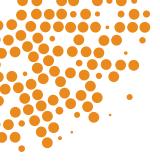
Employment, Small Business and **Training**

2023 school leavers' guide to jobs and training

Career options and information





Copyright

This publication is protected by the Copyright Act 1968. © State of Queensland, August 2022.

Licence

This work is licensed by the Department of Employment, Small Business and Training under the Creative Commons Attribution (CC BY) 4.0 International licence.

To view a copy of this licence, visit: https://creativecommons.org/licenses/by/4.0/ You are free to copy, communicate and adapt this publication, as long as you attribute appropriately, including:

- the name of the publication 'School leavers' guide to jobs and training'
- a link to the work if you have sourced it online
- the copyright licence statement above
- indicate if you have made changes to the work.

Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.



How to use this guide

This guide is designed to provide you with a one-stop point of reference for contemporary career resources and information to your next big step; beyond the school gates!

The guide should be used in its electronic format so that links to resources and websites remain 'live'.

Content has been divided into sections, as follows:

- *Career and further study exploration* find resources to help you consider employment and further study options.
- *Subsidised training and incentives* search for subsidised training and financial assistance.
- *Industry specific career exploration* learn about the variety of opportunities across major Queensland job sectors.
- *Preparing to be job ready* find practical tips and information about what it means to be 'job ready' from an employer's viewpoint.
- *Assistance with finding a job* explore useful sites to help you search for and secure employment.
- *Support for young people: mental health and disability support* access links to a range of services and programs designed to assist you with mental illness or disability.
- *Support for year 13 Indigenous Youth* find out about the Youth Employment Program for Aboriginal and Torres Strait Islander peoples.
- *Support for young people with cancer* read practical, real examples of overcoming the challenges faced by young people to engage with school, study and work, during and after cancer treatment.
- *Support for young people living out of home* check out a range of apps and resources, including financial budgeting tools to successfully transition to independence.

See the back of this guide for a **glossary** of technology terms.

Interactive feature! Look for the following symbols on the *Industry specific career exploration* pages to learn more about how the industry engages technology and current jobs that are in demand.



Introduction

The 2023 school leavers' guide to jobs and training has been developed by the Department of Employment, Small Business and Training (DESBT) to provide information and resources to school leavers, senior students and those who provide career advice.

Opportunities are rich and varied for today's job seekers! There are skills shortages across all industries and regions, with many and varied job opportunities available. Use the job search tools throughout and at the back of this guide to start searching for your first or next job.

The guide features industry-focused information about careers and technology adoption. While most industries were already moving toward a more technologically advanced and digital world, COVID-19 accelerated change across every industry; including the way industries go about their business and the skills required to work within them.

Great opportunities exist to support industries to work in new ways, with the future looking bright for digital skills and technology-based roles in particular. For those industries that have adapted and those that continue to evolve, there are many exciting changes to be part of!

Consider what industries appeal to you, read about the roles and opportunities that may be on offer, refer to the resources included for tips and advice on applying for jobs or courses to support your first, or next career move. Look for the icon on industry pages to click for more information.

Vocational education and training (VET) can provide you with strong pathways to your dream job or career, give you skills employers value and may also be an excellent pathway into higher education, including university. This guide contains resources to assist you in considering how VET can help you put your best foot forward and reach your career goals.

Congratulations to the graduating cohort of 2022. Well done for making it through and our best wishes for your future career choices.

Thank you to our industry stakeholders and partners for their input and contributions to this guide.

Contents

Tools and resources to explore career options	.6
Vocational training and further study	.7
Subsidised training and incentives	.8

Industry specific career exploration

Agriculture, horticulture and aquaculture
Automotive10
Banking and finance11
Community services
Construction
Digital Technologies14
Electrotechnology and utilities:
Energy15
Water16
Film, television and new media17
Fitness, sport, recreation and racing18
Health
Manufacturing and engineering20
Property services, real estate and security21
Public sector and government:
Australian Defence Force22
Police
Government jobs24
Resources and mining25
Retail and personal services26
Tourism, hospitality, accommodation and events
Transport and logistics
Assistance with finding a job29
Gain on the job experience
Mental and physical wellbeing support for young people
Support for young people with cancer
Support for year 13 Indigenous youth
Preparing for work
My future, My choice videos
Link and Launch
Support for young people living out of home
Glossary



Tools and resources to explore career options

There are a tonne of websites to help you focus your research and find out what job or career will suit your interests and abilities, so you can make the right decision for you. We have selected a few to help you get started, with different tools to help you uncover your future career.

Discover My Career tool

The Discover My Career tool is designed to help you choose to do something you're good at and that you will love doing. It can help you narrow down the variables so you can feel confident in your decisions. An access fee applies.

tafeqld.edu.au/campaign-pages/ discover-my-career/index

myfuture

Use the myfuture resources to explore career pathways and build your knowledge to help you make decisions about your career.

myfuture.edu.au

Skillsroad

Skillsroad offers tools to help you discover your true skill set and match your skills, interests and qualification to different careers. Arm yourself with the right information for your career journey.

skillsroad.com.au

Job Jumpstart

Whether you are still at school, on a gap year or graduating from uni, Job Jumpstart offers resources and activities to help you work out what jobs might suit you.

jobjumpstart.gov.au

Your Career

Information and help to plan and manage your career.

yourcareer.gov.au

The Good Careers Guide

Use the Careers tab to find out about jobs you are interested in, including pay, hours of work, personal requirements and related training.

gooduniversitiesguide.com.au

Anticipating Future Skills (AFS)

You can use the Anticipating Future Skills (AFS) series for workforce planning, to identify regional jobs growth or to help you make decisions about your future careers. It provides detailed employment projections to help you understand what Queensland's future labour market might look like.

jobsqueensland.qld.gov.au

Australian Apprenticeships Pathways

Australian Apprenticeships Pathways is a national information hub for those considering an apprenticeship. Apprenticeships and traineeships combine training with work. You work in a real job, with a real boss, for a real wage while learning invaluable skills and gaining a nationally recognised qualification.

aapathways.com.au

Foundation for Young Australians (FYA)

FYA is all about backing the next generation of young people who are going to rethink the world and create a better future. If you count yourself among the future changemakers, innovators, makers, dreamers, thinkers, doers and creators, check out how you can be supported through the FYA.

fya.org.au

Could a robot do your job?

If you are concerned about the impact of artificial intelligence (AI) on your chosen profession, check out this resource.

abc.net.au/news/2017-08-08/could-a-robotdo-your-job-artificialintelligence/8782174

Occupational skill shortages

The Australian Department of Education, Skills and Employment carries out research to identify occupational skill shortages. Check out occupations in demand and opportunities in metropolitan and regional Queensland.

employment.gov.au/ occupational-skill-shortages-information



6

Vocational training and further study



myskills

Access current, straightforward, independent and trustworthy information to help you make choices about your training options. Search for and compare VET courses and training providers.

www.myskills.gov.au

TAFE Scholarships

Achieve your career goals with the help of a TAFE Queensland scholarship. Click the link below to learn more about the scholarships available, eligibility criteria and how to apply.

scholarships.tafeqld.edu.au

Indigenous Pathways Portal

Search for scholarship opportunities for Aboriginal and Torres Strait Islander peoples.

aurorafoundation.com.au/our-work/ indigenous-pathways-portal

Digital literacy

Explore online courses to support your digital literacy development. It doesn't matter what level you are starting from.

microsoft.com/en-us/digital-literacy

Queensland Training Information Service

A–Z of all apprenticeship and traineeship qualifications currently available in Queensland.

<u>qtis.training.qld.gov.au/Apprenticeship</u> <u>qtis.training.qld.gov.au/Traineeship</u>

Queensland Skills Gateway

Once you have identified the vocational education and training course you would like to do, this site helps you find a registered training organisation to complete your qualification and any subsidies that may be available.

skillsgateway.training.qld.gov.au

Skill Finder

Skill Finder gives you access to a range of digital microskills and opportunities for upskilling. A range of courses are delivered by world-leading organisations, from coding and design to project management.

skillfinder.com.au

Queensland Tertiary Admissions Centre

Find out about study pathways and entry requirements for tertiary education courses. Search for courses and apply online for admission to 17 higher education institutions in Queensland and Northern New South Wales.

qtac.edu.au





Subsidised training and incentives



Free apprenticeships for under 25s

The Queensland Government is supporting young Queenslanders up to the age of 25 by providing access to fully subsidised training across 139 priority apprenticeship and traineeship qualifications.

Free apprenticeships for under 25s cover the cost of training for apprentices and trainees who commence or are undertaking a priority apprenticeship or traineeship qualification from 1 July 2019 to 31 December 2023.

qld.gov.au/freeapprenticeships

Fee Free TAFE

Eligible Queenslanders can study high priority qualifications for free at TAFE Queensland and CQUniversity. There are a range of qualifications and skill sets available, which are aligned to Australian and Queensland Government priorities, including emerging industries, to meet current and future skills needs.

qld.gov.au/freetafe

Certificate 3 Guarantee (C3G)

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III qualification. Click the link below to find out about priority qualifications, subsidies and eligibility.

desbt.qld.gov.au/c3g

Higher Level Skills

The Higher Level Skills program supports eligible individuals to access subsidised training in selected certificate IV or above qualifications and priority skill sets.

It helps people gain the higher level skills required to secure employment or career advancement in priority industries, or to transition to university to continue their studies.

desbt.qld.gov.au/higherskills

VET Student Loans

The VET Student Loans program is an Australian Government initiative to help eligible students pay their tuition fees.

Find out about eligibility, including eligible qualifications and approved training providers via the link below.

employment.gov.au/informationvet-student-loans-student

Discover the power of skills



Start a great career with free or subsidised training for jobs in demand.

Scan the code or visit qld.gov.au/skillpower.

#SkillsPower



8



Industry specific career exploration

Agriculture, horticulture and aquaculture

Queensland boasts the largest portion of agricultural land of any state in Australia, has a global reputation of safe and nutritious produce, and is famous for producing bananas, pineapples, macadamias and mangoes.

Queensland's climate allows for incredible diversity and includes the production and export of sugar (cane), cotton, grains, meat, fish, poultry, vegetables, nuts, fruits, flowers, seafood (prawn, redclaw and fresh water fish), dairy and timber—providing materials to make the homes we live in, the clothes we wear and the food we eat.

The growth of regional and agriculture innovation and its uptake of technology is having an impact on roles in agriculture, with higher demand for technology specialists. Agtech in agriculture is also a growing sector. Roles across the industry can be diverse and challenging; jobs can be set on both the land where the primary production occurs, and regional and city-based roles.

Examples include farm hands and managers (including aquaculture farms), animal husbandry (feeding, water sampling, monitoring stock growth rates, collecting animal data), stockmen and women, trades and maintenance (mechanics, sprayers, checking and maintaining equipment, operating pumps), agronomist and advisors, farm supervisors, engineers, veterinarians, lab technicians, IT professionals, HR professionals, aquaculture technicians and compliance officers, wildlife and environmental officers (monitoring water and the environment), laboratory assistants, machine operators and rural financial officers (counsellors, land valuers), and includes roles in education, finance, trade and export, and the sciences.

Business and e-commerce skills, digital literacy, workforce management skills (dealing with conflict, adaptability) as well as work health and safety (biosecurity, hygiene standards and managing risk) are all skills needed in this industry.

COVID-19 is still having an effect across the value chain and it has highlighted the importance of agriculture to ensure food supply. It has also had an effect on the workforce, with shortages experienced across the value chain.

Looking to start a career in a meaningful and exciting industry? If you're aged 18–25, an AgCAREERSTART gap year will help you gain skills and knowledge to grow the farms of the future: agcareerstart.com.au

Explore careers in agriculture:

qff.org.au/projects/your-career-in-agriculture

careerharvest.com.au

Find out about jobs in the cotton industry: **cottonaustralia.com.au/jobs**







Automotive

The automotive industry is a highly technical and dynamic sector covering a variety of activities through the cradle-to-grave lifecycle of all types of vehicles. Once considered an industry purely for grease monkeys and rev heads, a new wave of automotive professionals is beginning to emerge as a result of technological advancements. Where automotive employees were traditionally driven by a passion for cars, this new wave of aspiring professionals are drawn in primarily by a love for information, technology and engineering.

Modern vehicles, large and small, are becoming increasingly advanced in terms of the computers and technology inside them. As such, a greater focus is now being placed on understanding and using diagnostic and analytic tools to identify faults and perform repairs, skills more traditionally aligned with engineering and IT than the automotive trades.

Currently employing over 100,000 people in Queensland and with more than 100 different career paths, the automotive industry has employment opportunities for everyone, regardless of age or gender.

People in the industry have the opportunity to work in specialised fields, such as heavy vehicles (trucks, buses, agricultural machinery and emergency vehicles) and light vehicles (luxury, performance and prestige model cars). The industry also includes the repair and service of electric vehicles, bicycles, outdoor power equipment, marine vessels, motorcycles and some manufacturing.

Find out about the light vehicle industry: <u>A guide to – Careers in the Automotive</u> <u>Industry</u>

Explore a career in the heavy vehicle industry: **Heavy vehicle industry jobs**

Watch this video: <u>It's Hard To Be What You Cannot See -</u> <u>YouTube</u>

The future of the automotive industry: **New World Automotive**

Check local automotive job opportunities: <u>Motor Trades Association of Queensland</u> <u>Jobs Board</u>

Check out the nationally accredited qualifications in the automotive industry: **training.gov.au/Training/Details/AUR**

More information on the automotive industry in Queensland:

mtaq.com.au/industry-engagement

Explore this industry







Banking and finance

A career in the banking and finance sector often offers an exciting and fast-paced environment due to the weight of the financial decisions being made and the advice being provided. The banking and finance sector is wide-reaching and can assist a large range of businesses and individuals (including yourself!). Major segments within the banking and finance sector include banking (mortgage services, saving and loan establishments), investment services (portfolio management), insurance services, tax and accounting services (audit, business regulation), insurance and credit unions.

A career in the banking and financial services industry could see you working anywhere from a giant blue chip business to a local insurance business, your own accounting company or perhaps in a government backed regulatory body. You might be involved in investing, borrowing, insuring or managing funds. And as other industries like resources, healthcare and education grow, so too does their need for a diverse range of finance related roles across sectors. From agribusiness bankers on-the-road meeting clients to bank tellers serving and managing customers at a retail bank to stock brokers managing money on behalf of others.

Key roles within the industry include accountant, bank teller, loan officer, client services officer, financial planner, commercial/ data/financial analyst, risk and compliance manager, portfolio manager, investment banker, stock broker and chief financial officer.

Jobs in the industry may be advertised through job search sites. For information about relevant qualification, check the websites below (type banking or financial into the search bars).

myskills.gov.au

gooduniversitiesguide.com.au/courseprovider







Community services

The community services industry (also known as social assistance) is one of the largest employing and fastest growing sectors in Queensland.

Throughout a person's life, they will engage at least once with a community service.

The industry covers everything between early childhood to aged care. The variety of roles is immense, with hands-on roles to essential behind-the-scenes jobs, such as cleaning/sterilising, food and nutrition, office administration, grounds and maintenance, and security.

Community services form the foundation for overall wellbeing and includes housing and homelessness, education, employment and disability support, mental health, youth work, child safety and early childhood education and care. Jobs may be available in all metropolitan and rural areas, in private services or clinics and centres, aged and residential care facilities, community-based organisations and in-home care.

Skills needed include community development, social inclusion and support, dementia training, mental health and palliative care, and COVID-19 and safe hygiene practices.

For information about working in support and care roles, see: <u>carecareers.com.au</u> <u>csialtd.com.au/job-match</u> <u>careersindisability.com.au</u>

Explore this industry





12 School leavers' guide to jobs and training





Construction

The construction industry builds the places we live, work and play, and includes activities across mining, quarrying, forestry, building and manufacturing. Typically, careers in the construction industry are guided by well-defined training and development pathways—providing entry level qualifications and approximately 70 different careers.

Apprenticeships and traineeships are in high demand and are available across a range of trades, including concreting, carpentry and joinery, plumbing, electrical and tiling. Roles in this industry include labourers, tradespeople, foremen, surveyors, estimators, project and construction managers, landscapers, tower crane operators, safety inspectors and engineers. Entry level roles include trade assistants and general labour-related roles in areas such as carpentry, landscaping, painting, flooring and tiling, masonry and roofing.

Jobs can be found across a variety of settings, including residential, commercial, industrial, environmental and civil construction. While COVID-19 impacted most industries, projects in the construction industry continued. This included work on the Warrego and Bruce Highways, upgrades to the M1 and development of Queens Wharf, Cross River Rail and Gatton Prison. Construction of the largest onshore renewable energy facility (MacIntyre Wind Farm) commenced in 2022 and is expected to be operational from 2024.

Check out the exciting growth and investment occurring in Queensland:

youtube.com/c/GrowingQld

For information about opportunities and a career in construction, see:

buildyourcareer.com.au/students-apprentice

csq.org.au

Explore this industry







Digital technologies

The technology sector is comprised of businesses that sell goods and services in electronics, software, computers, telecommunications and other industries related to information technology (IT). Technology companies invest heavily in research and development, and may undertake riskier projects with greater future potential. Tech companies also run social media platforms like Facebook, Twitter and Instagram.

Opportunities range from entry level roles, such as help desk support or IT technician, to senior roles in management such as chief information officer and specialist positions.

Companies rely on the technology sector to help them grow and thrive. Digital technology roles can take you almost anywhere, from small or medium enterprises to large corporate organisations. The terms 'global' and 'remote workforce' could mean working for an international company without even leaving your home office.

As a tech professional, you could solve cybercrime, design robots, create inspirational multimedia and save lives using artificial intelligence.

Specialised fields include content and design (using artistic skills to design engaging digital content for apps, games, websites, advertising and movies), cyber security, robotics and autonomous technologies, artificial intelligence, blockchain, extended reality, 5G technologies and industry 4.0.

Product development includes creating software and hardware, phones, computers, robots, drones, Internet of Things solutions, automated technologies, and operating systems and apps to run on these devices.

Professional skills needed include those that cannot be automated – critical thinking, analytical skills (e.g. interpreting data and digital forensics), communication, social engagement and intelligence. Top software programming skills in demand include Python, SQL and JavaScript.

Access these resources for more information about careers, training, study, communities and opportunities in IT:

Australian Computer Society (ACS) professional community for students <u>membership.acs.org.au/individual/student-</u> graduate.html

ACS Foundation Scholarship students' toolKit **acsfoundation.com.au/static_promo.cfm**

ACS accredited university courses acs.org.au/cpd-education/accreditedcourses.html

Explore business studies

Explore computing







Electrotechnology and utilities

Energy

To attain renewable energy targets industries are integrating more renewable technology systems, including using batteries and pumped-hydro to store energy, wind generation, solar heating and cooling, and limiting hydrofluorocarbons to reduce carbon emissions.

Electrotechnology and electricity supply workers are in demand across different industries and skills in this field could provide opportunities in maintenance, design, construction projects, renewables, communication, refrigeration and air-conditioning.

Work can be undertaken in both commercial and residential settings.

All electrical trades, particularly electrical apprentices, are commonly sought after by employers in the industry.

For more information about energy skills in Queensland visit: energyskillsqld.com.au





Water

The water industry delivers the essential services of supplying safe and sustainable drinking water to our communities, and ensuring that wastewater is treated and appropriately reused or discharged safely back into the environment where that is not feasible.

Workers play a key role in protecting the health and safety of their communities and the environment, and there are more than 6000 people in Queensland working directly in the water industry, plus many more in support industries like construction. Water and sewerage services are mostly delivered by public service providers, with the majority being local government.

There are a variety of jobs in demand, including water and wastewater treatment plant operators, construction and maintenance workers, engineers, scientists, environmental officers, electricians, plumbers and mechanical tradespeople.

The industry uses innovative systems and advanced technology to maximise and protect public health and precious natural resources, with job opportunities in capital cities and regional and remote communities. Responsibilities include the treatment and supply of drinking water, collection and treatment of wastewater, management of dams and catchments, and monitoring of the environment. There are long term careers across the state for people with a passion for essential community services and attractive lifestyle opportunities.

You can learn more about careers in the water industry and hear what workers like about their jobs here:

<u>qldwatercareers.com.au</u>

Explore careers in the water industry: h2oz.org.au

urbanutilities.com.au/about-us/careers

Explore this industry

CURRENT JOBS

IN DEMAND

seqwater.com.au/careers

EMERGING

TECHNOLOGIES

unitywater.com/about-us/careers







Film, television and new media

The screen and media industry provides opportunities for stories to be told through mediums such as film, television, games and XR (extended reality), radio, print journalism and online or digital content delivery. With digital platforms being developed constantly, content is increasingly adaptable and accessible. Content and stories shared across channels can shape communities and has the ability to educate, influence and entertain, providing an escape from the realities of our lives.

Screen and media is rich with career possibilities and the roles are equally diverse, depending on which sector you gravitate toward. Choose from producer, director, art director, screenwriter, director of photography, sound recordist, editor, animator, make-up artist, costume designer, colourist, distribution manager, location manager as well as some lesser known roles such as grip, gaffer, drone operator and stunt person within film and television.

Roles in games and XR can include content, user experience, interface and narrative designers, developers, programmers, 3D artists, animators, CAD designers, motion capture artists, producers, sound designers, post-production and motion graphic artists, and hardware specialists.

Roles in radio broadcasting can include program director, journalist, announcer, news and sport editors, sound engineer, reporter and producer.

A career in this industry can be based in any number of places. With television and radio typically being hosted within specialised studios, reporters can be 'on location' or 'in the field' depending on where the current action is, and film locations could take you to any corner of the globe! Queensland has established itself as a filmmaking hub for both domestic and international productions, providing a wide range of opportunities for future careers based right here in Queensland.

With a strong commitment from the government to grow local content creation and attract overseas production to Australia, job prospects and possibilities will continue to grow!

For more industry insights visit:

Film and television Screen Australia screenaustralia.gov.au

Screen Queensland screenqueensland.com.au

Screen Producers Australia screenproducers.org.au

Essential Crew essentialcrew.com.au

Essential Screen Skills essentialscreenskills.com.au

Australian Children's Television Foundation actf.com.au

Games and XR Real Serious Games realseriousgames.com

XR Hub **gldxrhub.com**

Radio

Community Broadcasting Association of Australia <u>cbaa.org.au</u>

Commercial Radio Australia commercialradio.com.au/hr-training/internshipswork-experience-programs

Explore this industry





Fitness, sport, recreation and racing

Fitness, sport and recreation



The fitness, sport and recreation industry offers a variety of jobs, settings and locations of work.

The industry is expected to grow as Australians are embracing the health benefits of physical activity and the increased opportunities of the Brisbane 2032 Olympic and Paralympic Games. This is set to see demand for fitness, sport and recreation services.

Services can be offered through fitness centres, including gyms, sport and recreation organisations and venues, voluntary organisations, community recreation centres and leisure centres (both government and commercial), community-focused organisations and sole traders.

Jobs are categorised across aquatic and community recreation, fitness, outdoor recreation and sport. The variety on offer is immense and includes gym instructors, personal trainers, aquatic fitness instructors, sport and recreation service managers, coaches and officials, swim teachers and instructors, lifeguards, and outdoor adventure guides and leaders. The industry is also experiencing a shortage of workers as a result of the COVID-19 pandemic.

In addition to technical and job specific capabilities, skills needed in this industry include teamwork, communication, administration, management and leadership.



Racing

The racing industry offers a variety of jobs, settings and locations of work throughout Queensland. Examples include jockeys, trackwork riders, stablehands, trainers, barrier attendants, stewards, grounds keepers, landscapers and maintenance workers.

There is a diverse range of employment options, including horse breeding/farming, horse racing



(thoroughbred and harness), greyhound racing, management of the facilities that support these activities and race day functions.

The racing industry in Queensland is growing and has opportunities in the three codes of throughbred, harness and greyhound racing. It is also an international industry with employment worldwide and opportunities to travel extensively.







Health

The healthcare industry is the largest employing and fastest growing industry in Queensland.

It includes a large variety of sectors with the primary goal to support individual and community wellbeing through a range of care, support, education, welfare and related services. The industry exists in every community throughout Queensland, providing services across the population, often focusing on meeting the needs of sick, frail, vulnerable and at-risk members of the community.

Roles can be patient centred and work directly with clients, supporting and working under the direction and delegation of health professionals to assist the everyday care needs of patients and ensure continuity of care. In addition, support roles ensure efficient delivery of health services and include administration, finance, human resources, information technology, logistics, practice management, policy development, cleaning, sterilisation, pathology and laboratory services, food and services, grounds keeping, maintenance, trades and security.

The core skills needed for all roles include interpersonal skills, such as emotional

intelligence, critical thinking, teamwork and communication, resilience, stress tolerance and flexibility. Depending on the type of role you are interested in, numeracy, language and literacy skills will also be necessary core skills. Some fields of employment will require science and technology skills.

Queensland Health advertises vacant positions through the Smart Jobs website.

Check out careers at entry and VET levels: **cyohealthcareer.com.au**

For more information on health professions at higher level qualifications see: **myhealthcareer.com.au**

Find out about health care with this interactive animation: gateway2health.com.au/animation





Manufacturing and engineering

Manufacturing is a diverse industry creating and producing everything we need to build homes to live in, vehicles to drive, sail or fly, production of medications, what we wear and eat.

The diversity of manufacturing is broad and includes food processing, defence manufacturing, aviation, aeronautics, meat processing, printing and graphic arts, textiles, clothing and footwear and furnishings, to name a few.

Local manufacturing opportunities are increasing—including the textiles and clothing sector which has experienced growth with domestic supply of personal protective equipment (such as face masks) and other medical-related products. On-shoring of services has increased due to the impact of international transportation delays. Further opportunities include local production of hand sanitiser, hygiene and cleaning products, health supplements, pharmaceuticals and toiletries.

Greater opportunities may be offered in the renewable energy sector, mining, engineering, food production, meat processing, metal, machinery, chemical, building materials, wood, furniture and other manufacturing sectors thinking about increasing production here in Australia as a result of ongoing disruptions with international supply.

Australian and Queensland Government commitments to cut greenhouse gas emissions will provide enormous opportunities for careers in renewable energy supply. Whether directly manufacturing resources such as hydrogen or products which are used in the supply chain such as wind turbines, solar panels, and electrolysers, there will there will be thousands of jobs created. Most manufacturing occupations are in a skills shortage, which means there are fantastic career opportunities available now and into the future.

Jobs in manufacturing and engineering include supervisors, boilermakers, welders, glaziers, warehouse and production line workers, and machinery and forklift operators.

Advanced manufacturing

The Fourth Industrial Revolution (Industry 4.0) is innovative, creative, cutting edge and moving at a rapid pace! Welcome to advanced manufacturing—artificial intelligence, 3D (additive) printing, drones and laser technology.

This industry includes the design and manufacturing of medical devices, autonomous vehicles, robotics and technologies across diverse settings, including aerospace, computer gaming, agriculture and farming, food, transport, and defence and biomedical services.

Discover opportunities in manufacturing: flipsnack.com/gatewaytoindustry/gispcareers-tool-manufacturing-engineering

Check out more about engineering: engineersaustralia.org.au/For-Students-And-Educators/Engineering-Careers/What-Is-Engineering









Property services, real estate and security

Property services are wide-ranging and assist with building a large range of practical skills. They cover a wide range of essential services that ensure safe and hygienic living, creating (and operating within) work and recreational environments, and providing private and commercial real estate roles (such as leasing and sales).

Specific areas of expertise within the property services industry include rural and city surveying (measuring, recording, mapping), real estate and property sales and analysis (including technical advisors/consultants,

data analysts, agents, auctioneers), waste management (biohazard, chemical and medical waste, recycling, bin collection), pest control, security services, on-site maintenance (e.g. swimming pool maintenance) and cleaning, and are applied across residential, industrial, government and commercial settings.

Jobs such as building design, security, cleaning and property management may be offered across a broad range of environments that exist within these commercial settings (e.g. retail, hospital and health services, food services, mining, tourism and transport) across both urban and suburban locations. Like any industry, demand within the property services, real estate and security sectors is influenced by a number of factors, such as environmental (flood, fire etc.), market influences (e.g. interest rates). Jobs currently in demand include security guards, planners, real estate agents and domestic, commercial and industrial cleaners. Opportunities in cleaning may be self-employed or on a contract basis.

Jobs in real estate and cleaning opportunities are typically advertised directly through employers on job search sites.

Visit REIQ careers for more information: **reiq.com**

For information about the careers and opportunities in security, visit the Australian Security Industry Association website:

asial.com.au/careers/security-jobs





Public sector and government

Australian Defence Force

The Australian Defence Force (ADF) is comprised of the navy, army and air force. The role of the ADF is not only to protect the land, sea, air and people of Australia in times of unrest, but also to provide assistance here and internationally in events of natural disaster and to provide humanitarian and peacekeeping support.

The ADF offers jobs across a broad variety of fields, including trades, professions, and combat, support and technical roles.

In response to COVID-19, the ADF also had designated resources supporting the repatriation of Australians from overseas, planning and contact tracing teams—providing medical assistance in some regions, supporting mandatory quarantine arrangements, and supporting state and territory police border controls. Defence also contributed to the production of surgical face masks and ventilators. For defence opportunities and careers see: **defencejobs.gov.au**

Work at the leading edge of technical innovation in the forces, making the most of your interests in science, technology, engineering and maths:

defencejobs.gov.au/stemopportunities

To participate in work experience or start your defence force pathway through the Defence Reserves while still at school: **defence.gov.au/WorkExperience**

defencejobs.gov.au/reserves

Check out the Defence Jobs student guide: **Vocational-Education-Students-Guide.pdf**







Police

The Queensland Police Service (QPS) is searching for applicants who seek purpose, direction and meaning from their careers. If you are interested in a job where no two days are ever the same, that is rewarding and challenging with plenty of career options, policing may be the job for you.

Working with the QPS promises to be an exciting, rewarding and challenging career, with a variety of specialist areas in the service, from general duties to child protection, dog squad, POLAIR, fraud and cyber crime, forensic crash unit and more. As a member of the QPS, you will stand alongside 11,000 police officers across the state who protect and serve the community.

QPS follows a rigorous recruitment process to select applicants with the right skills, aptitude and attitude. Prospective applicants can start the application process from 17 years of age and, if successful, start at the academy when they are 18 or older. If you are graduating from high school and considering a career with the QPS, you are encouraged to develop your skills and knowledge to help you prepare for the selection process, your training as a recruit, and your 'on the road' experience as a general duties police officer.

Got what is takes to become a police officer? Take the eligibility quiz to find out: **policerecruit.com.au**

Police staff, protective service officer and police liaison officer vacancies are published on the Smart Jobs website: **smartjobs.gov.au**







Government jobs

Public service jobs are found within Australian, Queensland and local governments, and can include jobs across the arts, culture and heritage, wildlife and conservation, justice and law, education and training, health and emergency services.

Local government

Local councils provide services directly to the communities where they are based.

Jobs range from administration to trades and include park and recreational facility management and maintenance, community activity coordination, libraries, local swimming pools and civil construction.

Jobs can be found by visiting each local council website directly or through:

LGAQ.asn.au

lgaq.asn.au/directory/1/council-jobs

For local government boundaries visit: dlgrma.qld.gov.au/resources/map/localgovernment-area-boundaries.pdf

Queensland Government

Queensland Government jobs can be found in sectors such as transport and roads, health, police and ambulance services.

Queensland Health is instrumental in controlling the spread of COVID-19 in Queensland—undertaking contact tracing, providing timely advice and recommendations to broader government and citizens about suitable hygiene practices, social distancing, travel restrictions, quarantine and border closures, as well as recognising and responding to the symptoms of COVID-19.

For Queensland Government departments and agencies see:

<u>qld.gov.au/about/how-government-works/</u> <u>government-structure</u>

Jobs can be found by visiting: **smartjobs.qld.gov.au**

Vacancies may also be advertised on agency websites (e.g. Queensland Health, Queensland Police Service).

Australian Government

Australian public sector jobs include Australian Federal Police, Australian Defence Force, national security, immigration, employment services and government policy roles.

For more information on joining the Australian Government visit:

apsjobs.gov.au/s dese.gov.au/jobs-hub

For Australian Government departments and agencies visit:

directory.gov.au/departments-and-agencies







Resources and mining

Queensland's minerals and energy exports include coal for energy and steel making, gold, silver, lead, zinc, bauxite and rare earth elements for the manufacture of electronic equipment including electric vehicles, as well as many other day-to-day commodities. The resources sector has an expanding renewable industry that encompasses solar, biomass, hydro and wind energy. It offers a huge variety of careers, from trades, project management, and quality and compliance to engineering, environmental professionals, transport and logistics, geology, IT, cyber security, health and safety, cooks, accountants, lawyers and human resources.

Jobs can be found from the beach to the bush, and technology means that numerous roles previously based on-site may now be done from a city-based remote operations centre. The Queensland resources sector is part of a global industry, so who knows where you might end up. Explore careers in the mining industry: minerals.org.au/make-your-career-miningcareers-guide

Queensland Minerals and Energy Academy: **gmea.org.au**

Check out *The Oresome Futures* publication: **bit.ly/OresomeFutures**

Department of National Resources, Mining and Energy:

dnrme.qld.gov.au/home/careers

Queensland Resources Council industry overview: **grc.org.au**









The Queensland retail sector is vibrant and varied! Retail is the second largest employing industry in the state. There are jobs in every region and it's one of the largest employers of young people.

There is a retail speciality suited to everyone's interests, including supermarkets, department stores, pharmacies, homewares, fruit and vegetables, fast food and take away, entertainment, fashion, cars, jewellery, newsagencies, stationery, machinery and equipment, hardware, and pets and pet goods.

Retail is strongly connected to the personal services industry which includes floristry, hairdressing, barbering, laser hair removal, nail technicians, make-up, cosmetics and beauty.

There are strong links to manufacturing, transport, tourism and hospitality industries.

With all components of the supply chain having crucial roles to play in the retail industry, opportunities exist in warehousing and distribution, customer service, import/export, management, information technology, human resources, legal, merchandising, marketing and advertising.

Jobs can be based in major shopping centres and with big retailers, chain stores and franchises through to boutique outlets. Centres are continuing to expand and there's an increase in online shopping—both of these create different opportunities across the state, with both local and international markets.

For information about starting your career in the retail sector, visit:

nra.net.au/resource-categories/training

Alternatively, make enquiries with a retailer you would like to work for. Jobs in this industry are often directly advertised through the retailer and a high percentage of retail jobs are obtained by visiting the store in person.

Explore this industry









Tourism, hospitality, accommodation and events

The Queensland tourism and hospitality industry has so much to offer—beaches, islands, rainforests and nature encounters. Jobs in the industry include front-of-house customer facing roles (front desk, porters, waiters, tour guides and travel consultants) to back-of-house roles which are critical to ensuring quality customer experiences (cleaners, maintenance and grounds, kitchen, laundry and office-based roles such as sales and marketing consultants). The tourism and hospitality industry employs corporate service staff as well, such as human resources, information technology and finance professionals—the opportunities are endless!

The exciting expansion of tourism opportunities across the Queensland food, hospitality, accommodation and entertainment sectors means there are wonderful in-demand careers awaiting. These include chefs, hospitality staff in restaurants and hotels, tour guides and management.

Pastry chefs are skilled in the art of preparing and making pastries and baked goods, which may include desserts, bread and cakes. They are required to have knowledge of various pastry techniques, an eye for detail, and creativity. Pastry chefs may be employed in commercial kitchens as the chef de partie (station chef) of the pastry department, or in patisseries, bakeries and cafes.

A career in this sector can literally take you anywhere—giving you flexible working conditions and transferable skills you can take with you around the globe! To learn more about the tourism and hospitality industry, and for more information about careers, visit the Queensland Tourism and Hospitality Careers Guide:

QTIC Careers Guide | Queensland Tourism Industry Council

Explore hospitality

The Accommodation Association represents over 10,000 members in the hospitality sector with heaps of awesome brands. If you want to get into the hospitality sector you can access training, upskilling and all types of jobs through the association's recruitment portal *The Hub*.

The Gappa was developed by the Accommodation Association to support the hospitality industry and provide young job seekers with a range of exciting career possibilities and life-changing experiences that are only possible through a career in hospitality.

Unique benefits of *The Gappa* include additional support for relocation, a completion bonus and a weekend stay for you and three friends.

Everything you need to know about *The Gappa* can be found via *The Hub*, a one-stop-shop for hospitality training, news and jobs.

Learn more about *The Gappa* here: aaoa.com.au/Careers/The-Gappa

EMERGING

Log in to jump start your career: aaoa.myconnect.olivegroup.io/learner/register

Find your Queensland Tourism and Hospitality job: www.workinparadise.com.au

CURRENT JOBS







Transport and logistics

Transport is the method of moving goods and people by road, rail, sea and air. Logistics involves all the systems that manage the procurement, storage and distribution of goods from their point of origin to their final destination.

Transport and logistics services are essential to industry, community and the economy.

Transport and logistics offers opportunities for a diverse workforce and a wide range of career pathways with entry points directly from school through vocational education, training courses, university pathways or direct employment. Jobs across the industry include warehouse storeperson, transport and despatch clerk, transport scheduler, freight forwarder, purchasing and logistics clerk, forklift operator, drone operator, deckhand, driver (all vehicle types), coach captain or tour guide, workplace health and safety officer, mechanic/maintenance technician and customer service officer.

Professional roles include supply chain manager, transport manager, logistics manager, project manager, contracts, business/data analyst, operations manager, air transport professional, accountant, marketing manager, human resources, cyber security specialist and procurement specialist.

COVID-19 and recent natural disasters have highlighted the importance of this industry. The increased demand on the supply chain has seen a surge in the volume of people required to fill roles in the sector.

The industry is continuously adopting new technologies, which is creating opportunities to work with sophisticated systems and automation.

Some of the roles on offer include after-sales technology support, technology skills for new vehicles (electric and hydrogen powered), robotics engineers, operators and programmers for automated systems, fleet managers, cyber data analysts and drivers who can operate modern heavy vehicles that incorporate a range of smart technologies.

People management, customer service, digital literacy, data analytics and communication are highly sought-after skills.

Labour market insights: labourmarketinsights.gov.au

Find career information for:

Rail: **ara.net.au/careers**

Road: roadtransportcareers.com.au

Supply chain: **supplychainskills.org.au**

Maritime: **marinejobs.org.au**

Trade, transport and logistics: **mymv.org**

Aviation: <u>airports.asn.au/industry-jobs</u>









Assistance with finding a job



Group training organisations

Group training organisations (GTOs) employ apprentices and trainees, and place them with host employers.

australianapprenticeships.gov.au

Youth Employment Program

An employment support program for young Aboriginal and Torres Strait Islander people who are finishing high school and looking for work or considering further education.

dsdsatsip.qld.gov.au/our-work/aboriginaltorres-strait-islander-partnerships/businesseconomic-development/youth-employmentprogram

Job search sites

A list of sites that have job vacancies.

adzuna.com.au	careerone.com.au
indeed.com	seek.com.au
jobsearch.gov.au	jora.com
gumtree.com.au/jobs	skillsroad.com.au

Australian Apprenticeship Support Network (AASNs)

Provides free support services to apprentices and employers. Services may vary, however, most offer job vacancy lists and recruitment services.

- MEGT
 MAS National
- Sarina Russo Job Access
- The BUSY Group

australianapprenticeships.gov.au/about-aasn

Back to Work

The Back to Work Youth team provides support to eligible job seekers, leading to employment through training, short courses and access to employer-related requirements such as machinery tickets, driving lessons, and white and blue card fees.

tafeqld.edu.au/information-for/ career-changers

Centrelink

Australian Government agency Centrelink is a good place to start to see if you are eligible for financial assistance while you consider your employment or training options.

servicesaustralia.gov.au/centrelink

Gain on the job experience

Skilling Queenslanders for Work

Open to eligible Queenslanders aged 15 and over who are no longer at school, Skilling Queenslanders for Work projects help job seekers gain the skills, qualifications and experience to enter and stay in the workforce.

desbt.qld.gov.au/sqw-jobseekers

Transition to Work

This is an Australian Government service that supports young people aged 15–24 on their journey to enter employment or complete education.

jobsearch.gov.au/transition-to-work

Youth Jobs PaTH

Show an employer what you can do through a 4–12 week internship. Paid placements are available through the Australian Government.

jobsearch.gov.au/path

Volunteering

Gain valuable on the job experience by volunteering your services at a business you would like to work in or at a not-for-profit organisation.

volunteeringqld.org.au volunteer.com.au

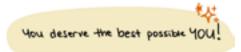




Mental and physical wellbeing support for young people

Your mental wellbeing

Your mental wellbeing is the way you handle your emotions, respond to stress and your general outlook on life. Positive mental wellbeing lifts your mood, promotes resilience in difficult situations and helps you get the most out of life. Taking a few moments for yourself each day will help you be happier and more resilient.



Click the link below to access simple everyday activities you can practice to maintain positive mental wellbeing.

mentalwellbeing.initiatives.qld.gov.au

Training support for people with disability

There are a number of services available to support people with disability undertaking training and skills development. Learn more via the link below.

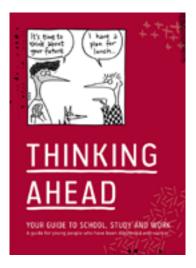
desbt.qld.gov.au/disability

Disability Gateway

The gateway provides information and services to help people with disability, and their family, friends and carers, find the support they need in Australia.

disabilitygateway.gov.au

Support for young people with cancer



Thinking ahead – your guide to school, study and work

Thinking ahead has been developed to help young people get back on track with school, study and work – during and after cancer treatment. It covers some common experiences and effects of treatment up front, so you can recognise these and know how best to manage them.

childrens.health.qld.gov.au/wp-content/ uploads/PDF/qycs/thinking-ahead.pdf



Support for year 13 Indigenous youth

Youth Employment Program

The Youth Employment Program (YEP) supports Aboriginal and Torres Strait Islander school leavers to transition to work. YEP staff provide advice and support, including:

- links to job vacancies
- connections to culturally capable services
- pre-employment support (interview tips and resume writing)
- taking the next steps in finding the right choice of career including traineeships and apprenticeships.

dsdsatsip.qld.gov.au/our-work/aboriginaltorres-strait-islander-partnerships/businesseconomic-development/youth-employmentprogram



Preparing for work

Be Smart Workbook

A practical booklet to help young people get and keep a job.

desbt.qld.gov.au/beworksmart

Some things you will need:

- Up-to-date resume and cover letter for each job you are applying for
- Tax file number
- Driver's license (for some jobs)
- Bank account
- Appropriate interview and work clothing
- Birth certificate
- Passport/photo identification

Job application tips and advice

Workforce Australia providers tips and advice on writing resumes and cover letters, and preparing for interviews.

workforceaustralia.gov.au /individuals/ coaching/job-application

myfuture

Taking some time to prepare for interviews gives you confidence. The myfuture website provides helpful tips to prepare for interviews and land that job.

myfuture.edu.au/career-articles/details/ job-interview-tips



My future, My choice videos

My future, My choice videos

Watch these videos to gather tips on preparing for employment – from the job interview to understanding the employment landscape. Use the workbook learning activities to build your knowledge and understanding, and gain meaningful work.

Link and Launch

Link and Launch

A free service designed to help you when considering your options after school – including further study, training and work options. This program can help you identify what you want to do next. qld.gov.au/linkandlaunch



desbt.qld.gov.au/employmentprep



Support for young people living out of home



CREATE Foundation

The CREATE Foundation is a national organisation that provides a voice for children and young people who have an out-of-home care experience. They also offer a number of resources, tools and programs designed to support you to transition from care to independence and adulthood.

create.org.au



Go Your Own Way (GYOW) kit

Resources and information for young people aged 15 and above who are starting to plan for their transition to adulthood and independence.

create.org.au/wp-content/uploads/2020/06/ CRE4244_GYOW-Handbook-June2020_web.pdf



CREATE Your Future (CYF)

The CYF program builds on the basics from GYOW workbooks providing practical life-skills to managing everyday life after your transition from care to independence.

createyourfuture.org.au



Next Step Plus

No matter how big or small the issue, get the support, advice or guidance you need by connecting to relevant services.

nextstepplus.com.au



Free Sortli app

Download the Sortli app to your compatible phone and use the tools to manage every aspect of your independent living, including budgets, life skills, looking after your health, and finding a place to live or a job.

Sortli information: createyourfuture.org.au/money/budgeting





Glossary

Below is a glossary of technology terms you may find in this guide.

Digital technologies

Industry 4.0 digital technologies represent new ways technology becomes embedded within society.

The Internet of Things (IoT)

Also known as the Industrial Internet, the Internet of Things is the connection between physical devices, such as vehicles and appliances, and the communication between them.

Big data and analytics

Big data and analytics is the examination of large and varied data sets to uncover patterns, correlations, trends, preferences and other useful information that can help organisations with business decisions.

Software and system integration

Integrating all physical and virtual components of an organisation's system helps to create something that acts like a single system.

Cyber security

Cyber security is the protection of internet-connected systems from cyber attacks.

Cloud computing

The cloud refers to a network of remote servers hosted on the internet, compared with a local server or a personal computer. It's used to store, manage and process data.

Additive manufacturing (3D printing)

3D printing joins or solidifies material under computer control to create a three-dimensional (3D) object, usually by successively adding material layer by layer.

Autonomous robotics and assistive technologies

Robot and other assistive technologies that performs behaviours or tasks with a high degree of autonomy.

Augmented reality

Augmented reaility is the technology that superimposes a computer-generated image on a user's view of the real world to provide a composite view.

Virtual reality

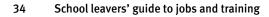
The computer-generated simulation of a three-dimensional image or environment that can be interacted with in a seemingly real or physical way by a person using special electronic equipment, such as a helmet with a screen inside or gloves fitted with sensors.

Simulation

Computer-led imitation of a situation or process.

Source:

www.rdmw.qld.gov.au/manufacturing/strategy/industry-4-0







Email: training@desbt.qld.gov.au

desbt.qld.gov.au

Produced by Metropolitan Training and the Employment Pathways Team Version 3 – October 2022



