



Weekly Careers News for WA

Weekly Careers News

For Western Australia

Monday 13 May, 2024

What's On

Upcoming Events

Girls Who Build – Let's talk tools of the trade with ADCO's Apprentice Carpenters & Site Supervisors

May 13, 2024

This session aims to empower young women to hear about the exciting Carpentry Apprenticeships and Site roles from our Women of ADCO. Learn about these roles and discover the vast array of career paths available in the dynamic construction industry. Hear inspiring stories from successful women in construction. Learn about carpentry apprenticeships and site supervisor roles, explore educational pathways, and connect with professionals and peers who share your interests and aspirations.

[Find out more](#)

NCW | Careers in Electricity, Gas and Renewables

May 13, 2024

In response to the skills shortages in Australia's energy sector, there is a critical need to focus on career pathway opportunities within electricity, renewables, and gas.

Enhancing career prospects requires the establishment of clear and accessible career pathways that not only attract new talent but also facilitate ongoing professional development and specialisation. Australia can ensure a continuous influx of skilled professionals by creating structured career progression plans, enhancing training structures, and increasing collaboration between educational institutions and industry leaders.

This focus will not only fill the current gaps but also sustain the innovation and growth necessary for the sector's long-term success.

This event is part of National Careers Week's industry information series, courtesy of the Career Industry Council of Australia and three Jobs and Skills Councils.

[Find out more](#)

NCW | Careers in Creative Arts and Culture

May 14, 2024

Join us to explore VET skills and career pathways within the Creative Arts and Culture sector. If you are interested in starting a career in the Creative Arts and Culture sector, join Katrina Higham from Service and Creative Skills Australia (SaCSA) to hear from industry peers on how their career pathways and journeys led them to being in such dynamic and creative industry.

This event is part of National Careers Week's industry information series, courtesy of the Career Industry Council of Australia and three Jobs and Skills Councils.

[Find out more](#)

STEM for the Next GEN

May 15, 2024

Have a love for science, maths and/or technology but not sure how to turn that love into a flourishing career? Join the City of Kalamunda for this year's Careers Week Highlight event talking all things STEM! With a speaker line-up full of young aspiring STEM leaders, learn how they transformed their love for space, animals and robots into a career!

[Find out more](#)

NCW | Careers in Retail, Hairdressing & Beauty and Floristry

May 15, 2024

Join us to explore VET skills and career pathways within Retail, Hairdressing & Beauty and Floristry. If you are interested in starting a career in the Retail, Hair & Beauty or Floristry sectors, join Katrina Higham from Service and Creative Skills Australia (SaCSA) to hear from industry peers on how their career pathways and journeys led them to being in such dynamic and creative industry.

This event is part of National Careers Week's industry information series, courtesy of the Career Industry Council of Australia and three Jobs and Skills Councils.

[Find out more](#)

ACU | Talk with Specialist Nurses

May 15, 2024

Join us online to hear from ACU alumni about life after university. Take part in a Q&A session with our graduates and get an insider's perspective on specialist nursing.

[Find out more](#)

Girls Who Build – Let's talk tools of the trade with ADCO's Project Engineers

May 15, 2024

This session aims to empower young women to hear about the exciting Project Engineering roles from our Women of ADCO. Learn about these roles and discover the vast array of career paths available in the dynamic construction industry. Hear inspiring stories from successful women in construction. Learn about carpentry apprenticeships and site supervisor roles, explore educational pathways, and connect with professionals and peers who share your interests and aspirations.

[Find out more](#)

Perth Careers Expo 2024

May 16 to May 19, 2024

The only careers event in WA that brings together over 120 organisations. It attracts local and national universities, various vocational and professional training providers, industry associations and employers. This event is for students, graduates and job seekers. It's perfect for anyone pondering their future, seeking personal development and training opportunities.

[Find out more](#)

NCW | Careers in Automotive

May 16, 2024

The automotive industry offers a range of career opportunities, with entry points available for varying different levels of education.

This session will explore the latest trends impacting the industry, how these translate to strong career opportunities and the types of roles that are in demand, what they earn and how to commence the journey toward achieving them.

This event is part of National Careers Week's industry information series, courtesy of the Career Industry Council of Australia and three Jobs and Skills Councils.

[Find out more](#)

Girls Who Build – Let's talk tools of the trade with ADCO's Graduates & Cadets

May 16, 2024

This session aims to empower young women to hear about the exciting Graduate and Cadet programs from our Women of ADCO. Learn about these roles and discover the vast array of career paths available in the dynamic construction industry. Hear inspiring stories from successful women in construction. Learn about carpentry apprenticeships and site supervisor roles, explore educational pathways, and connect with professionals and peers who share your interests and aspirations.

[Find out more](#)

William Angliss Institute | Industry Insights: Event Management & Career Pathways Q&A

May 16, 2024

Want to know about the creative, fast-paced events industry?

Join us as we interview former Event Manager and now Industry Trainer and Author, Effie Steriopoulos, as she shares insights into the occupation and event roles in this space, her own experiences, career pathways, skills needed and more to thrive in the event management industry.

[Find out more](#)

William Angliss Institute | Industry Insights: Tourism & Career Pathways Q&A

May 16, 2024

Ever wondered about working as a Tour Guide or in the tourism industry?

Join us as we speak to Tour Guide, Industry Trainer and William Angliss Institute alumni, John O'Donnell, learning about his journey in the industry, the sorts of career opportunities available in the tourism space, the types of places you could work at, skills needed and more.

[Find out more](#)

William Angliss Institute | Industry Insights: Aviation & Career Pathways Q&A

May 17, 2024

Join us as we interview former Cabin Crew member and now Industry Trainer Michelle Hemsley to learn more about the role and her journey with Emirates Airlines, Virgin Australia and more. Explore different career options and hear about the pathway of becoming a Cabin Crew member, which skills you'll need and the experiences that count towards this exciting profession.

[Find out more](#)

Girls Who Build – Let's talk tools of the trade with ADCO's Estimators & Contract Administrators

May 17, 2024

This session aims to empower young women to hear about the exciting Estimator and Contract Administrator roles from our Women of ADCO. Learn about these roles and discover the vast array of career paths available in the dynamic construction industry. Hear inspiring stories from successful women in construction. Learn about carpentry apprenticeships and site supervisor roles, explore educational pathways, and connect with professionals and peers who share your interests and aspirations.

[Find out more](#)

NCW | Careers in Hospitality and Tourism

May 17, 2024

Join us to explore VET skills and career pathways within the Hospitality and Tourism sector. If you are interested in starting a career in the Hospitality and Tourism sector, join Katrina Higham from Service and Creative Skills Australia (SaCSA) to hear from industry peers on how their career pathways and journeys led them to being in such dynamic and creative industry.

This event is part of National Careers Week's industry information series, courtesy of the Career Industry Council of Australia and three Jobs and Skills Councils.

[Find out more](#)

NCI | Careers in Clean Energy: Charting the course to Net Zero

May 17, 2024

This session is being presented by the National Careers Institute, the Premier Partner of National Careers Week.

Join us for a panel discussion on Australia's clean energy sector.

The clean energy sector is in a period of extraordinary growth as Australia accelerates towards a fully clean energy power system. A panel will discuss the varied careers in clean energy and their lived experience in their career journeys. At the conclusion of the discussion attendees will have the opportunity to participate in a Q&A session.

[Find out more](#)

Murdoch | Year 11 & 12 Parent & Supporters Information Evening

May 22, 2024

Assist your child in the transition from secondary school to Uni!

There are hundreds of study choices for school leavers. We're here to help you through this exciting new chapter in your teen's life by providing all the information you need to guide them through Years 11 and 12 and beyond.

[Find out more](#)

Murdoch | Year 9 & 10 Parent & Supporters Information Evening

May 22, 2024

Assist your child as they navigate senior secondary school and beyond.

There are hundreds of study choices for school leavers. We're here to help you through this exciting new chapter in your teen's life by providing all the information you need to guide them through Years 10, 11, 12 and beyond.

[Find out more](#)

ECU | Year 10 Parent Information Evening & Pizza Night

May 22, 2024

Are you currently in Year 10 and trying to choose subjects for next year? Well grab your parents and come along to our Year 10 Parent Information Evening!

If you don't know what subjects to pick next year or you just want to find out about uni and the courses we offer, this is a great opportunity to have a chat with our friendly Future Student Engagement Team!

[Find out more](#)

Important Future Events

Perth Skillswest Careers & Employment Expo 2024

July 25 to July 27, 2024

Western Australia's largest Careers & Employment Event is open from July 25 to 27, 2024 at the Perth Convention & Exhibition Centre. The Expo will host over 160 organisations and employers with career opportunities for all ages. Entry is free

The event is for school students, parents, teachers, graduates, job seekers, people looking for courses and workers seeking new opportunities.

[Find out more](#)

Free Money

Scholarships

Global Footprints Scholarship

Opens: May 1, 2024

Closes: June 1, 2024

A Global Footprints Scholarship is a great opportunity to kickstart your career and drive your passion for sustainability.

It gives young Australians like you the opportunity to travel the world, learn about sustainability and shape a better future for yourselves and the world.

Scholarships are available for Agriculture, Horticulture and many Trades.

[Find out more](#)

Elevate: Boosting Women in STEM Scholarships

Opens: May 1, 2024

Closes: August 30, 2024

ATSE's *Elevate: Boosting women in STEM* program will award more than 500 undergraduate and postgraduate scholarships to women and non-binary people in STEM.

[Find out more](#)

Competitions

Future Leaders Photography Prize 2024

Opens: May 1, 2024

Closes: June 1, 2024

The Future Leaders Photography Prize is designed to recognize talented young photographers.

[Find out more](#)

Future Leaders Future Justice Award 2024

Opens: May 1, 2024

Closes: June 1, 2024

The Future Leaders Future Justice Award recognises Year 12 students who have shown leadership and initiative on intergenerational equity, future justice. Future justice is concerned with what those living today leave behind for future generations.

[Find out more](#)

Future Leaders Helen Handbury Leadership Award 2024

Opens: May 1, 2024

Closes: June 1, 2024

The Helen Handbury Leadership Awards mark the outstanding contribution that the late Mrs Helen Handbury has made to community development in rural and regional Australia. The Awards recognise Year 12 students in rural and regional Australia who have shown outstanding community leadership.

[Find out more](#)

Future Leaders Writing Prize 2024

Opens: May 1, 2024

Closes: June 1, 2024

The Future Leaders Writing Prize is designed to recognise and reward talented young writers. It aims to encourage expressive and creative writing.

[Find out more](#)

Study

University

Student placements at university – Everything you need to know

There has been [a bit of buzz in the news](#) recently about student placements. And if you're thinking of further study in the future, there's a chance you might have to take a placement as part of your course. But what are student placements? Why might you need to do one? And, importantly, are you paid for it? We're going to cover all that and more in this blog – let's take a look.

What is a student placement?

Student placements are a part of many degrees. They're known by a variety of different names, such as:

- Work integrated learning
- Vocational placements
- Industry placements
- Practicums

Essentially, they're a practical component of your studies – you go out into a real workplace and gain the experience you need for your future job.

In most cases, these placements are a mandatory part of a course. This means you need to complete one before you can graduate, just like you would a normal subject.

What are student placements for?

Student placements are typically part of courses that require some form of hands-on experience. They give you the opportunity to apply the skills and knowledge you've learned in the classroom in a real work environment. Often, courses have mandatory placements because it's a regulatory or professional requirement to be qualified for a particular career.

Plus, they're also a great way to see if you enjoy a particular job, or if it might not be right for you. Many students also make connections with the employer who ran their placement and find paid work with them after they graduate.

Which courses involve student placements?

Like we mentioned above, you usually need to undertake a student placement in more practical courses. Here are some course areas you can expect to do a student placement in:

- Medicine, dentistry, nursing, and midwifery
- Allied health
- Social and community work
- Teaching and education
- Engineering
- Veterinary studies
- Law
- Many vocational courses

This list isn't exhaustive, and whether or not a placement is mandatory will come down to the individual educational institution.

Optional placements, such as internships or work experience, are typically more common in areas such as business and arts.

Are student placements mandatory?

In most cases, yes. Certain qualifications require you to complete a set amount of work or professional learning before you can graduate.

How long your placement runs depends on your course and professional requirements. They can vary in length from just a few weeks, up to an entire semester (or even a year). Sometimes you'll need to complete a set amount of hours over a designated period of time.

If a placement is a mandatory part of a course, this information should all be detailed in the course handbook, including when you need to complete it by, how long it's expected to be, and more.

Do you get paid to do a student placement?

Unfortunately, no.

In Australia, student placements can be unpaid according to the [Fair Work Ombudsman](#), as long as they meet the following rules:

- A formal arrangement has been made, either by the educational institution or the student
- There is no employment contract between the student and host organisation
- The placement is a requirement for the course
- The educational institution is approved to deliver placements

In [New Zealand](#), mandatory placements that are part of a course of learning are typically unpaid.

In [the UK](#), students undergoing placements as a required part of their course are not entitled to pay, unless the placement is greater than a year in length.

In [the US](#), practicums and placements are typically unpaid as long as the student receives academic credit towards their course.

Note that some employers may voluntarily elect to pay students on placements, but this is relatively uncommon. Students on placement may also be able to access other government financial support to offset the fact that they have less time for paid work than other students.

What makes them different from internships/work experience/etc.?

Student placement is a term typically used to describe a mandatory work placement a student must undertake as part of their course.

On the other hand, things like internships and work experience are usually optional or voluntary. But they still have many of the same benefits as a student placement, like applying your knowledge and skills in a work environment, and getting to experience a real workplace.

Internships and work experience are generally done outside of your course, and many students undertake them during their holidays. Student placements, on the other hand, form part of your course and are completed during the hours you'd usually be in class.

In a student placement, you'll be expected to undertake the same tasks as any other employee.

Conversely, interns and work experience students are typically only expected to observe or engage in work-shadowing.

How do I organise a student placement?

Your educational institution is generally the first place you should go to discuss your placement options. They are often able to connect you with potential organisations, fill out required paperwork, and guide you through the application process.

If you want to find a placement externally, make sure you do your research on the company, what they're offering, and what's expected of you before you apply.

Find out more

As always, get in touch with your chosen institution to learn more about your future study options. They'll be happy to answer any questions you might have about a particular course.

We also have lots of other blogs you might be interested in on our website [here](#).

Short Courses

All about microcredentials

In the future world of work, your transferable skills will be more important than ever. Gone are the days of getting one qualification and being done for good – today, jobs are constantly evolving, which means our knowledge and skills need to as well. The popularity of microcredentials has exploded over the last few years to fill this need. They're a new take on learning; instead of a course taking you months or even years, microcredentials are designed to teach you something new in no time at all.

What is a microcredential?

Microcredentials are highly-tailored short courses, typically taught over the course of a few days or weeks, that teach skills and knowledge in specific areas. They are a great way to quickly learn new skills or refresh existing ones.

They're most commonly used as a way for employees to upskill if they're looking for a promotion or to pivot into a new role. But they're becoming more common in the wider education space as well, particularly as a way for students to learn valuable skills for their first job.

The National Microcredentials Framework

In Australia, the Department of Education, Skills and Employment has developed a National Microcredentials Framework, which you can read more about [here](#). Essentially, it means that providers and courses are regulated, so you can take a course without the risk of investing time, energy and money into a something that may or may not be recognised down the track.

The benefits of microcredentials

Wondering what the benefits of microcredentials are? Here are just a few.

They're short

One of the most obvious benefits of microcredentials is that they're short. You don't need to disrupt your work or social commitments to finish one. Employers love them too because it means they can upskill their employees without having to take time off.

They're cheap

Another benefit is that they're often low-cost. If you can't afford the fees for a vocational or university qualification just yet, microcredentials could be an affordable alternative that will get you into the jobs you'd like to do, even if they are starting positions for now.

They're a great way to update your skills and knowledge

Most importantly, microcredentials allow you to keep your skills and knowledge up to date in a rapidly changing world. Technology is advancing so fast that what you learn over a two- or three-year course might be obsolete by the time you finish. But with microcredentials, you can learn quickly and stay up to date.

They're industry-driven

Lots of microcredentials are industry-driven, which means that if they're not designed by professionals in the roles, they'll be approved by industry bodies and will therefore be recognised by lots of employers.

They can be used as a stepping stone to further study

Recognised as a stand alone qualification, some microcredentials may be "stacked" so that you'll end up with a higher-level outcome, and some courses might even count as credit towards other tertiary courses.

What does a microcredential involve?

Just like other courses, each microcredential is structured differently, so you'll need to do some research before signing up.

Typically, they will consist of learning through live or pre-recorded seminars and other resources, and usually involve some sort of assessment or test to ensure you've taken the course content on board. Once you're finished, you'll receive a digital badge or certificate to show you've successfully completed the course. You can add this to your digital portfolio, resume, or even show it off on platforms like LinkedIn.

There are different levels of courses, all the way from novice to expert, so you'll need to pay attention to the criteria to make sure you have any pre-existing knowledge that's required.

Want to know more?

It's easy to take microcredentials online. Here are some places you might be interested in looking at:

- [Coursera](#)
- [edX](#)
- [LinkedIn Learning](#)
- [Grandshake](#)
- [Microcredseeker](#)

Or you can read more about your study options on our website [here](#).

Work

Job Spotlight

How to become a Flight Attendant

Flight attendants, also known as cabin crew, are responsible for passengers' comfort and safety while onboard an aircraft. The job includes a wide variety of responsibilities and tasks, from serving food and drink to providing first aid. You'll be working in a fast-paced environment, meeting new people, and experiencing different cultures.

If you have great people skills and want a career that can take you all over the world, you might like to consider becoming a flight attendant.

What skills do I need as a flight attendant?

- Excellent communicator
- Neat & presentable
- Can remain calm under pressure
- Organised & efficient
- Adaptable & flexible
- Polite & helpful
- Can work in teams & independently
- Reliable & trustworthy

What does the job involve?

- Prepare aircraft for passengers to board
- Check tickets & direct passengers to their seats
- Perform safety demonstrations & checks
- Serve food & drink mid-flight
- Assist passengers with special needs
- Help passengers stow luggage
- Keep passengers calm & comfortable
- Perform emergency procedures if necessary

What industries do flight attendants typically work in?

- Transport, Postal & Warehousing
- Public Administration & Safety
- Administrative & Support Services

What Career Cluster do flight attendants belong to?

Because their job involves supporting customers to have great experiences, flight attendants are commonly strong [Linkers](#).

What kind of lifestyle can I expect?

You will most likely need to work on weekends and holidays, as this is when many people travel, as well as late nights and early mornings. Of course, you'll also need to be prepared to spend a fair bit of time away from home.

There are many part-time roles available for flight attendants. Your roster is typically scheduled well in advance so you can plan around when you'll be at home and abroad.

Most flight attendants earn an average salary throughout their career.

How to become a flight attendant

To become a flight attendant, you will need to complete a rigorous training program that covers topics such as safety procedures, customer service, food service, and emergency response. This training is often provided by the airline that employs you, and includes both classroom instruction and hands-on experience. Additionally, you may need to undergo training in CPR and first aid, as well as pass a background check.

Certain airlines may also have particular physical requirements for flight attendants, such as height, weight, and body modification restrictions (e.g. tattoos, piercings, etc.). Being able to speak multiple languages is also often an advantage.

If you're in high school and you'd like to find out if a career as a flight attendant is right for you, here's a few things you could do right now:

1. In many cases, you can get a head-start on desired qualifications (such as first aid) before you leave school.
2. See if you can find work experience or volunteer opportunities to start building important skills you need for the job.
3. Talk to a flight attendant to see what a day in their life is like. If you don't know anyone, see if you can watch videos or documentaries about a career in aviation or tourism.

Find out more here:

- [Qantas](#)
- [Jetstar](#)
- [Virgin Australia](#)
- [Air New Zealand](#)
- [British Airways](#)
- [Aer Lingus](#)
- [American Airlines](#)
- [Air Canada](#)
- [Emirates](#)
- [Etihad Airways](#)
- [Lufthansa](#)
- [Cathay Pacific](#)
- [Singapore Airlines](#)

Similar careers to flight attendant

- Pilot
- Tour Guide
- Air Traffic Controller
- Travel Agent
- Bus Driver
- Immigration Officer

- Hotel Manager
- Customer Service Representative

Find out more about [alternative careers](#).

Skills for Work

The importance of good email etiquette

In a world of emojis, abbreviations, and instant communication, we are all used to sending messages that are short, sharp and to the point. So when we use email, why wouldn't it be the same? Well, there is actually something pretty important to consider: your email etiquette. But what is it, and why is it so important? Let's find out.

What is email etiquette?

Basically, email etiquette is a set of rules that you use when you're composing an email. You use these rules to make your email clear and professional. The rules can be different depending on who you're sending an email to, but generally provide a great base to work from, no matter who you're talking to. Think of it a bit like sending a letter (old-fashioned, we know). If you just put a piece of paper in an envelope without saying who it's for, who it's from, or what it's about, it's probably going to be pretty confusing for the person who receives it (if it even makes it to the right person in the first place).

Why is email etiquette important?

Taking a few extra minutes to use good email etiquette makes it far more likely that people will respond positively to your emails. It shows that you're professional and polite, and your email is less likely to cause misunderstandings.

Here's an example of what *not* to do in your email:

To:	<input type="text" value="example@workplace.com"/>	
Cc:	<input type="text"/>	
Bcc:	<input type="text"/>	
Subject:	<input data-bbox="252 1507 1321 1552" type="text" value="Why didnt I get the job?????"/>	

Hi,

i applied for a job with youre company and went for an interview but you guys hired someone else. why did you do this, i really need the money and thought i was pretty good in the interview

please respnod quickly!!!!

If you received an email like this, how do you think you would respond? Would you be inclined to help this person, or more likely to ignore them?

And it might not seem like it while you're at school, but your conduct online is very important. Lots of things that go on the internet are out there forever – and this includes your emails. Always think twice before you hit “send”.

Email etiquette tips

So what are some things you can do to make your emails more professional, and potentially causing offence to someone? We've gathered some of the top tips for you to keep in mind.

Make your subject line clear and concise

Depending on who you're emailing, they might receive tens (or even hundreds) of emails to sift through every day. So the first thing they're going to see is the subject line. If the subject line is confusing, vague, or non-existent they're much more likely to scroll right past it, or worse – it'll be sent to their spam folder and they might not see it at all.

Using the example above, from the employer's point of view, what is this email about? What job are they talking about? Which store? Who was the applicant? This one is probably going to go to the bottom of the pile.

A good subject line lets the recipient know exactly what the email is going to be about even before they've even opened it.

Use proper greetings

Even if you know the person you're emailing, it's best to be as professional as possible in your emails. And this includes the way you greet them. While you might say “hey” or “what's up” to them in person, it's not the best look in an email. Even worse, jumping in with no greeting at all comes off as rude.

Some common greetings include “Hi” or “Hello”, or if you need to be a bit more formal, “Dear” or “Good morning/afternoon”.

Don't forget to include the person's name as well (if you know it) – it shows that extra level of attention to detail. And make sure you refer to the person you're emailing correctly. You wouldn't email your teacher and start with “Dear Jane”; “Dear Ms Doe” would be much more appropriate.

Politely sign-off

Similar to the above point, being professional and polite when finishing your emails is important too.

Common ways you can sign-off an email include “Kind regards”, “Sincerely”, or even a simple “Thank you”.

Introduce yourself

This is especially important if you're sending an email to someone you don't know. But even if it is someone you know (like your teacher), it's better to introduce yourself so they can quickly figure out who it's from instead of having to read through to the end.

You can always start with your name (“My name is...”), and then some extra info about who you are that's relevant to the person you're emailing. For example, if you're emailing a university lecturer, you might also include your student number. If you're at work and emailing a client, you could include the name of your business so they know who's contacting them. If you're emailing about a job opportunity, mention that.

Proofread your message

Just like you would with your assignments, it's important to double-check your emails before you send them off. Make sure there aren't any spelling mistakes or issues with grammar. It's also important to check the tone of your message to make sure it doesn't come off as rude or aggressive, or too casual.

Taking the time to read your email out loud can also help you catch any mistakes you might have missed by skimming it.

Keep it simple

Nobody wants to be spending half of their day reading through pages and pages of emails. Keep the content relevant and as brief as possible while still being clear. If it's something that you feel might need more explaining, you could try contacting the person by a different method, such as over the phone.

Include a signature

Similar to introducing yourself, having a signature at the bottom of your emails lets people know who you are. Not having any information about yourself can seem rude or even suspicious. Include your name and (if it's a work email) your position. It's also good to put your contact information in there so people know the best way to contact you if they need to.




Check who you're sending it to

There's nothing more embarrassing than sending a message to the wrong person, especially if it includes information that's private or personal. Make sure you always double-check the email of the person you're sending to, as well as whether there are other people who need to be included (or not) in the email. A good habit is to write your message before entering the person's email address – this way you can't accidentally send it too early either.

Final thoughts on email etiquette

Remember, the way you write your emails is a way of showing people who you are. If your message is disorganised and full of spelling mistakes, what do you think people will think about you? If it's rude or aggressive, do you think the person on the other end will respond positively? Regardless of who we are or what we do, good communication is always an important skill to have.

Look back at the email example from above, then take a look at this alternative:

To:	<input type="text" value="example@workplace.com"/>	
Cc:	<input type="text"/>	
Bcc:	<input type="text"/>	
Subject:	<input type="text" value="RE: Recent job opening at your Citytown store"/>	

Hi,

I recently applied for the position of salesperson at your store in Citytown Shopping Centre. I was invited for an interview, and advised by phone a few days later that I was unsuccessful in securing the position.

If it's not too much trouble, I was wondering if it would be possible to ask for some feedback about my interview. This was my first job interview and it would be great to know if there were any areas I could improve on for future reference.

Thank you again for your time and consideration.

Kind regards,

John Johnson

Much better!

If you want to know more about effective communication in the workplace, we have more resources you can check out [here](#).

Work Experience

Tips for making the most of work experience

Thinking about a career, but not sure if it's going to be the right fit? Work experience is a great way to get a taste of a job and build some important skills. So if you're thinking of going on work experience, this blog will provide you with practical tips and advice to help you prepare, and come out the other end feeling more secure about your career choices.

The value of work experience

Work experience can serve as a stepping stone towards your future career. It offers a glimpse into the world of work and can help you develop essential skills, gain industry insights, and make informed decisions about your future.

If you're prepared and keen to learn, you can maximise the value of the experience and maybe even solidify your future career choices.

Before work experience tips

If you have a work experience placement coming up, here are some tips to help ensure you're ready for your first day and make a great first impression.

Do some research

Before you begin your placement, do some research about the company or organisation you'll be joining. Familiarise yourself with their mission, values, and the work they do. This will show the employer you're keen and will take the opportunity seriously, and allows you to ask more relevant, thoughtful questions.

Set a couple of goals

It's also a good idea to set specific goals for what you hope to achieve during your placement. Your goals don't need to be huge, and you don't have to set heaps – think of them more like a roadmap to figure out exactly what it is you want to get out of this experience.

Whether it's finding out more about a particular role, making connections, or learning something new, having clear objectives can guide your efforts and make your experience more meaningful.

Don't forget the dress code

First impressions matter, and dressing appropriately is a big part of making your first impression a good one. Find out the dress code at the workplace and ensure your attire is clean, neat, and aligned with their expectations.

During work experience tips

Your placement is about more than just learning about a particular job – it's about building your skills and confidence, experiencing the world of work, and starting to make connections and decisions for your future. Here are some tips on how you can get the most value out of work experience.

Showcase your professionalism

Remember to maintain a professional demeanour throughout your work experience. This includes things like being polite and respectful to colleagues, showing up on time, and having a positive attitude. These habits will demonstrate your enthusiasm and leave a lasting impression (and could net you a positive reference at the end of your placement).

Network and build relationships

Work experience provides an excellent opportunity to network and build valuable professional connections. So take the initiative to introduce yourself to colleagues, ask about their roles, and learn about the journeys they took to get to where they are today. Actively participate in team activities and engage in conversations, showing genuine curiosity and eagerness to learn.

It might seem a bit scary, but building these relationships now can open doors to future opportunities and mentorship.

Embrace challenges

During your placement, you may encounter unfamiliar terms, ideas, or situations. Embrace these as learning opportunities and push yourself beyond your comfort zone. This is your chance to seek knowledge in an environment outside of school – and it might be one you find yourself thriving in.

Seek feedback

While it's great to push yourself, don't hesitate to ask for help or clarification when needed too. Seek feedback from your supervisor or other workers to gauge your progress and identify areas for improvement.

Ask questions

Don't be afraid to ask lots and lots of questions either. Your employer and the other workers understand you're there to learn and will be more than happy to answer, so take advantage of their expert knowledge while you have the opportunity.

Write everything down

We all like to think we have the memory of an elephant, but it's easy to forget things, even if they seem important at the time. If you can, bring a notebook and pen and take down notes as much as you can – even if you need to look back in a year's time, all the information will still be there.

After work experience tips

Once you've said your goodbyes and headed home, there are still things you can learn. Here are some tips to help you find value post-work experience.

Reflect on your experience

Take time to think back on the lessons you've learned and the skills you've acquired. Consider how this experience has shaped your understanding of your chosen career path and identify areas you'd like to explore further. A little bit of reflection can help you make informed decisions about your future studies and career aspirations.

Ask for a reference

If you feel like you made a great impression and would be keen to find similar work down the track, you can ask your employer for a reference. That way when you're applying for jobs or courses in the future, you know you'll have someone who can back up your skills and experience.

Follow up

We talked earlier about making connections – and an important part of making connections is keeping in touch. You could follow the company on social media, connect with your co-workers on LinkedIn (just make sure they're comfortable with it first), or even ask about ongoing mentoring.

Find out more

Remember, work experience could be a stepping stone to your future; so stay positive, be proactive, and make the most of any opportunities that come your way. Hopefully these tips will help you enjoy your work experience and learn a thing or two as well.

You can find more blogs and advice about preparing for work experience [here](#). Or if you're keen to get started, you can search for opportunities [here](#).

Grow

Money

Maximising your scholarship search

Finding the perfect scholarship can feel a bit like finding a needle in a haystack. With so many opportunities available, how can you find one that's not only financially beneficial, but also aligns with

your goals and circumstances? Never fear – we’ve put together a list of the top things to consider during your scholarship search to help you make the right decision.

Before you start your search

If you want to apply for a scholarship, you’ll probably need to do a bit of prep first. The more organised you are now, the easier it’ll be to submit your application.

Start by gathering important documents and paperwork you might need. Typically, scholarship applications require you to submit things like:

- An academic transcript or report card
- Some proof of identity (driver’s license, passport, birth certificate, etc.)
- Letters of recommendation or references
- Proof of income (for scholarships where financial disadvantage is a criterium)

If the scholarship asks for references, make sure you’ve already contacted the people you want to put down and let them know. This way they know to expect a call or email and can prepare a better response in advance.

What to look for during your scholarship search

Now that you have the basics covered and are ready to apply, let’s take a look at some of the most important things to check out during your scholarship search. Going through each of these criteria can help you find a scholarship best suited for your needs and circumstances.

Eligibility criteria

This one seems obvious, but it’s important! Always ensure you meet the specific eligibility requirements of a scholarship before applying, or you might be setting yourself up for disappointment.

Application deadlines

Be aware of the application deadlines for any scholarships you want to apply for. Most scholarships have strict closing dates and won’t accept late submissions, so write it in your calendar, set a reminder on your phone, or tell a friend who can remind you.

Award amount and duration

Consider the scholarship’s award amount and duration to determine if it will provide sufficient financial support throughout your studies. If you’re after more than just money, find out if there are any other perks on offer, like mentoring, workshops, work experience, or study support.

Renewability

Some scholarships are renewable, meaning they can be awarded for multiple years if you maintain certain criteria (e.g. meeting a minimum GPA). Consider how long you might need the support for and whether you’re better off applying for a scholarship that rewards you over multiple semesters or years.

Application requirements

Each scholarship will have unique application requirements, including essays, letters of recommendation, or interviews. Evaluate the effort needed for the application process and make sure you can gather all the necessary materials before the deadline.

Restrictions or conditions

Some scholarships come with specific restrictions or conditions, such as requiring you to study a particular course, attend certain promotional events, or write letters of thanks to donors. Make sure you're definitely comfortable with any conditions before applying, because if you change your mind down the track, you might lose the funding.

Impact on other financial support

Receiving a scholarship can sometimes impact your eligibility for other financial support, such as government payments and grants. If you're unsure, reach out to the institution you're applying to and ask if a scholarship might affect your other financial support options.

Find out more

If you want to find out more about scholarships and get tips on nailing your application, we have more blogs you might like to read [here](#).

Ready to apply? You can search for opportunities on our [free money database](#).

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