Do you have employability skills?

In 2013, the Australian government released the Core Skills for Work Framework. This framework describes ten skill areas (in three skill clusters) that are required to participate effectively in work, whether as an employee, volunteer or self-employed worker. The clusters and skills are listed below.

**Cluster 1. Navigate the world of work**

a. Manage career and work life

b. Work with roles, rights and protocols

**Cluster 2. Interact with others**

a. Communicate for work

b. Connect and work with others (team work)

c. Recognise and utilise diverse perspectives

**Cluster 3. Get the work done**

a. Plan and organise

b. Make decisions

c. Identify and solve problems

d. Create and innovate

e. Work in a digital world

Do a self-assessment of your skill level in these areas on a 1 (lowest) - 10 (highest) scale. How could you improve your employability skills? Go to [https://www.education.gov.au/core-skills-work-developmental-framework](https://www.education.gov.au/core-skills-work-developmental-framework) if you are interested in reading more about the Core Skills for Work Framework.

**Labour market trends in Australia**
The following information is adapted from an article in the September 2014 edition of the *Australian Careers Service Newsletter*. The information is based on recent presentations given by Adecco, a global provider of human resource services.

**Key findings of an analysis of labour market trends in Australia**

- There is forecasted growth in the healthcare, construction, mining, sales and marketing, banking, accounting, and engineering and technical industries.
- The manufacturing industry is expected to experience minimal growth compared to other key sectors.
- Permanent employment has continued to grow and is now at record levels, with the temporary and casual workforce also set to experience growth.

**Industry growth in key employment sectors**

- **Accounting and finance**: Currently most job openings are resulting from departing workers. However, new roles will be created over the next year or two. The sector has experienced growth of around three per cent over the last three years, but is expected to grow by 8.4 per cent by 2017.
- **Engineering and technical**: Vacancies are increasing, along with predicted growth of around 12 per cent. There is continued demand in civil engineering and construction.
- **Manufacturing and operations**: This is an industry that has been in slow decline, with growth of just over one per cent predicted over the next three years. An area of growth is food manufacturing.
- **Mining and resources**: The mining sector is now flattening. There is good news for experienced candidates due to a shortage of highly skilled engineers, but some mining operations are cutting staff numbers. The past three years saw overall workforce growth of 43 per cent, with further growth of around 14 per cent expected by 2017.
- **Sales and marketing**: Future growth has been estimated at around 10 per cent over the next three years. Vacancies are increasing and there is a growing need for experienced marketing professionals.
- **Trades**: This is an area of growth — particularly for experienced workers in areas such as construction. Engineering and science-based roles are also experiencing growth. Vacancies are increasing overall and the industry is set to grow by more than eight per cent, with similar growth opportunities for both permanent and casual workers.
- **Transport and logistics**: The transport and logistics industry is suffering a skills shortage. Although the temporary and casual workforce has experienced a decline in recent years, overall growth has been three per cent. Over the next three years, growth is predicted to be nine per cent.

Top strategies for getting an apprenticeship

- **Your resume** – Spend time developing your resume. Include any work experience, part-time work and a list of your skills. If you have undertaken hands-on subjects at school (e.g. Furnishing, Business, Tourism, Creative Arts) you will have many tool and/or process skills. These and other subjects also help you develop communication, teamwork, organisational, time management and computing skills. Skills you genuinely believe you have should be listed, with examples of how you have used them (ask your parents and teachers if you have trouble coming up with your skills). Don’t forget to include names and contact information for referees (people who are willing to talk to a potential employer about your skills, aptitudes, and attitudes). Visit [http://www.myfuture.edu.au/](http://www.myfuture.edu.au/) (in the ‘Getting started’ section) for resume tips and examples.

- **Networking friends and family** - Tell people you know that you are looking for an apprenticeship. They might know a potential employer (or they might be a potential employer).

- **Cold canvassing door-to-door** – Visit potential employers. Practice your greeting and handshake before you go (look neat and friendly). Ask if you can leave a resume in case anything comes up. Do a second lap if needed.

- **Pre-apprenticeship courses** – Many of these are offered by TAFE Queensland SkillsTech (telephone 1800 654 447; web [http://tafeskilletech.edu.au/](http://tafeskilletech.edu.au/)). These courses can cut months off the apprenticeship period. They make you more useful to an employer because you already have some skills before they take you on as an apprentice. It is a good idea to put in an expression of interest to SkillsTech for courses starting in 2015.

- **Group training organisations** – These organisations employ groups of apprentices and hire them out to host employers. For more information, visit the Group Training Australia website at [http://www.grouptraining.com.au/](http://www.grouptraining.com.au/).

- **Australian Apprenticeship Centres** – These centres are contracted by the Australian Government to provide one-stop shops for people looking or an apprenticeship and employers looking for an apprentice. Visit [http://www.australianapprenticeships.gov.au/australian-apprenticeships-centres](http://www.australianapprenticeships.gov.au/australian-apprenticeships-centres) to find a centre near you.

You can get other ideas to help you gain an apprenticeship from the following websites:

Year 11s interested in the Australian Defence Force Academy

The optimum time to apply for entry into the Australian Defence Force Academy (ADFA) is Semester two of Year 11. Year 11 students who are interested in an attractive salary while studying an Australian Defence Force funded degree in Business, Engineering, Arts, Science, Technology or Information Technology are encouraged to commence their application this year. You can start your application on the website at http://www.defencejobs.gov.au/ or ring 131901.

Jazz Institute
Resources for your career exploration

Visit the ‘Education and Work’ page on the Youth.gov.au website at http://www.youth.gov.au/sites/youth for links to helpful resources, including:

- Young Worker Toolkit
- Youth Attainment and Transitions website
- Study Overseas website
- Rural Australia Medical Undergraduate Scholarship
- New Enterprise Incentive Scheme
- Know your rights
- Indigenous Cadetship Support
- Career Bullseye Posters
- Australian Apprenticeships.

Career information flyers for Adults, Indigenous people, People with a disability and Young people can be downloaded from the Australian Department of Education website at http://docs.education.gov.au/node/33657.

University, Vocational Education and Training or an Apprenticeship?

Explore your options; visit the ‘University, VET or an apprenticeship’ page on the myfuture website at http://myfuture.edu.au/getting-started/discover-what-career-paths-are-available/university-vet-or-an-apprenticeship.

Your Career & You booklet

This booklet can be downloaded from the Graduate Careers Australia website at http://www.graduatecareers.com.au/CareerPlanningandResources/index.htm. It consists of a series of activities that help you learn more about yourself – self-awareness is one of the most important skills in career decision-making. You can use other sections of the Graduate Careers Australia website to find out about graduate salaries, graduate opportunities and much more.
Course & Institution Updates

An OP score is not the only pathway to university study at CQU

Students, 18 years of age or older, who have a low OP or even no OP can aspire to gain entry to a university course through a number of pathways at universities in Queensland. One of the pathways offered by CQUniversity (CQU) is the Skills for Tertiary Education Preparatory Studies (STEPS) program. The STEPS program is open to anyone, including those wanting to meet the prerequisite requirements of a particular degree at CQU. Successful completion of STEPS allows students to apply for diploma or degree programs at CQU. STEPS can be studied full-time, part-time or by distance education. It is available at CQU campuses in Brisbane, Bundaberg, Gladstone, Mackay, Noosa and Rockhampton. Visit http://www.cqu.edu.au/study/special-programs/enabling-programs/steps for details and to download a brochure.

Aviation Australia Careers Day

Aviation Australia offers training for those wishing to be Aircraft Maintenance Engineers or Flight Attendants. It will hold a Careers Day on Saturday 18 October 2014. Registration is required as places are limited. See http://www.aviationaustralia.aero/engineering/Open-Nights.php for Aircraft Maintenance Engineers and http://www.aviationaustralia.aero/flightattendant/Open-Night.php for Flight Attendants.

Bond University Updates

Applying for Bond courses - For all courses except medicine, you apply for Bond courses through the university’s online application form at http://www.bond.edu.au/. Students who have already applied for a scholarship to Bond are not required to complete an additional application form.

Year 10 Headstart Day - Bond will hold its Year 10 Headstart Day on 20 October 2014. This is a chance for Year 10 students to experience university life by taking part in a range of activities. The website at http://bond.edu.au/about-bond/news-and-events/events/index.htm has more information. See your guidance officer/counsellor if you are interested in attending this event.

Court Discovery program – This program will be held on Thursday 16 October 2014. It will give students an insight into a courtroom environment and proceedings and into the workings of the Australian Criminal Court System. Find out more at http://bond.edu.au/about-bond/news-and-events/events/BD3_024411.
**Foundation Program** - Students can complete a Foundation Program to upgrade to degree programs at Bond University through the Bond College. The Foundation Program focuses specifically on the core academic skills required for entry into undergraduate degree programs at Bond University. For more information about this program, visit [http://www.bond.edu.au/study-at-bond/pathways-to-university/list/bond-college-foundation-program/index.htm](http://www.bond.edu.au/study-at-bond/pathways-to-university/list/bond-college-foundation-program/index.htm).

**Charlton Brown – working with people courses**

Charlton Brown, a registered training organisation and employment placement agency, offers accredited certificate and diploma level courses in childcare, aged care, disability care and community services. Charlton Brown is accredited for VET FEE-HELP and the Certificate III guarantee. It will hold an open day on Saturday 18 October 2014. Students wishing to attend should telephone 3216 0288 to register. For more information about this institute and its courses, visit [http://www.charltonbrown.com.au/](http://www.charltonbrown.com.au/).

**Creative Industries short courses**

The Queensland University of Technology’s Creative Industries will offer a number of short courses in October and November 2014, including:

- Beginning Acting
- Introduction to Social Media
- Fashion Illustration for Beginners
- Starting Your First Novel.


**Griffith University updates**

**Experience Griffith 2014, Semester 2** – This event provides an opportunity for Year 10 and 11 students to get a taste of life as a university student. It will be held at the Nathan campus on 3 November, the Logan campus on 4 November, the Gold Coast campus on 5 November and the South Bank campus on 28 November. Registrations close on 17 October 2014. Visit [http://www.griffith.edu.au/guidance-officers-teachers/events/experience-days](http://www.griffith.edu.au/guidance-officers-teachers/events/experience-days) for details.

**Study at Griffith week** – From 13 – 17 October 2014 you can access course information through a number of formats. Throughout the week Griffith will offer online and on-campus information sessions about specific degrees, tours of Gold Coast, Nathan and Logan campuses and one-on-one Q&A sessions. Visit [http://www.griffith.edu.au/](http://www.griffith.edu.au/) for details.

**Accommodation at Griffith** - The accommodation options are on campus and off campus. For information about both options, visit
Information on accommodation scholarships can be accessed from this site.


**Griffith University Early Start to Tertiary Study (GUESTS)** - This program is offered to students in Year 12. Applications for Semester one 2015 close on the 15 October 2014. See [http://www.griffith.edu.au/pathways/guests-program](http://www.griffith.edu.au/pathways/guests-program) for more information.

**Continuing Education Certificates** – These provide a pathway to Griffith undergraduate degree courses. Entry is not based on OP or Rank. Certificate students study part-time over two semesters in subjects related to their preferred degree program. Find out more at [http://www.griffith.edu.au/pathways/alternative-entry/continuing-education-certificates](http://www.griffith.edu.au/pathways/alternative-entry/continuing-education-certificates).

**Gold Coast and Logan Campus Priority Access System** - Residents of Redland City, Logan City, Gold Coast City, Ipswich City, Tweed Shire and the Scenic Rim, Ballina and Casino region who have not previously been to a university will be given a bonus of one OP band or two Ranks when applying through QTAC at the Gold Coast campus and the Logan campus (some exceptions apply). Visit [http://www.griffith.edu.au/future-students/high-school-students/bonus-entry-options/priority-access](http://www.griffith.edu.au/future-students/high-school-students/bonus-entry-options/priority-access) for details.

**Nathan and Mt Gravatt Community Engagement Scheme** - Residents of Brisbane South, Brisbane West, Bayside, Moreton Bay Islands, Ipswich City, Logan City and Brisbane City, who have not previously been to a university, will be given a bonus of one OP band or two Ranks in the allocation of places available at the Nathan and Mt Gravatt campuses (exceptions apply). Visit [http://www.griffith.edu.au/future-students/high-school-students/bonus-entry-options/priority-access](http://www.griffith.edu.au/future-students/high-school-students/bonus-entry-options/priority-access) for more information.

**Griffith Sports College** – The College assists elite athletes to gain entry to university as well as providing support to help them manage their study and sporting commitments. Find out more at [http://www.griffith.edu.au/sport/elite-athletes](http://www.griffith.edu.au/sport/elite-athletes).

**Interested in joining the Queensland Police Service?**

Young people can apply for entry to the Queensland Police Service at the end of Year 12 once they are 18 years of age. The specific eligibility requirements are listed on the Police Recruitment website at [http://www.policerecruit.qld.gov.au/](http://www.policerecruit.qld.gov.au/).

The Queensland Police Recruiting Unit will be holding information seminars in Brisbane and regional centres during October 2014. For details about these sessions and to book a place, see [http://www.policerecruit.qld.gov.au/seminars/](http://www.policerecruit.qld.gov.au/seminars/).
If you are unable to attend a seminar, you can visit the Police Recruiting Centre at 30 Makerston Street, Brisbane. Alternatively, you can call 1300 232 267 or email recruiting@police.qld.gov.au to make an appointment to speak to a recruitment officer.

**Introduction to real estate sessions**

The Real Estate Institute of Queensland presents these sessions for people considering a career in real estate. The sessions provide information on how the real estate industry operates and the career options available. The next session in Brisbane will be held from 5.30 – 7 pm on Wednesday 15 October 2014. Visit [http://www.reiq.com/courses-training/free-introduction-to-real-estate](http://www.reiq.com/courses-training/free-introduction-to-real-estate) for more information.

**New York Film Academy (NYFA), Gold Coast Open House**

The New York Film Academy (NYFA) offers tertiary level courses in filmmaking, acting and screen writing. Short term and evening courses are available also. It will hold an Open House on Saturday 18 October 2014. Visit [http://www.nyfa.edu.au/](http://www.nyfa.edu.au/) for more information and to RSVP.

**Online hospitality courses**

Looking for part-time or full-time work in the hospitality industry but lack the required skills? The Hospitality Institute of Australasia is offering online courses in a number of related topics including:

- Responsible Service of Alcohol
- Responsible Service of Gambling Queensland
- Food Safety Training
- Customer Service
- Waiter Skills
- Beer Knowledge
- Australian Wine Course.

For more information, visit [http://www.hia.edu.au/](http://www.hia.edu.au/).

**Open Universities Australia (OUA)**

Seven Australian universities own OUA. Its features include:

- No entry requirements
- Up to four intakes yearly
- Many of the units are available online
- There is extensive support provided to students
- Graduates receive the same qualification as an on-campus student.
Find out about the OUA courses and application processes on the website at http://www.open.edu.au/.

Photography and video workshops

The Queensland School of Film and Television (QSFT) will hold these one-day workshops on the following dates.

- Saturday 11 October 2014 – Shoot Photo Images Workshop
- Saturday 25 October 2014 – Shoot Video and Edit Workshop

For more information about these workshops, contact QSFT at info@qsft.qld.edu.au or telephone 3392 7788.

Queensland University of Technology (QUT) news

**QUT online resources** – If you missed the Discover QUT event during the September holidays, you can access plenty of online resources at https://www.qut.edu.au/study/undergraduate-study.

**QUT Equity Scholarships** – These scholarships are awarded each year to both Australian and International students from low-income backgrounds. From 2015, Equity Scholarships will increase from $2,500 to $3,500, and bursaries from $1,000 to $1,500 for students commencing studies in semester one. Visit https://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/equity-scholarships-scheme for information about how to apply.

**Start QUT** – This program enables Year 12 students to study up to two QUT subjects. Applications for semester one 2015 close on 31 October 2014. Visit https://www.qut.edu.au/study/high-school-programs/start-qut for more information.

**Special entry programs at QUT** – QUT offers a number of programs, which may provide bonus OPs or Ranks. These programs include:

- Educational Access Scheme for students who have faced difficult circumstances during their senior secondary studies
- Q-Step Scheme for low-income students
- Elite athletes program
- Aboriginal and Torres Strait Islander students Centralised Assessment Selection Program
- Entry bonus scheme for Engineering Technology, Maths C, Languages other than English students.

Information about these programs can be accessed from the QUT website at https://www.qut.edu.au/study/applying/undergraduate-applications/special-entry-programs.
**OP Guarantee** – Under this scheme, applicants with an OP of 1 – 5 or a Rank of 93 or better are guaranteed a place in the majority of QUT’s undergraduate courses, regardless of the OP cut-off from previous years. Find out more at [https://www.qut.edu.au/study/applying/undergraduate-applications/op-guarantee](https://www.qut.edu.au/study/applying/undergraduate-applications/op-guarantee).

**Worried about whether you will get into the course you have applied for?** – If so, visit the QUT website at [https://www.qut.edu.au/study/applying/undergraduate-applications/worried-you-wont-get-into-the-course-you-want](https://www.qut.edu.au/study/applying/undergraduate-applications/worried-you-wont-get-into-the-course-you-want) for helpful advice on your options.

**Rock School 2015**

If you are passionate about the popular music industry then you might be interested in applying for entry to the Rock School. This holiday program is offered at the Queensland Conservatorium Griffith University Gold Coast Campus from 5 – 9 January 2015. The application due date is 12 November 2014. Go to [http://www.griffith.edu.au/music/popular-music/high-school-and-community-programs/rock-school](http://www.griffith.edu.au/music/popular-music/high-school-and-community-programs/rock-school) to access a brochure and application form.

**Selected October 2014 events and due dates**

(Note: Due dates for selected scholarships are listed in the ‘Financial assistance/Scholarships’ section of this news bulletin)

10 - Queensland University of Technology’s B Design (Honours) (Fashion), B Fine Arts (Acting), B Fine Arts (Technical Production) and B Fine Arts (Visual Arts) online registration due date [https://www.qut.edu.au/study/applying/undergraduate-applications/additional-entry-requirements](https://www.qut.edu.au/study/applying/undergraduate-applications/additional-entry-requirements)


20 - Australian Catholic University’s Early Achievers’ Program application due date
http://www.acu.edu.au/study_at_acu/alternate_entry/early_entry

24 - University of the Sunshine Coast’s Headstart Program application due date for Semester 1 2015 http://www.usc.edu.au/study/courses-and-programs/headstart-program-year-11-and-12-students

24 - Last date to fax predictions of academic achievement for James Cook University Medicine/Surgery applicants http://www.jcu.edu.au/fmhms/forms/index.htm

27 - University of Southern Queensland’s Head Start Program application due date for Semester 3 2014 http://www.usq.edu.au/headstart

31 - National Summer Art Scholarship 2015 program application due date http://www.nga.gov.au/SummerArtScholarship/

31 - Queensland University of Technology’s Start QUT Program application due date for Semester 1 2015 https://www.qut.edu.au/study/high-school-programs/start-qut

31 - University of Queensland's Enhanced Studies Program (ESP) application due date for 2015 http://www.uq.edu.au/esp/

**Stem Cells @ UQ for Year 9 and 10 students**

The University of Queensland (UQ) invites students in Years 9 and 10 to a special screening of ‘Stem Cells Revolutions’ and an opportunity to meet with UQ stem cell scientists. This event will be held from 10 am – 2.30 pm on Thursday 27 November 2014 at the St Lucia campus. Places are limited to a maximum of eight students and two teachers per school. Go to http://stemcellsatuq.eventbrite.com.au to register. For more information contact Ruth Neale on email r.neale1@uq.edu.au or telephone 3346 3965. Interested students should contact their school guidance counsellor/office or science teacher.

**Study with SAE QANTM for a Day**

This program will be offered from 10 am – 4.30 pm on Saturday 18 October 2014. It will provide students with an opportunity to experience hands-on training in the fields of Animation, Audio, Design, Film, Games, Web and Mobile. Visit http://sae.edu.au/news-and-events/events/study-for-a-day-2/?date=2014-10-18&id=466 for details and to register.

**University of Southern Queensland (USQ) news**

**Life as a uni student** – Visit http://www.usq.edu.au/study/high-school-students to find out more about what life at university is like.
Career-O-Matic - This is an interactive career resource, which provides information about a range of occupations. It can be found on the USQ website at http://www.usq.edu.au/career-o-matic.

Scholarships - Visit the USQ scholarship webpage at http://www.usq.edu.au/scholarships and do a search for scholarships relevant to your USQ study and campus choice. Applications for many of these scholarships close on 31 October 2014.

Head Start Program for students in Years 11 and 12 - This program is offered on-campus at USQ’s Toowoomba, Springfield and Fraser Coast Campuses, or via distance education. Applications for Semester three 2014 close on 27 October 2014. See http://www.usq.edu.au/headstart for more information.

University of the Sunshine Coast (USC) updates

School of Law information sessions – These sessions will be held from 6 – 7 pm on Wednesday 15 October 2014 at the Sippy Downs campus and on Thursday 23 October 2014 at St Columban’s College, Caboolture. Go to http://www.usc.edu.au/study/study-at-usc/information-events/2014/october/school-of-law-information-sessions for more information and to register your attendance.

Three new psychology degree programs for 2015 – These are a one-year Master of Professional Psychology, B Psychology (Honours) and a one-year Graduate Diploma in Psychology. Read more about these programs at http://www.usc.edu.au/university/news-and-events/news/2014/september/three-new-degrees-for-aspiring-psychologists.


Scholarships - Visit the scholarship web page at http://www.usc.edu.au/study/scholarships to search for a scholarship for which you are eligible. The Chancellor’s Scholarships and Vice-Chancellor’s Merit Scholarships for high achieving students starting their first undergraduate degree in 2015 close on 31 October 2014.

Australian Indigenous Education Foundation – BHP Billiton Tertiary Scholarships

These scholarships are awarded to outstanding Indigenous students undertaking engineering and other mining-related degrees, who aspire to work for BHP Billiton and to one day become leaders in the business. Applications close on 7 November 2014. Find out more at http://www.cqu.edu.au/study/scholarships (click on ‘External’).

CAS Hawker Scholarships

The Charles Allan Seymour Hawker Scholarship commemorates the achievements of one of Australia’s most respected statesmen. Selection for this scholarship is made through interview and is based on personal qualities as well as academic ability. A full C.A.S. Hawker Scholarship normally covers all college fees and university HECS fees. Successful applicants can choose to study at one of the following institutions:

- Australian National University - Canberra
- Flinders University of South Australia – South Australia
- University of Adelaide (including Roseworthy Campus) – South Australia
- University of New England – New South Wales
- University of South Australia – South Australia
- Marcus Oldham College - Victoria
- University of Cambridge – the United Kingdom.

Applications for the 2015 Hawker Scholarship open on Monday 8 December 2014 and close on Friday 2 January 2015. For more information, visit http://www.hawkerscholarship.org/.

Law relocation scholarships at the University of Tasmania (UTAS)

The UTAS Faculty of Law is offering $5,000 relocation scholarships to all eligible interstate students who choose to study law at UTAS commencing in Semester 1 2015. There is no requirement to complete an application for these scholarships. However, up until 31 October 2014, students are encouraged to apply online so that they can simultaneously apply for any other relevant scholarships. After
31 October 2014, eligible students will be automatically assessed for this scholarship during the university admission process. For more information, visit http://info.scholarships.utas.edu.au/AwardDetails.aspx?AwardId=532.

Music achievement scholarships

The University of Queensland (UQ), in collaboration with St Leo's College and Duchesne College (residential colleges at UQ), award these scholarships to encourage college residents who are enrolled or planning to enrol in studies in music. Applications close on Friday 27 October 2014. Find out more at http://www.uq.edu.au/music/college-music-achievement-scholarships.

Queensland Agricultural Training Colleges scholarships

There are a number of scholarships available at several of these colleges. They include:

- **Meat & Livestock Australia Agriculture Industries Scholarship Fund** – Two $5,000 scholarships towards either the Australian Primary Industries Program (Emerald Agricultural College) or the Extensive Livestock Production Program (Longreach Pastoral College) two-year courses. Applications close on 31 October 2014.

- **Minister's Agricultural Scholarships 2015** - Ten $10,000 scholarships towards either the Australian Primary Industries Program (Emerald Agricultural College) or the Extensive Livestock Production Program (Longreach Pastoral College) two-year courses. Applications close on 17 October 2014.

- **Australian Stock Horse Society Scholarship** – Two $1,000 scholarships to Certificate III in Rural Operations (Horses) students studying at Rural Training Queensland (Gatton). Applications close on 9 January 2015.

Information and applications can be accessed at http://www.qatc.edu.au/information_for_students/Pages/Scholarships.aspx.

Selected scholarship application due dates for October 2014


31 - University of Queensland academic scholarships - Vice-Chancellor’s, Excellence and Merit Scholarships [http://scholarships.uq.edu.au/program/uq-academic-scholarship-program](http://scholarships.uq.edu.au/program/uq-academic-scholarship-program)


31 – University of Southern Queensland Chancellor’s Scholarships and KickStart Bursaries at Fraser Coast, Springfield and Toowoomba campuses [http://www.usq.edu.au/](http://www.usq.edu.au/) (Click on ‘Scholarships’)

31 – University of the Sunshine Coast Chancellor’s Scholarship and Vice-Chancellor’s Merit Scholarships [http://www.usc.edu.au/study/scholarships](http://www.usc.edu.au/study/scholarships)

JMI
Jazz Music Institute
Year 11s, it's time to start exploring your gap year options

Many very popular gap year programs have their application due dates early in the year. To avoid missing out it is important to begin your exploration of options early. Start your exploration with the following list.

- African Conservation Experience http://www.conservationafrica.net/
- Global Vision International http://gvifoundations.co.uk/
- Go Abroad Programs http://www.goabroadprograms.com/gap/default.asp
- InterExchange http://www.interexchange.org/
- Letz Live http://www.letzlive.org/
- Rotary Youth Exchange http://rotaryyouthexchange.org.au
- Ski Internship Courses http://www.easkiandsnowboard.com/
- Tutors Worldwide http://www.tutorsworldwide.org/
- World Education Program Student Exchange http://wep.org.au/info/

Always thoroughly investigate any gap year programs you are considering. Get your parents involved in this process. Talk to people who have participated in the program. Attend an information session.
Occupational Therapy – resources to help you understand this job


Radiation Oncology

The My Health Career website has published an article on this occupation. It explains that Radiation Oncology involves three unique medical specialties working together to focus on the treatment of cancer patients with radiation therapy treatment. Read about these specialties at https://www.myhealthcareer.com.au/health-industry/a-career-in-radiation-oncology.

Jazz Institute
Explore alternative medicine courses

The Endeavour College of Natural Health will hold an open day on 11 October 2014 at its Gold Coast and Brisbane campuses. On the day you can explore degree courses in homeopathy, nutritional medicine, naturopathy, musculoskeletal therapy and acupuncture. Visit [http://www.endeavour.edu.au/events/](http://www.endeavour.edu.au/events/) for open day details and to register your attendance.

Jazz Institute
QTAC & Tertiary Entry

QTAC updates

Free QTAC App now available – The app can be used to access the latest course details, find out key dates and institution contacts, search for courses and add your favourite courses to My Courses. Visit the home page of the QTAC website at http://www.qtac.edu.au/ for more information.

Late QTAC applications - The on-time application due date for applying for semester one 2015 tertiary courses through QTAC was 30 September 2014. However, for a higher processing charge ($130), Year 12 students can still apply for all courses except those with a fixed closing date that has already passed (see page 5 of the QTAC Guide). The due date to apply for the major offer round on 15 January 2015 is 10 December 2014. Other application due dates can be found on page 4 of the QTAC Guide.

Changing preferences - You can change preferences, delete preferences or add new preferences (except for courses with a fixed closing date that has expired) through the QTAC Current Applicant online service. The 7 January 2015 is the final date to change preferences for the 15 January offer round. You have three free preference change sessions for most courses. Further preference change sessions will incur a fee of $35 each.

Course changes - There have been many course changes since the publication of the QTAC Guide. To access a list of changes, visit http://www.qtac.edu.au/Courses/CourseChanges.htm.

Applicants with a disability - If you indicated on your QTAC application that you would like further information about the disability support services offered by the institutions to which you applied, you will be provided with the ‘Applicants with Disability’ information sheet. This information sheet can also be downloaded at http://www.qtac.edu.au/InfoSheets/disabilityinformation.html. It is recommended that you make contact with the institution disability services staff before you commence your studies.

Educational Access Scheme (EAS) applications - If you indicated on your QTAC application that you intended to apply for EAS, it is important that you submit your EAS application (i.e. cover sheet and required supporting documents) to QTAC as soon as possible. See your guidance officer/counsellor if you require assistance with your EAS application. You can still apply for EAS even if you did not indicate this
intension on your QTAC application (see http://www.qtac.edu.au/InfoSheets/EducationalAccessSchemeEAS.html).

**Tax file number** - Prospective tertiary students are encouraged to apply early for a tax file number. Students eligible to defer their fee payment through a HELP loan (to pay later through the tax system) must provide a Tax File Number (TFN) when enrolling. You can obtain a TFN application form from your school.
Overcoming procrastination

Procrastination is when you put off doing something you should be doing right now. Most people are guilty of procrastination at some time. However, too much procrastination can stop you achieving your potential and your life goals. So why do we procrastinate? Some reasons are:

- The task seems boring or unpleasant
- The task seems too difficult
- The student is disorganised and doesn’t know where to start
- The student is a perfectionist and puts off the task because they don’t think they can do it perfectly
- Lack of motivation (could be due to a number of things including not having clear goals to aspire to).

Procrastination is a habit. It won’t be ‘fixed’ immediately. It will take persistent and determined action. The Mind Tools website at http://www.mindtools.com/pages/article/newHTE_96.htm has a number of anti-procrastination strategies you might like to try. Breaking the procrastination cycle now will help you achieve your goals in the future.

What type of learner are you?

'The above information has been gathered from a range of sources including publicly available websites, institutional and organisational newsletters, student and career advisers and guidance officers. Every effort has been made to ensure the information provided is accurate and up-to-date at the time of publication.'

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