



### Career Advisers Message

#### Keep these newsletters on file

As the year progresses, I will be receiving a lot of correspondence from employers, and training providers. It is important that you read this newsletter now, and then keep it! Collect each edition to browse through later in the year, when you might be further considering your options. Remember, come and see me for a chat to find out more.

### Career Hotspot ... Real Estate Salesperson

Real estate salespeople arrange the sale of houses, businesses, flats, factories, shops and farms on behalf of the owners.

#### Personal Requirements:

- good communication and negotiation skills
- good presentation and a pleasant manner
- able to network effectively
- strong sales focus
- good organisational skills and attention to detail



#### Education and Training:

To become a real estate salesperson you usually have to complete an accredited course in real estate or property. Entry to the courses below usually requires at least Year 10. As subjects can vary between institutions, you should contact

your chosen institution for full details. You may be able to study through distance education. You can also become a real estate salesperson through a traineeship in Property Services (Agency) or Property Services (Real Estate). Entry requirements may vary, but employers generally require Year 10. Ask your career adviser about the possibility of starting some of this training in school.

#### Employment Opportunities:

Employment opportunities for this occupation vary depending on the state of the real estate industry. The property market is very sensitive to the general state of the economy and factors such as government policy and interest rates. For any further information please phone 92642343 or visit [www.reinsw.com.au](http://www.reinsw.com.au)

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### **Jobs of the Future Environmental Engineer**

Environmental Engineers are concerned with assessing and managing the effects of human and other activity on the natural and built environment, they apply their knowledge and skills to things such as environmental impact assessment, natural resources management and pollution control.



#### **WEP/00234/18 - HQ 22 SQN - City of Sydney - Air Force**

Location of Placement: RAAF Richmond

Dates of Placement: 5-9 March 2018

Duration: 5 Days

Placement Limits: 16

Overview of Placement: RAAF Base Richmond is located between the towns of Windsor and Richmond, some 60km north-west of the Sydney CBD. The base is home to the RAAF Transport headquarters, Air Lift Group, and its major operational formations, No 84 and 86 Wings.

Richmond is supported by a number of Operational and Defence elements including a Communication Squadron. As the host for the work experience program

at RAAF Richmond, HQ 22 Squadron is responsible for control and co-ordination of all Base activities, including the management of all facilities and activities on the airfield.

Commencing at 8.00am and finishing at approximately 4.00pm, students will participate in a variety of activities that demonstrate the different roles of Units and the variety of careers that are available in the Air Force.

These include flying roles as well as ground support roles, military working dogs, engineering, maintenance, logistics, air traffic control, PTI's, medical and fire & rescue. Students will access the flying squadron located at RAAF Richmond and be given an over view of their operations and structure.

Students will also be given a presentation from Defence Force Recruiting on the recruiting process. Special Conditions of Placement: Students will be required to participate in a PT session as part of this placement, appropriate gym gear will be required to be brought by successful applicants on day 5. Additional Requirements: Students will be required to answer the following questions when completing the online application:

Which RAAF jobs are you interested in and what do you know about the job roles and responsibilities?

Why do you want to do work experience at RAAF Richmond? What do you hope to gain from this experience?

Closing Date: 23 February 2018

#### **WEP/00233/18 - HMAS Watson - Wardroom Galley – Navy**

Location of Placement: HMAS Watson

Dates of Placement: 9-12 April 2018

Duration: 4 Days

Placement Limits: 2

Overview of Placement: Students will be exposed to primarily catering activities within HMAS Watson. Tasks may include preparation of meat, vegetables, salads and desserts. Students will also be given an overview of the front of house operations including dining facilities and bar services. Students will also be

given an insight into the Medical, Physical Training, Ceremonial and Emergency Team duties as well as other Command Element functions.

Students will have a unique opportunity to work alongside Defence personnel and may also have the opportunity to visit Navy ships alongside at Garden Island and the Navy Heritage Centre. Where possible, students may be exposed to the Logistic Support function which deals in Hospitality duties, business and management which are critical to support operations at sea.

**Special Conditions of Placement:** This placement is centred on the catering and hospitality field within Navy. Students must wear appropriate footwear and clothing suitable for a commercial kitchen (kitchen boots) and bring \$7 each day for lunch.

**Note:** Parking IS NOT AVAILABLE at HMAS Watson.

**Additional Requirements:** You will be required to answer the following questions when completing your online application:

Provide details about your interest and experiences relevant to hospitality e.g. part time work in a restaurant or food industry.

What subjects are you studying that aligns to your career goals and/or are relevant to this work experience placement e.g. home economics or food technology.

**Closing Date:** 23 March 2018

**WEP/00254/18 - HMAS Watson - Wardroom Galley – Navy**

**Location of Placement:** HMAS Watson

**Dates of Placement:** 14-17 May 2018

**Duration:** 4 Days

**Placement Limits:** 2

**Overview of Placement:** Students will be exposed to primarily catering activities within HMAS Watson. Tasks may include preparation of meat, vegetables, salads and desserts. Students will also be given an overview of the front of house operations including dining facilities and bar services. Students will also be given an insight into the Medical, Physical Training, Ceremonial and Emergency Team duties as well as other Command Element functions.

Students will have a unique opportunity to work alongside Defence personnel and may also have the opportunity to visit Navy ships alongside at Garden Island and the Navy Heritage Centre. Where possible, students may be exposed to the Logistic Support function which deals in Hospitality duties, business and management which are critical to support operations at sea.

**Special Conditions of Placement:** This placement is centred on the catering and hospitality field within Navy. Students must wear appropriate footwear and clothing for a commercial kitchen (kitchen boots) and bring \$7 each day for lunch. **Note:**

**Note:** Parking IS NOT AVAILABLE at HMAS Watson.

**Additional Requirements:** You will be required to answer the following questions when completing your online application:

Provide details about your interest and experiences relevant to hospitality e.g. part time work in a restaurant or food industry.

What subjects are you studying that align to your career goals and/or are relevant to this work experience placement e.g. home economics or food technology.

**Closing Date:** 20 April 2018

**WEP/00255/18 - HQ 22 SQN - City of Sydney - Air Force**

**Location of Placement:** RAAF Richmond

**Dates of Placement:** 4-8 June 2018

**Duration:** 5 Days

**Placement Limits:** 16

**Overview of Placement:** RAAF Base Richmond is located between the towns of Windsor and Richmond, some 60km north-west of the Sydney CBD. The base is home to the RAAF Transport headquarters, Air Lift Group, and its major operational formations, No 84 and 86 Wings.

Richmond is supported by a number of Operational and Defence elements including a Communication Squadron. As the host for the work experience program at RAAF Richmond, HQ 22 Squadron is responsible for control and co-ordination of all Base activities, including the management of all facilities and activities on the airfield.

For more information visit: [www.defensejob.gov.au](http://www.defensejob.gov.au)  
Or email: [NSWACT.workexperience@defence.gov.au](mailto:NSWACT.workexperience@defence.gov.au)

For more information and to register visit:  
<http://gwscareersmarket.com.au/>



### INFORMATION NIGHT – Apprenticeships/Traineeship

Date: Monday 5 March 2018

Time: 7pm – 9:30pm

Where: Wests Leagues Club  
10 Old Leumeah Road  
Leumeah NSW 2560

There are a panel of experts sharing their experiences and advice about Apprenticeships and Traineeships.

Also Employers, Apprentice/Trainee, State Training Services that can answer your questions.

One on one discussions about job opportunities available and how to apply for Apprenticeship and Traineeship positions.

Apprenticeship and Traineeship Positions are available – great opportunities are waiting for you!

Please bring your Resume with you!

To find out more information visit:

[www.mwlp.com.au](http://www.mwlp.com.au)

Phone enquiries to MWLP on 4625 1863

### DISCLAIMER

We remind you of the necessity to confirm details with each institution, particularly if the information is additional to that provided in the UAC guide.



**Family &  
Community  
Services**

### FACS Scholarships are now open

FACS is offering Scholarships to help students enrolled in education or training to complete their studies. Successful applicants will receive \$1,000 to help with education related expenses.

Applications for the 2018 FACS Scholarships are now open. Applications can be submitted via online application form.

**Entries close 5pm, Friday 23 February 2018.**

You are eligible to apply if you are:

- living in social housing (which includes public, community or Aboriginal housing), on the NSW Housing Register, receiving FACS private rental assistance, living in crisis/supported accommodation, or living in out-of-home care.

- studying in Year 10, 11 or 12 at a NSW high school or TAFE, completing a school based apprenticeship or traineeship, or studying a VET subject at school in 2018

- an Australian citizen or permanent resident.

- not earning an income higher than the NSW social housing eligibility limits (if earning an income).

What can the scholarship funds be used for?

Scholarship funds can be used for, but not limited to, purchasing educational materials or services including:

- text books, workbooks, study guides and stationery
- specialist equipment (e.g. art, music or photographic materials)
- course costs (including materials), excursions, study - camps, sporting costs
- computer software, printer, internet
- childcare and transport
- medical and support needs.

For more information visit:

<http://www.housing.nsw.gov.au/social-housing/facs-scholarships>



### ONE-WEEK JOB SKILLS COURSES

Know a school leaver who would benefit from a one-week intensive job ready course that we are running to help school leaver's

transition into a job, traineeship or career? ARC can help them transition from high school leaver to professional!

The weeks training is subsidised by the NSW Government.

Who or what is ARC?

ARC place juniors and school leavers from Years 10-12 into full time positions (in many industries), where they work, get paid and obtain a nationally recognised Certificate III. At the end of the 12 months, they have one year's experience, a qualification AND money - does it get any better?

90% of people who complete their Traineeship with ARC are employed full time by the host company and we work with big businesses such as Westpac

How does it work?

It's a one week subsidised program which involves workshops, discussions, group activities and practical assessments. Participants complete three units from:

1. Communicate in workplace
2. Work effectively in business environment
3. Organise and complete daily work activities

All courses are 9:30am – 4:30pm Monday – Wednesday in the classroom, Thursday industry work experience and Friday a final session and Graduation.

For more information contact via email:

[recruit@arcgroup.com.au](mailto:recruit@arcgroup.com.au) or phone: 02 8833 3933



UNIVERSITY OF WOLLONGONG AUSTRALIA

### Earn your place early

Early Admission is UOW's early offer program for Year 12 students. It recognises the personal qualities and skills that define who you are.

The program gets to know you, look at the results you've got so far and can reward you with a place at UOW before you even sit your final exams.

You're eligible if you are:

-Completing the HSC (or interstate equivalent)

-Under 21 years of age, and eligible to receive an ATAR

You must make an application through UAC. UAC applications open at their website: [www.uac.edu.au](http://www.uac.edu.au) on in the first week of August 2018.

To find out more visit:

<https://www.uow.edu.au/future/early-admission/>



### Science and Engineering Challenge

**24, 25 & 26 July 2018**

The University of Wollongong and the Office of the Chief Scientist and Engineer are proud to host the 2018 Illawarra and South East Region Science and Engineering Challenge.

It offers students a series of fun and competitive activities involving principles of science, technology, engineering and maths

Registrations will open on Monday 9 April 2018

More information can be found on website:

<https://eis.uow.edu.au/future-students/events/challenge/index.html>