Career – The sum total of paid and unpaid work, learning and life roles you undertake throughout your life.

Occupation – A group of similar jobs found in different industries or organisations.

Work – A set of activities with an intended set of outcomes. Can include parenting or volunteering as well as paid employment.

Job – A position in which you perform tasks for payment.
You can help

Introduction

This leaflet is for parents, guardians, or those who have a responsibility or an interest in looking after teenagers. It will provide you with information about career pathways, and give you suggestions on how you can help your teenager to make career decisions.

You can help

As a parent, guardian or teacher you have a key role to play in helping young people make career decisions. Career development is a life long process, beginning in childhood. Many adults state that they decided on their current occupations when they were children. Research shows that parental involvement is one of the biggest factors influencing the development of a child’s sense of the world of work. While the information provided by career professionals is very important, the conversations you have with your teenager about their career decisions are also very valuable.

It is important to talk with your teenager about all the options available for further study and employment after school. There are a lot of options out there for them to think about and it can take teenagers some time to get a sense of what they are interested in. Remember that almost everyone will change career direction multiple times in their lifetime and your teenager may eventually take up a job that does not exist yet. What you are looking to do is find a starting point with your teenager.

You can help your teenager by being positive about their ideas and opportunities for finding a satisfying career path. With your teenager consider, their suitability for different jobs and help them identify their abilities, interests and experiences. Talk about their hopes and visions for the future and any ideas they have about work or study.

Get the ball rolling

Think about your own work and life experiences and the paths you took to get where you are. You might be surprised to discover that your teenager is interested in finding out about how you made decisions about your career. Have you always worked in one occupation? Have you tried lots of different kinds of jobs? How did you know you made the right career decision?

Talk to your teenager about the kinds of occupations they are interested in, and then talk to your friends about their line of work. You may know someone who has the occupation that your teenager is interested in. How did your friends get into those occupations? What are the positive and negative things about those occupations?

Think about the work experience your teenager has had, and how they felt about it. Learning what you don’t want to do can be as important as learning what you do want to do. So even if they didn’t enjoy the work experience, it is good to talk about why the experience wasn’t positive.

Look at what activities your teenager is involved in outside of school, such as casual jobs, providing child care, sport, volunteer work or a creative hobby. Perhaps they have a special skill or talent that could lead to an occupation.

Talk to your teenager’s career adviser at school, and encourage your teenager to talk to them.

Keep an eye out for any career expos at your teenager’s school or in your local area. Career expos are a great opportunity to find out about the education and training providers in your area and meet potential employers.

One parent’s story

School was never my favourite place. I enjoyed the trade subjects and physical education, the rest I did under sufferance. But I was lucky, I knew the career I wanted and when I left school at age 15 I secured a five year Carpentry and Joinery apprenticeship.

My wife, Thea and I were married at 20 years of age and spent the next two years travelling and working around Australia. On returning home we started our own business doing odd jobs for farmers around the area where I grew up. From there we progressed to renovations, then housing construction for eight-nine years before moving into the commercial and industrial area of the building and construction industry.

Today, 36 years later we have grown into a company working throughout Tasmania and in regional Victoria employing in excess of 500 people, including 96 apprentices. For me it has been an exciting, at times challenging, but always rewarding journey.

Royce Fairbrother

Learning pathways

Pathways through school and beyond

There are many different pathways that can lead to rewarding careers. Remember, a choice made today is not a choice made forever. People are no longer locked into one occupation or education level. It is possible to move from work to study, TAFE to university, or from an Australian Apprenticeship into a long-term professional career.

During school most young people choose between one or more of the following post Year 10 or post Year 12 pathways:

- Studying through TAFE, a private Registered Training Organisation, a community training provider or university
- Undertaking an Australian Apprenticeship
- Taking a gap year where they might participate in community or volunteer work and/or travel
- Starting a business
- Finding employment.

Research shows that people are much more likely to get a job if they have Year 12 or an equivalent vocational qualification. However, some young people feel that staying on at school is not for them. If this applies to your teenager, they might want to consider combining their school studies with some practical, paid training.

Along the way I’ve been fortunate to learn many valuable life lessons. Without doubt the standout learning has been the importance of always being honest with myself and the people I interact with. That’s the foundation we have built our business on. And in retrospect I’ve also learnt the true value of a good education.

Nowadays I spend much of my time teaching our apprentices and youth in our communities the essential skills needed to build a successful life. If you are smart enough to get a good education in your younger years, then learn how to dream big and develop a positive - can do attitude and be prepared to work hard for what you want, you have the world at your feet. The most important ingredient for ensuring a happy and successful life is a never ending commitment to learning.

Royce Fairbrother

Vocational Education and Training (VET) in schools allows students to combine vocational studies with their other subjects as they continue to work towards completing Year 12. In this way, students can keep their options open to pursue further full-time or part-time vocational training or to move into tertiary studies.

Australian School-based Apprenticeships give young people the option of starting an Australian Apprenticeship while they are still at school. They can earn a wage as they work and study and this can give them a head start in their chosen career. For more information go to www.australianapprenticeships.gov.au

Further education and training

Trade Training Centres in Schools

Trade Training Centres help increase the proportion of students achieving Year 12 or an equivalent qualification. Through the program, the Australian Government aims to improve student access to trade training facilities that meet industry standards, improve the quality of schooling offered to secondary students undertaking trade related pathways and assist young people to make a successful transition from school to work, further education or training. For more information go to www.tradetrainingcentres.deewr.gov.au
Learning pathways cont’d

Vocational education and training is great for people who like study that is practical, hands on and directly job-related. Courses are offered through TAFEs, private Registered Training Organisations and community training providers. Students can get nationally recognised qualifications in areas as varied as aviation, aged care, cardio-technology, children’s services, car mechanics, earth science, plumbing and nursing. For more information go to www.training.com.au

There are costs associated with further education and training, such as course fees, text books and equipment, which should be considered when thinking about this pathway. If your teenager is considering moving away from home to study, they will also need to think about how they will pay for their living costs. A range of financial support is available to young people who are studying, doing an Australian Apprenticeship, starting a business or looking for work. For more information go to www.centrelink.gov.au

Around 40% of students go straight from school to university. To make the right choice, students need to find out about the university, the range of courses and where they may be offered, and any course requirements. For more information go to www.goingtouni.gov.au

Australian Apprenticeships
An Australian Apprenticeship offers practical work experience and formal training at the same time. Australian Apprenticeships are now offered in more than 500 occupations from Arborist to Zookeeper. They can provide new skills, a great start in an interesting career and a pay packet for the time spent on the job. For more information go to www.australianapprenticeships.gov.au

Taking a gap year
While many school leavers want to go straight on to further education and training, many take a break in their first year out of school to travel, pursue a hobby, earn money, volunteer, or gain skills and life experience before moving on to formal study. This is known as a gap year. Taking a break from studying to do something different can really help a young person if they are not sure about what career they want to pursue. There are many ways a year out can increase skills and experience, enhance understanding of a chosen field of study, and add to future employability. For more information go to www.year12whatnext.gov.au

Many young people choose to do volunteer work during their gap year as it is an excellent way of experiencing new challenges and learning about the world of work. Volunteers can provide an unpaid but valuable service to the Australian community, and can also work overseas. A variety of organisations rely on volunteers and it can be a great way to build new skills and add to work experience. For more information go to www.volunteeringaustralia.org

The Australian Defence Force (ADF) runs a gap year program for students or recent school leavers. Individual programs run across Navy, Army and Air Force and are designed to give you detailed insight into how the ADF operates. Think of it as a once in a lifetime work experience placement in the ADF. For more information, go to www.defencejobs.gov.au/education/gapYear

Starting a business
Starting a business is another option to consider. Formal qualifications or business experience aren’t always necessary (though they can be helpful) to start and run a business. There are a number of programs aimed at helping people build their enterprise skills and develop innovative ideas, as well as providing sources of training and education that assist in following innovative career pathways. For more information go to www.business.gov.au

Employment growth
Over the past few decades the Australian labour market has changed considerably. Ageing of the population, increased participation of women in the workforce, changes in industry structure, technological advances and a need for greater flexibility have all contributed to change. For more information go to www.joboutlook.gov.au

Job growth
The following chart shows where the most employment growth is expected from now to 2013–14.

Find out more about occupations and job prospects

www.workplace.gov.au Information on employment, government assistance, training and working conditions.

www.workplace.gov.au.australianjobs A summary of the labour market nationally, for states and territories, occupations and industries. Also available in hard copy.

About employment
The skills teenagers need
Employers are interested in what they describe as employability skills when they decide who to employ and who to promote within their organisations. Employability skills are the skills that allow people to do their jobs well in all circumstances—they are not the technical skills required by an occupation. Employability skills and personal attributes are important no matter where people work or what work they do.
Compact with Young Australians

The Australian, state and territory governments have implemented a Compact with Young Australians to ensure young people are engaged in both education and training to obtain a Year 12 or equivalent qualification. It is now a minimum requirement throughout Australia that young people participate in schooling until the completion of Year 10, and then participate full-time in education, training or employment, or a combination of these activities until the age of 17. For more information go to www.deewr.gov.au/compactwithyoungaustralians

Finding out more together

**Bullseye Charts**

The Australian Government produces a series of 30 career information charts called the Bullseye Charts. Each chart looks at a school subject, and the many occupations that subject can lead to. You could start by looking at the Bullseye Charts with your teenager so they can identify what occupations are linked to the school subjects they like. You can view or download the Bullseye Charts at www.deewr.gov.au/bullseye

**myfuture.edu.au**

myfuture.edu.au is Australia’s online career information and exploration service. myfuture provides information and tools to help people investigate career pathways. It also has a parent information section which can assist you in supporting your teenager to identify career options and set career action planning. myfuture includes comprehensive information about occupations, courses and state-by-state labour market information which may assist your teenager in deciding what occupations to focus on. For more, visit the website at www.myfuture.edu.au

**Job Guide**

Your teenager may find it helpful to look up the occupations they are interested in. Check out the Job Guide book, or go to www.jobguide.deewr.gov.au. Group Training Organisations that take on Australian Apprenticeships help pay university fees and contributions, develop a new skill, and assist with their training. Apprenticeships Access Program provides vulnerable students with nationally recognised pre-vocational training, support and assistance.

**Additional websites**

www.abc.net.au/feddayjobs Online videos about people who enjoy their work.

www.deewr.gov.au/accessprogram The Australian Apprenticeships Access Program provides vulnerable job seekers who experience barriers to entering skilled employment with nationally recognised pre-vocational training, support and assistance.

www.enya.org.au The National Training and Information Service provides information about courses, qualifications, competencies, training packages and Registered Training Organisations.

www.skillsinfo.gov.au Provides industry skills information, including employment data and links to information on employment, careers, skill needs and training.

www.myfuture.edu.au A guide for Year 12 students planning their post school education and training.

**Keywords in careers**

- Accredited Training: Training that is nationally recognised, and is provided by Registered Training Organisations, including TAFE.
- Assumed Knowledge: The minimum level of achievement considered necessary for successful first year tertiary study.
- Cadetship: An employment arrangement in which an employer agrees to subsidise the formal training of an employee to enable a qualification to be obtained.
- Competency-Based Training: Training based on the ability to perform tasks rather than the length of time spent in training.
- Higher Education Loan Program (HELP): HELP assists eligible higher education and vocational education students to pay their tuition costs. The loans (HECS-HELP, FEE-HELP, OS-HELP and VET FEE-HELP) from the Australian Government have income contingent repayment arrangements. For HECS-HELP, FEE-HELP or OS-HELP, visit www.goingtouni.gov.au. For VET FEE-HELP visit www.deewr.gov.au.
- Structured Work Placement: Also known as Structured Workplace Learning, on-the-job training, VET in Schools and work placements. Students learn practical skills through structured experience and practice in the workplace. The outcome of this on-the-job training contributes to the senior secondary school certificate and an industry-recognised qualification.
- Tertiary Education: Post-secondary courses offered by universities, private providers and TAFE institutes.
- Training Packages: Packages developed by industry and endorsed by government to ensure that vocational education and training meets industry standards.

**Remember…**

- There is a wide range of career information available at www.deewr.gov.au/careerdevelopment
- You could visit a Career Information Centre (CIC) with your teenager. CICs have a range of career information products as well as professional support in using them. To find out about the nearest CIC to you go to www.careerlinks.gov.au/internet/internet.nsf/services/career_centres.htm
- Check out the Australian Career Development Studies (ACDS) training available at www.career.edu.au. ACDS includes a free, self-paced resource for anyone interested in their own career development or helping others, such as children, with making career choices.

**Year 12 - what next?**

Year 12 - what next? is a booklet and website designed to inform Year 12 students about the pathway options available to them. Explore the website at www.year12whatnext.gov.au
Help your child develop the skills and qualifications they need to succeed in the 21st Century workforce

As a parent you play a central role in helping your child make sound career choices whilst at school, ensuring they have the right skills and qualifications for the future.

Australian Apprenticeships provide young people with a great start to their working life and lead to a nationally recognised qualification. Apprenticeships also provide options for your child’s future such as further study and training, overseas travel, new career paths, owning a business or being a manager in a large company.

Australian Apprenticeships offer practical work experience coupled with formal training in more than 500 occupations across Australia, and can be undertaken full-time, part-time or school-based.

For more information on how your child can become an Australian Apprentice talk to your local Australian Apprenticeships Centre. To find an Australian Apprenticeships Centre near you visit www.australianapprenticeships.gov.au or call 13 38 73.

Sometimes things happen that put us off track, like leaving school early. If so, the Access Program may be perfect for you. You could get:

- Free* training that gives you basic skills that count towards an Australian Apprenticeship
- Free* job preparation, including writing a good resume, preparing for interviews and gaining work experience
- Linked up for free* with actual local employers where you can try out your new skills
- Free* on the job support to help you settle in for your first 13 weeks

To find out more, talk to your Job Services Australia Provider, local Centrelink Office or find your local Access Program provider by calling 13 38 73 or visiting www.deewr.gov.au/AccessProgram to find courses in a location near you.

* For eligible clients. Young people who are still in school are not eligible to participate in the Access Program. The Access Program is an option for those eligible young people who have already decided to leave school, however the option to participate must not be a factor in their decision to leave school.

Discover the world of myfuture

myfuture.edu.au is Australia’s premier online interactive career information and exploration service.


myfuture assists students and adults to explore their career direction and future. People can build their career profile, explore career fields, compare options and develop a comprehensive career pathway plan.

Seen something in the Job Guide that you like? Visit myfuture’s occupation information to find out even more!

For further information contact us via inform@educationau.edu.au or call +61 8 8334 3210.