



## Factsheet – Your career – make it happen

Where do you start looking for information that will help you with a career decision?

**There are three key resources that can help you:**

- ***Bullseye Posters***
- ***Job Guide***
- ***myfuture website***

You might think these resources are designed for students but no matter what your age or career stage these resources can help you.”

There are various transition points we encounter in our lives where we need to make career decisions or revisit the decisions we’ve already made. While some of these transition points are at particular times in our lives, some may not be of your own choosing.

Some of your transition points might be:

- Year 11 and Year 12 – leaving school
- Finishing post secondary education
- Part way through uni or TAFE
- On graduation from university – what graduate job? OR for many the question is - what job?
- Adult career change
- Returning to the workforce after a break
- Redundancy
- Retirement part-time employment
- Just want to make a change.

This factsheet is for those of you who don’t know who to talk to and where to get information. If you are already in the workforce, your next great opportunity may be with a new employer, with your current employer or in a totally different direction.

Do you know what job or career you might be interested in? There are three resources that can help you to get started...

### **Resource #1: The Bullseye Posters - [www.deewr.gov.au/bullseye](http://www.deewr.gov.au/bullseye)**

The best place to start is with the Bullseye Charts produced by the Australian Government. These Posters are available on the Department of Education, Employment and Workplace Relations (DEEWR) website (Go2 - [www.deewr.gov.au/bullseye](http://www.deewr.gov.au/bullseye)) or on *myfuture* (Go2 - [www.myfuture.edu.au](http://www.myfuture.edu.au)). Each chart looks at a school subject, and the many occupations that the subject can lead to. There are 30 career information charts in the series, ten specifically for VET subjects.

When you look at the charts you’ll notice that the subject is in the centre circle with four circles surrounding the “bullseye”. These four different circles around the bullseye represent the different levels of training you have to undertake to get the jobs listed.

Level 1 is equivalent to finishing Year 10, Certificate I or II or an Australian Apprenticeship

Level 2 is skill level equivalent to Certificate III or IV or at least 3 years relevant experience

Level 3 is skill level equivalent to Diploma or Advanced Diploma

Level 4 which is a Bachelor Degree or higher qualification (usually at university).

Using the Bullseye posters, select the subject that you like and then note the jobs you are interested in. You have now identified some jobs titles, but do you know what these jobs do?

## **Resource #2: The Job Guide - [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)**

The next step is to look up these job titles in the *Job Guide*. The simplest way to locate the Job Guide is to Google *Australian Job Guide* or go direct to [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au) where you'll find more than 500 job descriptions, information about personal requirements, education and training, employment opportunities and related jobs.

The *Job Guide* also includes useful information on the job search process and provides details of government assistance and where to go for further information.

## **Resource #3: *myfuture* website - [www.myfuture.edu.au](http://www.myfuture.edu.au)**

The other resource that can help you is the website – *myfuture* ([www.myfuture.edu.au](http://www.myfuture.edu.au)). This is Australia's national online career information and exploration service. You'll find current career information, articles and links to thousands of resources to assist you on your career journey. You can go to the My Guide section and create your own personal action plan to help you reach your career goals. The Bullseye Charts on *myfuture* ([www.myfuture.edu.au/bullseye](http://www.myfuture.edu.au/bullseye)) have hyperlinks to corresponding occupation profiles. The profiles have information such as duties and tasks, related courses, earnings, vacancies and more.

Using these resources will get you started but remember there are many other resources available that can help you achieve your career goals. So don't be afraid to ask questions. Ask your friends and families, or even your teachers if you're still at school, or check out the information and resources in your library. Is there someone in your community who is doing work that you would like to do? – ask them how they got the job, what skills and qualifications you might need. It's so important to make informed choices about your future.

Ok, so now you've done this research - what do you do next?

- Discuss your ideas with your friends, family, colleagues or a career adviser
- Find out about training opportunities, Structured Workplace Learning (SWL) or Australian Apprenticeships
- Check out career expos or open days in your area.

**Decide on your career goals, keep motivated and stay positive!**

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