

# LIHS CAREERS

## Weekly News for New South Wales

For February 20, 2023

*Jump to:*

What's On This Week

Important Future Events

Scholarships

Apprenticeships and Traineeships

Getting Ready for Work

Work Experience

Competitions

Resources

Workplace Spotlight

### What's On This Week

#### [Quantum Australia 2023](#)

February 21 to February 23, 2023

Quantum Australia Conference and Careers Fair will be held on 21 to 23 February 2023 in Sydney and online.

Australia's premier quantum industry event presented by Sydney Quantum Academy returns in 2023. The three-day online and in-person program will explore the theme *'Building the foundations for a quantum economy'*.

Join prominent quantum experts from across the globe for thought-provoking panels and presentations on the industry's latest developments and innovative collaborations.

Conference speakers and panellists will cover the state of the nation, cyber security, sustainability, quantum chemistry, commercialisation, software and hardware, the role of government and much more.

A [Careers Fair](#) will also provide potential employers with a unique opportunity to engage with Australia's in-demand emerging talent, early career researchers and students.

[Find out more](#)

### [SCCE | Exchange Webinar](#)

February 21, 2023

Preparing for your exchange program is an important part of the process and is vital to continued program success. At these online meetings, an experienced high school exchange advisor will share an overview of high school exchange programs with Southern Cross Cultural Exchange.

You'll learn more about living with a host family and how studying overseas can help you develop confidence and independence... and gain a lifetime of memories.

[Find out more](#)

### [University of Melbourne | Hansen Scholarship Information Evening](#)

February 21, 2023

Are you a young leader in the making? Do you want to broaden your academic horizons while exploring your unique passions?

Applications for the Hansen Scholarship Program, the University's most generous undergraduate scholarship, are open between February and March 2023. Valued at up to \$108,000, the scholarship recognises Year 12 students from across Australia who have demonstrated outstanding academic success, a resilience to adversity and a commitment to helping others within their community.

To help you learn more about the program, we're inviting you to our upcoming online information session, in which we'll cover:

- The program's eligibility and selection criteria
- Timelines and the application process
- Tips and advice on submitting a competitive application
- Benefits of the program, including financial support, tailored personal development, industry connections and free accommodation at Little Hall residence.

You'll also hear from a current Hansen Scholar who will share their experiences about the program and be available to answer your questions. Parents and careers practitioners are also welcome to attend.

[Find out more](#)

### [NIE | UCAT and Pathways Into Medicine](#)

February 21, 2023

This forum is an excellent opportunity for teachers, students and their parents to find out about the UCAT, pathways into medicine, and have all questions answered by an expert teacher who has been working in the field since 1999.

This is not a sales, advertising, or promotional seminar. The session is packed with invaluable information during which we will be covering the following topics, and more:

- What is UCAT? UCAT scores? UCAT Sub-tests?
- Year 10, 11 and 12 – things to consider now.
- The Undergraduate Selection Criteria
- Application process into universities for medicine and dentistry
- When and who can sit the UCAT
- UCAT vs UMAT – How is UCAT different and why was UMAT replaced?
- GAMSAT
- Can you prepare for the UCAT?
- Undergraduate interview process
- Gap Year
- Alternative degrees and career choices
- Q & A

[Find out more](#)

### [University of Sydney | Life of a Data Scientist](#)

February 22, 2023

Have you wondered what a day in the life of a data scientist is like? And what jobs might be available in this growing sector? Join us to find out what an average day of work might be like in the field of data science. In this session you will learn about the exciting work being done by data scientists, from how biotechnologies integrated with clinical data can be used to answer scientific questions, to how we developing approaches and methodologies in statistical machine learning and much more.

[Find out more](#)

### [iscd | Virtual Info Session](#)

February 23, 2023

Attend iscd's free virtual info session!

- Learn all about our Diploma of Interior Design and Cert IV in Interior Decoration
- Discover how you can become a qualified Interior Designer in just 2 years
- Meet our educators and find out what projects you'll work on
- Find out what it's like to study from anywhere in our 100% Virtual Classroom

[Find out more](#)

## [iCanMed | How To Finish UCAT Prep In 50% Of The Average Prep Time](#)

February 23, 2023

To help students succeed, iCanMed has broken down 100,000 UCAT exam questions to identify the key question types that are asked every year. By analysing trends and gaining a full understanding of how the exam works, we've developed rock-solid preparation strategies and plans that enabled our iCanMed students to average a 90th percentile, and a quarter of our students to score in the 95th+ percentile range (top 5%).

In these 1.5-hour webinars, we will be:

1. Identifying the most common mistakes that cause students to waste valuable UCAT time
2. Outlining optimal methods for preparing for the UCAT (minimum time, maximum return)
3. Sitting a short mock test, followed by live step-by-step teaching of the most commonly-asked questions
4. Explaining why most students who wait until Term 2 to start UCAT preparation have an extremely high chance of failure

[Find out more](#)

## [ADF | Navy Open Day, Sydney](#)

February 25, 2023

The Australian Navy offers a multitude of career opportunities in trades, hospitality, logistics, aviation, healthcare, engineering – and much more.

Find out about serving, living and learning in the Navy by joining us at the HMAS Penguin Navy Open Day. Speak with current serving members about their own experiences and advice and discover how the Navy can shape your career.

[Find out more](#)

## **Important Future Events**

### [UNSW | Year 12 Medicine Information Evening](#)

March 14, 2023

UNSW's Medicine Information Evening, for current year 12 students, will provide insight into the dynamic blend of hands-on clinical experiences and research-focused learning that you will be immersed in as a UNSW Medicine student. You'll also find out detailed information on the application and admissions process for 2024 entry, including special entry schemes such as Rural, Gateway and Indigenous Entry Schemes.

[Find out more](#)

# Scholarships

## [The Top 5 Scholarships for High Achievers](#)

There are lots of scholarships out there to award high achievers. Whether you've studied hard and achieved excellent results, shown exceptional leadership skills, or worked hard to contribute to your community, you could benefit from a scholarship.

### **Who can get a high achievers scholarship?**

While we generally think of academic performance (and this is certainly one of the criteria), "high achieving" can apply to many different areas, including leadership, community service, and musical or sporting ability.

If you're at the top of your game in a particular subject, skill, or field, you could be eligible.

### **What's special about these scholarships?**

Unlike regular scholarships, which generally award money, these scholarships for high achievers often come with lots of bonuses. This can include things like mentoring opportunities, travel opportunities, exclusive access to extra-curricular experiences, networking and professional connections, and more.

### **Top 5 scholarships for high achievers**

Here are our picks for some of the top scholarships for high achievers.

[University of Melbourne Hansen Scholarship Program](#): not only will you receive a generous allowance during your studies, through the Hansen Scholarship Program you'll receive free accommodation, guaranteed entry to a Master's degree, access to a bespoke mentoring program, the opportunity to be part of a lifelong community of alumni, and more.

[ANU Tuckwell Scholarship Program](#): this scholarship from ANU awards financial support, guaranteed access to ANU-approved student accommodation, leadership development and enrichment opportunities, wellbeing and support options, as well as exclusive access to Scholars House (just to name a few benefits).

[UNSW Co-op Program](#): as well as financial support, the UNSW Co-op program allows you to connect with a huge community of professionals, alumni, and other students, helping you to grow your professional connections and gain real work experience before finishing university.

[Curtin University John Curtin Scholarship Program](#): this scholarship will cover your HECS fees for your entire degree, as well as extra cash for spending. You'll also get a one-off cash payment to

contribute towards an international study experience, access to leadership opportunities, and be paired with a mentor throughout your degree.

[University of Newcastle Ma & Morley Scholarship Program](#): this generous scholarship provides up to \$75,000 for your entire degree, access to a values based leadership program, and the opportunity to undertake an immersion experience in China.

These scholarships are just the tip of the iceberg – you can find tons more on our Scholarships Database [here](#).

### Some scholarships you may be interested in:

#### [Rheem Apprentice Plumber Grants](#)

Open: February 13, 2023

Closes: April 21, 2023

Value: \$3,000 AUD

## Apprenticeships and Traineeships

### [Business Traineeship Spotlight](#)

With [over 2.5 million businesses currently operating](#) in Australia, there are always ample opportunities for a career in this growing industry. If you'd like a career that can take you nearly anywhere and offers lots of opportunity for advancement, you might like to consider working in business. And one of the best ways to get started is by completing a business traineeship.

#### **What is a career in business?**

Business is a huge industry that encompasses a wide variety of different jobs and roles. You might find yourself organising teams and hiring workers, doing up budgets and financial statements, answering phones and emails, selling products and services, and so much more. Common roles include administration, sales, finance, and management. With enough experience and a great idea, you might even like to start your own business one day.

#### **What skills do I need for a career in business?**

You'll be working a lot with other people, so great communication skills are a must. Being organised and having strong time management skills are highly valued. A lot of your work will probably be done on computers, so having tech skills is generally also desired.

### **Why should I consider a business traineeship?**

A business traineeship is a great way to get your foot in the door with a company and start building valuable skills. There are often lots of opportunities to continue working after your traineeship is complete, and even advance your career down the track.

Traineeships are a great way to gain both practical on-the-job skills and theoretical knowledge at the same time. They combine VET study alongside paid work experience in a real business, so you get the best of both worlds.

A business traineeship will see you doing real work for an employer while completing study with a TAFE or RTO. A business traineeship usually takes around 1-2 years to complete, depending on whether you work and study full- or part-time.

There are tons of benefits to a traineeship, rather than just work or study alone, including:

- Getting paid while you learn – unlike uni, you can work and study without having to take on an insane work load.
- The opportunity to get hands-on experience, not just endless reading.
- The potential to connect with an employer and continue working with them after your traineeship is finished.
- Your qualification will be nationally recognised, meaning you can go anywhere with it.

### **Where can I find traineeship opportunities?**

Just like searching for a job, there are lots of places you can go to find a traineeship. You can start your search on sites like [SEEK](#) and [Indeed](#). Take a look on social media like Facebook or LinkedIn to see if any local businesses are hiring. Sign up with an [Apprenticeship Network Provider or Group Training Organisation](#), or even go old fashioned and take a look in the local paper or give local businesses a call.

Here are some examples of the kinds of opportunities available:

- [Business Traineeship](#), Fortitude Valley QLD
- [Business Administration Traineeship](#), Newcastle NSW
- [Financial Support Specialist](#), VIC
- [Business Administration Traineeship](#), Perth WA

## **Getting Ready for Work**

### **Example responses to job application questions**

You might have already thought about doing mock interviews to practise answering the questions. It is after all a crucial stage of any job application process.

But before you get an interview, you might be required to complete some short-answer questions on the application forms.

Common questions could include: “tell us why you want to work here”, “why should we hire you?” or “what makes you unique from other candidates?”.

### **Tips for answering application form questions**

- Don't just answer the question reflexively; give some thought to what the employer is trying to find out by asking.
- Use the job description and your research on the company to help you answer with relevant information.
- Use the STAR technique, or the “show don't tell” approach, to answer where possible. Provide examples not just statements.
- Write original answers, don't copy and paste from resumes or cover letters.
- Avoid plain YES or NO answers.
- Don't leave fields empty.

### **Common questions you might be asked**

Here are a few example questions and answers to help you out if you're struggling with writer's block.

You can also google specific questions, but don't copy the answers – just use them as inspiration.

#### **Why do you want to work here?**

Employers want to know if you've given serious consideration to your application. You need to show that you've done your research and understand exactly what the job entails.

“Your company stood out when I was researching the leading IT Solutions companies. I am aware of your dedication to the development of innovative consumer products, and I believe that this role would be the perfect fit considering my strong IT background.”

#### **Why do you think you are suitable for this role?**

Explain how your skills, knowledge and experience match the job outline, while also explaining your motivation and goals.

“I have always wanted to work as graphic designer that embraces change and provides great user experience. My studies have helped me to develop key artistic and organisational skills, while the experience that I gained from working on the school magazine has been the ideal preparation for a job in this field. I would relish the opportunity to be part of the team that works on your upcoming projects to learn more about the processes involved.”



### **Can you briefly outline your relevant skills and experience?**

Even if you haven't got any direct experience, yet, you can still highlight any transferable skills that relate to the role. Turn your answer into a positive one by making it clear that you want the job in order to gain experience in the area.

"Although I haven't had the opportunity to get work experience in a marketing company yet, I have already created high level concepts that have been used by the organisation where I volunteer, I was the copywriter on a number of marketing campaigns through the school magazine and have generated interest in my work through my website, which I designed myself."

### **Can you give us an example of how you made a positive contribution to a team and what the outcome was?**

Talk about a time that you were recently expected to achieve a goal in a team setting. Discuss how you went above and beyond to ensure that your contribution made a difference.

"I was elected as Captain by my soccer team and committed to winning a few games this season. Along with the coach I implemented a reward system and encouraged everyone to attend extra training systems and organised some workshops with other professionals."

### **Tell us about your strengths.**

Identify two or three of what you'd consider to be your best attributes, what do you often get good feedback for? For example, communication, teamwork, efficiency, work ethic, reliability, etc. Make sure you mention how they'd be an asset to the job you're applying for.

### **What are your weaknesses?**

You don't want to undersell yourself or turn off employers, but you also don't want to say nothing. This is an opportunity to show your self-awareness. Follow up with how you'd like some professional development in that area and mention how you've already been working towards it – a specific goal that you're working towards perhaps?

For example, if you're a bit shy, you could talk about ways that you're taking on public speaking roles and putting yourself forward for leadership or performing roles at school to.

### **We all have to start somewhere**

You don't have to wait until you're applying for a job to start practising how to answer application questions.

You could go online and find jobs similar to the ones you think you'd like to apply for, then go to the application page and copy the questions.

Write your answers and ask somebody else to read them and suggest ways you could improve.

If you'd like more tips, you might like to read the [Getting a Job Guide](#).

## Work Experience

### [What You Need to Know Before You Can Start Work Experience](#)

The prospect of starting work experience can be really exciting. It's a chance to finally get a taste of what your dream career might involve. But before you rush off and start looking for placements, there are a few things you should check off your list first.

#### **Are you eligible?**

As a general rule, to do work experience you'll need to be [of working age](#) in your state or territory (this is usually around 13 years). Some specific programs might have strict age requirements – for example, the work experience program at [Taronga Zoo](#) is only open to students in Years 10-12.

If you find a program or employer you like, make sure you read all the information carefully or get in contact with them to make sure you're eligible before you apply.

#### **Insurance and risk assessment**

If you're organising a placement through your school, they will most likely take care of [insurance](#) for you. However, if it's something you're doing independently, you might need to be covered by the employer instead – or in some cases organise your own insurance. Note that some employers may not want to take on work experience students if they aren't covered. This is particularly the case in industries that may be considered "high risk", such as construction, healthcare, and manufacturing.

If necessary, find out what kind of safety measures you'll need to take while on your placement. This is also something that your employer should cover with you, either before starting or on your first day. Your employer is also responsible for providing any required [personal protective equipment](#) (PPE).

#### **Know your rights and responsibilities**

Because you won't be getting paid, there are certain tasks that you shouldn't be expected to do by your employer. Most work experience placements will involve work shadowing and observation, and participation in activities that are for your own learning and benefit (not the employer's). It's important to [know your rights](#) so you can act if you feel that something is wrong.

On the other hand, it's also very important to know what's expected of you during your placement. You have a responsibility to show up on time, be respectful and enthusiastic, and actively participate in your placement – not just for the sake of your employer, but so you get the most out of the experience too.

### **Starting work experience**

Once you've done the above, and you've found the perfect placement, the only thing left to do is get started!

If you're still looking for ideas, you might like to check out our Work Experience Database [here](#).

## **Competitions**

### **[How to Spot a Valid Competition from a Marketing Ploy in Disguise](#)**

There are so many competitions out there, it can be difficult to know which ones are the best to enter. Most importantly, you want to make sure you're putting in effort for a good reason, and not just unwittingly sharing your data and hard work with someone who might exploit it.

If you're searching for competitions online, here are some tips to make sure they're legitimate and safe to enter.

Keen to enter a competition? We've got lots of opportunities on our (fully researched!) Competitions Database [here](#).

### **[Australian Geography Competition 2023](#)**

The Australian Geography Competition is a contest for Australian secondary school students, assessing their geographical knowledge and skills. The Competition aims to encourage student interest in geography and to reward student excellence.

The Competition is open to students in all Years of secondary school. In 2023, the Competition will be held online within schools, from Wednesday 10 May to Wednesday 24 May. The Competition consists of mainly multiple-choice questions testing geographical knowledge and skills.

**The deadline to enter is Friday 17 March.**

Find out more and enter here: <https://www.geographycompetition.org.au/>

### **[What Matters? Competition](#)**

Inspired by Gough Whitlam's commitment to involving young people in shaping Australia's future, the *What Matters?* writing competition is currently open to school students in years 5 to

12 from Australia. Responding to the simple question ‘what matters?’, entrants are free to express their views on any matter they care about.

Part writing exercise, part civics and citizenship activity, *What Matters?* is the perfect opportunity to empower students to raise their voices on issues that are important to them and know that their perspectives are valuable, no matter their age, background or viewpoint. Entries can be fiction, non-fiction, poetry or prose of up to 600 words, and submitted online.

**Entries close on Friday, 5 May 2023.**

Find out more and enter here: <https://www.whitlam.org/what-matters>

## Resources

### [ATAR Calculators – What Are They?](#)

If you’re in Year 12, there’s usually one big thing on your mind: what will my ATAR be? Most universities and other institutions take applications well before exams are over and you receive your official ATAR. So how can you know whether you’re on the right track?

This is what ATAR calculators are for. They take the results of any assessment you’ve done so far and use this information to estimate what your final ATAR might be. It’s an easy way of seeing whether you’re on track to get the ATAR you need for your course or future pathway.

### **Are the results from ATAR calculators accurate?**

Most of the ATAR calculators out there use data gathered from previous years to give you an idea of where you might fall on the scale.

Because assessment results and scaling change from year to year, it’s important to remember that the **predicted ATAR you’re given from a calculator most likely won’t be the same as your actual final ATAR**. However, they’re still good to get a general idea of what to expect.

It also depends on the calculator you use. We put the same subjects and same scores into four different calculators, and they all came out with slightly different results:

Calculator	95 Score	90 Score	80 Score	70 Score	65 Score
<a href="#">ATAR Notes HSC</a>	99.35	95.35	80.15	63.45	57.20
<a href="#">HSC Ninja</a>	99.65	96.05	80.55	62.75	55.25
<a href="#">Matrix</a>	99.55	95.40	80.85	64.10	57.00
<a href="#">UAC ATAR Compass</a>	99.55	95.55	80.35	63.65	56.50

*Subjects used: English Advanced, Mathematics Advanced, Biology, Physics, Drama, Ancient History.*

They might not seem like huge differences, but particularly if your results are lower, there is a larger gap between estimates using different calculators.

### What else are they useful for?

ATAR calculators can also be handy to see how different subjects scale. We used the same results and subjects as above, but this time with only Standard English and Mathematics, to see how the estimated ATAR would change:

Calculator	95 Score	90 Score	80 Score	70 Score	65 Score
<a href="#">ATAR Notes HSC</a>	99.20	95.15	79.40	59.70	50.95
<a href="#">HSC Ninja</a>	99.60	95.65	79.50	59.30	49.00
<a href="#">Matrix</a>	99.50	95.30	80.15	59.65	50.30
<a href="#">UAC ATAR Compass</a>	99.55	95.25	79.55	59.80	50.50

By using the calculator, you get a good visualisation of how taking subjects that scale higher can raise your ATAR.

### Where can I find one?

Here are some ATAR calculators we've found that you might want to take a look at:

- [UAC's ATAR Compass](#) (HSC)
- [Zen Tutes ATAR Calculator](#) (QCE)
- [Deakin University ATAR Calculator](#) (VCE)
- There are a heap more you can check out [here](#).

*Important:* Study Work Grow doesn't endorse any particular calculator, and keep in mind that the result you get **might not be accurate and shouldn't be exclusively relied on**.

### A final note

Remember that **your ATAR isn't everything!** If your ATAR isn't quite enough to get into your dream course, this doesn't mean you have to give up. There are lots of [Alternative Pathways](#) you can take to reach your goals.

You might even like to consider a pathway that doesn't require an ATAR, like studying a [VET course](#), doing an [apprenticeship or traineeship](#), or even jumping into a [job](#).

## [University Spotlight – University of Melbourne](#)

Learn more about what it's like to study at the University of Melbourne in our latest university spotlight.

### **Campuses & Access**

The University of Melbourne's main campus is located in Parkville, in the heart of Melbourne city. It's easy to access the campus via public transport, and there are car parks for those who need to drive to campus. There are other smaller campuses located across Melbourne and regional Victoria.

The Parkville campus is quite large, but is all located on flat ground and is fairly easy to navigate. It takes around 15 minutes to walk from one end of the campus to the other. Most of the buildings at the Parkville campus are easily accessible, and all major buildings are accessible by wheelchair. However, given the age of certain buildings, some do not have lifts to upper floors.

### **Online Learning**

The University of Melbourne's online course offerings are all at a postgraduate or microcredential level, and they don't offer a blended option for undergraduate courses either. If you're looking to study at an undergraduate level at the University of Melbourne, you'll probably need to study on-campus.

### **Study Options**

The University of Melbourne offer undergraduate courses in most standard study areas, with the notable exception of their teaching degrees all being postgraduate only. While they don't have a undergraduate medical program, you can apply for guaranteed entry to the Doctor of Medicine through the [Melbourne Chancellor's Scholarship](#).

Though the University of Melbourne doesn't offer double degrees, you do have the option to study a Diploma alongside your undergraduate degree.

The academic year is split across two semesters, running roughly from late-February mid-November, with a month-long break between semesters. Each semester also includes a week of non-teaching. A short optional Summer semester is also offered from early-January to late-February. No classes are run over the Christmas and New Year period. You can view the academic calendar for the year [here](#).

The course structure of most courses at the University of Melbourne is quite rigid, with subjects needing to be taken in a set order. You can find out more about specific courses and subjects in the course handbook [here](#).

## **Accommodation & Living**

The University of Melbourne currently offer 4 university-owned accommodation options, all located either on campus or just a short walk away. Two of the options are currently for graduate students only. There are also 11 residential colleges located on or close to campus. Current and commencing full-time undergraduate students automatically qualify for a guaranteed offer of accommodation. Recipients of the [Hansen Scholarship](#) will also receive free accommodation at Little Hall.

Sizes vary from studio to multi-bedroom options. 2023 prices vary between \$350 to \$750 per person per week, depending on size and location. The fees for all accommodation options include all utility bills – electricity, water, and internet (Wi-Fi). All accommodation options are self-catered. Many options include additional facilities, such as gyms, communal areas, sporting facilities, and more.

Contracts are offered on both 6- and 12-month terms. Students must reapply for accommodation at the end of their contract.

You can see all accommodation options and application processes [here](#).

Living off campus in Melbourne can get quite expensive (the [current median rental price](#) for an apartment in Parkville is \$420 per week), and rental options are generally highly competitive. More affordable options further away can mean a very long travel time to and from campus.

## **Campus & Teaching Facilities**

There is a large variety of cafés and eateries both on the Parkville campus and right nearby. Other facilities include a bank, pharmacy, sporting facilities, and several museums and galleries. The Parkville campus has several well-equipped libraries based on different subject areas. The Parkville campus has several specialist teaching buildings and facilities, and the Werribee campus is renowned for its world-class veterinary training facilities.

## **Student Support**

The University of Melbourne offer a variety of student support services, ranging from academic support, equity and disability support, specialised support for Indigenous students, and health and wellbeing services.

All of this information is easy to find and access on their website [here](#).

## **Industry Partnerships**

The University of Melbourne offers Work Integrated Learning (WIL) and internship options for their undergraduate [arts](#), [health](#), [science](#) and [commerce](#) degrees, allowing students to get real

world experience while they study. Current students can also apply for an internship with the [university](#).

They also run [Melbourne Connect](#), a purpose-built precinct designed to bring together industry, government, researchers, staff, and students to share ideas and collaborate.

### **Information Accessibility**

The University of Melbourne's website is modern, uncluttered and relatively easy to navigate. It has a handy search function, and essential information about courses, scholarships, and support options are easy to find.

### **Tours & Information Sessions**

You can take a virtual tour of the Parkville campus [here](#). They also run guided [in-person tours](#) on Tuesdays and Fridays for prospective students at the Parkville campus.

The University of Melbourne run both online and on campus information events for future students sporadically throughout the year. You can view the upcoming calendar of events [here](#).

### **Next Steps**

If you're interested in study at the University of Melbourne and want to find out more information, the best way to do this is to contact them, either by phone on 13 MELB (13 6352), or by submitting an [enquiry online](#).

The University of Melbourne also run one Open Day a year, currently scheduled for August.

## **Workplace Spotlight**

### **[The Careers Clusters in a school](#)**

We spend a large part of our lives in schools as students – but have you thought about what it might be like on the other side to work at a school?

Schools exist to educate young people, but they need more than just teachers to function.

There are lots of people who work hard behind the scenes, writing curriculum, coming up with new subject content, managing timetables and enrolments, liaising with parents, and keeping track of finances.

Here are some common things you can expect to find at all schools:

1. Working with others – there are very few times you'll find yourself working alone in a school, whether you're teaching students or collaborating with your co-workers in the office.
2. Lots of change – schools are dynamic environments, and you'll likely have to wear several hats no matter what your role is.



3. A high energy environment – there are always lots of things happening and plenty of work to be done.

### **Key Outcome – educate and inspire students**

The main focus of schools is to provide quality education for young people and prepare them for the world of work. They also provide a place for young people to make friends and grow emotionally.

### **Key Tasks –**

- Teach, guide, and supervise students
- Write curriculum and assessment
- Manage enrolments and timetables
- Develop new ways of teaching and learning

### **Industry – you can find schools in the education industry**

Schools are exclusively found in the education industry. There are lots of different kinds of schools, including public, private, religious, independent, and even distance schools. They also have a lot in common with other education institutions, like universities and vocational training institutes.

### **Work Environment – you can expect regular hours and on-site work**

*Regular work hours | Work on-site | Jobs in all locations, including metro, regional, and rural | Strong job growth*

Schools are usually open over the same set hours each day, and only during weekdays. Term dates and holidays are fixed each year, so you will know exactly when you need to come in to work. However, some workers (particularly teachers) may need to do work outside these regular hours.

For most people in schools, work either must be done on-site, or is easier to do on-site.

There are schools all across the country, from big cities to rural towns. While there are lots of opportunities in metropolitan areas, sometimes regional and rural schools struggle to fill vacant roles, so you might find it less competitive to find work in these areas.

### **The Career Clusters you'll find in a school**

People from all Clusters are needed for a school to run effectively, but the most common Clusters you'll find are Informers, Coordinators and Linkers.

### ***What do Makers do in a school?***

The Makers are the people responsible for maintaining the safety and cleanliness of a school, from mopping floors to repairing broken equipment. With the integration of technology in classrooms, they're also essential for installing IT systems and keeping them running smoothly.

- Maintenance Workers
- Cleaners
- IT/Systems Analysts

### ***The role of a Linker in a school***

The Linkers in schools are responsible for processing student enrolments, as well as keeping parents and the public informed about the things happening at the school. They can also work in reception, answering phone calls and managing appointments.

- Enrolment Officers
- Public Relations
- Receptionists

### ***Where you'll find Coordinators in a school***

Coordinators are the people who tend to work behind the scenes in schools. They're responsible for things like organising timetables and assigning students and teachers to classes, managing budgets and funding, and delegating tasks and responsibilities amongst teams.

- Principals
- Accounts Managers
- Office Administrators

### ***How do Informers work in a school?***

The main Informers in schools are the teachers, whose role is to educate and guide students of all ages in many different subjects. They can also work as Librarians, helping students to find the information they need, and as Careers Advisors, providing guidance on options after finishing school.

- Teachers
- Librarians
- Careers Advisors

### ***What types of Innovators work in a school?***

The Innovators in schools are the people writing curriculum and assessment, and developing new programs and subjects. They might also write textbooks and resources used by teachers to deliver subjects to students, or develop software that can be used for educational purposes.

- Curriculum Writers

- Textbook Authors
- Program Developers

### ***Where you'll find Guardians in a school***

Guardians in schools are tasked with looking after students outside of school hours, or treating minor injuries and illnesses. They might also provide support to teachers and assist students who have special needs.

- After School Care Workers
- Learning Support Officers
- School Medics

### **How do we expect working in a school to change in the future?**

COVID created huge disruptions for schooling, with nearly every school across the country needing to shift to online learning. This experience provided many schools with the knowledge and flexibility to deliver classes and content remotely, which is becoming more and more common as the technology improves.

Recent advances in Artificial Intelligence (AI) have also caused some concern amongst educators – but they also prove to be an opportunity to enhance the way students learn. It is likely that schools will need to adapt to AI becoming more accessible, and change the way they deliver content and assess students.

It is unlikely that we will see schools go completely digital anytime in the foreseeable future. They still provide a valuable space for students to interact and socialise face-to-face, and having direct contact with teachers is important for learning

### **The Study Work Grow Research Team**

PO Box 109, Redlynch, QLD 4870

Phone: 0432 860 108

Email: [lucy@studyworkgrow.com.au](mailto:lucy@studyworkgrow.com.au)

Find us online – [www.studyworkgrow.com.au](http://www.studyworkgrow.com.au)

Copyright © 2023, [Study Work Grow](http://Study Work Grow) | All rights reserved