Arimdale Secondary College

TAFE / Employment INFORMATION

Introduction
Study at TNE
How to Enrol
Scholarships/ Recognised Prior Learning
USI Number
Careers Websites
Employment
INTRODUCTION

Welcome to this exciting stage of your career development

Plan your career
Are you finishing school and wondering what career path to take?
TAFE New England offers courses across a range of industry areas and ensures students are equipped with the skills you need to get the job they want! Browse through industry areas to find careers and suggestions for courses that will help you meet your career goals!

Talk to Mrs Hardman to help plan your education and career goals, assess your career direction or develop your job application and interview skills.

You can also contact a TNE career counsellor for additional assistance.

Armidale Campus Counsellor
Phone: (02) 6773 7738

Tamworth Campus Counsellor (also servicing Quirindi)
Phone: (02) 6768 2293

Gunnedah Campus Counsellor (also servicing Coonabarabran and Moree)
Phone: (02) 6742 9610

Inverell Campus Counsellor (also servicing Glen Innes and Tenterfield)
Phone: (02) 6721 9035

Happy planning 😊

Mrs Hardman
Careers Adviser
Armidale Secondary College

E lana.hardman@det.nsw.edu.au
M 0402 086 273
Get your USI

From 2014, when you undertake Nationally Recognised Training, all of your records will be held in one place so that you can obtain your personal training records, any time.

To ensure that you have access to your training records, you will need to obtain a Unique Student Identifier (USI).

Go to [www.usi.gov.au](http://www.usi.gov.au) and create your USI NOW!
IMPORTANT INFORMATION

STUDY AT TNE

TAFE has strong links to employers and pathways to university; it can have you workplace ready sooner, with a nationally recognised qualification you can use locally and beyond. You can choose between on campus or online learning, or a combination of the two. They also provide a range of support services so that you’ll never have to face the challenges of tertiary study alone.

With more than 200 courses across a range of industry areas, TAFE New England is committed to changing lives through learning. Explore their site to find out more, or call them on 1800 448 176.

HOW TO ENROL

Online

Head over to the list of courses [http://www.tne.edu.au/Courses.aspx](http://www.tne.edu.au/Courses.aspx)

Select the course that best suits your needs and simply scroll to the end of the Course Description to find the “Enrol Now” icon.

Mail

Print and complete an enrolment form for desired course and simply post or hand deliver the form to your local campus.

Phone

Call and speak to their friendly Customer Support Team 1800 448 176

In Person

Prefer to meet face to face with TAFE’s Customer Support Team? Call in to your local campus and allow them to walk you through the process 1800 448 176.
Top 5 reasons to study at TAFE New England

1. Helping you reach your goals

Whether you’re still at school and wondering what career path to take, or already in the workforce and looking for a promotion or a career change, TAFE New England can help. TAFE New England’s teachers are qualified industry professionals, ready to share their real-world understanding and experience with you. Their state of the art facilities give you the chance to practice your skills ‘hands-on’, meaning you’ll be workplace-ready on completion of your course.

2. Industry links for relevant skills

At TAFE New England, they maintain strong links with business and industry to ensure they are providing the most relevant and up-to-date skills and training for their students. They have the capacity to customise courses to industry needs, and often work with businesses to deliver training directly to employees. You can be confident a TAFE New England’s qualification will be recognised and respected by employers. At TAFE New England, they are committed to seeing their students equipped with relevant skills to contribute within the workforce.

3. Flexible learning options to suit your lifestyle

TAFE New England offers flexible study options to make life a little easier. Whether it’s day time, night time, on campus, off campus, online, short courses, self-paced or e-learning they do their best to offer a solution to meet your needs. With 11 campuses across New England and the North West, we’re never too far away. TNE Connects gives you access to more courses where you live, using video-conferencing, blended delivery, online resources, workshops at campuses and mobile delivery units.

4. Great support services

TAFE New England are committed to changing life through learning. They want you to achieve your goals, so we have a range of supports in place to help you get there. As a TAFE New England student, you can rely on their support staff, counsellors, the Learning Resource Centre (library), and the Student Helpdesk to give you practical advice and advocacy; whatever your situation may be. Smaller class sizes ensure more time with your teachers, leading to better academic outcomes, and their comprehensive support services mean you’ll never have to face the challenges of tertiary study alone.

5. Pathways to university

Thinking about university but not ready to commit to the time and expense? TAFE New England courses are often shorter and more affordable than other study options, and in many cases a Certificate IV, Diploma or Advanced Diploma through TAFE New England can be used as credit toward a university degree. You can even study both at the same time through an integrated program. If your goal is to go to university but you don’t have your HSC, we offer tertiary preparation certificate courses specifically designed for entry to University. Talk to their friendly team to find out more about the many pathways to university available through TAFE New England.
• Check TAFE website

• Check ASC Careers website

www.asccareers.com.au

• Check ASC Careers Facebook

www.facebook.com/armidalesecondarycollege.careers

JobJump

https://jobjump.com.au

(ASC password = embrace)

The Good Universities Guide

www.gooduniversitiesguide.com.au

THE FOOTNOTES

CAREER WEBSITES

General career websites

- My future website – www.myfuture.edu.au
- Graduate Careers Australia – www.graduatecareers.com.au
- Careers on line – www.careersonline.com.au
- Smart & Skilled https://smartandskilled.nsw.gov.au/

Job Search:

- Jobted https://au.jobted.com/
- Indeed https://au.indeed.com/
EMPLOYMENT

GET READY FOR WORK!

www.asccareers.com.au has resources to assist you in preparing for employment.

You will find information and important links on:

- Apprenticeships / Traineeships
- Employment
  - Resume templates
  - Cover letter templates
  - Employability skills videos
  - Work readiness presentation and workbook
  - Interview resources
  - Tax File Number (TFN) information
  - Moving out of home information
  - Job opportunities
- Newsletters
- Career Planning Checklist
Careers News
Useful Websites

There are many resources available to assist you in tailoring your career and completing your HSC. These include:

NESA – NSW Education Standards Authority
http://educationstandards.nsw.edu.au
Student guides, parent guides, HSC syllabuses, HSC past papers……… and much more.

UAC Universities Admissions Centre
http://www.uac.edu.au/
Explore your options, apply for courses and receive offers for tertiary study in NSW & the ACT. ATAR information, bonus points, entry requirements and pathways to uni, common myths about subject selection and scaling, participating university information…..and more.

Job Jump
www.jobjump.com.au
password = embrace

When you register on JobJump you will receive the News on the Careers you like sent to your home email address.

Once you have registered, you can also use all parts of the website to enjoy all of the following:

- Writing letters, resumes, what to say to an employer, where to find your future employer.
- A comprehensive digital ATAR and University Course sorter that works hand in hand with the UAC Handbook making life now a breeze for you to search for your chosen courses.
- JobJump finds the relevant TAFE courses
- Job vacancies based on your area location.
- University scholarships and their direct links
- Bonus points, Overseas Exchange, Accommodation across Universities in NSW and their direct links.
- Earnings across 300 careers.
- EAS information.
- Find my Career quizzes.
- Hobby projects across 110 careers to inspire and engage students in their career.
- Interactive yearly calendar across all news items which can be personalised to your careers of interest.
- Universities Open Days listing and links.
- Videos across 110 careers.
- Gap Year and Volunteering opportunities.
- Alternative entry to University sorter and links across NSW Universities.
- Interstate University admissions centres’ links.
- ……. and much more.

Explore your options – other valuable resources
Knowing what is available can open up exciting new opportunities.

- A good place to start exploring career pathways is to think about the school subjects you like - visit https://www.education.gov.au/career-bullseye-posters.

  The Bullseye posters can help students to identify occupations that link with subjects you study at school and the level of education and training these occupations require.

- To find out about weekly earnings and employment prospects go to the Job Outlook website at www.joboutlook.gov.au.

- My Skills website is an Australian Government initiative to ensure training consumers have access to current, straightforward, independent and trustworthy Information to help them make choices about their training options. As the national directory of vocational education and training (VET) organisations and courses, My Skills strives to improve the quality and accessibility of information available for VET consumers and provides the ability to search for, and compare, VET courses and training providers. https://www.myskills.gov.au/

- Explore more than 400 job descriptions and find the right career for you. https://www.gooduniversitiesguide.com.au/careers-guide

- To find out where skills are in demand go to the Skills Info website at http://lmip.gov.au.

- Visit myfuture - Australia’s career and exploration service. Explore careers, Build a career profile and discover valuable tools and resources at www.myfuture.edu.au

- What Degree? Which University? is your guide to making an informed decision about what degree to study at which university. Information about lifestyle, student housing, survival guide and after uni. Visit http://www.whatdegreewhichuniversity.com/

- Visit a Centrelink (Human Services) Career Information Centre www.humanservices.gov.au

- Australian Jobs 2018 includes information about the labour market for industries and occupations as well as states, territories and regions of Australia. It also provides forward-looking occupational and industry information that will help readers understand where the jobs will be in the future. Download the booklet - https://docs.employment.gov.au/system/files/doc/other/australianjobs2018.pdf

- Study Assist - This website provides information to students about Australian Government assistance for financing tertiary study. Visit http://studyassist.gov.au/sites/StudyAssist/ This website also has links to various government scholarships and awards.


• Upload your resume to be found http://www.careerone.com.au/

Scholarships:
• Investigate scholarships offered at the university or the institute at which you intend to study. Most institutions offer a range of scholarships based on academic performance and some consider other criteria also.

Go to the scholarships page on individual institution websites. Many scholarships remain unclaimed - so APPLY! JOBJUMP has a list of uni’s with direct links to their scholarship page (password = embrace) www.jobjump.com.au

• Scholarship search
  http://www.hobsonscoursefinder.com.au/scholarship/search#.U7fhIE2KBD-


• Links to Australian scholarships http://australia.gov.au/topics/education-and-training/scholarships

Job Search:
• Jobted https://au.jobted.com/

• Indeed https://au.indeed.com/


• Australian Job Search https://jobsearch.gov.au/

• My Career Job Search http://www.adzuna.com.au/?utm_source=mycareer