Making informed career choices

Slides from a presentation to secondary school students

Employment by industry - Australia

Source: ABS, Labour Force, Australia, February Quarter (A Quarter averages)
Projected employment growth - Australia
Five years to November 2019

- Health Care and Social Assistance: 258.0
- Education and Training: 142.7
- Construction: 137.9
- Professional Scientific and Technical Services: 136.6
- Accommodation and Food Services: 117.4
- Retail Trade: 111.1
- Transport, Postal and Warehousing: 61.0
- Public Administration and Safety: 51.0
- Financial and Insurance Services: 46.4
- Other Services: 36.0
- Arts and Recreation Services: 31.3
- Administrative and Support Services: 30.5
- Rental, Hiring and Real Estate Services: 27.8
- Wholesale Trade: 24.8
- Agriculture, Forestry and Fishing: 12.0
- Information Media and Telecommunications: 8.6
- Electricity, Gas, Water and Waste Services: 5.4
- Manufacturing: -26.2
- Mining: -40.7

Source: Department of Employment, 2015 Employment Projections, five years to November 2019

Projected employment growth by skill level - Australia

Skill Level
- Higher
- Medium
- Lower

Share of projected employment growth:
- Lower: 52%
- Medium: 38%
- Higher: 10%

These jobs are likely to require post school qualifications.
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Educational attainment and labour market outcomes
Australia

Unemployment rate

Bachelor Degree or higher
Advanced Diplomas and Diploma Level
Certificate III & IV Level
Year 12 or equivalent
Certificate I & II Level
Below Year 12

Source: ABS, Census of Population and Housing, 2011

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Benefits of an Apprenticeship or Traineeship

Earn while you learn
Hands on experience
Qualification on completion
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**Average salary six months after completion of training Australia**

- Diploma or higher vocational qualification: $43,000
- Certificate IV: $62,600
- Certificate II: $52,200
- Certificate II: $47,900
- Certificate I: $51,500

Average starting salary for Bachelor degree graduates under 25 years of age.

Source: NCVER, Student Outcomes, 2014; G6A, Graduate Salaries, 2014

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**Common methods of finding employment**

- Internet
- Newspaper
- Recruitment agency
- Job Services Australia

Source: Department of Employment, Survey of Employees’ Recruitment Experience, all regions surveyed in March 2014
Many vacancies are not advertised

1 in 3 vacancies

Word of mouth
Job seeker approached employer / dropped in resume

Source: Department of Employment, Survey of Employers’ Recruitment Experiences, all regions surveyed in the 12 months to December 2014

The recruitment process can be competitive

Average number of applicants per vacancy: 10
Average number of applicants interviewed: 3
Average number of interviewed applicants who were suitable: 1

Not Interviewed

Source: Department of Employment, Survey of Employers’ Recruitment Experiences, all regions surveyed in the 12 months to December 2014
Do job seekers know why they miss out on jobs?

- Experience / Skills
- Qualifications / Training
- Location
- Poorly written / presented application
- Inadequate soft skills

What employers say
What job seekers say

Ask employers for feedback

ABS, Family Main Income Source, Labour Force, Unemployed Workers and Job Search Experience, Australia, February 2014 (Cat. No. 6328.0.55.001)

What are employability / soft skills?

- Flexibility / adaptability
- Enthusiasm / positive attitude
- Teamwork
- Interpersonal / social skills
- Reliability
- Customer service skills

Employability / soft skills are ESSENTIAL
Some ways to gain experience

- Family business
- School based work experience
- Volunteer work
- Experience in a lower skilled job

Smarter applications

Be smarter when applying for a job
- Make sure you understand what you are applying for
- Tailor the application for the position you are applying for
- Proof read your applications (get a friend or teacher to read it for you)
- Check the spelling and grammar
- Make sure it looks professional
- Make sure the language is appropriate
- Drop the application off in person (if possible)
Do your research when applying for a job

- Make sure you know what job you are applying for and are being interviewed for
- Talk to the organisation
- Research the role
- Research the organisation
- Research the industry
- If in doubt Google it

The sweet spot

- Education
- Soft Skills
- Experience

Better employment prospects
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Final Recap

- Employment
- Approach employers directly
- Research/job search
- Improve employability and soft skills
- Work experience / Volunteer work
- Education / Training

What do you want to do?

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Tools to assist with job search

**Websites**
- Australian Government: JOB OUTLOOK
- myfuture
- Australian JobSearch
- LMIP

**Publication**
- AUSTRALIAN JOB OUTLOOK

**Phone Apps**
- Career Quiz
- Australian JobSearch
If you have any questions about the presentation please contact the Recruitment Analysis and Employer Surveys sections on **1800 059 439** or email recruitmentsurveys@employment.gov.au