

# PATHWAYS

## **JOB ADVERTISEMENTS:**

If you are sure of your choice to leave the College, and other Colleges and Tafe are not what you want at the moment then employment opportunities need to be explored. Getting a job is not easy, there are steps you need to go through before you begin your employment. Below is information related to what jobs are available and what you should know and have done before you make contact with one of the agencies managing job placement or before you contact an employer directly.

Before you look at what jobs are available from the wide list of resources available have you completed the essential preparation on knowing yourself, writing a resume and job interviews? These should be done first as you are doing this for yourself-make the effort and get it right! Have a look at the 'Before you go' section below and complete the tasks and read the material and then come back to the jobs!

Before you start your job hunting consider the following advice titled:

## **Traps for School Leavers**

### **School Leavers entering the workforce**

There are a number of sources of job information. Using the links on the Job Board research jobs available at the moment and any other relevant information such as contact numbers. Happy hunting!

## **BEFORE YOU GO:**

It is very important that you do not make the decision to leave the College without doing some very important preparation for yourself. If you wanted to go to the movies you won't just turn up at the cinema! The organisation is the same about leaving and your future as it is going to the cinema, you have to think it through.

Before you go it is important to work through this page and it's various pieces of information and tasks so that on exiting you are confident that you are ready to face the challenges and demands. It is also important that you make an **informed decision** about what your options are, whether that be Tafe, work, another secondary college or an apprenticeship.

Work through the material at Careers Online [www.careersonline.com.au/disc/intro.html](http://www.careersonline.com.au/disc/intro.html). It will involve thinking about yourself, printing material and responding to questions and completing tasks on-line that will assist you in preparing to leave the College. The material is not going to give you a job or all the answers to all questions but you have to start somewhere!

### **APPRENTICESHIPS/TRAINEESHIPS:**

Are you interested in a traineeship or new apprenticeship? Use the link below to explore the loads of information and advice.

***It is important to recognise that there are growing expectations for students to have completed year 11 and even year 12!***

➤ Federal Government's New Apprentices web site  
[www.newapprenticeships.gov.au](http://www.newapprenticeships.gov.au)

Rmit offers a wide range of New Apprenticeships that might be of interest to you. Explore the link below.

➤ RMIT New Apprenticeships  
[www.new-apps.rmit.edu.au](http://www.new-apps.rmit.edu.au)

### **TAFE:**

One of your options is TAFE, explore the information below about what TAFE is and what TAFE offers. You will also find links to TAFE institutes for you to explore, each site provides you course information and general information on TAFE locations, admissions and fees.

Once you have explored the sites it is important to record what interests you in some way for example save material to disk, print information or copy down information. Then it is up to you to make contact with whichever TAFE you are interested in and make an appointment.

What else do you need to find out about TAFE? Make a list of questions and things to do to act on after using this site.

For example: What is the difference between certificate levels? What are pre-apprenticeship courses?

### **EMPLOYMENT ASSISTANCE:**

If your decision is to exit the College and you are unsure of how to get a job then there are organisations that can assist you in all aspects of work. It is important to contact these organisations to arrange an appointment and explore the services offered. Listed below are some of the organisations available to you and some supportive comments.

#### **KYM Employment services**

Situated in Ringwood.

Phone: 98702401

Fax: 98794010

Address: 5 Murray Place

E-mail: [kymr@vicnet.net.au](mailto:kymr@vicnet.net.au)

KYM is a community based non-profit organisation committed to providing a professional and personalised free job placement service to employers and job seekers in the local community. KYM can assist you with resume, letters of application, interview preparation, provide access to jobs. KYM also offers training courses.

#### **Results Training**

Situated in Ringwood.

Phone: 98704000

Freecall: 1800063111

Fax: 98705661

Results Training offers such courses as Certificate 1 in *Planning for Employment and Training*. It is a course designed for school leavers who require extra skills to be "job ready".

Experienced trainers conduct all courses and you are awarded a nationally accredited certificate on successful completion of the course.

**Jobs East**

Situated in Mitcham.

Phone: 98738377

Fax: 98738149

Email: [jobseast@jobseast.asn.au](mailto:jobseast@jobseast.asn.au)

Jobseast provides assistance for young people in making informed choices and to take advantage of the extensive education, training and employment opportunity that is available to them. Jobseast will help with a New Apprenticeships and Traineeships.

**Link Employment & Training**

Situated in Dandenong.

Phone: 97202188

Fax: 97205805

Job Pathways aims to bridge the gap between school and work. The program assists school leavers into apprenticeships, Traineeships or other types of work by offering a quality job placement service at no cost. It also provides support for the first 6 months of employment.

Seek assistance from your Careers Advisor if you have questions over the information above and also use other sections of the Schol Leavers section for more information.