# Slide 1 Introductory slide

Attached is a presentation which you may find useful when talking to parents or students. It provides some handy information which can help in making informed career choices

An electronic version is vailable at:
www.employment.gov.au/presentaions-and-reports-australia

# Slide 2 Making informed career choices

Making informed career choices
Slides for secondary school students July 2016

# Slide 3 Employment by industry

Australia ('000):
Health Care and Social Assistance: 1,532.1
Retail Trade: 1,265.9
Construction: 1,050.8
Professional, Scientific and Technical Services: 990.0
Education and Training: 937.0
Manufacturing: 877.5
Accommodation and Food Services: 825.7
Public, Administration and Safety: 741.0
Transport, Postal and Warehousing: 623.9
Other Services: 472.8
Financial and Insurance Services: 430.9
Administrative and Support Services: 422.1
Wholesale Trade: 371.9
Agriculture, Forestry and Fishing: 321.7
Mining: 227.9
Arts and Recreation Services: 226.5
Rental, Hiring and Real Estate Services: 211.6
Information Media and Telecommunications: 208.8
Electricity, Gas, Water and Waste Services: 144.0


## Notes

Source: ABS, Labour Force, Australia, May quarter 2016 (annual average data)

# Slide 4 Projected employment change

Projected employment change ('000), Australia, five years to November 2020:
Health Care and Social Assistance: 250.2
Professional, Scientific and Technical Services: 151.2
Education and Training: 121.7
Retail Trade: 106.0
Accommodation and Food Services: 98.8
Construction: 87.0
Transport, Postal and Warehousing: 52.2
Public Administration and Safety: 51.2
Financial and Insurance Services:37.4
Administrative and Support Services: 32.6
Rental, Hiring and Real Estate Services: 25.8
Other Services: 25.5
Arts and Recreation Services: 24.5
Information Media and Telecommunications: 8.8
Wholesale Trade: 3.1
Electricity, Gas, Water and Waste Services: 0.8
Agriculture, Forestry and Fishing: -9.4
Mining: -31.9
Manufacturing: -45.7
(92% of new jobs will be in services industries)

## Notes

Source: Department of Employment, Industry projections, five years to November 2020

# Slide 5 Growth will be in higher skilled occupations

Australia, projected employment growth, five years to November 2020:
High skilled: 64% 
Medium skilled: 29% 
Low skilled: 7%
High and medium skilled jobs are likely to require post-school qualifications.

## Notes

Source: Department of Employment, Employment Projections, five years to November 2020

# Slide 6 The jobs market can be competitive

Vacancies advertised on the internet or in a newspaper, Australia:
Average number of applicants per vacancy: 15
Average number of applicants interviewed: 3
12 not interviewed

## Notes

Source: Department of Employment, Survey of Employers’ Recruitment Experiences, All regions surveyed and Metro, 12 months to December 2015

# Slide 7 Educational attainment and labour market outcomes

Unemployment rate by highest educational attainment, Australia:
Bachelor degree or higher qualification: 3.4%
Advanced Diploma/Diploma: 4.0%
Certificate III/IV: 4.8%
Year 12: 7.7%
Certificate I/II: 12.8%
Below Year 12: 10.4%
93% of new jobs will require a bachelor degree or higher qualification, Advanced Diploma/Diploma and/or a Certificate III/IV


## Notes

Source: ABS, Education and Work, May 2015, 15 to 74 years; Department of Employment, Skill level projections, five years to November 2020

# Slide 8 Benefits of an apprenticeship or traineeship

Earn while you learn
Hands on experience
Qualification on completion

# Slide 9 You need to finish your studies

30% of new apprentices and trainees do not continue
15% of new university students do not continue

## Notes

Source: NCVER, Completion and attrition rates for apprentices and trainees, 2014; Department of Education and Training, Higher Education Statistics, 2014

# Slide 10 Experience is vital

Don't let any opportunity pass you by:
Work gives you:
Experience
Soft skills
Referees
Contacts
Engagement in the jobs market

Career path:
Volunteering can be a good first step
Entry level or transitional jobs can be stepping stones
Relevant experience will open the doors to new opportunites

# Slide 11 Employers consider these skills to be essential

These soft skills are essential throughout your working lives:
Motivation/ hard working
Reliability
Communication skills
People skills
Positive attitude
Customer Service
36% of employers say that young people can best enhance their employment prospects by improving their attitude to work

## Notes

Source: Department of Employment, Survey of Employers’ Recruitment Experiences, 2015 and ‘Improving the employment prospects of young Australians’

# Slide 12 Employers are also increasingly seeking these transferable skills

Digital literacy
Creativity
Problem solving
Financial literacy
Critical thinking
Job advertisements requiring these skills have incread by over 200% since 2012

## Notes

Source: Foundation for Young Australians, The New Basics, April 2016

# Slide 13 Soft skills are equally as important to employers as technical skills and experience

Relevant experience
Qualifications
Technical knowledge
Availability
Enthusiastic, reliable and engaged
Good communication skills
Well mannered/presented
Good people skills

## Notes

Source: Department of Employment, Survey of Employers’ Recruitment Experiences, 2016

# Slide 14 Research jobs you are interested in

Research the organisation
Research the industry
Call or visit the organisation
Ask questions to properly understand the job
If in doubt, Google it!

## Notes

Source: Department of Employment, ‘Improving the employment prospects of young Australians’, selected regions surveyed

# Slide 15 When writing your application and resume

Match each application to the specific job
Make sure it looks and sounds professional
Write to the job requirements
Spelling, punctuation and grammar need to be perfect


## Notes

Source: Department of Employment, ‘Improving the employment prospects of young Australians’, selected regions surveyed

# Slide 16 Every application is a learning experience

Do job seekers know why they miss out on jobs?
Reasons employers gave for applicants missing out on jobs:
Qualifications/Training
Experience/Skills
Inadequate soft skills
Poorly written/presented application
Why applicants thought they had missed out on a job:
Qualifactions/Training (correct)
Experience/Skills (correct)
Poorly written/presented application (incorrrect)
Inadequate soft skills (incorrect)
Employer feedback is highly useful


## Notes

Source: Department of Employment, Survey of Employers’ Recruitment Experiences, All regions surveyed; ABS, Job Search Experience, Australia, 2013

# Slide 17: Approach employers directly where possible

1 in 3 jobs are not advertised, Australia
Formally advertised: 66%
Informally advertised: 34% (which includes word of mouth, approached by job seeker, social media and networking)

## Notes

Source: Department of Employment, Survey of Employers’ Recruitment Experiences, All regions surveyed and Metro, 12 months to December 2015

# Slide: 18 Tips for improving your odds

Think and explore
Education
Soft skills
Job search

# Slide: 19 Tools to assist with job search

Tools to assist with job search


# Slide: 20 Australian Government Department of Employment

