



CAREERS NEWSLETTER

DECEMBER 2019

For more information on these events
go to: <http://www.trinitycareers.com.au>

KEY DATES

Monday (December 2, 2019)

Canberra Institute of Technology - Creative Information Sessions

Details and Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Creative

Canberra Institute of Technology - Trades Information Sessions

Details and Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Trades

Tuesday (December 3, 2019)

Canberra Institute of Technology - Professional Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Professional

Canberra Institute of Technology - Science and Environment Information Sessions

Details &

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Science+and+Environment

Wednesday (December 4, 2019)

Canberra Institute of Technology - Creative Information Sessions

Details and Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Creative

University of Wollongong Nursing Information Evening - Liverpool Details and Registration:

<http://mkto.uow.edu.au/20191204---Nursing-Information-Evening-Liverpool-1-Registration-1a.html>

Thursday (December 5, 2019)

Canberra Institute of Technology - Science and Environment Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Science+and+Environment

Friday (December 6, 2019)

VTAC - Very Late Applications close Very late applications close at 5pm.

See: www.vtac.edu.au

University of Wollongong Campus Tours - Wollongong

Details and Registration:

<https://studentcrm.uow.edu.au/Ellucian.ERecruiting.Web.External/Pages/EventLists.aspx?ID=1>

University of Wollongong Campus Tours - South Western Sydney

Details and Registration:

<https://studentcrm.uow.edu.au/Ellucian.ERecruiting.Web.External/Pages/EventLists.aspx?ID=2>

Monday (December 9, 2019)

Canberra Institute of Technology - Professional Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Professional

Canberra Institute of Technology - Education and Community Information Sessions Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Education+and+Community

Tuesday (December 10, 2019)

Canberra Institute of Technology - Professional Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Professional

Canberra Institute of Technology - Service industry Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Service+Industry

Canberra Institute of Technology - Education and Community Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Education+and+Community

Canberra Institute of Technology - Health and Fitness Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Health+and+Fitness

Wednesday (December 11, 2019)

Canberra Institute of Technology - Professional Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Professional

Thursday (December 12, 2019)

Canberra Institute of Technology - Professional Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Professional

Canberra Institute of Technology - Education and Community Information Sessions Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Education+and+Community

UAC - December Round 1 Offers Released Offers released on the website at 7.30am.

See: www.uac.edu.au

Friday (December 13, 2019)

University of Wollongong Campus Tours - Wollongong

Details and Registration:

<https://studentcrm.uow.edu.au/Ellucian.ERecruiting.Web.External/Pages/EventLists.aspx?ID=1>

University of Wollongong Campus Tours - South Western Sydney

Details and Registration:

<https://studentcrm.uow.edu.au/Ellucian.ERecruiting.Web.External/Pages/EventLists.aspx?ID=2>

Saturday (December 14, 2019)

UNSW Info Day

Details and Registration: <https://www.events.unsw.edu.au/event/unsw-info-day>

Monday (December 16, 2019)

QTAC Change of Preferences Close

More Info: <https://www.qtac.edu.au>

Tuesday (December 17, 2019)

Canberra Institute of Technology - Education and Community Information Sessions

Details and

Registration: https://cit.edu.au/study/information_sessions/session_listing?category_query=Education+and+Community

NSW HSC results released by NESA

ATAR's Released by UAC at 1pm.

See: www.uac.edu.au

University of Melbourne - Sydney Course Information Day

Details and Registration: <https://study.unimelb.edu.au/connect-with-us/events-for-future-students/all-events-listing/sydney-course-information-day>

Wednesday (December 18, 2019)

University of Wollongong - ATAR Live Chat

Details and Registration: http://mkto.uow.edu.au/20191218-ATARLiveChat_1.Registration.html

Thursday (December 19, 2019)

University of Notre Dame Info Day - Sydney

Details and Registration: <https://www.notredame.edu.au/events-items/sydney-info-day-2019>

UNSW Info Day

Details and Registration: <https://www.events.unsw.edu.au/event/unsw-info-day>

AIM Information Evening - Sydney

Details and Registration: <https://www.aim.edu.au/events/aim-sydney-information-evening>

University of Newcastle - Undergraduate Info Sessions

Details and Registration: <https://www.newcastle.edu.au/events/future-students/undergraduate-info-sessions>

Women in Engineering Breakfast

Details and Registration: <https://www.events.unsw.edu.au/event/women-engineering-breakfast>

Friday (December 20, 2019)

University of Wollongong Campus Tours - Wollongong

Details and Registration:

<https://studentcrm.uow.edu.au/Ellucian.ERecruiting.Web.External/Pages/EventLists.aspx?ID=1>

University of Wollongong Campus Tours - South Western Sydney

Details and Registration:

<https://studentcrm.uow.edu.au/Ellucian.ERecruiting.Web.External/Pages/EventLists.aspx?ID=2>

VTAC - Change of Preference Closes

See: <http://www.vtac.edu.au>

Monday (December 23, 2019)

UAC - December Round 2 Offers Released

See: www.uac.edu.au

Don't miss out - Now is the time to apply for work over the summer holidays!

Many companies/employers are taking applications and hiring now ready for the busy season.

Consider the below for your best chance at gaining employment in a highly competitive environment.

Preparing Written Job Applications

Job Applications/Cover letters are very important. No matter how impressive your resume is, a poorly written cover letter can be the undoing of any chance of acquiring an interview. However, don't underestimate the power of providing a cover letter.

This should be a single page letter at the front of your resume and you should use a different one for each job application.

There are different kinds of cover letters depending on your needs. See some examples below.

Cover letter when you have no work experience <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter/sample-cover-letters/cover-letter-no-work-experience>

Cover letter when you have some work experience <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter/sample-cover-letters/cover-letter-some-work-experience>

Cover letter when no resume is required <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter/sample-cover-letters/cover-letter-when-no-resume-is-needed-no-paid-work-experience>

Cover letter when there's no job advertised <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter/sample-cover-letters/cover-letter-when-no-job-is-advertised>

Important steps to keep in mind when writing a cover letter:

1. Address the letter to the name of the person hiring and include their position and title. If you don't have this information, endeavor to find it out.
2. Introduce yourself.
3. Show that you meet the job requirements by reflecting on the actual job advertisement and highlighting the skills you have that meet these requirements. For example, if the job involves customer service, you may highlight certain communication skills.
4. Be specific. For example, rather than making a general comment: "I have strong skills in Word" say "I have 2 years' experience using Word in my previous employment at Shelly's café typing and designing weekly menus."
5. Don't just focus on yourself, that is what your resume is for. Show that you meet their requirements, but also highlight why you would be a valuable part of their team or organisation. Research the company, so that you can demonstrate a genuine interest in the position.



6. Make it clear you want this job and give reasons why.
7. Check spelling and grammar! Perhaps have someone proofread it for you.

Creating a Cover Letter, Resume or e-Portfolio has been made easy for you!

Just go to your School Careers Website and under the "For Students" menu is the "Student Secure Area" – here you can create your own account so that all your documents are automatically saved. You can log in any time and update, download or print them off as required.

Why have a Summer Job?

There are 2 very good reasons:

1. Financial – That extra cash is always a motivator and the main reason most of us go to work.
2. Experience – Work Experience is beneficial on both a personal and professional level. Learning new skills is paramount in gaining today's job and career opportunities.

The Griffith University Careers and Employment Service have written a great article on:

[The Ten Things to Learn from Your Christmas Casual Job](#)

They state that: Over the summer period, Australia will see a 170% increase in casual positions available, and 87% of those jobs are created by the retail industry. Experience gained from Christmas casual work can set you up for an ongoing position with the company that employed you and can arm you with transferable skills that you can apply to virtually any career you embark on after.



Where to look:

- Google "Christmas holiday jobs"
- <https://myfuture.edu.au/career-insight/details?id=11-places-to-search-for-jobs#/>
- Go to your School Careers Website > For Students > Job Vacancies

For Students or Parents wanting to weigh up the pros and Cons of Afterschool Jobs for teens go to:

<https://www.verywellfamily.com/the-pros-and-cons-of-afterschool-jobs-for-teens-2610471>

Finding a Career that Suits Your Personality

This article by ABC life explains why passion for the subject matter and only considering your skillset is not enough. They provide some great tips and point out the importance of asking yourself whether your career choice:

- energises and interests you;
- is sustainable (meaning someone will pay you to do it);
- is one you'll be good at.

Read the article [HERE](#)



Social Enterprise – Is it for you?

Is there an issue you care deeply about? The Future of Young Australians describes a Social Enterprise as “kind of like a non-profit or charity, but with one key difference. Rather than collecting money from sponsors and donations, a social enterprise takes the same approach to making money as a business. That is, they sell a product or service and then spend their profits on the supporting a cause.”

For their 5 tips For Starting A Social Enterprise go to:

<https://www.fya.org.au/2016/01/05/our-top-5-tips-for-starting-a-social-enterprise/>

Does school-based Vocational Education and Training payoff in the long-run?

The latest report published by the University of Melbourne shows that upper secondary VET participants earn extra earnings of \$26,408, for VET without workplace learning, \$39,954 for VET with workplace learning, and \$60,294 for apprenticeships/traineeships (equivalent to receiving a one-off payment at the time of leaving school).

Some are not aware that the financial and employability outcomes of VET (Vocational Education and Training) are sometimes higher than university. The report by Grattan which was released in August showed that there is no single, clear pathway that benefits all students.

For those who want a more practical approach to learning and education, and are reluctant/unable to access university, VET is a viable solution. To find out more about this report, click [here](#).



To find out more about school-based apprenticeships and for additional career research tools, visit [the AAPathways website](#).

About the Australian Apprenticeships and Information Service (AATIS)

The Australian Apprenticeships and Traineeships Information Service (AATIS) offers pathway information to students, job hunters, career advisors and employers. Their website, app and resources are used and recommended by schools, parents, friends and other career-influencers. To learn more, visit their [website](#).



Youth Parliament



If you are a young person who wants to explore creative solutions to the problems you believe are facing NSW and debate those ideas in NSW Parliament House in front of real Members of Parliament, apply to be a participant now!

For more information go to:

<https://www.ymcansw.org.au/community-services/youth/youth-parliament>

Rotary Youth Exchange Australia

Applications are open for the [Rotary Youth Exchange](#) program for 2021.

As a Rotary Exchange student, you'll spend up to one year living as a full-time student in a foreign country, immersing yourself in a new culture.

Senior high school students are selected by their Rotary district as an ambassador of Australia. The student travels to another country where they live and go to school for a year.

A host Rotary family in your selected country becomes your host family.

Students who would like to participate in the program should contact their local Rotary Club and start to work on their application.


You can discover more information [HERE](#).





WORK TO LIVE OR LIVE TO WORK?


Achieving a balance


DO


 Set aside enough time to have breakfast and get ready without rushing.


 "Work smart" - Prioritise tasks, allocate time to them, and try to avoid getting caught up in unstructured meetings.


 Take a worthwhile lunch break of at least 30 minutes and try to keep it healthy. Go for a walk outside when possible.

 Speak up when your workload or expectations get too much. Learn to say no with a smile.

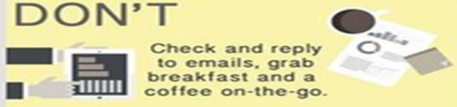
 Aim to shut off all work-related communications. If you have to work in the evening, secure a space at home to separate work and leisure.

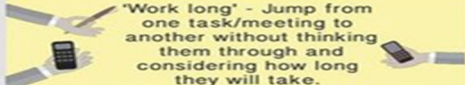
 Aim to spend time exercising after work or on weekends to keep fit and de-stress.


 Plan holidays for the future to look forward to.


 Try to go to bed at a regular time every night to feel refreshed the next day.

DON'T


 Check and reply to emails, grab breakfast and a coffee on-the-go.


 "Work long" - Jump from one task/meeting to another without thinking them through and considering how long they will take.


 Work through your lunch hour and for convenience, eat unhealthy food at your desk.

 Take on all work that comes your way, even if you don't have enough time to finish your current workload.


 Stay late to finish your current project/start new work and take it home with you most days.

 Skip exercising because you are too busy with work.

 Rarely book holidays as you are scared of the amount of work you will/miss come back to.


 Stay up late replying to emails and completing work, leaving you feeling tired the next day.

It is estimated that in Britain, work related stress accounts for **10.4 million** sick days per year.

 Over **40%** of the working population neglect other aspects of their life because of their job, which may increase their susceptibility to mental health problems.

In the UK, **13%** of employees work **49** or more per week.

HOURS

 Life Coach Directory
Facts sourced from
<http://www.mentalhealth.org.uk/help-information/mental-health-a-z/w/work-life-balance/>

Disclaimer:

Whilst effort is made to check the accuracy of the information in this newsletter, it should not be taken as a guarantee or accurate. All readers should do their own research regarding the opportunities presented.

Sources:

<https://www.trinitycareers.com.au/>

UAC Important Dates <https://www.uac.edu.au/key-dates>

UNDERGRADUATE FACT SHEET

KEY DATES FOR 2019-20

Times indicated are based on Sydney time.

APPLICATION DATES

Monday 30 September 2019 Early bird applications close**
 Friday 7 February 2020 Applications close for semester 1, 2020

Some courses have early closing dates set by the institutions. Check the course descriptions on UAC's website at uac.edu.au/search.

** To avoid a higher processing charge, early bird applications must be completed, paid for and submitted by midnight on Monday 30 September 2019.

PROCESSING CHARGES

Early bird		Standard	
Wednesday 3 April – midnight Monday 30 September 2019	\$70	Tuesday 1 October 2019 – Friday 7 February 2020	\$200

All fees and charges are in Australian dollars, not refundable under any circumstances (except as required by law) and subject to change after 30 June 2019. Applications must be completed, paid for and submitted by midnight on the relevant closing date.

YEAR 12 RESULTS AND ATAR DATES

All dates determined by external organisations are subject to change.

2019 NSW HSC students

Tuesday 17 December 2019
 2019 NSW HSC results released by NESA

ATARs released by UAC on UAC's website and the My UAC app from 1pm

2019 ACT Year 12 students

Tuesday 17 December 2019
 Statement (including ATAR) issued by ACT Board of Senior Secondary Studies. Students should collect their certificates from their college on or after this date.

ATARs released by UAC on UAC's website and the My UAC app from 1pm

OFFER DATES

All dates are subject to change. For the latest information, check uac.edu.au/key-dates.

Undergraduate

To ensure your application is assessed in time for a particular offer round, apply and provide your additional documentation as early as possible.

Offer round	Apply and pay by midnight on	Provide hardcopy documents by 4.30pm / upload PDF documents by midnight on	Change preferences by midnight on†	Offers released at 7.30am on
May Round 1	Thu 18 Apr 2019	Thu 25 Apr 2019	Sun 28 Apr 2019	Thu 2 May 2019
May Round 2	Thu 25 Apr 2019	Thu 2 May 2019	Sun 12 May 2019	Thu 16 May 2019
May Round 3	Thu 9 May 2019	Thu 16 May 2019	Sun 26 May 2019	Thu 30 May 2019
June Round 1	Thu 23 May 2019	Thu 30 May 2019	Mon 10 Jun 2019	Fri 14 Jun 2019
June Round 2	Thu 6 Jun 2019	Thu 13 Jun 2019	Sun 23 Jun 2019	Thu 27 Jun 2019
July Round 1	Thu 20 Jun 2019	Thu 27 Jun 2019	Sun 7 Jul 2019	Thu 11 Jul 2019
July Round 2	Thu 4 Jul 2019	Thu 11 Jul 2019	Sun 21 Jul 2019	Thu 25 Jul 2019
August Round 1	Mon 29 Jul 2019	Fri 2 Aug 2019	Sun 11 Aug 2019	Thu 15 Aug 2019
August Round 2	Thu 8 Aug 2019	Thu 15 Aug 2019	Sun 25 Aug 2019	Thu 29 Aug 2019
September Round 1	Thu 22 Aug 2019	Thu 29 Aug 2019	Sun 8 Sep 2019	Thu 12 Sep 2019
September Round 2	Thu 5 Sep 2019	Thu 12 Sep 2019	Sun 22 Sep 2019	Thu 26 Sep 2019
October Round 1	Thu 12 Sep 2019	Thu 19 Sep 2019	Sun 6 Oct 2019	Thu 10 Oct 2019
October Round 2	Thu 3 Oct 2019	Thu 10 Oct 2019	Sun 20 Oct 2019	Thu 24 Oct 2019
November Round 1	Thu 24 Oct 2019	Thu 31 Oct 2019	Sun 10 Nov 2019	Thu 14 Nov 2019
November Round 2	Thu 7 Nov 2019	Mon 11 Nov 2019	Sun 24 Nov 2019	Thu 28 Nov 2019
December Round 1	Mon 11 Nov 2019	Fri 15 Nov 2019	Sun 8 Dec 2019	Thu 12 Dec 2019
December Round 2	Mon 18 Nov 2019	Fri 22 Nov 2019	Thu 19 Dec 2019	Mon 23 Dec 2019
January Round 1	Fri 29 Nov 2019	Wed 1 Jan 2020	Sun 5 Jan 2020	Fri 10 Jan 2020
January Round 2	Fri 10 Jan 2020	Wed 15 Jan 2020	Sun 19 Jan 2020	Thu 23 Jan 2020
February Round 1	Fri 24 Jan 2020	Thu 30 Jan 2020	Sun 2 Feb 2020	Thu 6 Feb 2020
February Round 2	Fri 7 Feb 2020 [‡]	Fri 7 Feb 2020	Sun 9 Feb 2020	Thu 13 Feb 2020
March Round 1	Fri 7 Feb 2020 [‡]	Fri 28 Feb 2020	Sun 1 Mar 2020	Thu 5 Mar 2020

† There are short periods before each offer round when you are unable to change your preferences in your application.

‡ This is the final closing date to apply for courses starting semester 1, 2020. If you apply close to or on this date, you may not have seven days to provide any documents that you need to include with your application.

Don't forget to check out the "Calendar of Events" on our School Careers Website