Making informed career choices

Slides from a presentation to secondary school students

Employment by industry - Australia

<table>
<thead>
<tr>
<th>Industry</th>
<th>Employed Persons (000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care and Social Assistance</td>
<td>1411.3</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>1242.6</td>
</tr>
<tr>
<td>Construction</td>
<td>1032.9</td>
</tr>
<tr>
<td>Professional, Scientific and Technical Services</td>
<td>949.2</td>
</tr>
<tr>
<td>Education and Training</td>
<td>921.3</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>917.9</td>
</tr>
<tr>
<td>Accommodation and Food Services</td>
<td>804.9</td>
</tr>
<tr>
<td>Public Administration and Safety</td>
<td>728.8</td>
</tr>
<tr>
<td>Transport, Postal and Warehousing</td>
<td>599.5</td>
</tr>
<tr>
<td>Other Services</td>
<td>485.8</td>
</tr>
<tr>
<td>Financial and Insurance Services</td>
<td>413.9</td>
</tr>
<tr>
<td>Administrative and Support Services</td>
<td>388.6</td>
</tr>
<tr>
<td>Wholesale Trade</td>
<td>388.0</td>
</tr>
<tr>
<td>Agriculture, Forestry and Fishing</td>
<td>325.8</td>
</tr>
<tr>
<td>Mining</td>
<td>236.5</td>
</tr>
<tr>
<td>Arts and Recreation Services</td>
<td>218.1</td>
</tr>
<tr>
<td>Rental, Hiring and Real Estate Services</td>
<td>216.5</td>
</tr>
<tr>
<td>Information Media and Telecommunications</td>
<td>210.6</td>
</tr>
<tr>
<td>Electricity, Gas, Water and Waste Services</td>
<td>143.9</td>
</tr>
</tbody>
</table>

Source: ABS, Labour Force, Australia, February Quarter (4 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

- Higher: 38%
- Medium: 52%
- Lower: 10%

These jobs are likely to require post school qualifications

Source: Department of Employment, 2015 Employment Projections, five years to November 2019
Slide 5

Educational attainment and labour market outcomes

Australia

Unemployment rate

- Bachelor Degree or higher: 3.6%
- Advanced Diploma and Diploma Level: 4.1%
- Certificate III & IV Level: 4.1%
- Year 12 or equivalent: 6.0%
- Certificate I & II Level: 14.4%
- Below Year 12: 12.5%

Source: ABS, Census of Population and Housing, 2021

Here is better

YOU ARE ALMOST HERE

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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 in Australia

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Salary (Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma or higher vocational</td>
<td>69,000</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>62,600</td>
</tr>
<tr>
<td>Certificate III</td>
<td>52,200</td>
</tr>
<tr>
<td>Certificate II</td>
<td>47,900</td>
</tr>
<tr>
<td>Certificate I</td>
<td>51,500</td>
</tr>
</tbody>
</table>

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

Source: NCVER, Student Outcomes, 2014; GSA, 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 Employers' Recruitment Experiences, all regions surveyed in March 2014
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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 Employees' Recruitment Experience, 12 months to December 2014

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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 Employees' Recruitment Experience, 12 months to December 2014
Do job seekers know why they miss out on jobs?

What employers say:
- Experience / Skills
- Qualifications / Training
- Location
- Poorly written / presented application
- Inadequate soft skills

What job seekers say:

Ask employers for feedback

Source: Department of Employment, Survey of Employed and Unemployed Workers: Employment Experience, Australia, February 2014 [Cat. No. 6341.0.55.001]

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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
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?

Tools to assist with job search

Websites

- Australian Government Job Outlook
- myfuture
- Australian Government Australian JobSearch
- LMIP

Publication

- Australian JobSearch

Phone Apps

- Career Quiz
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