

# Becoming work ready

## Career Planning

Career planning reflects choices, decisions and transition points over a lifetime. Early career planning uses the knowledge of an individual's skills, qualities, motivations, career and personal goals to create a plan.

A career plan often involves steps, such as:

- trialling different types of jobs, work or careers through work experience
- choosing further education or training to gain the skills, knowledge and qualifications
- entering the workforce at an entry level, while learning or with a qualification
- upskilling to develop the knowledge, skills and attitudes to meet career goals.

Work placement learning and work experience is available to secondary students as well as vocational and higher education students. Look for high quality learning experiences that offer a realistic and engaging insight into an industry, job or career.

Work Placements	
<b>Access work placements in government agencies</b>	<a href="https://ikon.education.wa.edu.au/-/organise-secondary-student-work-placements-in-government-agencies">https://ikon.education.wa.edu.au/-/organise-secondary-student-work-placements-in-government-agencies</a> Support for senior secondary students to access work placements in state and local government agencies.
<b>Careers at Council</b>	<a href="https://www.careersatcouncil.com.au/entry-level-opportunities/">https://www.careersatcouncil.com.au/entry-level-opportunities/</a> Local government work experience and entry level jobs.
<b>Australian Public Service Jobs</b>	<a href="https://www.apsjobs.gov.au/s/career-pathways-home/career-pathways-cohort/work-experience-MC4UOLPLDAFNFFBABDNBKR46IBEA">https://www.apsjobs.gov.au/s/career-pathways-home/career-pathways-cohort/work-experience-MC4UOLPLDAFNFFBABDNBKR46IBEA</a> Australian Public Service Year 11 and 12 work experience options.
<b>Workforce Australia</b>	<a href="https://www.workforceaustralia.gov.au/individuals/jobs/search">https://www.workforceaustralia.gov.au/individuals/jobs/search</a> Workforce Australia Jobs Board work experience options.
<b>Australian Unions</b>	<a href="https://worksitesite.australianunions.org.au/making-the-most-out-of-work-experience/">https://worksitesite.australianunions.org.au/making-the-most-out-of-work-experience/</a> A guide for work experience with a diary and questions to ask.

Support is available to help young people transition from secondary school into vocational education and training (VET) programs. Some learning programs focus on developing skills in workforce shortage areas, which is helpful for young people (and parents or carers) who are seeking reassurance that they will find a job after training. Upskilling might include informal learning programs to develop the knowledge, skills and attitudes required to meet personal and career goals.

Vocational education and training (VET)	
<b>My Skills</b>	<a href="https://www.myskills.gov.au/">https://www.myskills.gov.au/</a> Search VET courses, occupations and registered training organisations (RTO) and compare duration, fees, outcomes and locations. <a href="https://www.myskills.gov.au/information/choosing-a-training-provider/">https://www.myskills.gov.au/information/choosing-a-training-provider/</a> Questions to ask when choosing an RTO.
<b>Skill Finder</b>	<a href="https://www.skillfinder.com.au/">https://www.skillfinder.com.au/</a> Free online course marketplace to access over 3000 online courses provided by the world's leading tech companies mostly for free.
<b>Jobs and Skills WA</b>	<a href="https://www.jobsandskills.wa.gov.au/jobs-and-skills-centre">https://www.jobsandskills.wa.gov.au/jobs-and-skills-centre</a> Jobs and Skills Centres WA provide careers, training and employment advice and assistance. <a href="https://www.jobsandskills.wa.gov.au/skillsready">https://www.jobsandskills.wa.gov.au/skillsready</a> Information on qualifications, short courses and skill set training courses offered in WA that have reduced fees.
<b>TAFE WA – Future students</b>	<b>Central Regional</b> <a href="https://www.centralregionaltafe.wa.edu.au/new-students/start-my-career">https://www.centralregionaltafe.wa.edu.au/new-students/start-my-career</a> <b>North Metro</b> <a href="https://www.northmetrotafe.wa.edu.au/you-apply/why-choose-nmtafe">https://www.northmetrotafe.wa.edu.au/you-apply/why-choose-nmtafe</a> <b>North Regional</b> <a href="https://www.northregionaltafe.wa.edu.au/getting-started/why-choose-north-regional-tafe">https://www.northregionaltafe.wa.edu.au/getting-started/why-choose-north-regional-tafe</a> <b>South Metro</b> <a href="https://www.southmetrotafe.wa.edu.au/secondary-students/secondary-school-students">https://www.southmetrotafe.wa.edu.au/secondary-students/secondary-school-students</a> <b>South Regional</b> <a href="https://www.southregionaltafe.wa.edu.au/info/future-students">https://www.southregionaltafe.wa.edu.au/info/future-students</a>

Apprenticeship or traineeship pathways are a structured VET study arrangement combined with paid on-the-job training. There are formal requirements to meet: there must be an apprentice or trainee, an eligible qualification, an employer, an RTO and an Australian Apprentice Support Network provider and a completed Training Contract.

Some programs are offered to secondary school students.

Apprenticeship and traineeship pathways	
<b>Apprenticeship Office</b>	<a href="https://www.dtwd.wa.gov.au/apprenticeship-office">https://www.dtwd.wa.gov.au/apprenticeship-office</a> Information on the apprenticeship system in WA, including the register of qualifications, training contracts and trade certificates.
<b>VET delivered to secondary students</b>	<a href="https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-schools">https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-schools</a> Information for schools and teachers on the VET programs offered in schools, this includes: <ul style="list-style-type: none"> <li>• school-based apprenticeships and traineeships (SBAT)</li> <li>• pre-apprenticeship (PAiS) and pre-traineeships offered in schools</li> <li>• the Aboriginal school-based training program (ASBT)</li> </ul>

<b>Australian Apprenticeships Pathways</b>	<a href="https://www.aapathways.com.au/students">https://www.aapathways.com.au/students</a> Australian Apprenticeships Pathways resources for students. <a href="https://www.youtube.com/user/AAPathways">https://www.youtube.com/user/AAPathways</a> A video collection of Australian apprentice job search experiences.
<b>Australian Apprenticeships</b>	<a href="https://www.australianapprenticeships.gov.au/apprentices">https://www.australianapprenticeships.gov.au/apprentices</a> Information on apprenticeship pathways for people interested in an apprenticeship or traineeship.
<b>Australian Apprentice Support Network (AASN)</b>	<a href="https://www.australianapprenticeships.gov.au/about-aasn">https://www.australianapprenticeships.gov.au/about-aasn</a> AASN provide services from pre-commencement to training completion including the completion of the training contract. Choose from: <b>Apprenticeship Support Australia WA (All WA)</b> <a href="https://asa.cciwa.com/">https://asa.cciwa.com/</a> <b>The BUSY Group (All WA)</b> <a href="https://www.busyatwork.com.au/">https://www.busyatwork.com.au/</a> <b>MEGT (Perth and surrounds only)</b> <a href="https://www.megt.com.au/">https://www.megt.com.au/</a>
<b>WA Intake Guide</b>	<a href="https://asa.cciwa.com/wp-content/uploads/2021/09/0721-ASA-Apprentices-Trainees-Intake-Guide.pdf">https://asa.cciwa.com/wp-content/uploads/2021/09/0721-ASA-Apprentices-Trainees-Intake-Guide.pdf</a> WA Apprenticeship and Traineeship Intake Guide provides business listings for an array of apprenticeship and traineeship options.
<b>Group Training (GTO)</b>	<a href="https://www.australianapprenticeships.gov.au/group-training">https://www.australianapprenticeships.gov.au/group-training</a> An explanation of the role of a Group Training Organisation (GTO) with a searchable national register of GTOs.
<b>Busy at Work</b>	<a href="https://www.busyatwork.com.au/apprenticeships-traineeships/">https://www.busyatwork.com.au/apprenticeships-traineeships/</a> Induction guide with checklists to get started, responsibilities and helpful information and answers to frequently asked questions.
<b>Apprenticeship Support Australia</b>	<a href="https://outlook.office365.com/owa/calendar/CareersRecruitment@cciwa.com/bookings/">https://outlook.office365.com/owa/calendar/CareersRecruitment@cciwa.com/bookings/</a> Careers and recruitment services which includes job seeker consultation, mentoring support and the school-based traineeship advisory service.
<b>MEGT</b>	<a href="https://www.megt.com.au/about-us/services/career-hub-apprentices-and-trainees">https://www.megt.com.au/about-us/services/career-hub-apprentices-and-trainees</a> Job Seeker Toolkit which includes employability skills, job hunting, interview tips, job applications, cover letter and resume templates.

For young people interested in higher education, there are options to explore courses, entry requirements and compare graduate outcomes and career pathways.

Explore training, education, and career pathways	
<b>Course Seeker</b>	<a href="https://www.courseseeker.edu.au/">https://www.courseseeker.edu.au/</a> <a href="https://www.courseseeker.edu.au/assets/resources/Beyond-School-Study-Guide-2020.pdf">https://www.courseseeker.edu.au/assets/resources/Beyond-School-Study-Guide-2020.pdf</a> Search and compare courses from different higher education institutions with admissions requirements, study options, fees and student outcomes.
<b>Compare higher education institutions</b>	<a href="https://www.qilt.edu.au/">https://www.qilt.edu.au/</a> The Quality Indicators for Learning and Teaching (QILT). <a href="https://www.compared.edu.au/">https://www.compared.edu.au/</a> Explore and compare higher education institutions and study areas based on student experience and graduate outcomes.
<b>Beyond school study guide.</b>	<a href="https://www.studyassist.gov.au/sites/studyassist/files/beyond_school_study_guide_interactive.pdf?v=1540767293">https://www.studyassist.gov.au/sites/studyassist/files/beyond_school_study_guide_interactive.pdf?v=1540767293</a> A guide to tertiary study options and government assistance.
<b>Applications to study</b>	Applications to study in Australia are generally made through a state-based admissions centre. <b>In WA, Tertiary Institutions Service Centre:</b> <a href="https://www.tisc.edu.au/static/home.tisc">https://www.tisc.edu.au/static/home.tisc</a> There is also a course search option and key dates for applications. <b>Interstate:</b> <a href="https://www.uac.edu.au/future-applicants/how-to-apply-for-uni/apply-to-interstate-unis">https://www.uac.edu.au/future-applicants/how-to-apply-for-uni/apply-to-interstate-unis</a> General information for a few international study destinations: United States of America: <a href="https://educationusa.state.gov/">https://educationusa.state.gov/</a> United Kingdom: <a href="https://study-uk.britishcouncil.org/">https://study-uk.britishcouncil.org/</a> European Union: <a href="https://education.ec.europa.eu/study-in-europe">https://education.ec.europa.eu/study-in-europe</a>
<b>Graduate program or job</b>	<a href="https://au.gradconnection.com/blog/students/post/graduate-programs-vs-graduate-jobs/">https://au.gradconnection.com/blog/students/post/graduate-programs-vs-graduate-jobs/</a> Key differences outlined between the 2 graduate work options.
<b>Graduate recruitment process</b>	<a href="https://au.gradconnection.com/blog/students/post/graduate-recruitment-process-overview/">https://au.gradconnection.com/blog/students/post/graduate-recruitment-process-overview/</a> Many of the large graduate and internship programs follow a similar graduate recruitment process. Some programs are highly competitive.
<b>WA Government</b>	<a href="https://www.wa.gov.au/government/multi-step-guides/place-of-opportunity">https://www.wa.gov.au/government/multi-step-guides/place-of-opportunity</a> WA Government offers graduate or cadetship programs. This includes a list of high priority qualifications by agency and the key recruitment dates.
<b>Australian Public Service Jobs</b>	<a href="https://www.apsjobs.gov.au/s/graduate-portal/departments">https://www.apsjobs.gov.au/s/graduate-portal/departments</a> Graduate programs for all federal government agencies. Each program has an overview of the salary range, the location and the program. There is also an overview of the roles on offer, what happens in the program and options after program completion. A great resource for comparing starting salaries.