



Career News 2019 #12

CareerNews Key Dates & Reminders

For all VCE Students:

Monash Information Evenings

When: Running until September.
at various locations across Victoria. Visit:
<https://www.monash.edu/information-evenings>

Deakin Information Evenings

Learn more about Deakin's course options in dance, drama, photography and visual arts and the benefits of studying a Bachelor of Creative Arts and how this prepares you for a creative career.

Date: Thurs 19th Sep

Time: 5:30 pm – 7:00 pm

Where: Burwood Campus

Cost: Free

Register:

<https://www.eventbrite.com.au/e/creative-arts-and-design-information-evening-tickets-60257504819>

University of Melbourne

You can meet UOM staff and students at remaining sessions at Bendigo, Ballarat, Warragul and Mildura in August and September, you can find out more and register here:

<https://study.unimelb.edu.au/connect-with-us/events-for-future-students>

Swinburne Advice Nights

You can learn more about the preference process as well as Swinburne's offerings with their advice nights coming up in September:

Wantirna Advice Night –

When: Tue 17th Sep

Time: 4 pm – 6 pm

To register –

<https://www.swinburne.edu.au/choose/ev-ents/wantirna>

Hawthorn Advice Night –

When: Wed 18th Sep

Time: 4pm – 6 pm

To register –

<https://www.swinburne.edu.au/choose/ev-ents/hawthorn>

Aviation Advice Night –

Wed 18th Sep

6 pm – 8 pm

To register –

<https://www.swinburne.edu.au/choose/ev-ents/aviation>

Important VTAC Deadlines – for 2020 Course Applications



Applications:

Are now open!

Close – Monday 30th September at 5pm.

SEAS Applications

Open - Monday 5th August at 9am.

Close – October 11th at 5pm.

Scholarship Applications

Open – August 5th at 9am.

Close – October 11th at 5pm.

Change of Preferences

Close – 14th December at 4pm for December 2019 offer.

Close – 20 December 2019 at 4pm for 2020 offers.

News & Updates



Helpful tips for Year 12's

Term 3 can be stressful for Year 12's with a lot happening simultaneously. SACs, exam preparation, ATAR anxiety, establishing course preferences and pathways, completing applications, attending open days and information sessions, all while managing other areas of your life! Rest assured, you are not alone and it's important to help you rebalance and re-define your study plans and career pathway options.

Here are some helpful tips–

- **Stay calm and keep things in perspective**

Year 12 is an important year but it will not dictate the rest of your life and remember there is always more than one pathway into a course or career.

- **Keep organised**

Try to stick to your study schedule for your exams and assignments. If it's unrealistic, reconsider your time allocation for certain activities to relieve any stress.

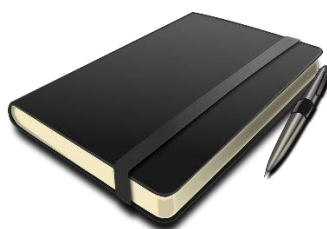
Remember starting preparation early is key!

- **Take some time to research your post-school options**

Taking time to research and make plans for post-school life can provide a nice break from studies, while also helping you to stay motivated by reminding you of the bigger picture. This may include researching institutions and courses of interest, making travel plans for the holidays, organising things for your gap year and putting together course applications.

- **Ask for help when you need it**
If you're struggling with something — be it a certain topic in class or just school or study in general, it's a good idea to talk to someone early, before stress starts to build up. This could be as simple as seeking out your teacher before class or chatting to your parents about your study set-up at home. Assistance can also come from your careers counsellor, year-level coordinator, head of house or pastoral care coordinator, as well as academic advisers, former students and friends.

- **Diarise important dates**



Together with your exam dates and assessment deadlines, ensure you diarise the important VTAC and/or institution dates too! You don't want to miss crucial deadlines that may hinder all the hard work you have invested into your studies.

Good luck!

What is the Special Entry Access Scheme (SEAS)?

The Special Entry Access Scheme (SEAS) allows selection officers to grant special consideration for course entry. SEAS is designed to make sure institutions get a sense of your full potential and it enables them to consider the circumstances you have experienced and their impact upon your studies.

There are four categories in SEAS:

Category 1: Personal information and location. This category includes age, living or school location, under-representation of a gender in a course or field of study, recognition as an Indigenous Australian, recognition for being from a non-English speaking background and recognition for

being the first in your family to attend tertiary study.

Category 2: Disadvantaged financial background.

Category 3: Disability or medical condition.

Category 4: Difficult circumstances.

You can apply for all the categories that are relevant to your situation, so long as you apply to each category for a different reason. Important to note: It is recommended that all students who register and apply for courses via VTAC complete at least category 1 as this may result in upward adjustments to your selection rank for one or more courses.

While most institutions participate in SEAS, there are still some institutions that run their own programs outside of the VTAC process. To learn more about SEAS and your potential eligibility visit:

<http://www.vtac.edu.au/who/seas.html#what>

CQ University Update



New Online Courses:

Bachelor of Criminology – 3 Years

This degree is multidisciplinary education in the field of criminology. You will graduate with the skills and knowledge needed for a career as a criminologist along with the ability to provide objective research and advice at all levels of policy-making from an evaluation of extensive government crime control initiatives through to proposals for local community anti-violence programs.

Bachelor Degree (Honours) in Engineering (Honours) (Civil Design)/Diploma Building Design – 4.5 Years

Become qualified for a career as a civil engineer skilled in high-level engineering design and building design.

Bachelor Degree (Honours) in Engineering (Honours)(Civil Construction)/Diploma Construction Management – 5 Years

You will become a civil engineer with high-level engineering planning and design skills complemented by construction management skills including the financing, project scheduling and coordination of consultants and specialist contractors.

Bachelor of Social Work – 4 Years

Once graduated, you will have the opportunity to practice in a large number of human services; health, government administration, child protection, youth justice, prisons, disability, aged care and mental health.

Deakin University

Step on Campus Tours

You can find out more about university life at Deakin, study areas and gain a feel for the campus you are considering from a tour guide or current Deakin student.

When: 25th, 28th of September, 2nd & 5th of October.

Where: All campuses.

Time: 10am, 12pm or 3pm.

To register visit:

<http://discover.deakin.edu.au/Step-on-campus.html>

Macleay College Update

New Diploma – Digital & Social Media Marketing



Macleay College are now offering a new 8-month Diploma in Digital & Social Media Marketing at their City campus in Melbourne.

The course helps build understanding of the development and management of social and digital media campaigns, as well as being able to evaluate campaign effectiveness and performance. The course also covers; digital and social media advertising strategies, the key principles of marketing, creating

solutions for marketing initiatives and understanding key performance indicators. Students who successfully complete the course may progress to either the Bachelor of Advertising & Media or the Bachelor of Digital Media.

RMIT Update

Course Updates

Associate Degree in Aviation (Professional Pilots)



Classes for this course are now being offered at both RMIT Point Cook and Bendigo facilities. Students who successfully complete the program will be eligible to apply for a CASA Commercial Pilots Licence plus either Command Instrument Rating (multi-engine) or Flight Instructor Rating (single engine).

You can find more information here:

<https://www.rmit.edu.au/study-with-us/levels-of-study/undergraduate-study/associate-degrees/associate-degree-in-aviation-professional-pilots-ado23>

Bachelor of Engineering (Honours)

This new degree will allow entry with any math's including Further Mathematics, opening doors to many students that would otherwise miss out without the Math's Methods prerequisite. Students will have the opportunity to choose from a wide range of specialisation electives in their first year, giving them the information they need to choose the area they'd like to focus on and continue from second year.

Read more here:

<https://www.rmit.edu.au/study-with-us/levels-of-study/undergraduate-study/honours-degrees/bachelor-of-engineering-honours-bh126>

Bachelor of International Studies

This degree will replace RMIT's Bachelor of Arts (International Studies) for students commencing in February 2020.

Within this course, students will be able to specialise in one of four streams – general international studies, development, global security or languages, as well as choose electives. Students will develop skills in international relations, diplomacy, business and humanitarian policy and have the opportunity to complete an internship in Australia or overseas. For more information, visit:

<https://www.rmit.edu.au/study-with-us/levels-of-study/undergraduate-study/bachelor-degrees/bachelor-of-international-studies-bp332#admissions>

Bachelor of Space Science



RMIT will launch the Bachelor of Space Science for the February 2020 intake.

This degree encompasses RMIT's strong space industry and space agency partnerships with government and industry, including connections with Boeing, the Department of Defence and NASA. Read more here:

<https://www.rmit.edu.au/study-with-us/levels-of-study/undergraduate-study/bachelor-degrees/bachelor-of-space-science-bp330>

Are you interested in Nanotechnology, Chemistry and Physics?

RMIT offer a 4 year double degree in Nanotechnology and Applied Sciences which as a graduate, you will have opportunities to investigate and create materials at the nanoscale in order to manufacture more efficient devices, medicines and materials.

You can read more about this course here:

<https://delta.vtac.edu.au/CourseSearch/searchguide.htm?courseCode=3200332111>

Remaining Open Days 2019

INSTITUTION	DATE	TIME	CONTACT DETAILS
Australian Catholic University Ballarat Campus	Sun 25 Aug	10am – 2pm	1300 ASK ACU Email: https://www.acu.edu.au/student-life/experience-uni-before-you-start/open-day
Box Hill Institute of TAFE Box Hill Campus Lilydale Campus	Sun 25 Aug Sun 15 Sep	10am – 3pm 10am – 3pm	1300 269 445 www.boxhill.edu.au/openday
Chisholm Institute Dandenong	Mon 16 Dec	5pm - 7pm	1300 244 746 https://www.chisholm.edu.au/open
Deakin College Geelong Campus (Waurin Ponds & Waterfront) Melbourne (Burwood) Campus Deakin University Geelong Campus (Waurin Ponds & Waterfront) Melbourne Burwood	Sun 18 Aug Sun 25 Aug Sun 18 Aug Sun 25 Aug	9am – 3pm 9am – 3pm 9am – 3pm 9am – 3pm	1800 334 733 http://openday.deakin.edu.au/
Federation University of Australia			1800 333 864 https://federation.edu.au/openday
JMC Academy	Sat 24 Aug		1300 410 311 https://www.jmccademy.edu.au/events/open-days
La Trobe University Albury-Wodonga Bendigo Campus	Sun 18 Aug Sun 25 Aug	10am - 2pm 10am - 3pm	https://www.latrobe.edu.au/openday
Melbourne Polytechnic Preston Campus	Sun 18 Aug	10am – 3pm	9269 1200 https://www.melbournepolytechnic.edu.au/open-day
MIT (Melbourne Institute of Technology)	Sat 17 th Aug	10am – 2pm	http://mit.edu.au/open-day
Monash University Parkville Campus	Sun 18 Aug	10am – 3pm	1800 666 274 https://www.monash.edu/open-day
RMIT (Flight Training Open Day – Point Cook)	Sun 25 th Aug	10am – 4pm	https://www.eventbrite.com.au/e/rmit-flight-training-open-day-2019-tickets-64583663476
University of Melbourne Parkville Dookie Werribee	Sun 18 Aug Sun 22 Sep Sun 20 Oct	10am – 4pm 10am – 4pm 10am – 4pm	1800 801 662 https://openday.unimelb.edu.au/
Victoria University			1300 171 755 https://openday.vu.edu.au/
Collarts	Sat 31 st Aug	10am – 3pm	https://www.collarts.edu.au/open-day



Career Focus

Human Resources Manager

Human Resources (HR) Manager's (also known as Human Resource Officer's) provide administration services for the recruitment and employment of staff. In small organisations, HR Managers are usually responsible for all staffing matters. In large organisations they may specialise in a particular area such as recruitment, wages and entitlements or staff training. Their salary range can vary depending on the size of the organisation. Importantly, HR Managers are projected to see a 12.5% increase in employment growth in the next 5 years*.

HR Managers:

- determine staffing numbers, skills and needs to meet the organisation's objectives
- analyse the skills and qualities required for each particular job and develop job descriptions and duty statements
- advertise staff vacancies, assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management about staff appointments
- maintain the personal records of employees on matters such as wages, superannuation, leave and training, and prepare associated management reports
- arrange and conduct staff training
- use a number of management information systems to record, maintain, plan and manage the organisation's human resources
- provide advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programs
- assist employees with work matters, career development, personal problems and industrial matters
- organise employee welfare services such as health and wellbeing programs, first aid and fire warden training, superannuation and social activities
- take part in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions (pay and hours of work, for example)
- help implement organisational changes (such as those following from industrial relations legislation, revised job classification structures or technological changes)
- take part in strategic management.

To work as a HR Manager, it is beneficial to:

- be a good planner, organised, analytical and effective decision-making skills
- have good oral and written communication skills
- be tactful and discrete when dealing with people and confidential information.

There are a few options to become qualified as a HR Manager:

- A VET qualification, TAFE Certificate IV or diploma. The 'Australian Human Resources Institute' and the 'Recruitment and Consulting Services Association' (RCSA) also offer short courses and VET qualifications in human resources.
- A traineeship – entry requirements may vary, but employers generally require completion of Year 10.
- Completing a degree in HR Management, or Business/Commerce with a major in HR Management. To gain entry into these courses you usually need to have completed your VCE with prerequisite subjects in one or more of English and mathematics however universities have different prerequisites and some have flexible entry requirements or offer external study. (Please note: A degree in a related area such as industrial relations, psychology management or economics may also be useful in gaining employment).

HR Managers are employed by both small and large organisations in industries such as banks, insurance companies, hospitals, manufacturing firms, airline and shipping companies and large retail stores. They are also employed by federal and state or territory government departments.

Some people establish their own businesses as human resource consultants or find employment with HR firms that offer outsourced human resource functions to clients.

Below is a list of short courses and undergraduate degree options currently available in Victoria:

VET Courses				
Institution	Campus	Course	Duration	ATAR
Holmesglen Institute	Chadstone	Diploma of Human Resources Management	6 months	NA
Swinburne University of Technology	Hawthorn	Certificate IV in Business	6 months	NA
		Diploma of Human Resources Management	6 months	
Undergraduate Degrees				
Institution	Campus	Course	Duration	ATAR
Federation University	Berwick, Gippsland, Ballarat, Off-campus	Bachelor of Business (Human Resource Management)	3 Years	NA
LaTrobe University	Melbourne	Bachelor of Business (Human Resource Management)	3 Years	55.75
LaTrobe College	Bundoora	Diploma of Business/ Bachelor of Business (Human Resource Management)	8 Months 2 Years	NA
RMIT University	Melb City	Bachelor of Business (Human Resource Management)	3 Years	70.05
Victoria University	Footscray Park	Bachelor of Business (Human Resource Management)	3 Years	NA

Note: * NA – Not applicable or under 5 offers were previously made. The ATAR listed is based on the lowest selection rank plus adjustment factors. As subjects, course structures and requirements can vary between institutions, it is necessary to contact your chosen institution for further information.

Sources: VTAC, Gooniversities Guide.

Your Careers Team

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