

What students need to know about entering the workforce

A resource for school students

Labour Market Research and Analysis Branch
Department of Employment, Skills, Small and Family Business
June 2019



Australian Government

**Department of Employment,
Skills, Small and Family Business**

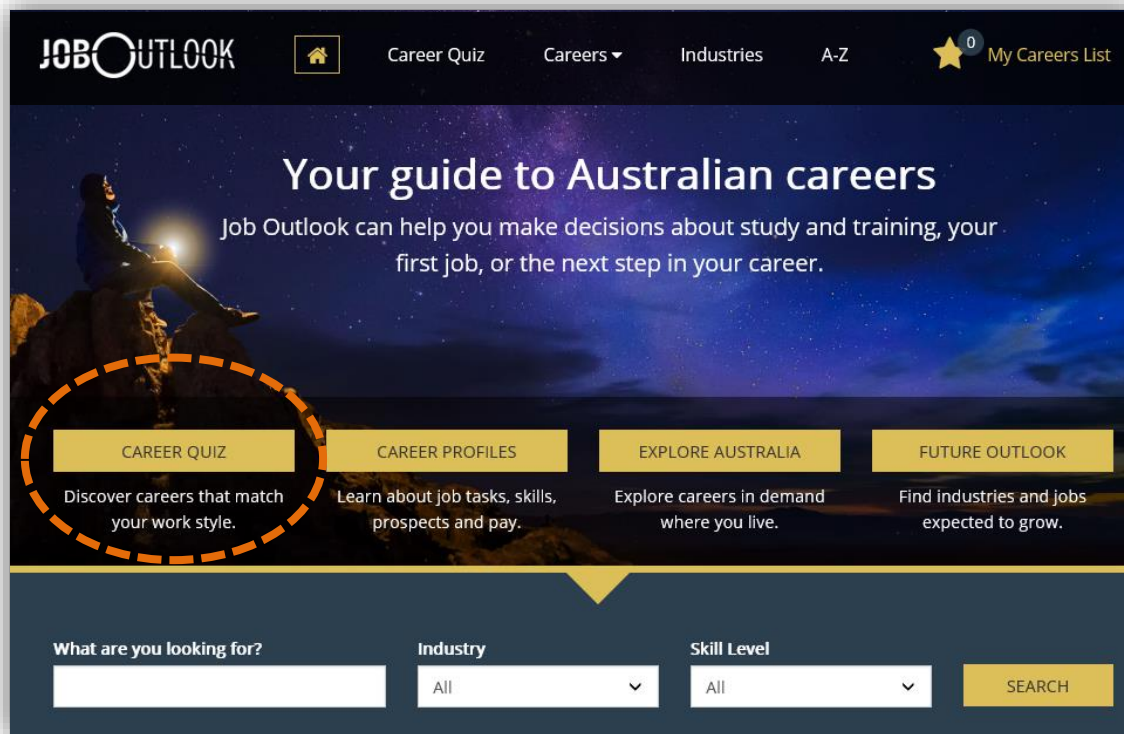
What do you want to do?



Do some research and get advice!

There are resources to help you

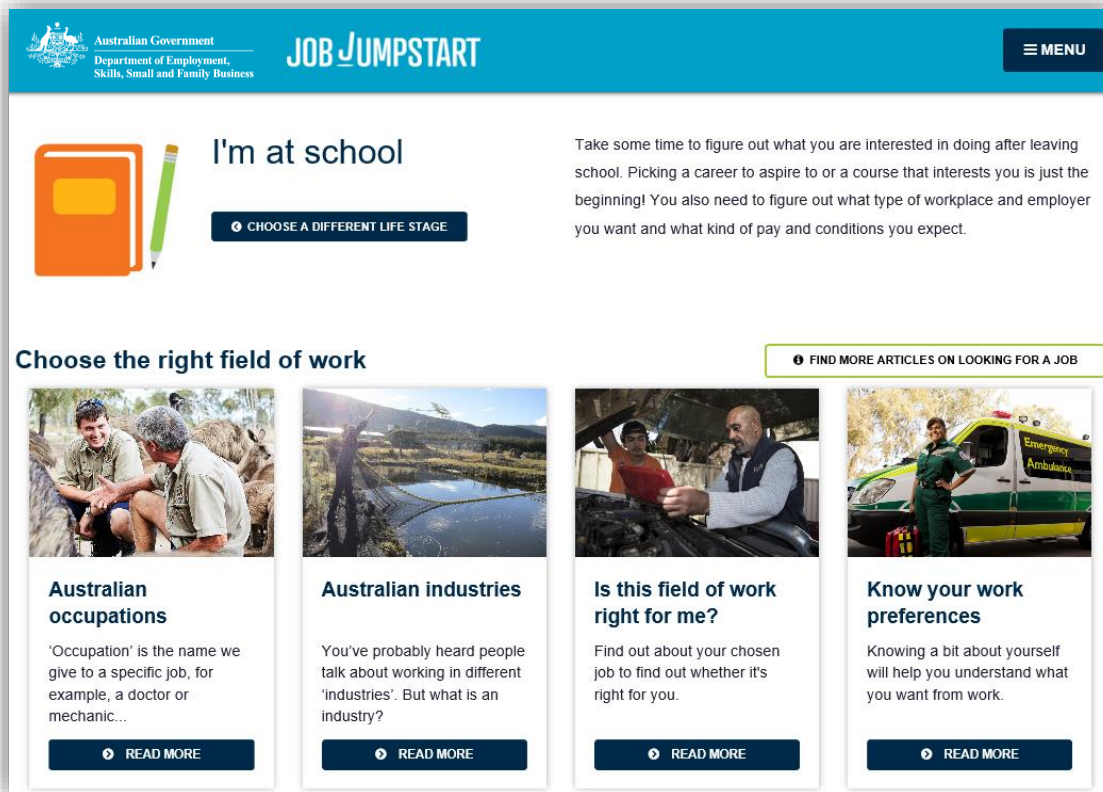
Try the Career Quiz on joboutlook.gov.au



Also get information about different jobs and the training you may need

There are resources to help you

Insights on jobjumpstart.gov.au




The screenshot shows the Job Jumpstart website interface. At the top, the Australian Government logo and 'Department of Employment, Skills, Small and Family Business' are on the left, and the 'JOB JUMPSTART' logo is in the center. A 'MENU' button is on the right. Below the header, there's a section titled 'I'm at school' with an icon of a book and pencil. A button says 'CHOOSE A DIFFERENT LIFE STAGE'. To the right, a paragraph of text reads: 'Take some time to figure out what you are interested in doing after leaving school. Picking a career to aspire to or a course that interests you is just the beginning! You also need to figure out what type of workplace and employer you want and what kind of pay and conditions you expect.' Below this is a section titled 'Choose the right field of work' with a button that says 'FIND MORE ARTICLES ON LOOKING FOR A JOB'. There are four article cards: 1. 'Australian occupations' with a photo of two men, text about occupation names, and a 'READ MORE' button. 2. 'Australian industries' with a photo of a landscape, text about industries, and a 'READ MORE' button. 3. 'Is this field of work right for me?' with a photo of a man working, text about finding a job, and a 'READ MORE' button. 4. 'Know your work preferences' with a photo of an ambulance, text about understanding work preferences, and a 'READ MORE' button.

Australian Government
Department of Employment,
Skills, Small and Family Business

JOB JUMPSTART

MENU

 **I'm at school**

CHOOSE A DIFFERENT LIFE STAGE

Take some time to figure out what you are interested in doing after leaving school. Picking a career to aspire to or a course that interests you is just the beginning! You also need to figure out what type of workplace and employer you want and what kind of pay and conditions you expect.

Choose the right field of work

FIND MORE ARTICLES ON LOOKING FOR A JOB

Australian occupations

'Occupation' is the name we give to a specific job, for example, a doctor or mechanic...

READ MORE

Australian industries

You've probably heard people talk about working in different 'industries'. But what is an industry?

READ MORE

Is this field of work right for me?

Find out about your chosen job to find out whether it's right for you.

READ MORE

Know your work preferences

Knowing a bit about yourself will help you understand what you want from work.

READ MORE

There are videos and articles with hints and tips about choosing a career, finding a job and the jobs market

The way we work is changing

Automation is replacing jobs and changing jobs...



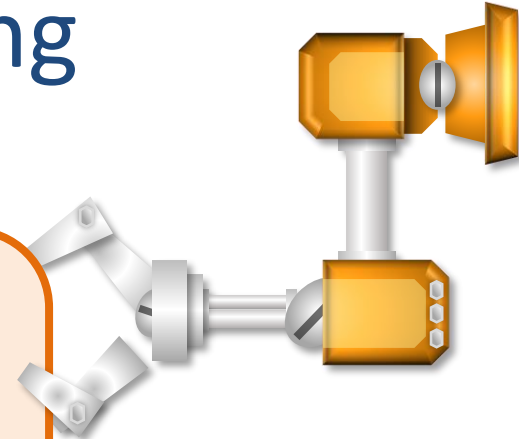
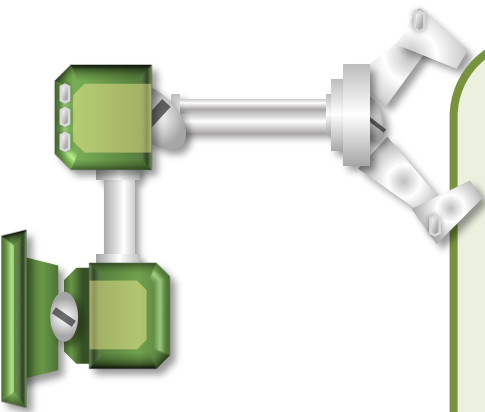
Routine jobs that could be automated includes **Factory Process Workers, Bookkeepers and Accounting Clerks**



More jobs are requiring creativity, problem solving and complex thinking, and are **not at risk of automation**

The nature of work is evolving...

- ✓ Young people could have as many as 5 careers over their life
- ✓ Flexible work arrangements are emerging as the *new normal*
- ✓ Lifelong learning is essential, not optional



New jobs are emerging and some jobs are growing...

Advances in technology

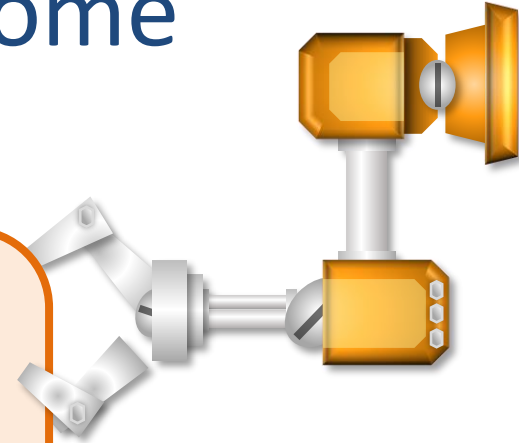
Technology is always creating new jobs and changing old jobs



AI Programmers
Social Media Managers



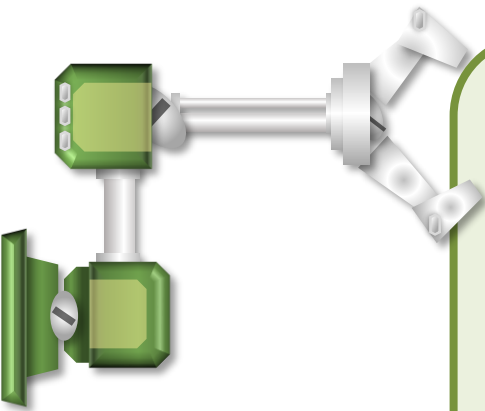
Robotics Specialists
Solar Power Engineers



**Lifestyle changes and the ageing population
are also leading to growth in some jobs**



Fitness Instructors, Baristas, Nurses and Care Workers



...and this will continue into the future

In the past

Producing industries
had lots of jobs



There were many
opportunities for **lower
skilled** workers

Future

Service industries will
account for nearly 85% of
new jobs



Health and Education will
likely be the **highest growth**
Service industries

What are the biggest industries in Australia?

1) Health Care



2) Retail



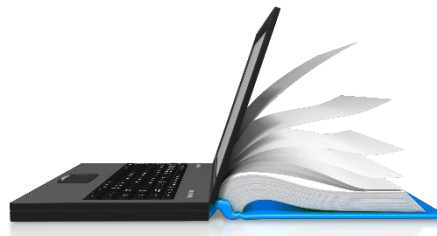
You'll find a broad range of jobs in these industries...

- ✓ Electricians
- ✓ IT Consultants
- ✓ Accountants
- ✓ Human Resource Officers
- ✓ Chefs

3) Construction



4) Professional (Computing, Scientific, Legal & Engineering)



5) Education and Training



Now that you know where the jobs are, what do you need to get a job?



Education



Experience

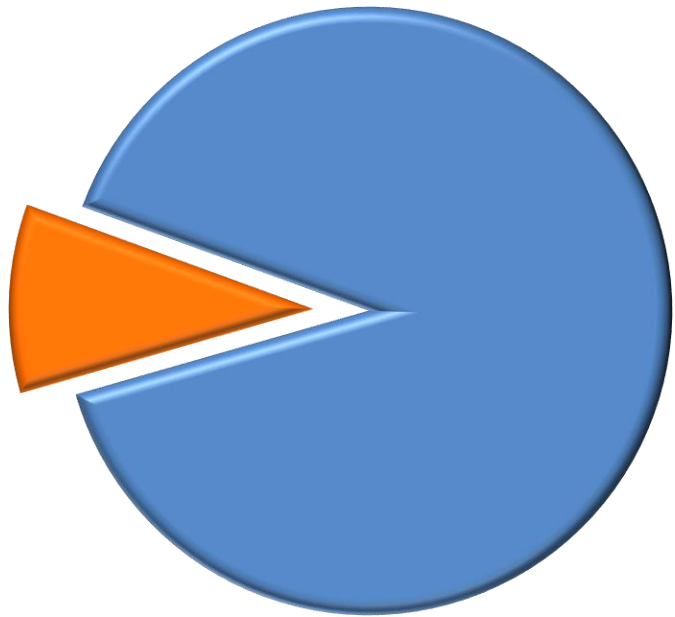


People and personal skills

Employers want to know *why* you are the
right match for their business

Study is essential for new jobs

91% of new jobs in the future will require
VET or university qualifications



Post-school qualifications will allow you to work across many
different industries and offers exciting opportunities

Completing a qualification is vital

Australia, 25-34 year olds

Didn't finish school

Unemployment rate:

13.9%



Finished Year 12

Unemployment rate:

5.2%



Certificate III/IV to Postgraduate

Unemployment rate:

3.8%



The unemployment rate indicates a person's chance of getting a job - the higher the rate, the harder it is

The more you learn, the more you'll earn

Average annual earnings by level of Highest Educational Attainment, Australia, 2018

\$47,700



Year 12 or below

\$63,500



Certificate III/IV

\$76,600



Bachelor Degree

What you study is important... Technicians and Trades Workers with a Certificate III/IV earn \$73,400, on average

Why is work experience important?

Shows your willingness to work

Provides opportunities to develop skills

Improves confidence

Gives you insight into different jobs

Gives you contacts and referees



Employers often use work experience to identify future staff for their business

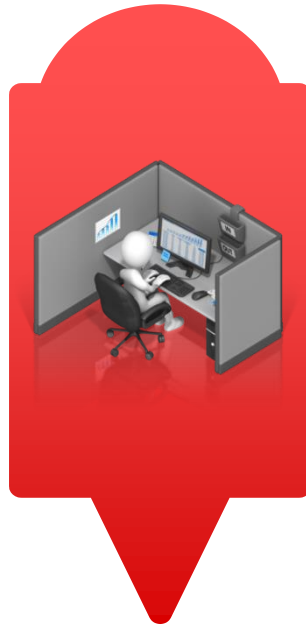
How can you get experience and make contacts?



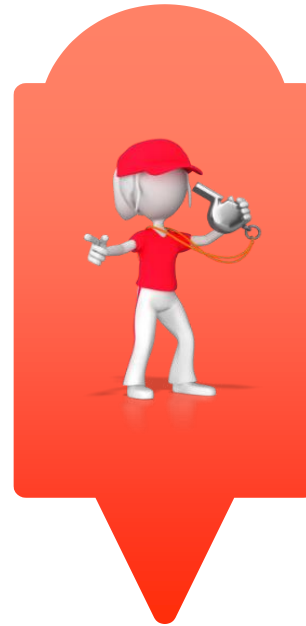
**Part-time
jobs**



**Work
experience or
placements**



Internships



**Sports
clubs**



Volunteering

Even if your first job isn't perfect, you'll gain important skills

Your ideal job!

Your second job

- Job insight
- Technical skills
- Contacts and referees
- Higher pay

Your next job/s

- Jobs in field of interest
- Technical skills
- Personal skills
- Contacts and referees

Your first job

- Willingness to work
- Reliability
- Motivation
- Contacts and referees
- Low pay

Each job moves you
one step closer to
your ideal job!



What skills & qualities do employers want?

Problem
Solving

Communication
and people
skills

Digital literacy

Creativity

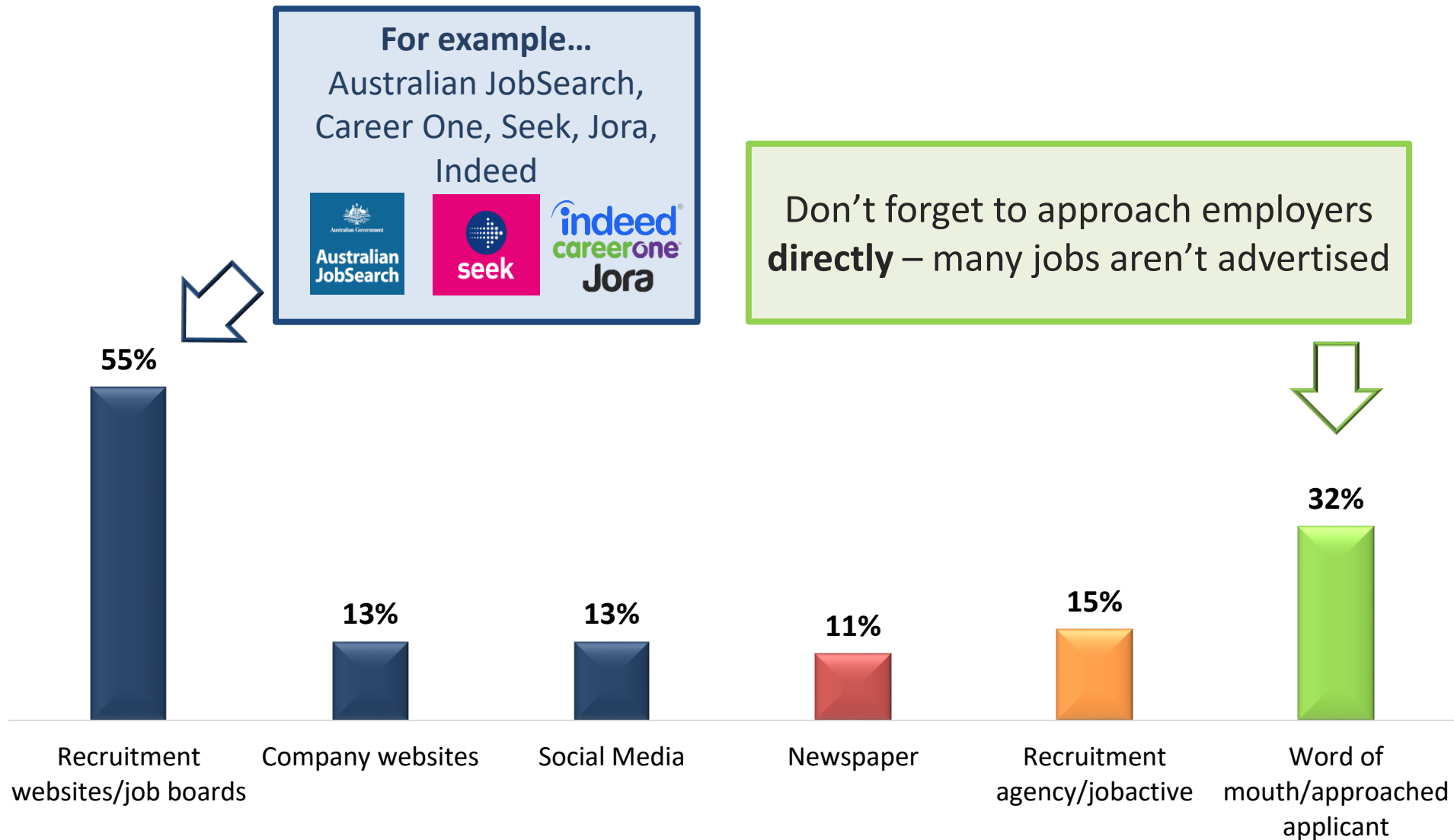
Reliability
and motivation

You will need to
demonstrate
these when you go
for a job

Good personal
presentation

These skills are not easily replicated by artificial intelligence

How employers recruited in Australia, 2018



Note: Employers can select multiple methods of recruitment

Source: Department of Employment, Skills, Small and Family Business, Survey of Employers' Recruitment Experiences, 2018

Department of Employment, Skills,
Small and Family Business, June 2019

Our tips on how to get a job

Start with a good résumé and application

- ✓ Show relevant experience and skills
- ✓ Keep it simple and short
- ✓ Check spelling and grammar



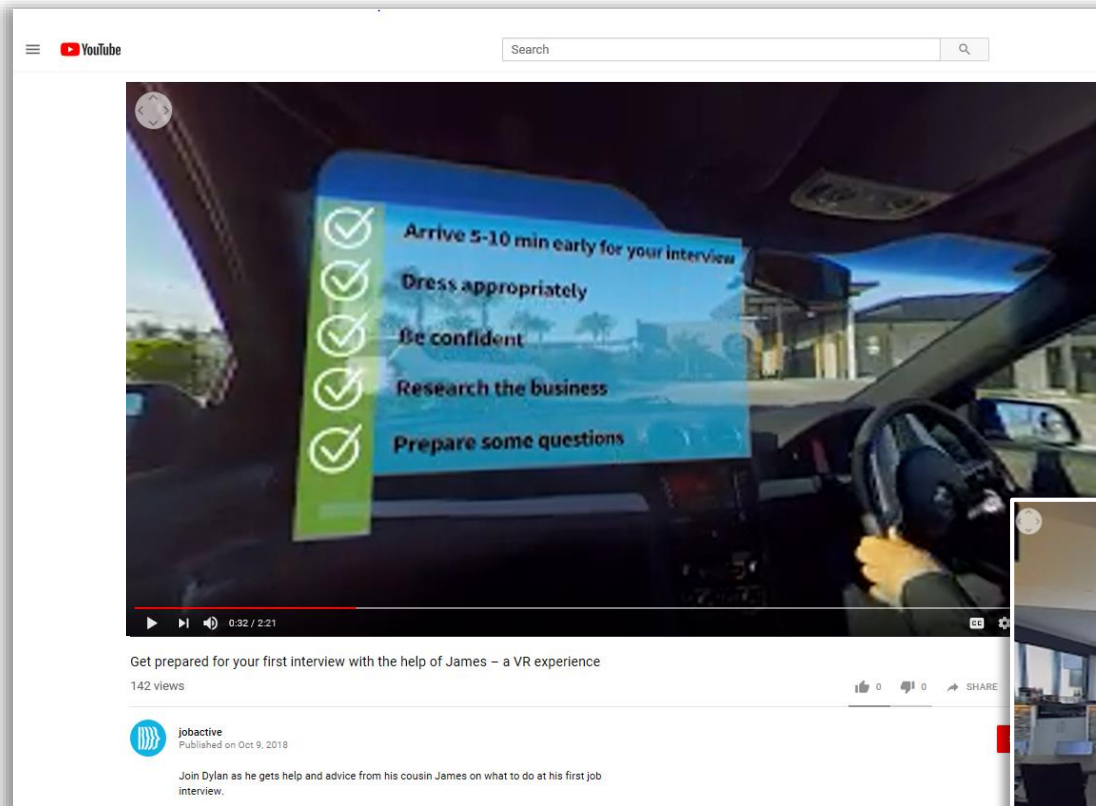
Plan ahead and be ready for the interview

- ✓ Dress appropriately and be on time
- ✓ Prepare work examples of your skills
- ✓ Tell employers how your skills can help them

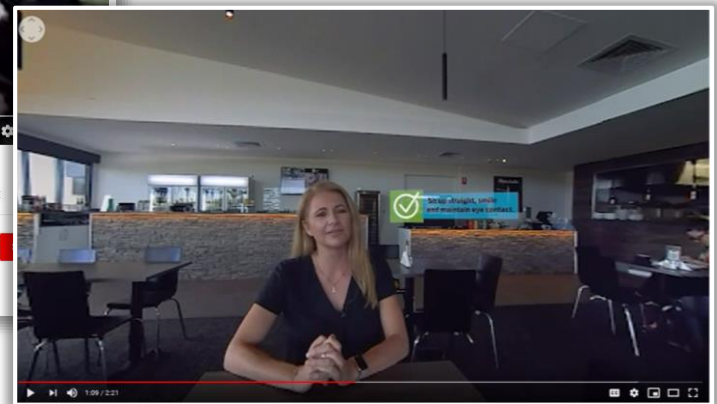


Try the virtual reality interview experience

Search for “Get prepared for your first interview with the help of James – a VR experience” on YouTube or click this [link](#)



- ✓ Experience the interview process in virtual reality
- ✓ Get great tips on how to ace your interview
- ✓ Practise your interview skills!



So what are the key takeaways?

Education is becoming **more important**,
and university is **not the only pathway to success**

Experience is essential
Any experience is better than none!

Don't underestimate the importance of
good personal skills!

Don't panic – talk to teachers and
get career advice

Tools to assist

Websites



joboutlook.gov.au/



jobjumpstart.gov.au/

Publications



australianjobs.jobs.gov.au



Australian Government

**Department of Employment,
Skills, Small and Family Business**