledge they are gaining at university through work experience, volunteering, and student exchange opportunities, etc.
- La Trobe offers an early admissions program called the Aspire Early Entry Program which is a way to access an adjusted Aspire ATAR for a preferred course and secure an early conditional offer.



Check out Life at La Trobe [here!](#)

Smart study tips for high school students!

Navigating the demands of high school can be tricky, particularly when it comes to study. It can seem like a daunting task, especially if you don't have any study techniques to rely on yet, but don't fret – we're here with some smart study tips for high school students. Whether you're gearing up for exams, tackling a challenging subject, or simply looking to improve your study habits, you've come to the right place.

Be Organised:

You still need to study in the lead-up to an exam or test, but don't leave all of your studying until the last minute.

Practise makes perfect:

Okay, not necessarily perfect, but definitely better.

- Incorporate past practise tests into your study schedule
- Write your own flashcards with questions on one side and answers on the other
- Test yourself often, or have other people test you on the information
- Ask your teachers to write you some example or revision questions

Make it visual:

Textbooks, notes, Word documents, hundreds of facts and figures to read... Sometimes they just make your eyes swim, and you lose concentration as well as understanding. If you're finding it hard to read for long periods of time, you could try using diagrams, graphs, and other visual material as a basis for your revision instead.

Mix it up:

When planning your study schedule, it's tempting to focus on one subject at a time, but there's a better way. Instead, try "interleaving." This means switching between related topics, which helps your brain make connections and retain information better. Revisit material at different times throughout the term.

Mistakes can help you learn:

Everyone makes mistakes, especially when you're learning new things. But instead of letting it get you down, you can turn your mistakes into a learning tool. Understanding where you went wrong and how to make your answers right is a great way of focusing in on your problem areas.

Ask Questions:

Reciting facts and figures doesn't show deep understanding, which is what teachers want in exams. Give those facts context by asking questions. Quiz friends, parents, or search online to expand your knowledge beyond simple recall and discover new concepts and interpretations.

Seek help when needed:

Don't hesitate to reach out for help if you're struggling. Asking for help isn't always easy, but if you're feeling unsure, ask for help. Let your teacher know you're struggling, joining a study group, or seek tutoring assistance. There are people out there who are more than happy to help you – all you need to do is ask.





July & August 2024 Defence

Work Experience Programs

Army Familiarisation Simpson Barracks

A program aimed for students interested in pursuing a career in the Army with Defence. As part of this work experience placement, participants may be exposed to military equipment and vehicles, participate in physical training, team building and leadership activities, visit the Royal Australian Signals Museum and be briefed on different job roles.

Participants may experience some of the following activities:

- Drill
- Simulator activities
- Physical training
- Tour of School of music
- Team building and leadership activities
- Various demonstrations and practical activities

Placement Date: 24-25 July 2024

Application closes: Wednesday 12 June 2024

Click link below to learn more:

[Army Familiarisation: Simpson Barracks \(July 2024\) \(nga.net.au\)](#)

Placement Date: 21-22 August 2024

Application closes: Wednesday 3 July 2024

Click link below to learn more:

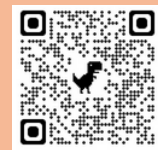
[Army Familiarisation: Simpson Barracks \(August 2024\)](#)

Located at: Simpson Barracks (Macleod)

If you're keen on exploring a career in the Army with Defence and want to learn more about the program, please schedule an appointment with Ms. Papa. Click the 'book appointment' link below or scan the QR code.



MS PAPA
Careers Practitioner



Book an Appointment



DISCOVER MONASH - (Webinar Event)

Discover Business: A World of Possibilities

Discover everything you need to know about undergraduate study options at Monash Business School!

Discover Business: A World of Possibilities

Date: Wednesday 10 July

Time: 1-2pm

Speaker:

Amy Newman, Senior Student Recruitment Coordinator
(Monash Business School)

[Register Here.](#)

UPCOMING EVENTS



What is create for a day?

SAE College University is opening its doors this July for a one-day program, designed to expand your skills and get you working on inspiring creative projects in the fields of

- Animation,
- Audio, Design,
- Film, Games
- Electronic Music Production.

Click to **[learn more](#)**

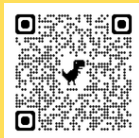
Click below or scan QR code to purchase your ticket.

Date: Saturday, 6 July, 2024

Time: 10am – 4pm

**Location: SAE Institute Melbourne
235 Normanby Road South Melbourne**

Cost: \$25 per person (lunch included)



Victoria Police

School Leavers Careers Expo

Wondering about your next step after school? Victoria Police will be hosting a bespoke School Leavers Careers Expo where the focus will be on the recruitment process, pathways into Victoria Police.

Date: Thursday 13 June 2024

Location: Victoria Police Centre,
311 Spencer Street Docklands, Melbourne

Session 1: 4:30pm-6pm

Session 2: 6:45pm-8:15pm

**Please note that each session will cover the same content, only one session needs to be attended*.*

Book your ticket to the information session

Victoria Police Real Stories:

'Constable Katie Walker joined Victoria Police only nine months after finishing high school.'

**Watch Video
Katie's Story**



Secondary School Teacher

Secondary school teachers teach one or more subjects within the school curriculum to secondary students.

TASKS:

- Prepare daily lessons and long-term teaching programs in accordance with state or territory curriculum and guidelines.
- Teach using a variety of methods, including formal lessons, discussions, practical activities, experiments, projects, assignments and excursions, taking into account the differences between individual students.
- Evaluate and report on the progress of students and discuss individual performance and problems with students and parents.
- Attend staff meetings, educational conferences and other professional development activities.
- Coordinate work experience and industry-based programs.

More about secondary school teacher [here](#).



The Breakdown...



AVERAGE WEEKLY PAY
\$1,954



HOURS
83% - Full-Time



FUTURE GROWTH
Stable



AVERAGE AGE
39 Years



SKILL LEVEL RATING
Very High



GENDER SHARE
66% Female

JOB SPOTLIGHT



Physiotherapist

Physiotherapists assess, treat and prevent disorders in human movement caused by injury and disease.

TASKS:

- Assess the physical condition of patients to diagnose problems and plan appropriate treatment.
- Reviewing, continually monitoring, assessing and evaluating programs and treatments.
- Instructing patients and their families in procedures to be continued at home.
- Administering muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients.
- Treating patients to reduce pain, improve circulation, strengthen muscles, improve cardiothoracic, cardiovascular and respiratory functions, restore joint mobility, and improve balance and coordination.
- Maintain patient records.

Read more [here](#).

The Breakdown...



AVERAGE WEEKLY PAY
\$1,444



HOURS
63% - Full-Time



FUTURE GROWTH
Very Strong



AVERAGE AGE
35 Years



SKILL LEVEL RATING
Very High



GENDER SHARE
67% Female



STEM

STEM Corner

Want a career in STEM but not sure what to study?

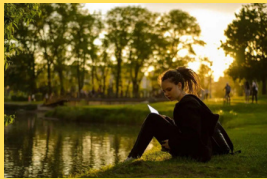
[Careers With STEM](#) could help.

A Year 12 Guide For Parents.

Seeing your child survive and thrive at school is one part luck and three parts planning! Here's a Year 12 guide for parents.

Despite there being mountains of books written about the first few years of children's lives, there are few Year 12 guides for parents. We're here to help! Firstly, congratulations, your child has made it to Year 12. It really is the last mile in the marathon of parenting a student.

Click [here](#) for key milestones for parents and carers to think about as your child heads into Year 12.



Which area of tech should you study?

Unsure what you'd like to study in tech?

This quiz is sure to help with tips on what to look for from degrees, and job areas to explore - tailored to you!



Jobs

WE ARE HIRING

[Retail Team - YD. Pty Ltd, Greensborough](#)

[Crew Member - Hungry Jack's, Thomastown](#)

[Gloria Jean's Epping DT - Team Members, Epping](#)

[Casual Retail Cashier, Somerton](#)



When your job application is jostling for attention, a great cover letter can set you apart from the crowd and is your chance to introduce yourself to a potential employer and spark their interest in reading your resume.

Key points to know about cover letters:

- What is a cover letter?
- How does a cover letter compare to your resume?
- How to write your cover letter
- How to make your cover letter stand out
- Quick tips for improving your cover letter

Click [here](#) for more information.

Cover letters: The good & the bad

THE GOOD

- 1 **Peter Swan**
m. 0419 555 666
peter_swan@gmail.com
Richmond, Victoria 3121
November 10, 2023
- 2 **Steven Wong**
Clarke & Co. Limited
304 Foor Road
Glen Waverley, Victoria 3150
- 3 **Dear Mr Wong,**
- 4 **Re: Flooring consultant position - vacancy number 1842/J**
I am writing to apply for the position of flooring consultant at Clarke & Co. Limited, which was advertised on SEEK on October 30, 2023.
- 5 **Top-notch sales skills are a must in the fast-paced world of retail, and I am both an effective and collaborative salesperson.**
I have enclosed my resume to support my application. It is evidence that I would bring valuable skills and experience to the position, including:
 - **Experience.** I have six years' experience working on the shop floor in two highly competitive industries.
 - **Results.** If anyone can close a deal, I can. I have driven sales to a new high at my existing organisation, increasing year-on-year profits by as much as 17%.
 - **Performance.** I was recognised by national industry bodies as the top sales consultant in my region from 2018 to 2022.
- 6 **My skills are perfectly tailored for this job, and I understand homeowners and their needs and desires. I also have a Diploma in Design and Decorating from the Swinburne University.**
- 7 **Clarke & Co. Limited have intrigued me since embarking on their mega store approach to retail. They are clear pioneers of the industry, even as it continues to grow and change, and I too am passionate about being a leader in my field. I was also impressed with the profile of your managing director Brad Smythe, which I read in the Retail Journal late last year.**
- 8 **I would value the opportunity to talk with you more about this position, and how I could use my skills to benefit your organisation.**
- 9 **Thank you for considering my application. I look forward to hearing from you.**

Yours sincerely,
Peter Swan.

THE BAD

- 1 **Peter Swan**
300 Left Street,
Richmond, Victoria 3121
November 10, 2023
- 2 **To whom it may concern,**
- 3 **Enclosed is my resume for the job at your company.**
- 4 **I would like to start working in retail. Up until now I have mainly worked in hospitality jobs such as at McDonalds and Pizza Hut. I don't particularly like that work and am looking to move to a new industry.**
- 5 **You will see from my resume that I have a degree in English Literature. I passed with a B+ average in my final year at Uni.**
- 6 **At McDonalds I learned to serve customers and I'm sure that would be useful at your company.**
- 7 **I haven't been to one of your stores yet and I know I'm not tailor made for the job, but I'm really motivated to find a new job and would be grateful if you could interview me.**
- 8 **Yours sincerely,**
Peter Swan.

[Read more here:](#)