

# Apprenticeships & Traineeships

## **Top strategies for getting an apprenticeship**

Now is the time for students wanting an apprenticeship or traineeship in 2017 to start applying. Do not wait until you finish school or after schoolies. Be ahead of the field with the following strategies.

**Your resume** – Spend time developing your resume. View [How to write a resume](#) for information on the structure and content of a resume.

- Include any work experience, part-time work or voluntary work you have undertaken, especially if it is relevant to the job you are applying for.
- List your skills. If you have undertaken hands-on subjects at school (e.g. Furnishing, Business, Tourism, Creative Arts) you will have many tool and/or process skills. These and other subjects also help you develop communication, teamwork, organisational, time management and computing skills. Ask your parents and teachers for help if you have trouble identifying your skills.
- Include the names and contact information for referees (people who are willing to talk to a potential employer about your skills, work ethic and attitudes).

Pick up more resume tips from [How to write an effective entry-level resume](#).

**Routinely checking job vacancy ads** – These are in newspapers, community noticeboards, the internet ([SEEK](#), [Careerone](#), [Jobactive](#), [Adzuna](#), etc.) and on group training company websites.

**Networking friends and family** - Tell people you know that you are looking for an apprenticeship. They might know a potential employer (or they might be a potential employer). Read the tips on [Networking](#) at Youth Central.

**Cold canvassing door-to-door** – Visit potential employers. Practice your greeting and handshake before you go (look neat and friendly). Ask if you can leave a resume in case anything comes up. It is a good idea to call in a second time so the employer knows you are keen. Learn more at [Cold calling – What is it?](#)

**Doing work experience** – If an employer cannot take you on as an apprentice at this time, ask if it is possible to do unpaid work experience with them. This experience will give the employer an opportunity to see the type of worker you are. It can be added to your resume and if the employer is impressed with your attitude and skills, they may contact you in the future when they are looking for a new apprentice.

**Pre-apprenticeship courses** – Many of these are offered by [TAFE Queensland SkillsTech](#) (do a search by trade e.g. plumbing, carpentry). These courses can cut time off the apprenticeship period. They make you more useful to an employer because you already have some skills before you start your apprenticeship. It is a good idea to put in an expression of interest to SkillsTech for courses starting in 2017.

**Group training organisations** – These organisations employ groups of apprentices and hire them out to host employers. For more information, visit [Group Training Australia](#). These organisations have lists of job vacancies on their websites.

**Other strategies** – The following websites contain other helpful job-seeking strategies.

- [Australian Apprenticeships Pathways](#)
- [Apprenticeships Info](#)
- [Australian Apprenticeship Support Network](#)

### **ERGON ENERGY APPRENTICESHIPS:**

Ergon Energy have released their annual recruitment drive for Apprenticeships commencing in February 2017.

Applications opened Friday 07/10 and will close Monday 24/10. Very important to check out the below link and submit your applications.

<https://www.ergon.com.au/about-us/careers>

Ergon Energy have noted variety of Trade Types and locations on offer.



### **Australian Defence Force (ADF) Gap Year**

Students interested in an ADF Gap Year in 2018 can register their [interest](#) to receive an email as soon as 2018 Gap Year jobs and application details are available. In the meantime, you might want to check that you meet the general entry requirements for Gap Year jobs:

- Australian Citizen or hold Permanent Resident status
- At least 17 years old (on entry)
- Completed Year 12
- Reasonably fit and healthy, with an acceptable Body Mass Index.

### **Australian Defence Force (ADF) Information Sessions**

**Brisbane** – Wednesday 19 October 2016 at 6 pm - *Engineering Careers Information Session* at Defence Force Recruiting Brisbane, Level 13, 295 Ann Street, Brisbane. Walk-ins are welcome or [book a spot](#).

**Loganholme** – Wednesday 19 October 2016 at 6 pm - *Defence Careers Information Session* at Fitzys Loganholme, Cnr Bryant's Road and Pacific Highway, Loganholme. [Book a spot](#).

Further information about these events and Army Reserve Information Sessions can be accessed on the [Facebook](#) site.

## Year 11s interested in the Australian Defence Force Academy

The optimum time to apply for entry into the Australian Defence Force Academy (ADFA) is Semester two of Year 11. Year 11 students who are interested in an attractive salary while studying an Australian Defence Force funded degree in Business, Engineering, Arts, Science, Technology or Information Technology are encouraged to commence their application this year. You can start your application on the [ADF](#) website or ring 131901. Before you do this, explore [life and study at ADFA](#).



## Flight Attendant Preparation Course at TAFE QLD

If you are interested in becoming a Flight Attendant, the [Certificate II Tourism – Flight Attendant Preparation Course](#) will give you a flying start. This course will provide you with an understanding of what it takes to be a Flight Attendant while gaining nationally recognised training, including Apply First Aid, Responsible Service of Alcohol and Customer Service. This is a four-week, full-time course offered at TAFE Queensland Brisbane, South Bank campus. Start dates for the course are 28 November 2016 and 30 January 2017. For more information, call 137248.

## Griffith University news

**New streamlined scholarship application** – The new online application can be used for all Griffith scholarships, so you can apply for multiple scholarships on the one application. Note the following application due dates:

- 25 November 2016 for Griffith Sports Excellence Scholarship
- 9 December 2016 for Sir Samuel Scholarships.

Visit [Griffith Scholarships](#) for details and to access the online application.

**Introducing trimesters** – Starting in 2017, Griffith will replace its current two-semester academic year with a three 12-week trimester academic year. Trimesters will offer you more flexibility, with the option to pace your study to suit your needs (e.g. work or training), or fast track your degree and get a head start on their career. Visit [Study at Griffith](#) for information on the new range of degrees available.

**School holiday Chinese immersion courses** - Learn about the Chinese language and culture or improve your current knowledge by enrolling in a two-day course at Griffith's Tourism Confucius Institute. For information about dates and fees and to register, see [School Holiday Immersion Courses](#).

**Summer Rock School** – This will be held from 9 – 13 January 2017 on the Gold Coast campus. It is designed for students who want a hands-on crash course in popular music. Applications are due on 11 November 2016. Visit the [Rock School](#) webpage for details and to apply.

**Griffith University Early Start to Tertiary Studies (GUESTS) program** – Year 11 (some semesters/trimesters only) and 12 students can study Griffith university subjects while still at school through this program and gain credit and guaranteed entry to Griffith degree courses. Go to [GUESTS](#)

for everything you need to know about the program. The due date for Year 11 students applying for the 2016 Summer semester is 15 October 2016. The due date for Year 12 students (current Year 11 students) applying for Trimester one 2017 is 30 October 2016.

### **Medicine and Biomedical Science Information Evening at Bond University**

Are you interested in medicine or health care? Bond University is hosting a special information evening on the Gold Coast that will provide insight into study pathways and career opportunities in the health industry. This event will be held from 6 - 8 pm on Thursday 20 October 2016 at the Gregor Heiner Theatre, Level 3, Faculty of Health Sciences and Medicine. Attendance is free. It is recommended that you [register](#) to attend.

### **National Institute of Dramatic Art (NIDA) courses in Brisbane**

NIDA will continue its delivery of Drama and Acting courses in Brisbane during Term four. For courses and application processes, visit the [NIDA Open website](#).

### **Queensland Curriculum and Assessment Authority (QCAA) questions**

**When will I get my Year 12 results?** – The QCAA will mail your results on Friday 16 December 2016 to the address your school has for you (so make sure your school has your current mailing address). You can access your results before the mail arrives from your Learning Account on the [Student Connect](#) website on Saturday 17 December 2016.

**How do I login to my Learning Account?** - You will need your LUI and password to login to your account. You can get [Login Help](#) from the Student Connect website if you encounter any problems with this.

**What are the new senior assessment and tertiary entrance systems?** The new systems will be in place for Year 11s in 2018. You can read about the new systems on the [QCAA](#) website.

### **Queensland University of Technology (QUT) news**

**QUT online resources** – If you missed the QUT tours during the September holidays, you can access plenty of online resources at [Are you a high school student?](#) and [Resources for Students](#).

**Start QUT** – This program enables students to study up to two QUT subjects during Year 12. Applications for Semester One 2017 close on 31 October 2016. Visit [Start QUT](#) for more information.

**Consider applying for QUT's Vice-Chancellor's Scholarships** – The categories available are academic, elite athlete and creative industries as well as the new \$30,000 elite visual and performing arts scholarships for acting, dance performance, music and visual arts single degrees. The Vice-Chancellor's Scholarship (Academic) requires students to achieve an OP 1 or 2, and the Vice-Chancellor's Scholarship (Elite Athlete) requires that students achieve an OP 1–5. Applications for these scholarships are due by 18 November 2016. Visit [Undergraduate Scholarships](#) for more information.

**QUT's Equity Scholarships Scheme** – This scheme offers over \$4 million in scholarships each year to students experiencing financial hardship. See [Equity scholarships scheme](#) for eligibility details and to access the application form. Applications for Semester one, 2017 are now open. Apply by 4 November 2016 to know the outcome by late December 2016. Apply by 6 February 2017 to know the outcome by early March 2017.

**Creative Industries short courses** - QUT's Creative Industries will offer a number of short courses in November 2016, including:

- Beginning Acting
- Digital storytelling intensives
- Introduction to Social Media
- Fashion illustration for beginners
- Public speaking: Making meaningful messages
- Stepping off a cliff: Starting Your First Novel.

Visit [Creative, Design and Performance Short Courses](#) for details.

### **Study for a Day at SAE Qantm: A Creative Media Institute**

[SAE Qantm](#), located in West End, Brisbane, invites students interested in studying Animation, Audio, Graphic Design, Web Design, Film or Games to spend a day with them. This is a great way to experiment with these media fields and to learn about the SAE Qantm courses and campus. The [Study for a Day](#) event will be held from 9 am – 4 pm on Saturday 22 October 2016. Visit the website for more information and to register.

### **University of Southern Queensland (USQ) news**

**Tertiary Preparation Program Intensive Pathway (TPPIP)** – Applications are now open for this free program. TPPIP is for Year 12 students and provides guaranteed entry into selected USQ degrees. It is held in Semester three (i.e. during the Summer holiday period, starting on the 28 November 2016) which allows students to start their degree studies in Semester one 2017. TPPIP will be delivered on the Toowoomba, Ipswich and Springfield campuses. The due date for applications is 18 November 2016. Access the application at [TPPIP](#).

**HeyU: Year 12 and Beyond** – This publication is designed for Year 12 students. Topics focus on the transition from school to university and include lots of advice from current USQ students. [Year 12 and Beyond](#) is worth a read.

**Unsure of your career direction?** – USQ Career Development Practitioners are available for free ZOOM (video) appointments after hours. They can help you to develop career skills, set goals, access resources and choose the best degree for you. Visit [Unsure of your career direction](#) for more information.

**Murri Study Options Evening** – At this event you can find out how uni can help your future, check out the campus and talk to others considering uni study. It will be held from 5 – 7 pm on Tuesday 18 October 2016 at the Ipswich campus. For more information and to register to attend, visit [Murri Study Options Evening](#).

**Head Start Program for students in Years 10, 11 and 12** - This program enables students to study USQ subjects while still at school. Applications for Semester three 2016 (14 November 2016 – 10 February 2017) close on 24 October 2016. See [Discover Head Start](#) for details.

### **University of the Sunshine Coast (USC) snippets**

**Meet USC Sippy Downs** – You are invited to the Sippy Downs campus any time between 1 - 4.30 pm on Tuesday 11 October 2016 to explore study options and check out the campus. Visit [Meet USC](#) for a list of the day's activities and to register your interest in attending.

**Scholarships at USC** – Check out [Scholarships](#) for the range of university (academic, sporting and equity) and external scholarships available. The application due date for many (but not all) of these scholarships is 30 November 2016.

**USC course offer dates** – No offers will be made to Year 12 students before 18 November 2016. From then, offers may be made every Thursday to eligible applicants (exceptions: Friday 18 November in place of Thursday 17 November and Wednesday 21 December in place of Thursday 22 December 2016). Check [Course offer dates](#) on the QTAC website as this information can change.

### **Updates from the University of Queensland (UQ)**

**UQ academic scholarships program** – There are three categories of academic scholarships – Vice-Chancellor's Scholarships, Excellence Scholarships and Merit Scholarships. You apply for all three on the one online application. You must provide scanned copies of supporting documentation with the online application form. The application due date is 31 October 2016. Details of the application process and FAQs are available at [UQ academic scholarship program](#).

**2017 Enhanced Studies Program (ESP)** – High achieving Year 11 students are invited to apply for this program for an opportunity to study a university subject in Semester one of Year 12. Applications are now open and will close on 31 October 2016. Visit [ESP](#) to download a brochure and to apply.

**When will UQ course offers be made?** – Offers for 2017 courses to Year 12 students may be made from 21 December 2016. However, the major offer-round for UQ courses will be on 16 January 2017. Any early offers will not be made for high demand programs such as Medicine, Physiotherapy, Dentistry, Vet Science or Midwifery (or related dual programs). Check [Course Offer Dates](#) on the QTAC website as this information can change.

**UQ College intensive prerequisite courses** – These courses in Mathematics B, Biology and Chemistry are delivered between 22 November - 17 December 2016. The results will be sent by UQ College to QTAC in time for the major offer-round on 16 January 2017. Applications can be accessed from [UQ College](#).

**UQ College Tertiary Preparation Program (TPP)** – This is a bridging program to further study at UQ and other universities for students who do not currently meet the entry requirements for their preferred degree courses. The program is free. There are intakes in January, May and September. Applications are now open for the January intake. For applications forms, visit [UQ College](#).

## **Financial Assistance & Scholarships**



### **Charlie Bell Scholarship for Future Leaders**

This scholarship is offered by McDonalds. The scholarship provides up to \$15,000 towards 2017 tuition fees. Employees and non-employees of McDonalds can apply for this scholarship. Applications close on Monday 31 October 2016. For more information and to apply, visit the [Charlie Bell Scholarship](#) website.



## **Occupational Information**



### **Interested in joining the Queensland Police Service?**

Young people can apply for entry to the Queensland Police Service at the end of Year 12 once they turn 18 years of age. Other pre-application requirements are listed on the [Queensland Police Recruitment](#) website. The Queensland Police Recruiting Unit will be holding information seminars in Brisbane and regional centres during October 2016. See [Information Seminars](#) for dates and locations and to register to attend. If you are unable to attend a seminar, you can visit the Police Recruiting Centre at 30 Makerston Street, Brisbane. Alternatively, you can call 1300 232 267 or email [recruiting@police.qld.gov.au](mailto:recruiting@police.qld.gov.au) to make an appointment to speak to a recruitment officer.

## **Open Days, Expos & Career Markets**



### **Brisbane Fitness and Health Expo**

This expo will be held on the weekend of 22 and 23 October 2016 at the Brisbane Convention and Exhibition Centre. A wide range of health and fitness organisations will be represented at the expo. Many of these offer courses for entry to the industry. There are competitions for those who are game enough to have a go. Find out more on the [EXPO](#) site.

### **Info Session at Shillington: Explore Graphic Design**

Shillington is an international college which offers an intensive Graphic Design course at its Brisbane campus. Shillington will hold an [Information Session](#) starting at 6 pm on Friday 21 October 2016.

### **Interested in nursing? Come to the Mater Education Open Day**

[Mater Education](#), located in South Brisbane, offers a number of health science related courses, including the Diploma of Nursing, Certificate III in Allied Health Assistance and Certificate III in Health Services Assistance. Applications are now open for the January 2017 intake. Interested students are encouraged to explore these courses at the Mater Education [Open Day](#) to be held from 10 am – 2 pm on Saturday 22 October 2016. Mater Education offers scholarships for eligible students from a refugee or Indigenous background.

### **Open Day at the Queensland School of Film and Television (QSFT)**

[QSFT](#), located in Annerley, Brisbane, offers a Diploma of Screen and Media. During this course, students gain a working knowledge of the film and television industry and the technical, organisational, creative and fundamental skills needed for filmmaking. QSFT will hold its [Open Day](#) from 10 am – 12 noon on Saturday 29 October 2016.

**Colette Naicker**  
**Careers Counsellor**

*'The above information has been gathered from a range of sources including Options Careers Information Bulletins and publicly available websites, institutional and organisational newsletters, student and career advisers and guidance officers. Every effort has been made to ensure the information provided is accurate and up-to-date at the time of publication.'*