

Careers Material Years 7 – 10.

Hello Years 7 – 10. Attached are a range of career activities to keep you busy while you are at home. These include, links to employment and educational websites, general interest sheets, resume writing templates and information, personal data sheets and information on how to apply for a tax file number.

FUTURE SHOCK

HEADING
OUT

5

Design a job for the future. For example:

- *robot repair person
- *pollution control expert
- *public transport co-ordinator
- *intergalactic travel agent
- *bionic health career worker
- *pollution control engineer
- *environmental allergy tester
- *aquaculturalist
- *leisure expert
- *megapolis urban planner

You may find the following headings useful as a framework for putting together your answers:

Name of job

Description of work

Education level required

Further training required

Full-time or part-time

Normal hours or shift work

Involves travel

Live at home or on the job

How might this job be different from a similar job that exists today?

How would you prepare yourself for this job?

Skills for living and working in the future could be:

THE FUTURE



Sponsored by
Australian Defence
Force

EXPLORING NEW INTERESTS



I AM REALLY
INTERESTED IN:
I AM GOOD AT:



(tick)

(circle)



HEADING OUT



- ☐ organising groups of people
- ☐ getting on with people
- ☐ being part of a group

- ☐ computer aided design

- ☐ studying crystals

- ☐ working with numbers
- ☐ computer programming
- ☐ budgeting

- ☐ using a telescope
- ☐ plant propagation

- ☐ making music
- ☐ computer graphics
- ☐ researching
- ☐ using tools
- ☐ working with metal

- ☐ doing things for other people
- ☐ understanding people's behaviour

- ☐ being outdoors
- ☐ first aid
- ☐ treating disease
- ☐ learning new sports

- ☐ working with words
- ☐ interviewing people
- ☐ reading and writing poems
- ☐ writing about films, books, plays
- ☐ curing disease in animals

- ☐ desktop publishing
- ☐ filing and being organised
- ☐ categorising information

other things I am
interested
in/good at

.....
.....
.....
.....

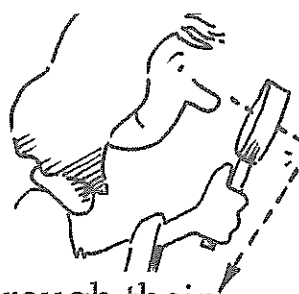
If you have filled in
forms like this in earlie
years - and kept those
forms - you may find it
interesting to compare
how you saw yourself
then with how you
see yourself now.

I WANT
TO JOIN THE
NAVY



Sponsored by
Australian Defence
Force

FURTHER DISCOVERY



HEADING OUT

3

It's hard to believe that some people go through their lives never finding out what they are good at! Some people only discover it when they have retired. Here is a chance for you to investigate for yourself.

I AM REALLY
INTERESTED IN (tick) ☒
I AM GOOD AT (circle) ☐

- ☐ meeting different kinds of people
- ☐ being a leader
- ☐ co-operating with people

- ☐ playing with numbers
- ☐ computer spreadsheets
- ☐ keeping money in order
- ☐ creating graphs

- ☐ reading newspapers and magazines
- ☐ writing plays
- ☐ researching projects

- ☐ computer skills
- ☐ organising paperwork
- ☐ sorting facts
- ☐ writing letters

- ☐ grooming animals
- ☐ exercising animals

- ☐ playing a musical instrument
- ☐ listening to music

- ☐ collecting rocks
- ☐ using a microscope
- ☐ discovering new things

- ☐ chemistry experiments

- ☐ craft
- ☐ using my hands

- ☐ helping and listening to people
- ☐ understanding people

- ☐ spending a lot of time with books
- ☐ studying

- ☐ playing with children
- ☐ reading to children
- ☐ caring for babies

- ☐ doing active sports

other things
I am interested
in/ good at

.....

.....

.....

.....

.....

.....

.....

.....

I WANT TO PROTECT
MYSELF FROM ALIENS
FROM OUTER SPACE



Sponsored by
Australian Defence
Force

Useful Websites for Students to Research.

<https://www.youthcentral.vic.gov.au/jobs-and-careers> . Great website for learning about a wide range of employment issues.

<https://www.uac.edu.au/> . For information on how to research University courses at NSW Universities.

- <https://smartandskilled.nsw.gov.au/for-students/job-guides> . A site for researching a wide range of jobs in Australia.

<https://www.defencejobs.gov.au/> . Website for examining employment in the ADF.

<https://www.scu.edu.au/study-at-scu/course-search/> . Internet page for researching courses at SCU.

<https://www.tafensw.edu.au/> . information on studying at TAFE NSW.

<https://www.jotform.com/> . Fantastic website for practicing filling out a range of online forms.

A black and white illustration of a vintage typewriter sits at the top center of the page. It is surrounded by several stacks of papers of varying heights, some of which are slightly crumpled or fanned out. A pen lies on a small stack of papers to the left of the typewriter. The entire page is framed by a decorative border made of these stacks of papers, creating a sense of a busy office or a collection of documents.

Helpful hints — writing your résumé

- Try to write or type your information as neatly and accurately as possible.
- List all the secondary schools you have attended, and the period of time you attended each one.
- Give details of the education standard you have reached; e.g., Year 10, Leaving, Higher School Certificate, and so on.
- As well as your academic results, you should also list other kinds of school achievements, and any participation in school sporting or social activities, school clubs, or other extra-curricular involvement.
- Under “other qualifications”, you should note any courses or studies you have undertaken outside school. These might include speech and drama or music qualifications, training for a driver’s licence, first aid certificates, typing or shorthand, or certain unusual skills you may have. For instance, if you have taken a course at a business college, you would list the subjects that you took and the results of any tests or examinations.
- “Work experience” will include details of *any* jobs you have had, whether they were full-time, part-time or only during the vacations. You should describe each job and how long you worked in it, then give the name of the company, and the duties in the job.
- You should mention any clubs, sporting associations or community organizations to which you belong.
- Character references are very important to employers, as they give opinions about you. People who can be asked to be referees for you include ministers of religion, your school principal or a teacher who knows you well, a Justice of the Peace or a family friend.
- Be sure that you sign the résumé, and give the date of signing.
- Remember to have photocopies made of any official school certificates or examination results, references that you have, and any other documents that you will be presenting or posting with your application and résumé.

Resume

(Fill in spaces or go to for other resume examples: <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-resume/sample-resumes> . Please note main heading is 18 font Calibri, Other headings 14 Font and general writing 12 font. For information on how to write a resume see <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-resume/how-to-write-a-resume>

Personal Details:

Name:

Phone:

Address:

Phone:

Email:

Education:

Nimbin Central School 2018-Present

Subjects

Math History

English LOTE

(continue in rows of 2)

Employment:

Position, business, Town, Dates of employment.

Eg Shop Assistant, Nimbin Emporium, Nimbin, August 2019 – Present.

Tasks Completed: eg dishwashing, sweeping, serving customers.

Personality Traits:

Eg Good With People

Interests:

Soccer Music Writing

Art Cooking Crafts

Referees: (Please write down 2 referees)

Name, Employer, Town, Phone:

PERSONAL DATA SHEET

NAME:

ADDRESS:

POSTCODE:

TELEPHONE:

DATE OF BIRTH: PLACE OF BIRTH:

NAME OF NEXT OF KIN:

ADDRESS OF NEXT OF KIN:

POSTCODE: TELEPHONE:

MARITAL STATUS:

SECONDARY EDUCATION

SCHOOL/S ATTENDED:

STANDARD OF EDUCATION REACHED:

ACADEMIC RESULTS

Year	Subject	Result	Year	Subject	Result

SCHOOL ACTIVITIES:

OTHER QUALIFICATIONS:

SPORTING AND OTHER INTERESTS:

WORK EXPERIENCE:

REFEREES:

The following people have agreed to act as referees on my behalf:

1.
2.
3.

COPIES OF THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THIS RESUME:

Signed

Date



[Home](#) / [Individuals](#) / Tax file number

Tax file number

Your tax file number (TFN) is your personal reference number in the tax and super systems.

Your TFN is an important part of your tax and super records as well as your identity, so keep it secure.

Your TFN is yours for life. You keep the same TFN even if you change your name, change jobs, move interstate or go overseas.

You don't have to have a TFN, but without one you pay more tax. You also won't be able to apply for government benefits, lodge your tax return electronically or get an Australian business number (ABN).

Apply for a TFN

How you apply for a TFN will depend on your circumstances:

- [Australian residents \(/individuals/tax-file-number/apply-for-a-tfn/australian-residents---tfn-application\)](/individuals/tax-file-number/apply-for-a-tfn/australian-residents---tfn-application)
- [Foreign passport holders, permanent migrants and temporary visitors \(/individuals/tax-file-number/apply-for-a-tfn/foreign-passport-holders,-permanent-migrants-and-temporary-visitors---tfn-application\)](/individuals/tax-file-number/apply-for-a-tfn/foreign-passport-holders,-permanent-migrants-and-temporary-visitors---tfn-application)
- [People living outside Australia \(/individuals/tax-file-number/apply-for-a-tfn/people-living-outside-australia---tfn-application\)](/individuals/tax-file-number/apply-for-a-tfn/people-living-outside-australia---tfn-application)

Can't find your TFN?

- Look on your income tax notice of assessment or other letters from us
- Look on a payment summary (provided by your employer) or your super statement
- If you have a myGov account linked to the ATO, you can access your TFN online
- Ask your tax agent (if you use one)

If you still can't find it, phone us on **13 28 61**, 8.00am to 6.00pm, Monday to Friday.