

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 available at:

www.employment.gov.au/presentations-and-reports-australia



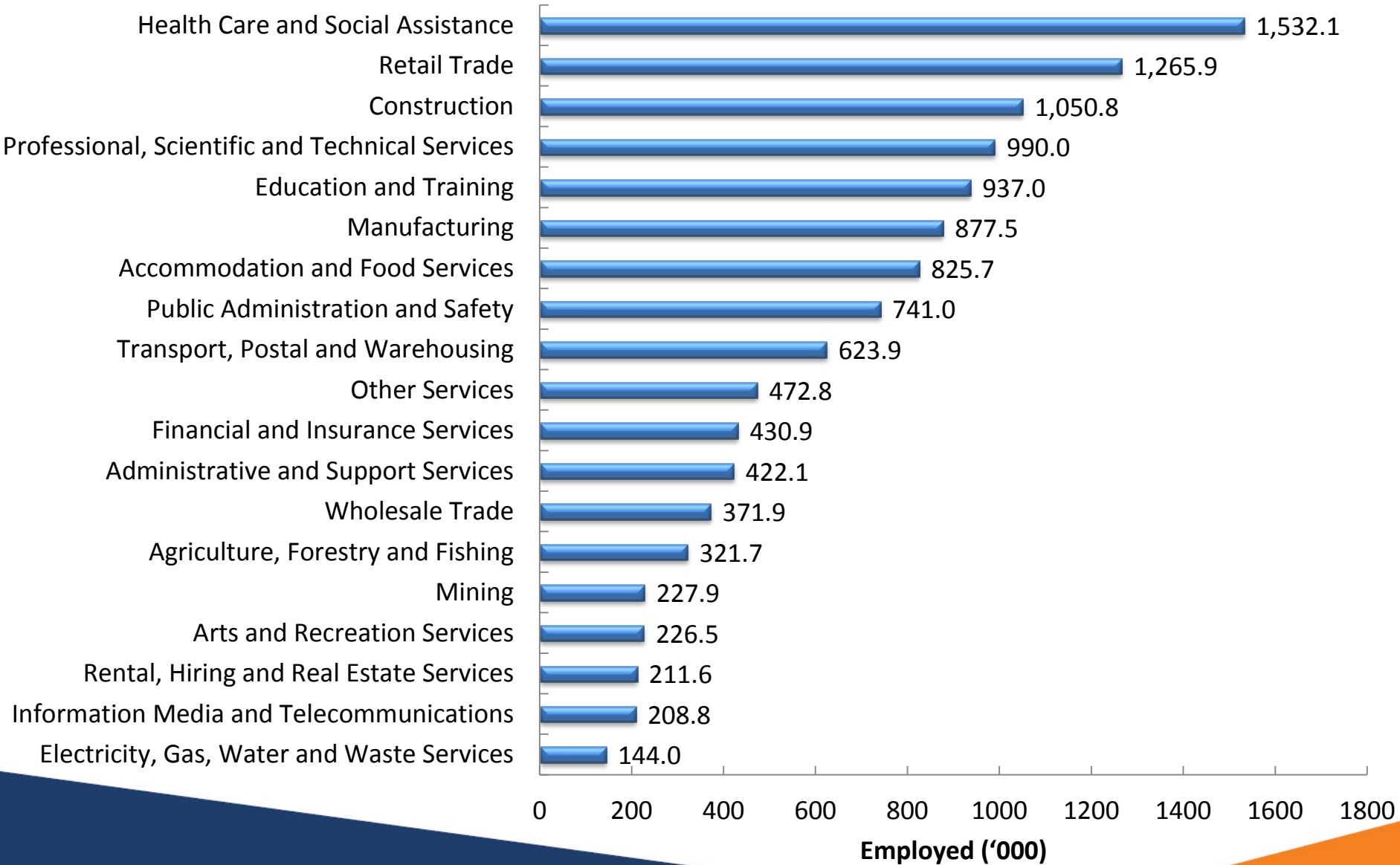
Australian Government
Department of Employment

Making informed career choices

Slides for secondary school students
July 2016

Employment by industry

Australia



Projected employment change

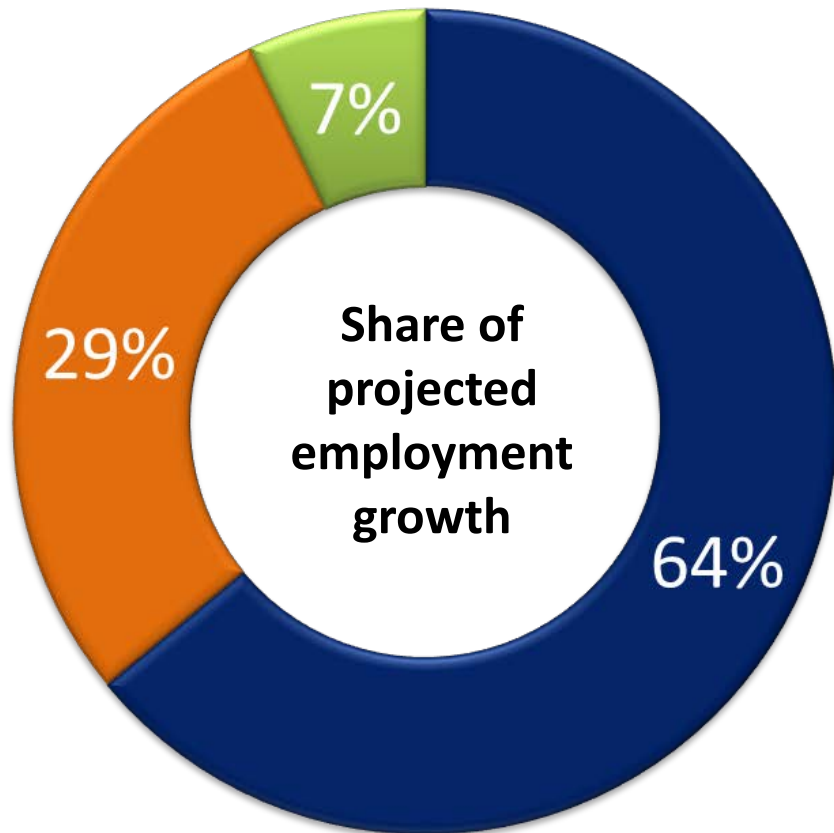
Australia, five years to November 2020



92% of new jobs will be in services industries

Growth will be in higher skilled occupations

Australia, projected employment growth, five years to November 2020



- High skilled
- Medium skilled
- Low skilled



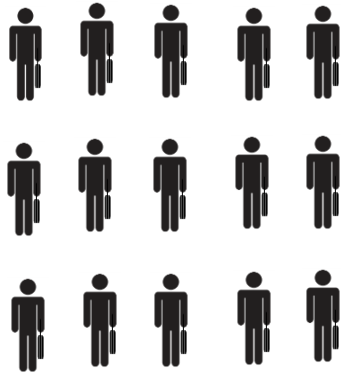
These jobs are likely to require post-school qualifications

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

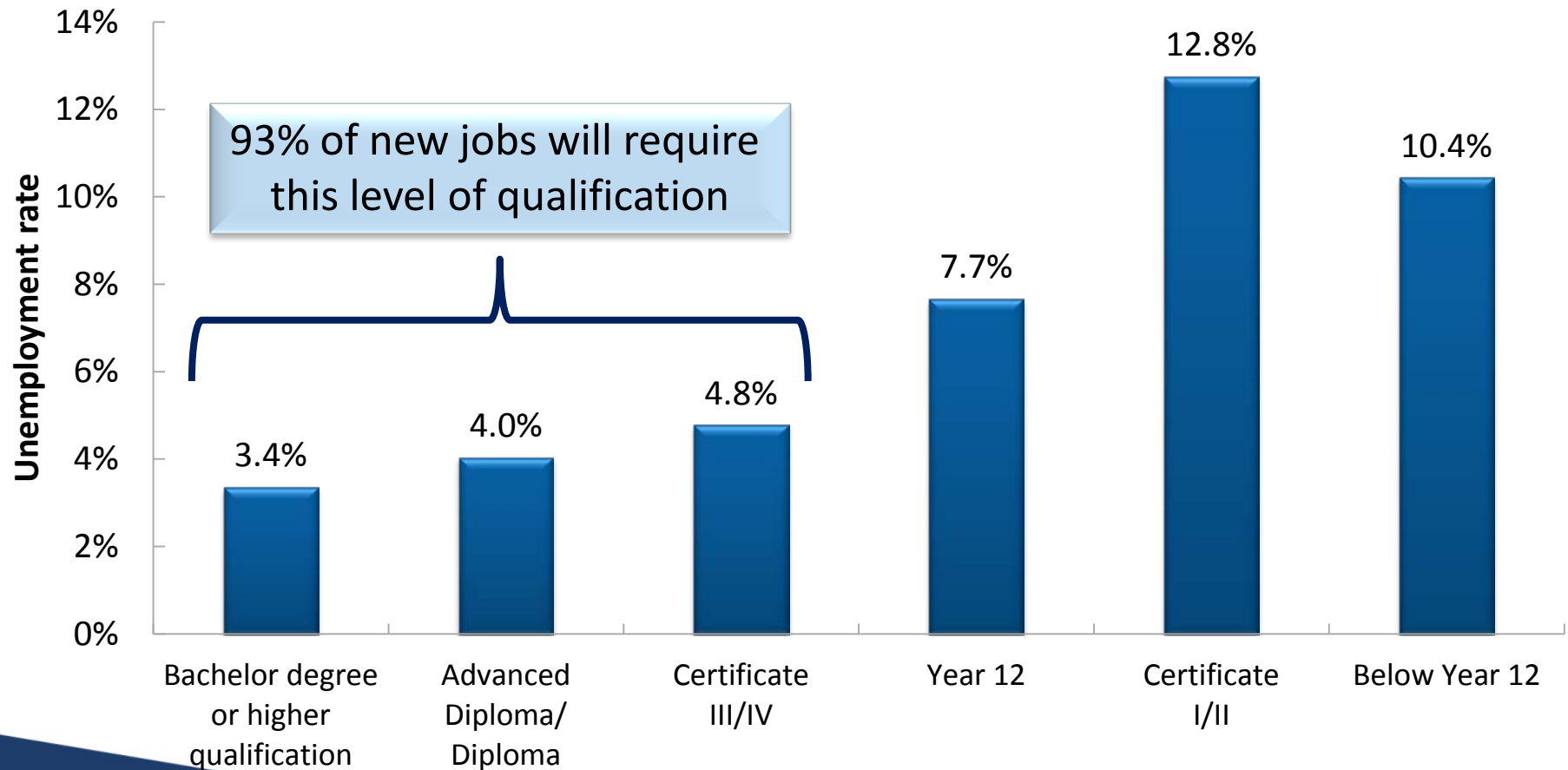
3



12 not interviewed

Educational attainment and labour market outcomes

Unemployment rate by highest educational attainment, Australia



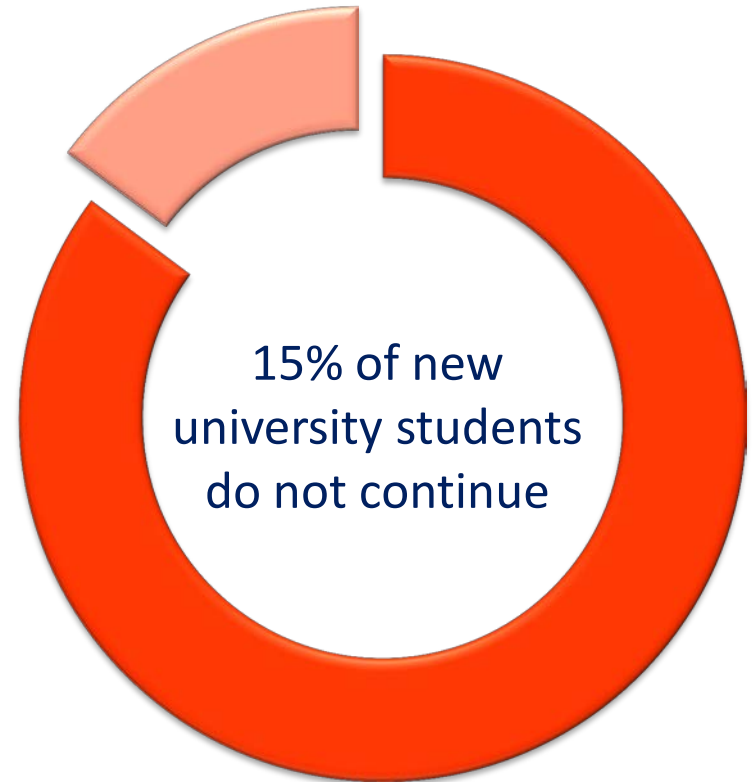
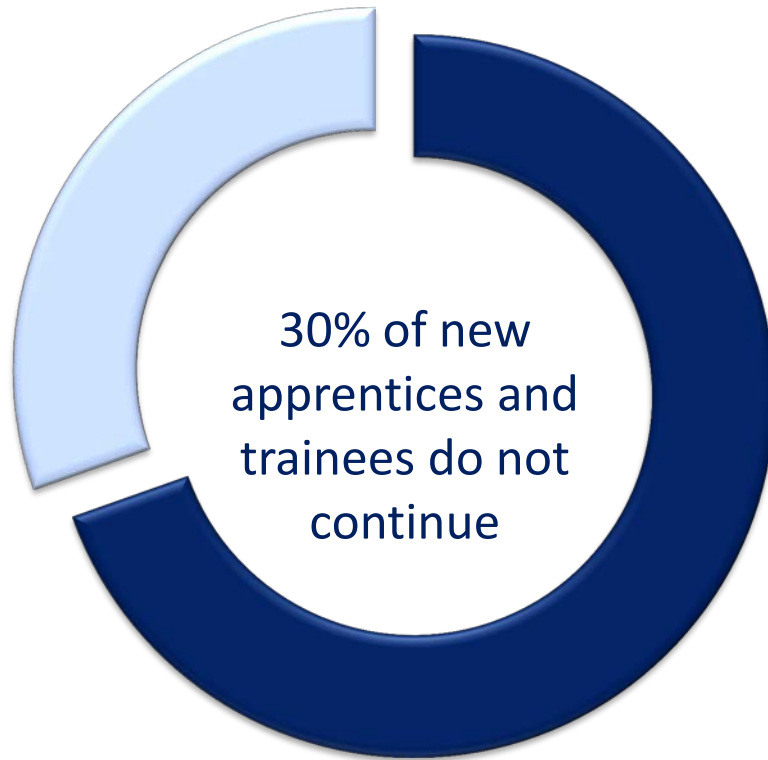
Benefits of an apprenticeship or traineeship

Earn while you learn

Hands on experience

Qualification on completion

You need to finish your studies



Experience is vital

Don't let any opportunity pass you by

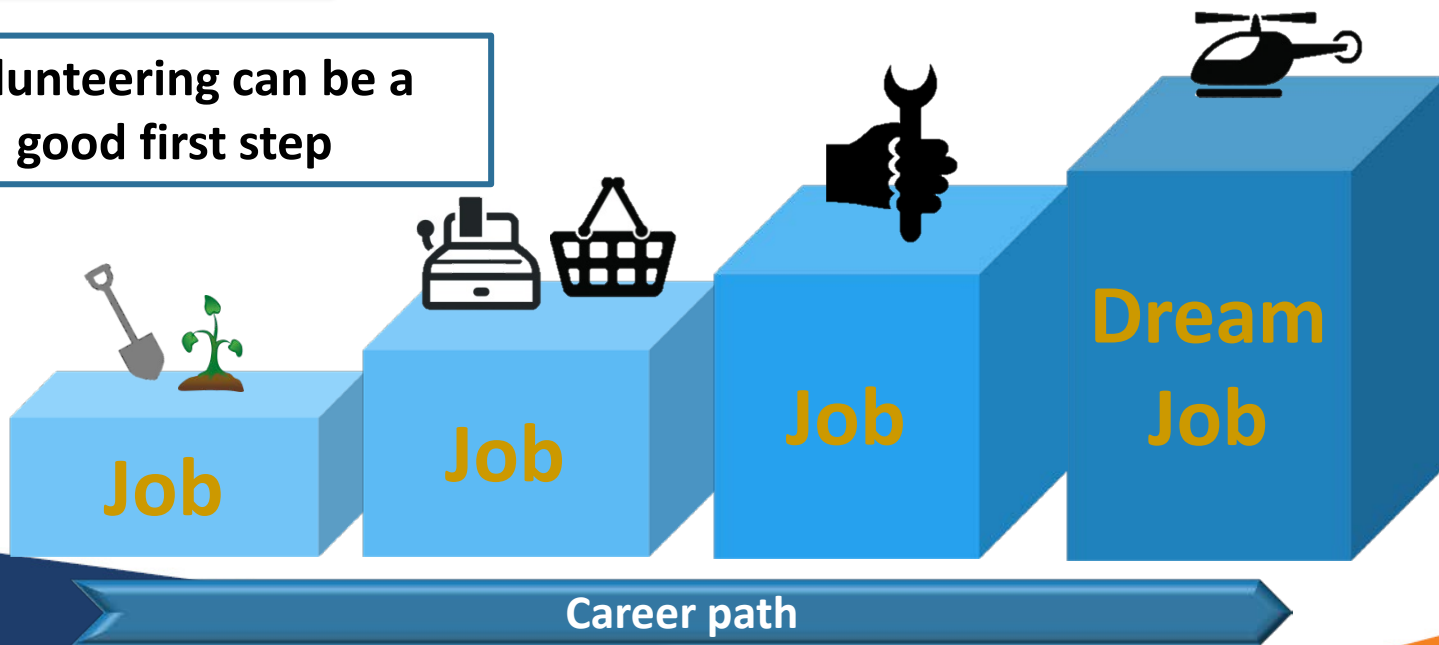
Work gives you:

- Experience
- Soft skills
- Referees
- Contacts
- Engagement in the jobs market

Relevant experience will open the doors to new opportunities

Entry level or transitional jobs can be stepping stones

Volunteering can be a good first step



Employers consider these skills to be essential

Communication skills

People skills

These soft skills are essential throughout your working lives

Positive attitude

Customer Service

Reliability

Motivation/
hard working

36% of employers say that young people can best enhance their employment prospects by improving their attitude to work

Employers are also increasingly seeking these transferable skills



Digital literacy

Creativity

Problem solving

Financial literacy

Critical thinking

**Job advertisements requiring these skills
have increased by over 200% since 2012**

Soft skills are equally as important to employers as technical skills and experience



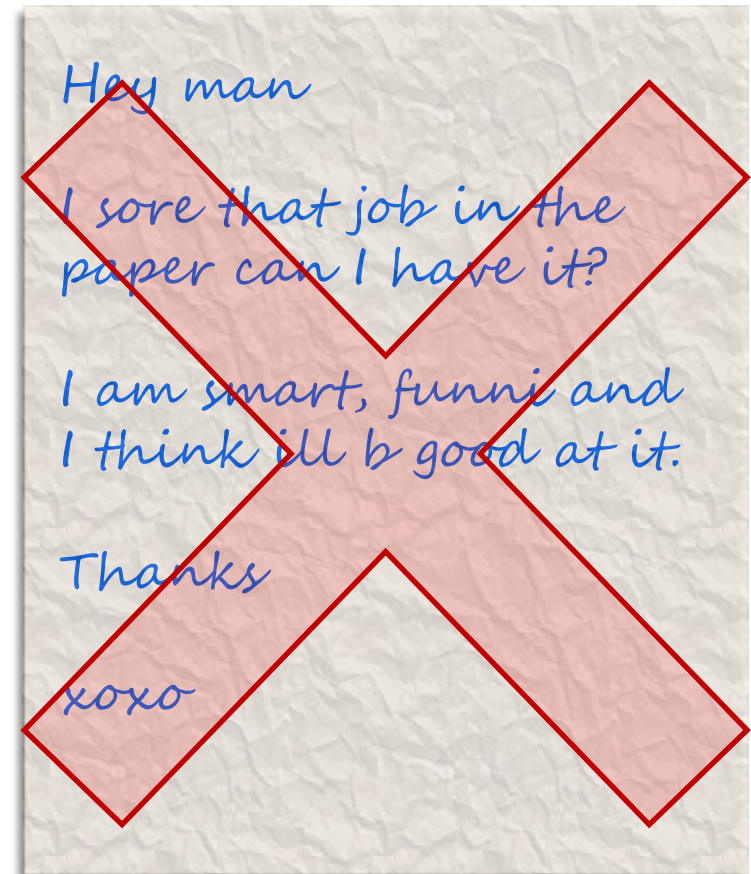
Research jobs you are interested in

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



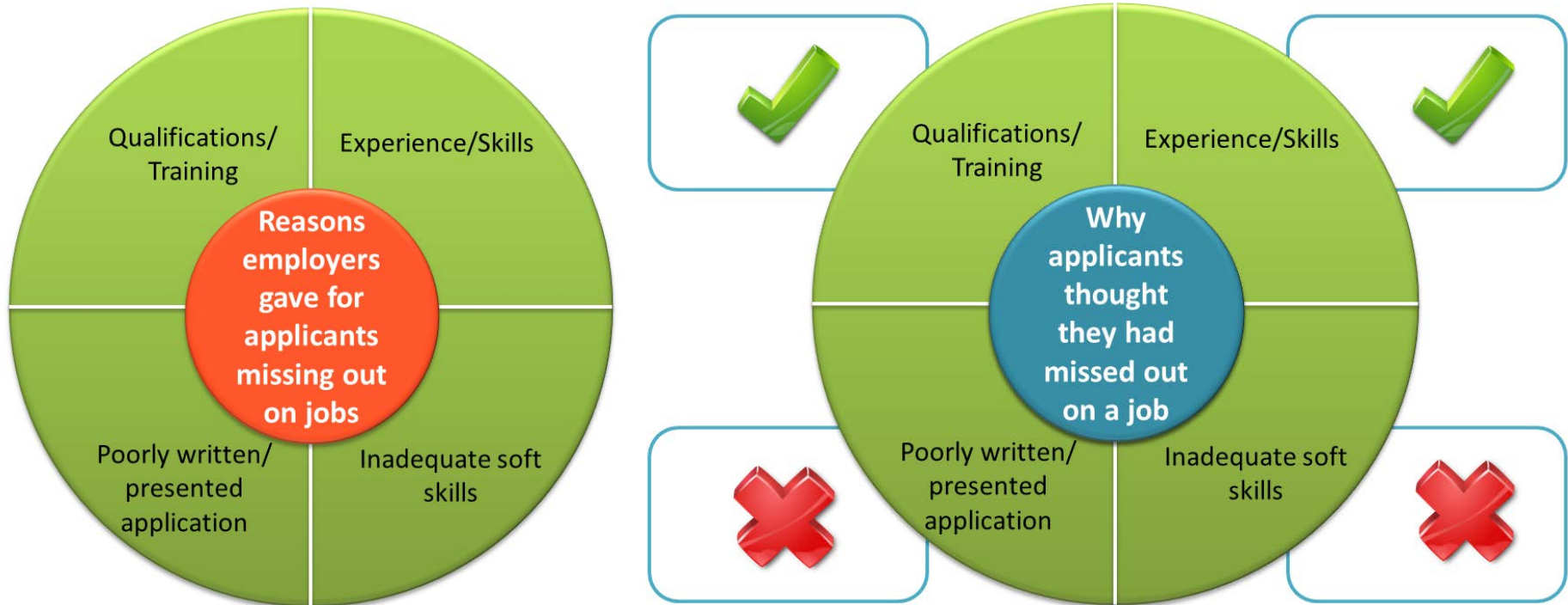
When writing your application and résumé

- ✓ 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



Every application is a learning experience

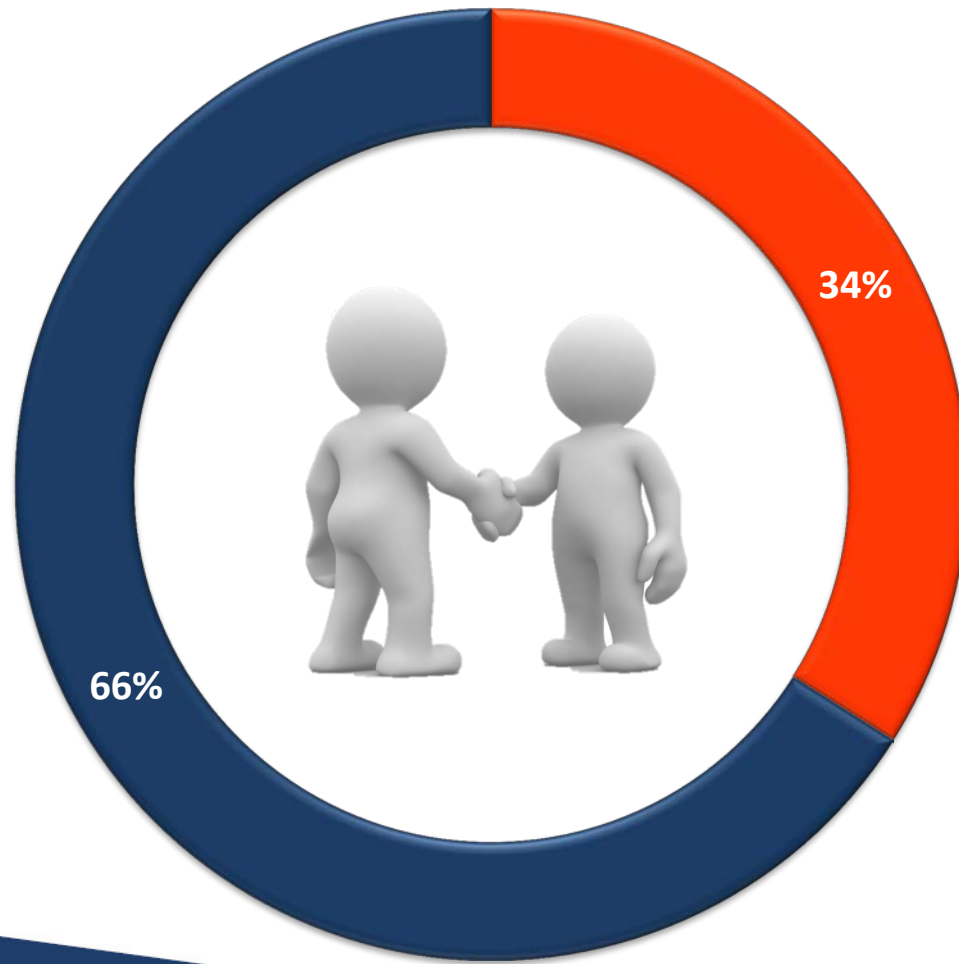
Do job seekers know why they miss out on jobs?



Employer feedback is highly useful

Approach employers directly where possible

1 in 3 jobs are not advertised, Australia



- ➔ Word of mouth
- ➔ Approached by job seeker
- ➔ Social media
- ➔ Networking

Tips for improving your odds



**Think and
explore**



Education



Soft skills



**Job
search**

Tools to assist with job search

Publications



Australian Government
Department of Employment

LOOKING FOR A JOB? Employers' advice for young people

Many young people find that going from school to a job is tough. The good news is that many employers understand this and have suggestions for young people on how to improve their chances.

WHAT ARE THE MOST IMPORTANT THINGS THAT EMPLOYERS LOOK FOR?
Employers look for a number of things when recruiting prospective applicants:

- A positive attitude and willingness to learn
- Motivation and enthusiasm
- Successful study/employment history and career direction.

IS BEING RELIABLE AND RESPONSIBLE IMPORTANT?
Yes, most employers also look for someone who is reliable and responsible. Young people can be:

- Punctual and dependable
- Respectful to colleagues and customers
- Legal and safe in a public or workplace period of time.

IS PRESENTATION IMPORTANT?
Yes, many employers will find young people need to pay more attention to their personal presentation, particularly when going to job interviews and when handling in-store. In particular, employers recommend:

- Neat and clean clothing
- Groomed hair
- Neat, polished and shined shoes

A report prepared for the Australian Government under contract to the Australian Government by the Australian Government's Department of Employment. The report is available on the Australian Government's website at www.doe.gov.au. The report is available in both English and French. The report is available in both English and French. The report is available in both English and French.

Recruitment methods used by employers

More than half of all vacancies are advertised on the internet or a newspaper.

The use of social media to advertise vacancies is on the increase, although it still remains relatively low. Social media is more commonly used in capital cities where around 5% of vacancies are advertised on sites like Facebook.

Roughly half of all vacancies are advertised on the internet.

18% of vacancies are advertised in newspapers. (This figure has declined in recent years and around half of these positions are also advertised on the internet.)

Employment agencies are used for about 15% of vacancies.

About one third (33%) of vacancies are not formally advertised.

Informal methods of recruitment are most commonly used by employers in regional areas.

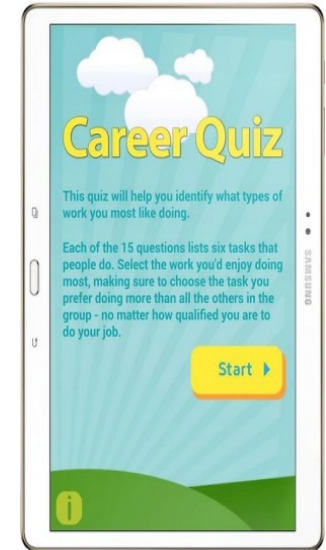
where up to half of vacancies are not formally advertised, or when filling lower skilled vacancies.

In the 2014-2015 financial year, more than 10,000 employers were interviewed as part of the Department of Employment's Survey of Employers' Recruitment Experiences.

The insights presented in this paper are based on results from this survey.

www.doe.gov.au/employment-research-and-statistics

Phone Apps



Websites





Australian Government
Department of Employment

If you have any questions about the presentation please contact the Employment Pathways Analysis section on **1800 059 439** or email recruitmentsurveys@employment.gov.au