

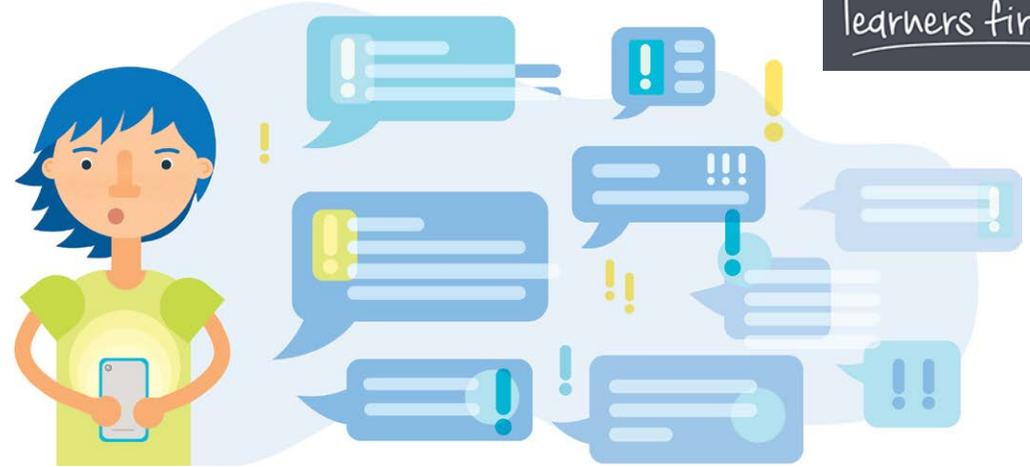
ANYTHING  
— CAN HAPPEN —

# CAREER INSIGHTS

December newsletter



DEPARTMENT OF  
EDUCATION  
*learners first*



## Using Social Media to Find Job Vacancies

**According to the Department of Employment, Skills, Small and Family Business research into how employers recruit staff, employer use of social media to recruit staff has increased from 1% in 2012-2013 to 14% in 2018-2019<sup>1</sup>.**

Many Summer holiday jobs in tourism or hospitality and accommodation and food services that may be suitable for students are advertised on social media. For example, Australian Government research into how employers recruit staff found that social media is one of the main ways that employers use when hiring staff for these occupations:

- Kitchenhand
- Receptionist
- Waiter
- Bar Attendant

Another common way that employers hire staff for these occupations is by placing an advertisement on a job board.

<sup>1</sup> Labour Market Information Portal (2019). Facebook groups for recruiting and job seeking. Available at: [http://lmip.gov.au/default.aspx?L\\_MIP/GainInsights/EmployersRecruitmentInsights](http://lmip.gov.au/default.aspx?L_MIP/GainInsights/EmployersRecruitmentInsights)

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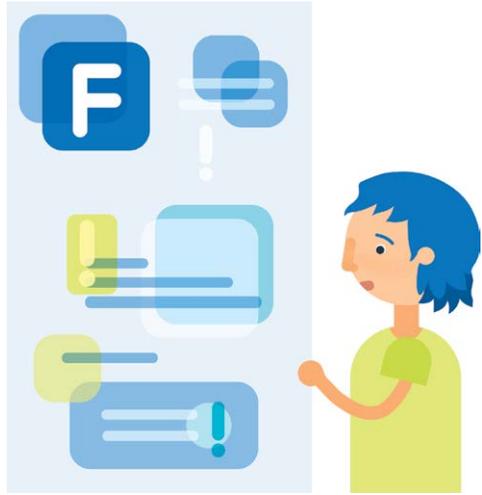
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## Finding Job Vacancies on a Job Board

A job board is a website that lists current job vacancies. Employers usually pay a fee to post their job vacancies. Examples of job boards include:

- [Seek](#)
- [Indeed](#)
- [CareerOne](#)
- [Adzuna](#)
- [Glassdoor](#)

Jobseekers are invited to apply for jobs of interest on the job board itself. You are likely to be asked to fill out an online application form and upload your résumé and a cover letter may be optional.

When you apply for a job vacancies listed on a job board, it is likely that in the first instance an Applicant Tracking System (ATS) will process your application. An ATS is a robot that has been programmed to scan job applications for keywords that are in the job advertisement. This is why it is important to tailor your résumé

to the job you are applying for. The [Job Jumpstart website](#) has a worksheet on how to tailor your résumé. Select Toolbox and the Applying for Jobs tab and locate the worksheet on how to write a tailored résumé.

There are formatting features that applicant tracking systems cannot handle. For example, if you have images, tables, infographics and non-standard formatting in your résumé, it is possible it will be rejected by the ATS. Read [this article](#) on applicant tracking systems to see how to prepare your résumé in a way that it won't be rejected.

## Finding Job Vacancies on Facebook

Facebook is a common social media platform for finding job vacancies. There are many Facebook jobs groups. Some are related to geographical locations, e.g., Launceston Jobs, George Town Employment Opportunities, Derwent Valley Job Board. Some are related to industries, e.g., Tasmania Hospitality and Tourism Jobs, Seafood Jobs, Tasmania Hospitality Jobs.

You can join these groups to find out the latest vacancies, get more information or post a comment. You can add a post specifying the kind of job you are looking for. Employers who have joined these Facebook groups can post job vacancies and they can view the posts from jobseekers looking for work.



## How to get a Tax File Number

**If you get a Summer holiday job or other part-time or casual job you will need to get a Tax File Number (TFN), otherwise you will be required to pay 47% of your wages in tax!**

A Tax File Number (TFN) is a personal reference number that is needed for taxation, superannuation and other purposes. Your TFN lasts your whole life and is used to identify you, so make sure you keep it in a safe place.

You can read all about the TFN on the [Australian Taxation Office \(ATO\) website](#). Follow the links to apply for a TFN.

There are three ways that you can apply for a TFN.

1. Complete an online form, print the summary, and book an appointment with a participating post office retail outlet within 30 days. You will find all the links to do this on the [ATO website here](#). You will need to take

proof of identify documentation to your interview. Find out which proof of identity documents are acceptable [here](#).

2. If you can't get to a participating post office retail outlet and you receive a Centrelink benefit, you can go into Centrelink and complete the paper form, Tax File Number – Application or Enquiry for Individuals (NAT 1432). You can download this form from the ATO website this form before you go into Centrelink.
3. If you can't get to a participating post office retail outlet and you do not receive a Centrelink benefit, you will need to:
  - Download and complete the Tax File Number – Application or Enquiry for Individuals (NAT 1432) form, or
  - Phone the ATO on the number identified on the ATO website and arrange for a Tax File Number – Application or Enquiry for Individuals (NAT 1432) form to be sent to you.
 Then you need to mail the completed form with the required proof of identity documentation to the ATO.





## Year 12: University Course Offers and Alternative Pathways

*Waiting for your TCE results and your ATAR can be a stressful time for Year 12 students who are planning to continue onto tertiary education.*

In many cases, TCE results and the ATAR determine the course offers you will receive. If you get an offer for a course that you are happy with, the next step is to accept your offer or apply to defer if that is what you want to do.

If you don't get a first round offer in your first listed course (i.e. your most preferred) and you get an offer in a course further down your list, accept the offer you received. Not everyone who receives an offer takes it up, so it is possible that on second, third and subsequent offer rounds, you may get an offer in your dream course.

Some people don't get an offer in their preferred course because they did not get a Satisfactory Achievement in a

prerequisite TCE subject. If this happens to you, check with the university to see if there is a relevant bridging or foundation course that you could do over the Summer break. A Pass in a relevant bridging or foundation course may lead to an offer in your preferred course.

Some people don't get an offer in their preferred course because they did not achieve a high enough ATAR. If this happens to you, consider enrolling in a different course with a lower ATAR that you will enjoy. You may be offered a place in an enabling course such as one year Diploma of University Studies. In the first semester of the Diploma of University Studies you will complete units that will help you succeed at university study. In the second semester you will study some units related to your target degree.

Students who do not achieve a high enough ATAR for a bachelor degree course could consider an Associate

Degree program at the University College or the Australian Maritime College. The ATAR required for Associate Degree courses is lower than the ATAR needed for bachelor degree courses.

Applicants who do not meet the general entry requirements for the university may be offered a place in the University Preparation Program. Successful completion of this program provides the background for the Diploma of University Studies courses.

If you have any concerns about the offer process or the course offer you received contact the University.

Of course, you can always take a gap break for a few months and apply for mid-year enrolment if available for your target degree or take a gap year to reconsider your options. You may even consider a job or traineeship in hospitality or tourism or another industry in a gap break or gap year.



# Lions Youth of the Year 2020

If you are aged between the ages of 15 and 19 years, you may be eligible to enter Lions Youth of the Year. Eligibility for entry includes:

- Australian citizen or permanent resident
- At least 15 and under 19 years of age as at the 30th June, 2020.
- Attending a secondary education institution between 1st July 2019 and 30th June 2020, or part thereof.

By entering the program for 2020, you will experience an interview situation in a friendly atmosphere and practise your public speaking skills.

This is achieved by:

- Submitting an entry form before or by early February 2020.
- Attending an interview for up to 40 minutes.
- Presenting a 5 minute speech on a topic of your choice.
- Responding to 2 impromptu questions.

The interview, speech and responses to impromptu questions take place at a local sponsoring Lions Club around February to March in 2020. Winners at the Lions Club level proceed to the regional finals. Regional winners

proceed to state finals, state finalists to national finals in May 2020. From the club level adjudication through to the national finals, prizes are awarded and recognition is given to participants.

Lions Youth of the Year boasts high profile Australians, including former entrants, Kevin Rudd, Peter Beattie (past premier of Queensland), the ABC's Sabra Lane and Senator Simon Birmingham.

Here is a link to the [entry form](#).

The contact person for Lions Youth of the Year in Tasmania is: James Seville – [james.seville@gmail.com](mailto:james.seville@gmail.com).

Your school or college may have a staff member who coordinates Lions Youth of the Year.

To find out more information please view [this brochure](#) about Lions Youth of the Year or visit the [Lions Youth of the Year webpage](#).

Participating in Lions Youth of the Year has added benefits, including:

- Building and providing evidence of your presentation and communication skills. These skills are highly valued employability skills.
- Enhancing your résumé. Participating in extra-curricular activities such as Lions Youth of the Year may give you the edge when looking for a job.
- Providing evidence of involvement in extra-curricular activities, which is required by some universities as part of the application process.

# Career Actions



If you are planning to apply for **Medicine, Dentistry or Clinical Sciences** in 2021, you will need to sit UCAT (University Clinical Assessment Test) next year. Why not plan ahead and practice some sample UCAT questions over the holidays? Visit the [UCAT webpage](#) to find the practice questions.



Just because it is school holidays, it does not mean you can't look at **career websites** we've reviewed this year. If you become curious about career possibilities over the Summer, why not have a look at these websites again? Here is the list we've reviewed this year:

<https://www.growcareers.com.au>

- a self-help careers website contains up-to-date and comprehensive information and curated links to answer the career questions of middle and secondary school students, parents and the wider school community.

[www.myhealthcareer.com.au](http://www.myhealthcareer.com.au) - dedicated to careers in the medicine and health professions. including Dentistry, Dietetics, Exercise Science, Medicine, Midwifery, Nursing, Occupational Therapy, Optometry, Pharmacy, Physiotherapy, Podiatry, Psychology.

[www.myfuture.edu.au](http://www.myfuture.edu.au) - myfuture is Australia's national career exploration and career information website.

[www.aapathways.com.au](http://www.aapathways.com.au) - one-stop-shop for everything you need to know about Australian Apprenticeships and Traineeships and related pathways.

[www.careerswithstem.com.au](http://www.careerswithstem.com.au) - This website has STEM stories, articles, quizzes, tips, videos and e-magazines.

[www.jobjumpstart.gov.au](http://www.jobjumpstart.gov.au) - supports young people to plan their employment journey and search for job opportunities.

[www.courseseeker.edu.au](http://www.courseseeker.edu.au) - a national tertiary admissions platform with nationally consistent information to help you explore Australian Diploma, Associate Degree and Bachelor degree courses offered by universities higher education institutions.

[www.myskills.gov.au](http://www.myskills.gov.au) - Australia's national vocational education and training (VET) directory.

[www.gooduniversitiesguide.com.au](http://www.gooduniversitiesguide.com.au) - is an excellent resource to help you make decisions about school subjects, career options, and

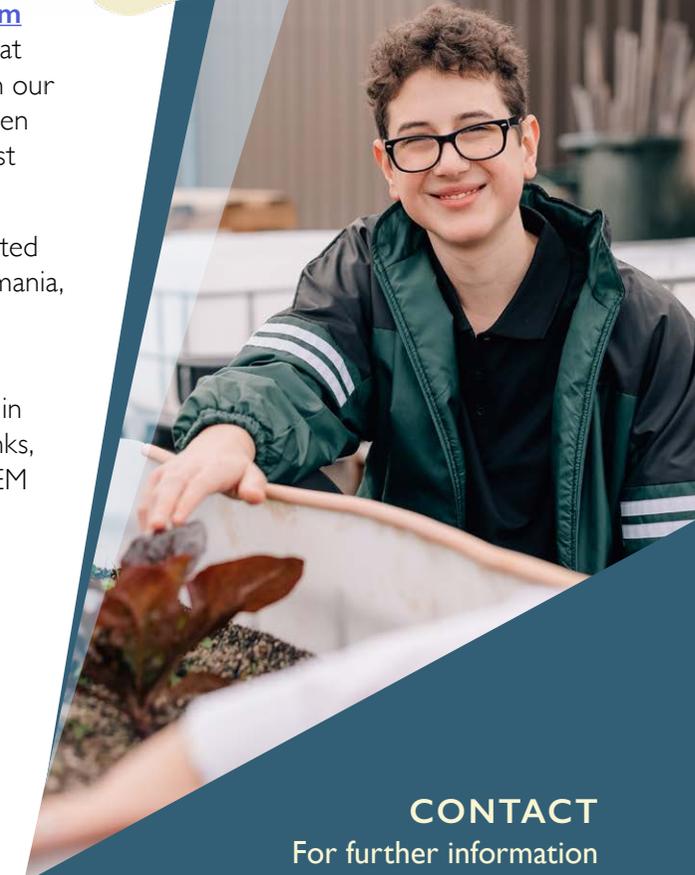
VET, university and higher education courses and institutions.

[www.100jobsofthefuture.com](http://www.100jobsofthefuture.com) - explains a research project that examined the future of work in our increasingly technologically driven society and has a career interest quiz for jobs of the future.

[www.seafoodjobs.org](http://www.seafoodjobs.org) - devoted to the Seafood Industry in Tasmania, including businesses directory, training, and job vacancies.

[www.thegist.edu.au/](http://www.thegist.edu.au/) - a girls in STEM website with heaps of links, resources and pages about STEM careers with a VET or higher education pathway.

[www.jobactive.gov.au](http://www.jobactive.gov.au) - a website that compiles job vacancies from various sources with resources to support jobseekers applying for jobs and preparing for interviews.



## CONTACT

For further information contact the Vocational Learning and Career Education Unit on [VLCE@education.tas.gov.au](mailto:VLCE@education.tas.gov.au) or 6165 5404

This content was prepared, in part, by Dr Catherine Hughes, Career Development Consultant for Tasmanian Schools and Colleges.