Accounting/Commerce cadetships

Several organisations offer cadetships for students interested in accounting, commerce and information technology. Cadetships usually involve work and study, so you can be earning an income and gaining practical experience while you complete your university course. Year 12 students interested in cadetships in 2015 should start looking for them early in the year.


You could also investigate the cadetship/trainee programs offered by organisations such as:

- Pricewaterhouse Coopers http://www.pwc.com.au/
- KPMG http://www.kpmg.com
- Ernst and Young http://www.ey.com/au.

Other useful strategies to find cadetships include doing an Internet search for cadetships and traineeships and regularly looking at Career One in the Courier Mail on Saturdays.

Can I start an apprenticeship or traineeship at school?

If you have a very good idea of what you want to do when you leave school (do some work experience in the area to make sure), and your parents and school approve, it is possible to commence an apprenticeship or traineeship while you are still at school. These are called School-based apprenticeships and traineeships (SATs).

The major advantage of a SAT is getting a head start on training for the job you want when you leave school while still being eligible to receive a Queensland Certificate of Education at the end of Year 12. Normally, when you have a SAT you spend one or two days with your employer and the rest of the week at school. You will also be required to do a formal course through TAFE or another registered training organisation.
It is possible to complete a traineeship while you are still at school. Apprenticeships, however, normally take longer. School-based apprenticeships are usually converted to full-time apprenticeships when you leave school.

Find out more about SATs at http://apprenticeshipsinfo.qld.gov.au/school-based/index.html. Also, you can organise an interview with your school’s VET coordinator or guidance counsellor/officer to talk about SATs.
Defence Jobs website

This site at http://www.defencejobs.gov.au/ is your first port of call for initial information about jobs with the Australian Army, Navy and Air Force. Use the site to answer the following questions.

Am I eligible to join? What is the application process?

Check out the online Recruitment Centre at http://www.defencejobs.gov.au/recruitmentCentre/canIJoin/default.aspx.

What jobs can females apply for in the Australian Defence Force?


What Defence jobs would suit me?

Use the Personalised Job Finder accessed from the home page to find a job that suits you, given your interests and abilities.

How can I experience what it is like before I join?

- Enrol in an online seven-day course that simulates 18 months of training at the Royal Military College – Duntroon. See http://www.defencejobs.gov.au/campaigns/rmc-typical-day/.
For questions you can’t find answers to on this website, contact the Defence Jobs help line at 13 19 01. Also, it is good to know that the Defence Recruitment Team attends career markets and expos throughout the year.
Factsheets to help with your career exploration

A series of helpful career factsheets can be downloaded from the ‘Get the Life You Love’ website at http://www.ncdw.com.au/index.php/Career-Factsheets.html. The factsheets available include:

- *Stepping stones to your future – getting started* - one-page resource providing a four-step process for making career decisions
- *Making the big decisions – choosing courses* - useful tips on selecting a course of study post-school
- *Five steps for getting your career started* – provides similar information to *Stepping stones* using a different format
- *Maximise your employment prospects while you study!* – helpful tips to prepare for employment while you complete your post-secondary study
- *Where do you want to be in 5 years?* – this worksheet takes you through a process to visualise your future.

There are many more resources on this site that you might find helpful when exploring your options for the future.
2014 Young ICT Explorers competition

Teams of up to four students can register for this competition through their school by 26 May 2014. Students have until 7 July 2014 to develop and submit their information and communication technology (ICT) projects. Projects could include a mobile phone application, computer game, website, digital art, robot, short film or animation. The best teams will be invited to the judging event at the University of Queensland later in the year. Visit [http://www.youngictexplorers.net.au/](http://www.youngictexplorers.net.au/) for details about the competition and to read about the projects that won the competition in 2013. Talk to your ICT teacher if you wish to be involved in this competition.

Bayside Film Festival’s Jump Cut Competition

Filmmakers aged 10 to 26 years are invited to submit an original film to the Jump Cut competition. Successful films will be screened at the Bayside Film Festival in Victoria in August. Entries close on 20 April 2014. For details, go to [http://www.bayside.vic.gov.au/jumpcut](http://www.bayside.vic.gov.au/jumpcut).

Competitions for amateur astronomers

Entries are now open for the 2014 Australian Gemini Astronomy Contest. There are two contest divisions to this competition. They are:

- The Amateur Astronomers Contest – contestants pick an object to be observed from the 8-metre Gemini South telescope in the Andes Mountains of Chile. Entries close on the 10 May 2014.
- The Student Astronomy Contest – contestants could win a chance to use the Gemini South telescope in Chile by writing an explanation of why it would be interesting to photograph an object in the Southern sky. Entries close on 10 May 2014.


The Peter Doherty Awards for Excellence in Science

Nominations are now open for Year 12 science students to apply for the Outstanding Senior Science Student Awards under the Peter Doherty Awards for Excellence in Science and Science Education. Year 12 applicants must have completed Year 11 in Queensland with very high achievement in two approved senior science subjects. Also,
they must be currently enrolled in at least two Year 12 approved senior science subjects.


**Writing competition for students**

Applications are open for the Write4Fun schools writing competition for 2014. Students can submit a poem or short story to win prizes. For more information about the competition and to apply, visit http://www.write4fun.net/. The application due date is 30 March 2014.
Australian College of Applied Psychology information session

Interested in working in psychology, counselling, case management, coaching or people management? If so, you may be interested in attending this information evening at ACAP’s Brisbane campus at 6 pm on Wednesday 2 April 2014. ACAP offers accredited degree and diploma courses. FEE-HELP and VET FEE-HELP are available for these courses. For more information or to RSVP call 1800 061 199 or visit http://www.acap.edu.au/.

Australian Film, Television and Radio School (AFTRS) courses in Brisbane

AFTRS will offer the following courses at the State Library of Queensland in Brisbane.

31 May 2014  An Introduction to Television

This one-day seminar will give you insights into the TV Industry and how to start and progress your career in the industry. See http://www.aftrs.edu.au/short-courses/short-courses-list?query=an+introduction+to+television.

14 – 15 June 2014  Introduction to Documentary

This two-day course will give you everything you need to know about documentaries and how to start moving your documentary ideas into actual productions. See http://www.aftrs.edu.au/short-courses/short-courses-list?query=introduction+to+documentary.

Australian Youth Aerospace Forum (AYAF)

AYAF is an annual five-day conference for students in Years 11 and 12 who are interested in investigating careers and pathways in the aerospace industry. In 2014 the AYAF will be hosted at the University of Queensland (UQ) from 30 June – 4 July, with day trips to other universities and industry locations.

The early bird cost of the forum is $199, closing on 18 April. The standard application is $249, closing on 30 May. The cost includes all meals and accommodation for the week at Emmanuel College, UQ. Subsidies are available for students who need to travel long distances. For more information, visit http://ayaa.com.au/AYAF-Bris/.
‘Careers that shape the world’ workshops are very popular

Workshops are closing fast for this year’s ‘Careers that shape the world’ experience day to be held on Wednesday 23 April 2014 at the University of Queensland’s St Lucia campus. This event is open to students in Years 10, 11 and 12. It provides an excellent opportunity to explore your future career and course options. Workshops cover the fields of business, economics, tourism, law, engineering, architecture, information technology, health, humanities, social science, education, arts and science. Registration is on line at http://uq.edu.au/shapeyourworld/. Both individual and group registrations are available.

Bubble Dome holiday workshops

Bubble Dome will offer workshops on the following topics in Brisbane during the coming Easter holidays.

- Minecraft Inventions and Challenges
- Lego Engineering and Robotics
- Minecraft Tekkit (Standard)
- Minecraft Tekkit (Advanced)
- 3D Animation and Games Design
- Smartphone Web and App Development
- Fashion and Wearable Arts

All workshops will be held at the Anglican Church Grammar School. Visit http://bubbledome.com/ for details.

Business or Commerce degree - What’s the difference?

Institutions can differ in what they call their business/commerce degrees. For example, the Queensland University of Technology includes all of its business/commerce specialisations/majors in its B Business. Griffith University and the University of Queensland offer both B Business/B Business Management and B Commerce with different specialisations/majors in each degree. When researching business/commerce degrees, it is important to identify the specialisations or majors offered as this may determine the types of jobs you can apply for immediately after you graduate.

According to the Institute of Chartered Accountants Australia (ICAA), ‘business’ focuses on how individual organisations operate, while ‘commerce’ focuses more on the wider commercial and economic environment. You can explore this topic further on the ICAA website at http://www.charteredaccountants.com.au/Students/News-and-updates/High-school/Business-or-commerce-degree.aspx.

CQUniversity (CQU) Open Days in 2014
CQU will hold the following open days at its Queensland campuses in 2014.

- 3 August - CQUniversity Gladstone Campus
- 7 August - CQUniversity Brisbane Campus
- 9 August - CQUniversity Noosa Campus
- 10 August - CQUniversity Bundaberg Campus
- 16 August - CQUniversity Mackay Campus
- 24 August - CQUniversity Rockhampton Campus


**Explore your future in a day at Bond**

Bond University invites Year 12 students and their parents to experience life and study at Bond through a number of faculty days during May 2014. These days are:

- Saturday 10 May – Faculty of Business (Commerce, Management and Marketing)
- Saturday 10 May – Faculty of Health Sciences and Medicine (Biomedical Science and medicine, Exercise and Sports Science and Physiotherapy)
- Saturday 24 May – Faculty of Law
- Saturday 31 May – Faculty of Society and Design (Architecture, Communication and Journalism, Construction, Criminology, Interactive Media, International Relations, Film and TV, Planning and Environments and Psychology).

You can register your interest in attending these events by completing an Expression of Interest form. To access this form and to obtain more information about the events, visit [http://www.bond.edu.au/student-life/experience-university-life/experience-days/index.htm](http://www.bond.edu.au/student-life/experience-university-life/experience-days/index.htm).

**Find a tertiary course anywhere in Australia**


- search for a range of institutions — universities, TAFE institutes and private education providers
- explore links between courses and careers
- search for scholarships across Australia
- access helpful information about tertiary study, from getting in to graduation and beyond.

This site also has short articles on topics of interest to students preparing for tertiary study, including:

- What to do if you’ve chosen the wrong course
- Academic terminology glossary
• Student tips for the new academic year.

**IB World Student Conference 2014**

IB students are invited to attend this conference which will be held at the University of Queensland’s St Lucia campus from 6 – 12 July. Participants will be introduced to the importance of diversity. They will work in teams to explore how they can make a positive impact in their own communities. Visit [http://uq.edu.au/ibwsc/](http://uq.edu.au/ibwsc/) to find out more and to register.

**Learn about television presenting and gain confidence during the Easter holidays**

Media Potential will offer one-day television-presenting courses on 10 and 11 April 2014 for students aged from 13 to 17 years who have an interest in television presenting, media or journalism or just want to improve their communication skills and self-confidence. The courses are based at the Channel 7 studio on Mt Coot-tha. For further information see the website at [http://www.mediapotential.com.au/tv-presenting-courses/school-holiday-workshops/](http://www.mediapotential.com.au/tv-presenting-courses/school-holiday-workshops/).

**Love animals? Join the RSPCA holiday program**

The RSPCA Animal Care Campus at 139 Wacol Station Road, Wacol will offer student programs during the school holidays, including:

- Monday 7 April 2014 - Canine Carers Program (Ages 11 – 15)


**Medical Administration Training (MAT)**

MAT offers accredited training for employment in the health industry through face-to-face and online courses such as:

- Certificate III Business Administration (Medical)
- Certificate III Aged Care, Home and Community Care
- Certificate IV Aged Care Work
- Certificate III Health Administration
- Certificate IV Health Supervision
- Certificate IV Frontline Management
- Medical Reception Course
- Medical Terminology Course

**Musical Theatre Audition Workshop at Griffith University**

This workshop will be of interest to students in Years 11 and 12 who want to develop their audition skills for possible entry to Griffith’s Queensland Conservatorium Musical Theatre program. The workshop will be held from Monday 7 to Friday 11 July 2014. Visit http://www.griffith.edu.au/music/musical-theatre/high-school-and-community-programs for more information and to register.

**News from the Queensland University of Technology (QUT)**

**New entry requirements for education degrees**

From 2016 B Education courses will have prerequisite subjects instead of assumed knowledge requirements for entry. All applicants must have a minimum of Sound Achievement in Senior English and Mathematics (A, B or C). In addition, applicants for primary and early childhood programs must have a minimum of Sound Achievement in an Authority science subject. Students offered a place in these courses for 2015 are unable to defer the commencement of their studies.

**Changes to graduate entry education qualifications**

From 2015, QUT will offer a two-year Master of Teaching qualification for early childhood and primary. A two-year graduate entry teaching qualification for secondary will be offered from 2016.

**2014 Vice-Chancellor’s STEM Camp**

Applications are now open for the Science, Technology, Engineering and Mathematics (STEM) Camp, which will be held from 29 September – 3 October. It will provide high achieving Year 11 students with an opportunity to attend an interactive five-day camp and engage in solving some of the major challenges facing our society and planet today. The camp will be fully funded by QUT. Applications close on 12 May 2014. Find out more at http://www.qut.edu.au/science-engineering/courses-and-study/science-engineering-for-schools.

**High School Mooting Competition**

QUT Law invites Year 11 and 12 students to register their interest in participating in this competition. Participants will be involved in preparing arguments for a
fictional legal scenario and may have a chance to present at the grand finale at the Supreme Court complex in Brisbane. Interested students should register their interest by Friday 9 May 2014 by emailing the competition coordinator at e8.robinson@qut.edu.au. Read more about the competition at http://www.qut.edu.au/study/undergraduate-study/do-you-advice-school-students/news-and-events/news?news-id=69035.

Year 10 Subject Selection event for Science, Health, Engineering and Mathematics Careers

This event is to help Year 10 students wishing to study science, health, engineering or mathematics degrees in the future to choose their senior subjects. It will be held from 5.30 pm on Tuesday 24 June 2014 at the Kelvin Grove campus. See http://www.qut.edu.au/study/undergraduate-study/do-you-advice-school-students/news-and-events/news?news-id=69015 for details.

Parent information seminars

QUT invites current senior students and their parents to these seminars to find out about studying at QUT. The seminars will be held on 7 May 2014 at the Kelvin Grove campus and on 21 May 2014 at the Caboolture campus. More information about these events can be accessed at http://www.qut.edu.au/study/undergraduate-study/do-you-advice-school-students/news-and-events.

QUT for international students

The ‘Applying as an international student studying Year 12 in Australia’ website at http://www.qut.edu.au/international/applying/year-12 provides international students with information about applying for courses at QUT.

Short courses at Endeavour College of Natural Health

The Endeavour College offers accredited tertiary and VET courses in natural medicine. Areas covered include acupuncture, homeopathy, massage, allied health, musculoskeletal therapy, naturopathy and nutritional medicine. See http://www.endeavour.edu.au/ for information about these courses. The college also offers a number of short courses, including the following online courses:

- Beating cold and flu naturally
- Natural stress reduction
- Weight loss naturally.

For information about these and other short courses, see http://www.endeavourshortcourses.edu.au/.
Endeavour College will hold an open day from 9 am – 12 pm on Saturday 3 May 2014.

**TASTE is coming - apply early!**

The Agricultural Skills and Technology Experience (TASTE) is a program for students in Years 10, 11 and 12 who are considering a career in the rural/agricultural industry. The program is run in the April, June/July and September/October school holidays at Australian Agricultural College Corporation campuses. The 2014 dates are:

- Narayen (Emerald Agricultural College property via Mundubbera): 6 – 10 April (Cattle and horses emphasis)
- Dalby Training Centre: 13 – 17 April (Cotton, cropping and irrigation enterprises emphasis)
- Longreach Pastoral College: 6 – 10 July (The Longreach Pastoral College experience including sheep, cattle and horses)
- Emerald Agricultural College: 6 – 10 July (The Emerald Agricultural College experience)
- Longreach Pastoral College: 21 – 25 September (The Longreach Pastoral College experience)
- Narayen (Emerald Agricultural College property via Mundubbera ): 21 – 25 September (Cattle and Horses emphasis)
- Emerald Agricultural College: 28 September – 2 October (The Emerald Agricultural College experience including cropping, cattle and horses)

TASTE is a very popular program, so apply early. For more information see [http://www.aacc.edu.au/taste/](http://www.aacc.edu.au/taste/). This site provides contact information to obtain an enrolment pack. The ‘Taste 2014’ flyer can be downloaded from this site.

**The USQ McGregor Winter School – for Arts enthusiasts**

The McGregor Schools are held in January, July and September each year at the University of Southern Queensland (USQ), Toowoomba Campus. These schools are residential arts retreats where participants learn and create alongside Australia’s finest musicians, artists and artisans. This year’s winter school will be held from 7 – 11 July 2014. Enrolments are now open and will close in June. See [http://www.usq.edu.au/artsworx/mcgregor-schools](http://www.usq.edu.au/artsworx/mcgregor-schools) for more information.

**UQx**

The University of Queensland (UQ) has partnered with Edx to offer four courses for free in 2014. Edx is an international consortium that offers interactive online courses from the world’s best universities. The UQ courses cover biomedical imaging, hypersonics, the science of everyday thinking and tropical coastal ecosystems. Find out more at [https://www.edx.org/school/uqx](https://www.edx.org/school/uqx).
2015 Undergraduate Scholarships at the Academy of Information Technology (AIT)

AIT is located in Ultimo, NSW. It offers tertiary level courses (degree, advanced diploma, diploma) in animation, filmmaking, game design, IT, business and digital media. AIT invites talented students to apply for its 2015 scholarships. The scholarships are valued at $7,500 towards completing the B Interactive Media or the B IT (Mobile applications development). To learn more and to download a scholarship brochure, visit http://www.ait.nsw.edu.au/scholarship/.

Bond University scholarships open on 1 April 2014

Bond’s scholarship program offers a large number of full fee and part fee scholarships as well as cash bursaries. Most scholarships can be used for any single or combined program (with the exception of B Medicine/B Surgery). More information about the scholarships available this year can be found at http://www.bond.edu.au/scholarships.

Scholarship applications for Year 12s must be lodged online using the Bond University application form. Applications close on 31 July 2014.

Bursaries for female students

The National Council of Women of Queensland has launched its 2014 bursary program for female students. A few of the bursaries are for secondary students. These include:

- Elsie Byth Bursary for Year 12 students planning to study teaching at the completion of secondary school
- NCWQ Bursary for a young woman from a refugee background.


Scholarships for female engineering students

Female Year 12 students interested in studying engineering at the University of Queensland next year should be aware of the following scholarships they can apply for once they gain entry to the course in 2015.
- Parsons Brinckerhoff Scholarship for Women in Engineering
- Leeanne Bond Scholarship for Women in Engineering


**The Tuckwell Scholarship 2015 applications open**

Applications for this scholarship are now open. This very generous scholarship is available for students applying to study at the Australian National University in Canberra. The applications for this scholarship involve a three-stage process. The applications due date for Stage one is 21 March 2014. Visit [http://tuckwell.anu.edu.au/](http://tuckwell.anu.edu.au/) for details.

**USA sports scholarships**

Many universities and colleges in the USA offer sports scholarships to students from other countries. To be considered for these scholarships you have to be able to demonstrate your sporting and academic potential. The process involved in researching available scholarships and applying for them is quite complex. There are several organisations that offer a service to help you through the process. CB Sports Network is one of these organisations.

CB Sports has had over a decade of experience helping young Australians gain sports scholarships in the USA. During this time it has established regular contact with head coaches in a wide range of sports across the US. Visit the website at [http://www.cbsports.com.au/](http://www.cbsports.com.au/). Further enquiries can be made to Chris Bates on telephone 3263 1266 or email [chris@cbsports.com.au](mailto:chris@cbsports.com.au).
Gap Medics

If you are interested in a career in health, a Gap Medics hospital work experience placement in an overseas country might be a great way of testing your career aspirations. Gap Medics programs combine healthcare experience with a travel experience. Check out the options at http://www.gapmedics.co.uk/.

Gap year program information sessions

- 19 March - World Education Program Australia (WEP) information session from 7 – 8.30 pm at Sunnybank Hills, Brisbane. See http://wep.org.au/info/information-evenings.

Tutors Worldwide

Tutors Worldwide recruits gap tutors for a number of schools in the United Kingdom. Specific information about this program and the application process can be found at http://www.tutorsworldwide.org/. It is important to note that the closing date for applications for 2015 is 10 April 2014.
National Youth Week

National Youth Week (NYW) will be held from 4 – 13 April in 2014. It is the largest celebration of young people aged 12 - 25 in Australia. The theme this year is ‘Our voice. Our impact’. To get involved:

- Visit the website at [http://www.youthweek.com/](http://www.youthweek.com/) to listen to what the NYW Young Members have to say about NYW and themselves
- Go to [http://youthweek.com/queensland](http://youthweek.com/queensland) to find NYW events in Queensland.
- Follow events on Twitter at [https://twitter.com/nywAU](https://twitter.com/nywAU).
Career brochures for jobs in the financial, administrative and professional services sector

The FAPSTC website at [http://fapstc.org.au/](http://fapstc.org.au/) (click on ‘Careers info’) has brochures and videos for jobs in the finance, property and real estate, insurance, cleaning, pest management and security industries. The brochures contain job titles for each area, job descriptions, personal attributes required, qualifications and sources of further information.

Careers in the automotive industry

Recent media reports give the impression that the future of jobs in the automotive industry is very grim. While this might be the case for some automotive manufacturing jobs, it is not the whole picture. The automotive industry will continue to offer a broad and diverse range of jobs, including:

- Heavy Vehicle Mechanical Technician
- Diesel Engine Technician
- Automotive Electrical Technician
- Motorcycle Technician
- Marine Technician
- Outdoor Power Equipment Technician
- Automotive Alternative Fuel Technician
- Forklift Technician
- Motorsport Technician
- Bicycle Technician
- Automotive Sales
- Automotive Administration.

Find out more about opportunities in the automotive industry on the MAAP My Future website at [http://maapmyfuture.com.au/](http://maapmyfuture.com.au/). The site has a ‘Match me with a career in automotive’ questionnaire, as well as case studies and information on apprenticeships.

Explore the range of jobs in the resource industry

In the past it was perceived to be reasonably easy to find work in the resources sector. This still may be so in limited cases today but not the general rule. However, the
resources sector is a highly diverse, technical and skilled industry that still has jobs for those who understand the entry points and pathways for each role.

The ‘People for the Future’ website at http://peopleforthefuture.com.au/ is a useful starting point for learning about the various entry points and pathways in the resource industry. The site has information on jobs, training qualifications and case studies. There is also an interactive Career Finder tool to help you get started.

**Indigenous Accountants Australia website**

Indigenous Accountants Australia is a combined network of the major accounting bodies in Australia - CPA Australia, the Institute of Chartered Accountants Australia and the Institute of Public Accountants. Together they work with some of the major employers in the business world to promote accounting as a profession and offer support to all Indigenous students undertaking business, finance and accounting studies. To find out more, visit http://indigenousaccountants.com.au/.

**Science Matters**

Want to know about the 10 weirdest science stories in 2013? Interested to learn why this year is the International Year of Crystallography and how crystallography impacts on our everyday life? Curious about everything scientific? Subscribe to the Science Matters blog developed by the Faculty of Science at the University of Melbourne. Visit http://sciencematters.unimelb.edu.au for more information.

**Want to be an engineer? Find out more**

The Engineers Australia ‘Make it so’ website at http://makeitso.org.au/ provides information on different types of engineering. You can read case studies of actual engineers and see some of the projects they have worked on.

**What is ICT?**

How do you communicate with your friends – SMS, Twitter, Instagram, Facebook? When you use any of these channels of communication, you are using Information and Communications Technology (ICT).

As tomorrow’s ICT professional you are likely to be working with technologies that do not exist yet. You will have your choice of industry – banking and finance, health, insurance, defence, manufacturing, telecommunications, agriculture, environment, hospitality – you name it. Here are a few examples of the careers in the many ICT pathways available.

- The Dreamer – Designer, Developer, Programmer, Systems Analyst
- The Team Player - Account Manager, Support Technician, Computer Engineer
- The Inventor – Network Administrator, ICT Architect, ICT Consultant, Programmer
• The Constructor – Database Coordinator, Network Administrator, Security Analyst
• The Big Thinker – Business Systems Planner, ICT Trainer, Project Manager

You can find this information and much more on the I Choose Technology website at http://www.ichoosetechnology.com.au/. The site provides information about the ICT industry in Australia, ICT jobs and salaries, courses, and the profiles of people with ICT jobs.
EXPOS in March

FOGS Indigenous Employment and Careers Expo in Cairns

This expo will be held at the Cairns Convention Centre on 19 March 2014. It will provide Indigenous students with an opportunity to meet employers, education and training providers, as well as former State of Origin heroes. Visit http://www.fogs.com.au/about/expos for details.

Reinvent Your Career Expo

This career expo for adult career seekers will be held at the Brisbane Convention and Exhibition Centre on 22 and 23 March 2014. For more information, see http://www.reinventyourcareer.com.au/career-expos/visitors/upcoming-events/.
Year 12 post school folder

Year 12 students are strongly advised to start a folder of information they will need later in the year and early next year. Keep this folder in your room at home and add to it during the year. Items that could be placed in this folder include:

- LUI and password for your Learning Account to access your Year 12 results early
- Tax File Number (TFN), which you will need to apply for HECS-HELP if you enrol in a uni or college course next year. You also need a TFN if you want to be paid for a full time or part time job (talk to your guidance counsellor/officer about obtaining a TFN through your school)
- The *QTAC Guide*, which you will receive in June
- Course, job and tertiary entry information you gather at career markets/expos, university open days, TSXPO, etc
- The list of courses you are considering (if you haven’t a clue, make an appointment to see your guidance counsellor/officer ASAP)
- Handouts on tertiary entry you are given at Year 12 assemblies and lunchtime talks
- Information about available scholarships and tips for applying
- Additional qualifications you might wish to submit as part of your QTAC application
- Any other information related to your plans for 2015.
Smartphone apps to help you organise your study


Some hints on preparing for exams

Find out exactly what is required for the exam

- When is the exam? What is the length of the exam? How many questions will be on the exam?
- What content will be covered?
- What kind of questions will be asked (multiple choice, short answer, true or false, essay, etc.)?
- If an essay exam, how many questions will be asked, what number of words is expected, will the questions be weighted equally?
- Will you be penalised for guessing answers?
- What equipment do you need to bring to the exam?

Organise yourself mentally and physically for the exam

- Eat healthy food regularly. Don’t skip meals.
- Spend some time exercising. A short walk and a stretch are better than no exercise.
- Get enough sleep.
- Consider reducing the time spent at your part-time job or at training a couple of weeks before the exam block.
- Take a temporary break from socialising, social networking, TV and other time-consuming leisure activities.
- Review the strategies for taking different types of exams.
- Think positive thoughts. With a good revision program and motivation to do your best, you will succeed.

Revise, revise and revise – use a revision technique that suits you

- Make a revision timetable. Include short breaks.
- Summarise the content to be examined.
• Some kind of diagrammatic representation of notes can be helpful.
• Ask your teacher about any content you don’t understand.
• Review by reading your summaries aloud.
• Test yourself. Do revision sheets if your school provides these.
• Revise with a friend if possible. This can be helpful to both people in understanding topics and building confidence.
• Do a timed practice test.
• Be honest with yourself. Are the revision strategies you are using effective? If not, seek help from your teacher or learning support person in your school.

Keep things in perspective

• The exams might seem like the most important thing in your life at the moment, but in reality they are only a small part of your life.
• Avoid panicking. It is normal to be nervous before an exam. Some stress actually helps you achieve your best. However, too much stress will hinder your ability to do your best.
• Focus on some deep breathing for a few minutes if you feel yourself start to panic or if your mind goes blank. If you have prepared well, the information is there, you just have to get to it. If after relaxing for a few minutes, you still can’t remember the answer, move onto the next question and come back to this one later.
• Answer as many questions as you can. If you don’t know the answer to a question, then just pop anything down as the answer. Having a stab at a question is better than just leaving the space blank. Who knows, what you put down may even be correct!

It is always a good idea to review your exam preparation strategies when you receive your results. Did the strategies you used work for you? If yes, use them for the next exam. If no, talk to your teacher or learning support person about more effective strategies. Do this now; don’t wait until the next exam.

The above information has been gathered from a range of sources including publicly available websites, institutional and organisational newsletters, student and career advisers and guidance officers. Every effort has been made to ensure the information provided is accurate and up-to-date at the time of publication.

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