



School Leavers'

Handbook

2021

**You can speak
to your school
Careers Advisor
for details on
what courses
are available
and how to
apply.**



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Congratulations on completing your School Education!

A Message from Tanya

Finishing school is an exciting time.

This handbook will give you information about important aspects of life after school. It is designed as a starting point to make the transition to work or further study easier.

In this handbook you will find information on:

- Education and training
- Tips on finding employment
- Seeking financial assistance
- Applying for essentials such as Medicare, a Tax File Number and enrolling to vote.

After the difficult 2 years you have faced, I wish you every success for the future.

With all my very best wishes

Tanya

Tanya Plibersek MP

Federal Member for Sydney
Shadow Minister for Education



Choosing what
to do in your
post-school
life is exciting
but also
challenging.



Introduction

Choosing what to do in your post-school life is exciting but can also be daunting. There are many pathways to choose from.

The best way to succeed when planning for your future is to identify your interests. There are lots of people and organisations that can help you choose something that interests you. Finding out what your strengths and weaknesses are is the best way to identify what pathway best suits you.

www.myfuture.edu.au is an excellent resource to help you identify your interests and strengths.

It provides an in-depth look at a range of occupations and the requirements needed to pursue those jobs.

Education and Training



University

University offers a wide range of tertiary education courses. Entrance into university is usually based on your performance in Year 12. Checking requirements for courses should be a priority before submitting your application through the University Admissions Centre (UAC). Your school can also assist you with this.

When selecting a course, consider the following:

- What am I interested in?
- What do I want to do for a living?
- Which program will allow me to study this?
- Where do I want to study?
- Am I prepared to move away from home?
- How flexible is my course?
- Can I complete my course part-time?

It's important to remember that regardless of the final mark you receive, your course should suit your interests - you'll do better if you do something you're interested in.

If your circumstances change, speak to your course coordinator to consider the options that are available. You may be able to change your degree and even look at changing from full time to part time studies. Just remember different courses can have different requirements.

For help on deciding which course is right for you, or to check which courses are on offer, visit www.studyassist.gov.au

Be sure to check out the open days and handbooks of the individual universities. They provide useful information and can assist in directing you to finding a course that best suits you. Sometimes it may even lead you to a course that you might not have previously considered.

University Admission Centre (UAC)

If you intend to apply for University in either NSW or ACT, you must submit an application through UAC. To apply through UAC, you will need a UAC application number and PIN. Once you have logged into the UAC portal, you can begin your application.

Applying students can select up to nine preferences. Be sure to put the course you want to do first. The main round of offers occurs in late January. If you do not receive an offer in the first round there is always a chance you will receive an offer in the subsequent rounds.

For more info:
www.uac.edu.au

Higher Education Loan Scheme (HELP)

The Australian Government assists eligible students by providing access to the Higher Education Loan Program. The HELP scheme offers different loans for different types of study so students can study now and pay the tuition costs later.

For more info: www.studyassist.gov.au/help-loans

TAFE

TAFE offer a wide range of study options from online courses, to training and full-time education. Vocational Education and Training (VET) will equip you with the necessary and practical skills needed for employment. It is also a good option to consider if you want to go to University but need to gain entrance qualifications or be more prepared before you start your degree. TAFE courses can range from a few weeks up to a few years. Unlike University, TAFE and Registered Training Organisations (RTO) do not require a specific ATAR mark to be accepted, although some courses may have prerequisites.

For more info on TAFE courses, visit www.tafensw.edu.au/courses or call **131 225**.

You can also speak to your school Careers Advisor for details on what VET courses are available and how to apply.

Registered Training Organisations (RTO)

Registered Training Organisations are training providers who are registered to deliver VET courses. They provide training and qualifications that are nationally recognised. RTOs offer qualifications at the following levels: Certificate 1, 2, 3 and 4, Diploma, Advanced Diploma, Graduate Certificate and Graduate Diploma.

For more info: www.smartandskilled.nsw.gov.au or **1300 772 104**

Apprenticeships

Apprenticeships are available to anyone of working age. You don't need a secondary school certificate or other qualification to be able to do an apprenticeship.

Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations, as well as in traditional trades.

For more information www.australianapprenticeships.gov.au or **13 38 73**.



**A well-written
resume is
a key part
of any job
application**



Employment

Resume

One of the first things you need before applying for a job is a resume or curriculum vitae (CV). A well-written resume is a key part of any job application, that lists your study, work and life experiences.

The purpose of a resume is to convince employers to interview you.

Your resume should include some, or all, of the following information:

- Personal Details
- Education Details
- Work or Volunteering Experiences
- Awards or Certificates
- Interests and Hobbies
- References

Handy tips before sending your resume:

- Make sure it's typed on plain A4 paper
- Double-check your spelling and details
- Ask someone to proof-read your resume and job application
- Create a portfolio of your work (or photographs of it) when applying for jobs that require creative or artistic ability

The Interview

This can be an intimidating process but try to relax during the interview as much as possible.

You should show enthusiasm for the company and the type of work you will be expected to do. It will help you to do some homework about the company if you can. Having knowledge of things such as what the company does, and the position you are applying for, will also make a favourable impression on a prospective employer.

Examples of questions an employer might ask:

- Why do you think you are suitable for this position?
- Why would you like to work for this company?
- What do you know about this organisation?
- Why did you apply for this job?
- What are your strengths and weaknesses?
- Why do you think we should employ you?
- Tell me about a problem you had and how you solved it.
- Give me an example of a time where you successfully worked in a team.

It often helps to practice your answers before an interview. Ask a friend, teacher or parent to role-play an interview with you.

Most employers will end an interview by asking if you have any questions about the job.

For guidance on writing a resume and cover letter and preparing for interviews, visit www.jobjumpstart.gov.au

Rights at Work

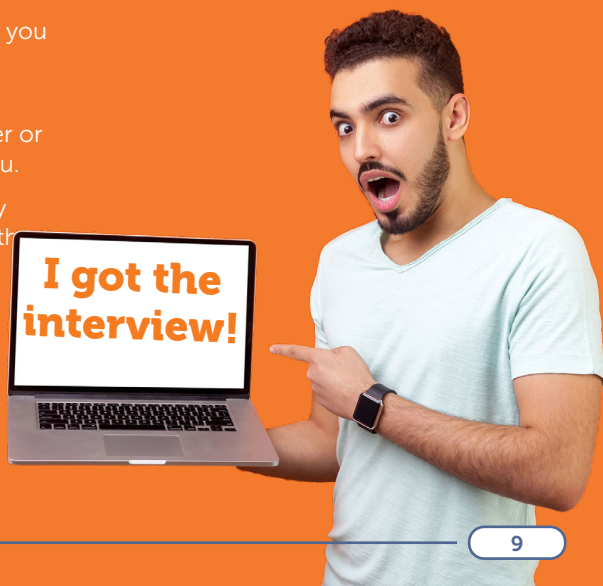
If you are leaving school and are heading straight for the workforce, it is vital you understand your rights as a worker.

The best place to find answers to the most common questions about your rights at work is the Guide for Young Workers on the Fair Work website (see details below). This guide is useful for students transitioning from school to work or working part-time while studying.

Other places that offer advice on your rights at work include the Fair Work Ombudsman. They can offer useful information such as what the minimum rate of pay you should be entitled to and the conditions of employment for your job are. The Fair Work Ombudsman also has the power to investigate if required.

Fair Work Ombudsman:
www.fairwork.gov.au

Guide for Young Workers:
www.fairwork.gov.au/find-help-for/young-workers-and-students



Superannuation

Superannuation is money set aside during your working life for when you retire. Superannuation begins when you start work and your employer starts paying a portion of your salary or wages into your superannuation for you. You can choose which superannuation fund to put your money in to. It's good to have just one account.

You should provide your Tax File Number (TFN) to your employer and/or superannuation fund. If you don't, your superannuation fund may take extra tax out of your super contributions and will not be able to accept any non-employer contributions.

For more information: www.ato.gov.au/individuals/super

You can check which fund is best: www.moneysmart.gov.au/how-super-works/choosing-a-super-fund.

Tax File Number (TFN)

Your tax file number (TFN) is your personal reference number in the tax and superannuation systems. It's an important part of your tax and superannuation 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).

You can obtain your TFN while still in school through your Careers Advisor - or you can apply for a TFN at any time.

To apply: www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN

Unions

Throughout Australia's history, unions have given working people a voice in their workplaces and in broader society.

Unions provide advice and assistance in a range of work-related matters. Unions represent workers to protect their rights, conditions and wages. Joining a Union will assist you with negotiating better wages and conditions in your workplace, represent you in workplace issues including termination of employment, and they can take further action to make sure your employer is paying you correctly and providing a safe workplace. Union memberships remain confidential, meaning you do not have to disclose your union to your employer or colleagues.

The Australian Council of Trade Unions (ACTU) is the peak National Union Body. You can join a union that suits you through the ACTU's website at www.actu.org.au or call **1300 362 223**.



WHAT IS YOUR TIME WORTH?

IT PAYS TO CHECK

RIGHTS AT WORK

All workers have rights and protections at work including a minimum hourly rate of pay. Your workplace conditions may be set out in an award, agreement or contract of employment. When you start a new job you should ask your boss which one applies to you and if you can see a copy. Awards are available at fwc.gov.au

MINIMUM WAGES

Minimum hourly rates are set out in Awards. You may be entitled to a higher hourly rate of pay depending on your industry, workplace or experience.

Wage rates have been taken from the Miscellaneous Award 2010 (level one, casual employee) and should be used as a guide only.

HOURLY RATE OF PAY

AGE	Casual	Casual on a Saturday	Casual on a Sunday
17	\$14.69	\$17.04	\$20.56
18	\$17.36	\$20.14	\$24.31
19	\$20.96	\$24.32	\$29.35
20	\$24.83	\$28.80	\$34.76
21+	\$25.41	\$29.48	\$35.58

Not getting paid what you should?

Contact Australian Unions on 1300 486 466 or australianunions.org.au

WHAT'S NOT OKAY AT WORK:



Not receiving a
payslip every time
you get paid



Being paid in goods
and services instead
of money (for
example, food)



Unpaid trials are
against the law.
You must be paid
for work you do



Being sacked
because you were
sick or injured



Having money
deducted from your
wages without your
permission (not
including tax)

If you are unsure about your rights at work,
or think you may be being underpaid you should
contact Australian Unions on 1300 486 466
or australianunions.org.au

Students with Disabilities



NDIS Participants

The School Leaver Employment Support (SLES) is a new NDIS support which may help you.

SLES is about giving you the skills and confidence to help you move from school to employment. It offers individualised support for up to two years after finishing Year 12 to help you get ready for work and plan your pathway to employment.

For more information: www.ndis.gov.au/participants/finding-keeping-and-changing-jobs

Disability Employment Services

Disability Employment Services (DES) is the Australian Government's employment service that helps people with disability find work and keep a job.

Jobseekers can access DES either through referral by the Department of Human Services (DHS) - generally for those receiving Centrelink payments - or by directly registering with a DES provider of their choice.

Visit www.jobaccess.gov.au/find-a-provider to find a DES provider.

JobAccess

JobAccess is the national hub for workplace and employment information for people with a disability, employers and service providers. Created by the Australian Government, it brings together the information and resources that can 'drive disability employment'.

For further information visit, www.jobaccess.gov.au/home or call the advice line on **1800 464 800**.

Indigenous Youth and Employment



ABSTUDY:

Aboriginal and Torres Strait Islander Study Scheme

ABSTUDY provides means-tested living allowance and other supplementary benefits to eligible secondary and tertiary students. ABSTUDY can assist with your study costs and housing if you need to travel to study.

For more info, visit www.servicesaustralia.gov.au/individuals/services/centrelink/abstudy or call the ABSTUDY Hotline (1800 132 317).

Indigenous Employment

The Australian Government offers a large range of employment programs and assistance for Aboriginal and Torres Strait Islander people.

For a list of employment programs, visit www.australia.gov.au/information-and-services/jobs-and-workplace/employment-services-and-jobs/indigenous-employment

Gadigal Centre (USyd)

The Gadigal Centre is the University of Sydney's dedicated student centre for Aboriginal and Torres Strait Islander students.

They provide access to academic, pastoral and cultural support services as well as academic and social enrichment programs like ITAS and MOBS to ensure you get the most out of your University experience.

For more information:
www.sydney.edu.au

Jumbunna Institute for Indigenous Education and Research (UTS)

The Jumbunna Institute for Indigenous Education and Research aims to produce the highest quality research on Indigenous legal and policy issues and to develop highly skilled Indigenous researchers.

More information: www.uts.edu.au
E: Jumbunna@uts.edu.au
P: 1800 064 312

(Other universities have similar centres)



Financial Assistance

Youth Allowance

Youth Allowance is financial help from Services Australia if you're 24 or younger and a student or Australian Apprentice, or 21 or younger and looking for work.

To get Youth Allowance as a student or an Australian Apprentice you must be under 24 years of age and be completing an approved course or full time Australian Apprenticeship. You must also satisfy an income test and meet the parental means test.

To get Youth Allowance as a job seeker you must be under 21 years of age and looking for full-time work or studying part time and looking for work or temporarily unable to work.

For more information:

Youth Allowance for Australian students and apprentices www.servicesaustralia.gov.au/individuals/services/centrelink/youth-allowance-students-and-australian-apprentices

Youth Allowance for Job Seekers www.servicesaustralia.gov.au/individuals/services/centrelink/youth-allowance-job-seekers

Health

Medicare

Medicare is Australia's universal health care system. It helps Australians with the cost of their health care by paying some or all the costs for visits to the doctor or hospital. When you go to any health professional (such as a doctor, specialist, optometrist) or a public hospital or if you get prescription medicine from the chemist, you will need to show your Medicare card.

If you're on your parent's Medicare card, you're already enrolled. This means you don't need to re-enrol. When you're 15 years old, you can get your own Medicare card.

It's worth getting your own card as additional form of identification too.

For information on how to enrol in Medicare or to transfer to your own card, visit www.servicesaustralia.gov.au/individuals/services/medicare/medicare-card



COVID-19

The COVID-19 Pandemic has impacted lives all over the world, especially young people.

Leaving school comes with more responsibilities. As you become more independent in your post-school life you must become more conscious of your surrounding environment. During this pandemic, remember that it is not just our own health that must be protected, but the health of your family and vulnerable people in the community. As restrictions start to ease, we must remember to prioritise saving lives and slow the spread of coronavirus in Australia. To do this we must continue to be cautious in our social interactions and activities whilst continuing to practice good hygiene practices.

The three things to remember during the pandemic is to stop the spread; check for symptoms; and get tested.

COVID-19 Resources

Testing Clinics: www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others/clinics

COVID Safe: www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules

Symptoms and Testing: www.nsw.gov.au/covid-19/symptoms-and-testing

Universities, TAFE and other training: www.nsw.gov.au/covid-19/education/universities-tafe-and-other-training



Community



Federal Government

Raises money through taxing incomes, spending and businesses.



DEFENCE	TRADE
IMMIGRATION	FOREIGN AFFAIRS
NBN	SERVICES AUSTRALIA



State Government

Receives more than half of their money from the Federal Government and also collects taxes.



POLICE	TRANSPORT
HOSPITALS	SCHOOLS
SOCIAL HOUSING	



Local Councils

Collects taxes (rates) from all local property owners and receives money from Federal and State Governments.



ROADS	WASTE MANAGEMENT
PARKS	SEWERAGE
TOWN PLANNING	

The Three Levels of Government

In Australia there are three levels of Government.

Local Councils are responsible for building regulations, development applications, community facilities, roads, parks, recreational facilities and waste management.

State Governments are responsible for police, transport, hospitals, schools and social housing.

Federal Government is responsible for defence, immigration, foreign affairs, trade, communication services like Australia Post and NBN, taxation and many other things.

As your representative to the Australian Parliament, if you have a question or enquiries about Federal Government matters, please don't hesitate to contact me or my staff via email at **Tanya.Plibersek.MP@aaph.gov.au** or call **(02) 9379 0700**

Let your
voice
be heard



Voting

Voting in Australia is compulsory by law for all eligible Australian citizens. It is also your opportunity to determine who you would like to be your representative. If you are 16 or 17 years old, you can enrol now so once you turn 18, you will be able to vote.

To enrol to vote, you will need to visit the Australian Electoral Commission (AEC) website.

1

Visit www.aec.gov.au/enrol

2

Complete the online enrolment form, print it out and sign it (or complete the form on the next page).

3

Upload your completed form to AEC

You can upload a scan of your enrolment form on www.aec.gov.au/enrol/send-form.htm or send a fax. You can also find your local AEC office on the above website. Remember, if you move address, you will need to update your enrolment with the AEC.

If you are not sure if you are enrolled, visit www.aec.gov.au/check or call **13 23 26**.



Enrol to vote or update your details

for federal, state and local government elections in New South Wales

You can complete this form online today at www.aec.gov.au



12

Office use only –
Date received

Notation

CATS

NIN

1 Your current name

If completing by hand use a ☒ where appropriate.
Use black or blue pen and
BLOCK LETTERS

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Given name(s)

**If notifying a
change of name**

Previous family name

Previous given name(s)

2 Date of birth (dd/mm/yyyy)

• •

Gender

Occupation

3 Current residential address

Clearly identify your residential
address. A locality name or mail
service number is not enough

State

Postcode

Current postal address

Leave blank if the same as
your residential address

State

Postcode

**If notifying a change of
address**

Previous residential address

State

Postcode

4 Phone numbers

Mobile

Daytime ()

Email address

5 Citizenship status

To enrol you must be an
Australian citizen, or a British
subject who was on the
Commonwealth electoral roll
on 25 January 1984

☐ Australian citizen by birth

Town
of birth

State or territory

or

☐ I have become an Australian citizen

Citizenship certificate number

Country of birth

Name on citizenship
certificate

or

☐ British subject who
was enrolled on
25 January 1984

Country of birth

Name on
25 January 1984

6 Evidence of your identity

Complete **ONE** option only

☐ Australian driver's licence

Number

State or territory

OR

☐ Australian passport

Number

OR

☐ A person who is on the Commonwealth electoral roll will confirm my identity

Person's name
and address
(BLOCK LETTERS)

Date of birth
(dd/mm/yyyy)

Declaration by person confirming your identity

- I am on the Commonwealth electoral roll, and
- I confirm the identity of the applicant.

Signature



7 Your declaration

- I am eligible to enrol at my current residential address as listed at Question 3 and claim enrolment for federal, state and local government elections in NSW
- The information I have given on this form is true and complete, and
- I understand that giving false or misleading information is a serious offence.

Your
signature
or mark



NOTE: A person who is on the Commonwealth electoral roll must confirm the elector's identity at Question 6 if the elector has made a mark because they are unable to sign their name.

Useful Contacts

Emergency (Police, Fire, Ambulance)

000

Police Assistance Line (non-urgent)	131 444
Royal Prince Alfred Hospital	9515 6111
St Vincent's Hospital	8382 1111
State Emergency Service	132 500
Poisons Information Centre	131 126
Lifeline	131 114
Rape Crisis Centre (NSW)	1800 424 017
Headspace (Camperdown)	02 9114 4100
Beyondblue	1300 224 636
Medicare	132 011
National Disability Insurance Agency (NDIA)	1800 800 110
JobAccess	1800 464 800
ABSTUDY	1800 132 317
Youth Allowance	132 490
Australian Taxation Office (Individuals)	132 861
Universities Admission Centre	9752 0200
Smart and Skilled	1300 772 104
TAFE NSW	131 601
Australian Apprenticeships	1300 363 831
Fair Work Ombudsman	131 394
Australian Council of Trade Unions	1300 362 223
Redfern Legal Centre	9698 7277
Tenant's Union NSW	8117 3700
Australian Electoral Commission	132 326
Transport Infoline	131 500

Our Local State Members of Parliament

Alex Greenwich, Member for Sydney	9267 5999
Ron Hoenig MP, Member for Hefron	9699 8166
Jenny Leong Member for Newtown	9517 2800
Jamie Parker MP, Member for Balmain	9660 7586

Our Local Councils

City of Sydney Council	9265 9333
Inner West Council	9392 5000

Volunteering

Volunteering is an extremely satisfying way to repay the community in which you live. Potential employers also regard volunteering roles highly as it shows a dedication to your community and your willingness to give back.

There are many volunteering opportunities available, depending on how much time you have available. Some volunteering may give you the skills to enhance your ability to participate in the work force.

For more information about volunteering, visit NSW Volunteering at www.volunteering.nsw.gov.au







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