

Employability Skills Presentation

North Metropolitan TAFE recognises Australian Aboriginal and Torres Strait Islander Peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

We acknowledge the Noongar People, the traditional custodians of the lands on which our campuses are located, and pay our respects to ancestors and Elders past and present.



August & September
Coldest part of the year
Season of conception

Kaya, hello!



Daniel Powell

Client Engagement Officer
North Metropolitan TAFE
Perth Jobs & Skills Centre

My background

- Department of Human Service (Services Australia)
- External Recruitment
- Jobs & Skills Centre at North Metropolitan TAFE

What is the Jobs & Skills Centre?



- Career, training and employment information service
- Free to anyone residing in Western Australia
- Located at 4 North Metropolitan TAFE campuses
- Provide appointments in person, by phone and online
- In-class and group sessions

What is the Jobs & Skills Centre?



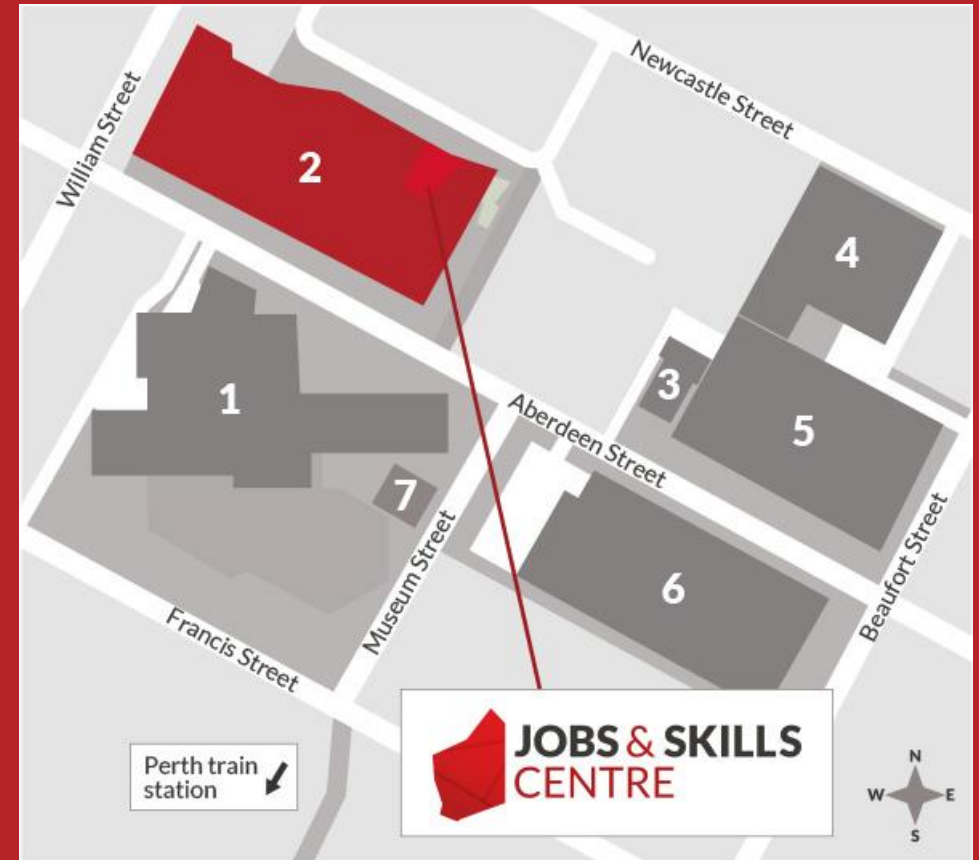
Services include:

- Career guidance
- Course information
- Apprenticeship and traineeship information
- Resume, cover letter and selection criteria resources
- Interview preparation and practice
- Job search and networking advice
- Jobs board via jobsandskills.wa.gov.au

Jobs & Skills Centre

TAFE Building 2
30 Aberdeen Street
Northbridge, WA 6003

perthjsc@nmtafe.wa.edu.au
08 9428 0488



What to expect

60-90 minute presentation

Ask questions at any time

Presentation slides are a guide, but we'll jump between screens

Slides and additional resources will be sent by request, QR code at the end

Topics: Resumes and LinkedIn

What to expect



Understand modern resumes



Understand how to
communicate your learnings



Trigger self-reflection

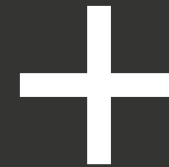


Get the opportunities
you want

What to expect



Your resume will be a culmination
of small items that add up



1%ers are little tips and
tricks to give you an edge

What to expect

Who here has a resume?

Who is totally confident that
resume is up to date and effective?

What is a resume?

1

A document that lists your **work experience, education, skills and other essential information** in relation to employment.

2

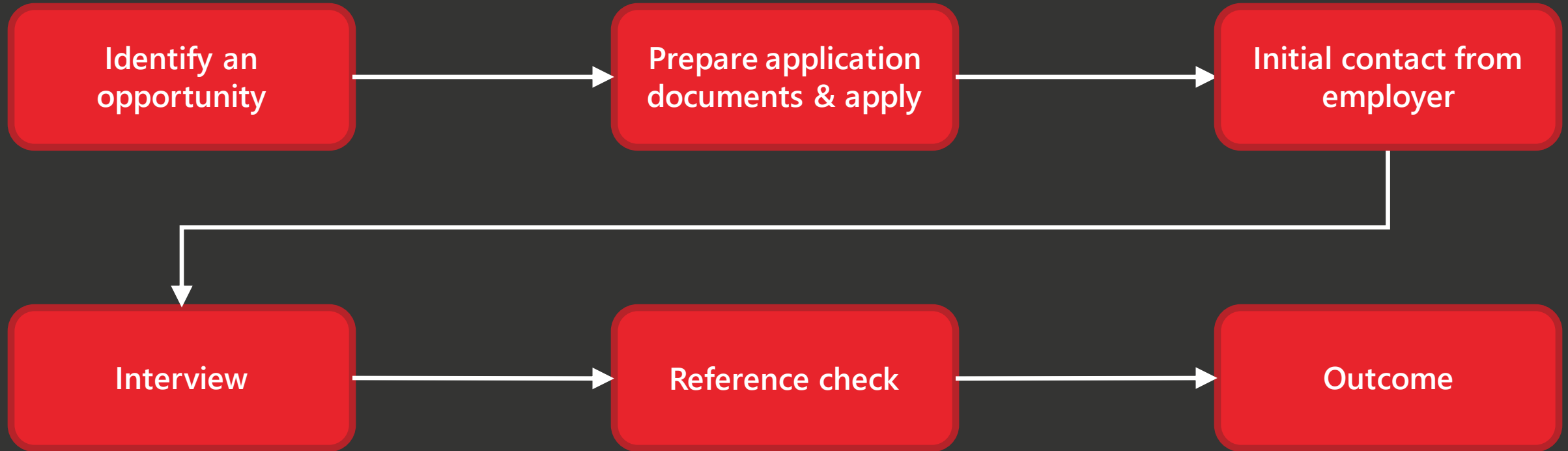
A resume is required for almost all job applications in Australia. **You'll have a resume through your entire career.**

3

Consider it a marketing tool. A resume is often your first chance to make an impression with an employer.

Job application process

A good resume makes
this part happen



Different types of application documents

Resume

Factual – dates and dot points

Not addressed to anyone in particular

Required for every application

Cover Letter

Tells a story – using your dates and dot points

Addressed to a person or organisation

Required for some applications

Selection Criteria

Gives specific examples to prove your ability

Addressed to a selection panel

Required for specific opportunities, mainly government

Who's reading your resume?

"The Boss"

Directors, Managers, Supervisors, etc.

May be the owner or leader of a team, department or organisation.

Internal Recruitment

Hire candidates for their organisation.

Recruitment Specialists hire for specific positions within an organisation.

Talent Acquisition attract candidates to apply for those positions.

External Recruitment

A third party who screens, interviews and reference checks candidates.

May be involved when an organisation is short on time, lacks quality candidates or has a position that is temporary.

What do they have in common?



Time poor



Have a high volume of applicants



First impressions will count



They know what they're looking for

From a recruiter's perspective



Studies show that recruiters only look at a resume for 7 seconds before they decide whether or not they want to learn more about that candidate.

<https://au.indeed.com/career-advice/resumes-cover-letters/how-long-do-employers-look-at-resumes>

Maintaining relevance

1

What are the requirements?

Work experience, education, skills, tickets and licences.

2

If you meet the requirements... tell them that and make it obvious!

Put your strengths on page 1 – the impact page.

3

You may remove or de-prioritise irrelevant information.

Does it relate to the requirements?

Maintaining relevance



They give you a checklist



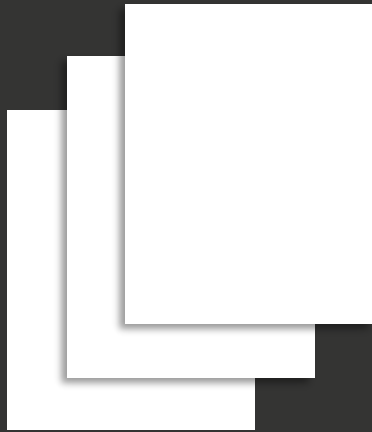
"Requirements", "Criteria"
"About You"

Essential Selection Criteria

1. Diploma-level qualification in programming
2. Understanding of platforms such as PHP, Python and C#
3. A passion for programming
4. Interpersonal and communication skills
5. Ability to articulate technical concepts clearly and concisely

Creating your resume

1 – 3 pages long

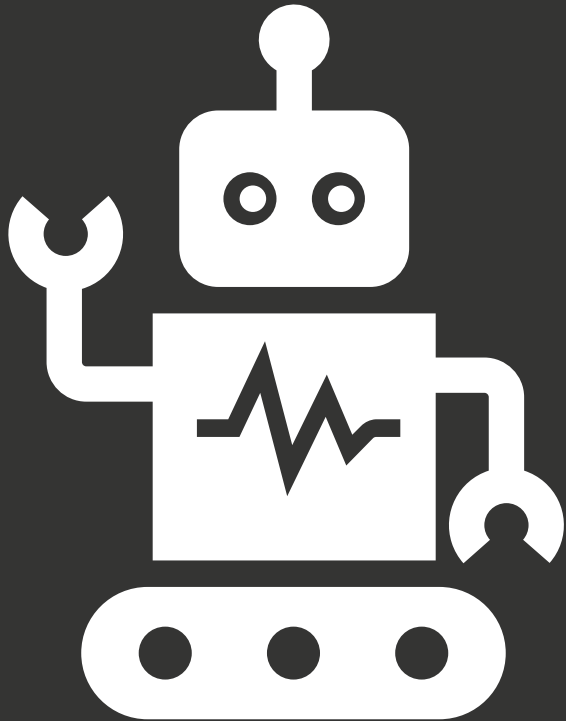


Use platforms like:



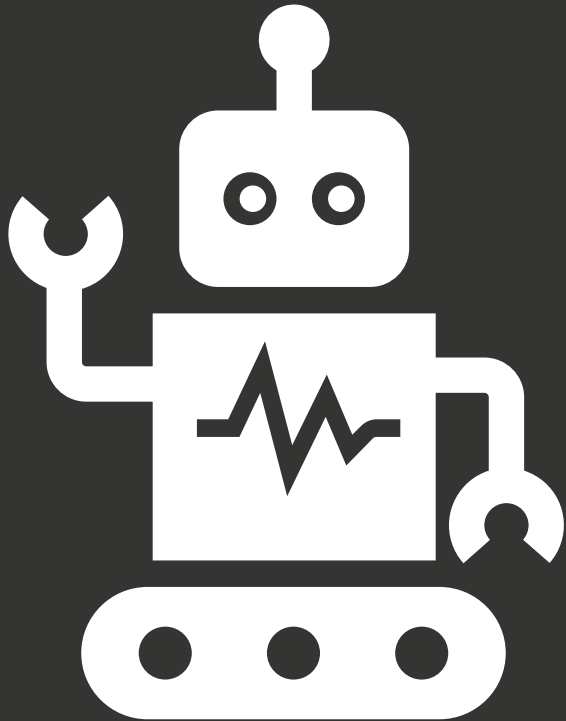
Microsoft Word is most effective for
Applicant Tracking Systems

Applicant Tracking Systems (ATS)



- 1 Handle the first stage of applicant screening
- 2 Scans your resume for requirements and keywords
- 3 Ranks you based on match or filters your data

Applicant Tracking Systems (ATS)



- 4 High match applicants are contacted first
- 5 Saves the employer time and resources
- 6 Mainly used by larger employers but best to always assume you're dealing with one

How to identify ATS

Apply 

crownltd.taleo.net/careersection

- PageUp People
- SAP
- Mercury

Begin application

E-mail address:

☐ By continuing, you agree that you have read our [Privacy Statement](#)

Next

New applicants:

Be sure to type your address correctly as communication about your job application will be sent here.

Existing applicants:

If you have previously applied for a position with us, please use the same e-mail address as your previous application.

This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.

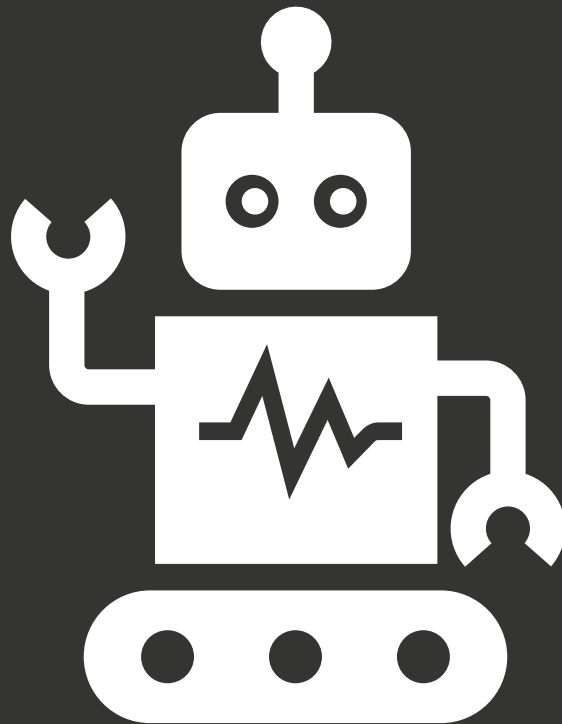
How to beat ATS

1

Customise your resume for each new application

2

Make your resume in Microsoft Word



3

Use the requirements to hit on keywords

4

Avoid graphics, tables and columns

1^{er}

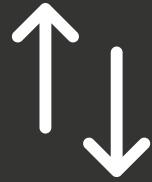
You can still have a “pretty” resume that’s visually pleasing but add it as a secondary document when you get to the additional upload option.

Core Sections of a Resume



- 1 Personal Details
- 2 Summary Statement
- 3 Qualification & Education
- 4 Skills
- 5 LiveWorks Projects
- 6 Employment Experience
- 7 Licences & Checks
- 8 References

Core Sections of a Resume



You are in control
of the order



May have different sections



Page 1 is the impact page



Think about the opportunity
and your strengths

Personal Details

Name

Can be your preferred name.

The name you currently identify by, a Westernised name or work-appropriate nickname.

This is what they will address you as for the duration of your application.

Contact Details

Phone number – have a professional voicemail.

Email address – consider a dedicated job search email.

Address

Just your suburb, not your exact address.

Alternate between your specific suburb or general “Perth, WA” depending on the job vacancy.

Personal Details

What's Not Required

Information that can be discriminatory.

- Nationality
- Religion
- Spiritual beliefs
- Marital status
- Profile photo

Visa Circumstances

This information is often asked about by the employer.

Consider addressing it in your cover letter instead or you may have drop-down sections within the application portal.

Summary Statement

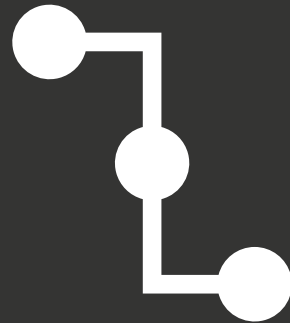
1

Introduces you as a candidate



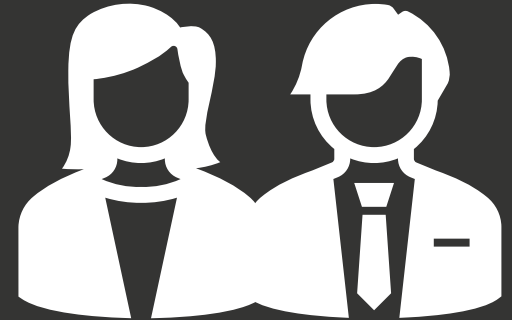
2

Grabs attention and gives a preview



3

Acts as a script for later



Summary Statement Prompts

Relevant Education

"Progressing through a..."
"Approaching completion of..."
"A graduate of..."

Standout Skills

What are you particularly good at in the context of the opportunity?

Related Experience

Do you have relevant experience you can talk about?

Passions and Interest

Do you possess an interest in a particular area within the industry?

Vision, Mission, Values

Do you and the organisation align?

Future Desires

What do you want next?

Summary Statement Example

Highly motivated and soon-to-be Advanced Programming graduate, equipped with a strong foundation in programming concepts, I am eager to leverage my skills and knowledge to contribute effectively to innovative software development projects. My dedication to staying current with emerging technologies, combined with my passion for problem-solving, allows me to tackle challenges with creativity and precision. With a solid understanding of coding languages, software design principles, and a collaborative mindset, I am ready to embark on a rewarding journey as a Software Developer where I hope to deliver impactful solutions.

1_{er}%

If your summary statement could be copied and pasted onto a classmate's resume and still make sense... it's not individual enough.

Qualifications & Education

Qualifications

Your diploma containing nationally recognised units.

Certificates, Diplomas, Advanced Diplomas.

Education

High school, WACE.

Structured programs that expanded your learning.

AWS, Udemy, Coursera, LinkedIn Learning, Microsoft Learn.

Qualifications & Education

North Metropolitan TAFE

Feb 2023 – Present

Diploma of Information Technology (Advanced Programming)

Feb 2022 – Dec 2022

Certificate IV in Information Technology (Programming)

Albany Senior High School

2021

Year 12 Western Australian Certificate of Education (WACE)

Tips

- Most recent first
- State who you trained with, when and the official course name
- Talk about your course now – don't wait until graduation
- Show progression of qualifications

Skills

1

Include abilities, traits, techniques and knowledge.

Outline what you're capable of.

2

Some may come naturally. Others may be honed and learned.

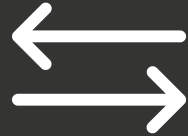
Through education, employment and life.

3

Responsibilities of a position are usually founded in a skill.

There are two types:
Personal and Practical.

Personal Skills



Transferable from
experience to experience



Will make up part of the
opportunity requirements

- Teamwork
- Communication
- Attention to detail
- Time management
- Organisation
- Reliability
- Conflict resolution
- Problem solving

Personal Skills

- Teamwork
- Communication
- Multitasking



Use descriptive language to state the standard of your skill

- Collaborative team player with excellent interpersonal skills
- Clear communicator with strong written and verbal abilities
- Effective multitasker with the ability to prioritise

Personal Skills

- Teamwork
- Communication
- Multitasking



State how you'd use the skills in a programming environment

- Collaborative team player with excellent interpersonal skills, contributing seamlessly to cross-functional development teams

Personal Skills

- Teamwork
- Communication
- Multitasking



State how you'd use the skills in a programming environment

- Clear communicator with strong written and verbal abilities to provide effective information exchange among technical and non-technical stakeholders

Personal Skills

- Teamwork
- Communication
- Multitasking



State how you'd use the skills in a programming environment

- Effective multitasker with the ability to prioritise to ensure the timely delivery of high-quality software solutions

Personal Skills

Descriptive word + the personal skills + how you'd use it in programming

Practical Skills



Required for a specific position or industry



What you're learning in class



Your units usually translate to a relevant skill



Shows off the foundational knowledge you have

Practical Skills

ICT50220 Diploma of Information Technology (Advanced Programming)

✓ Gain these skills

- Advanced problem solving and research skills
- Cloud Application Development
- Project Management, team work and advanced client skills
- Internet of Things (IoT)
- Big Data
- Data modelling
- Develop advanced apps
- Software testing
- Debugging systems

Core

National ID	Unit title
BSBCRT512	Originate and develop concepts
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy in ICT environments
ICTSA5527	Manage client problems
BSBXTW401	Lead and facilitate a team
BSBXCS402	Promote workplace cyber security awareness and best practices

Practical Skills

1

You'll spend 12 months of your life doing Diploma of Information Technology (Advanced Programming) so give it the space it deserves in your resume.

2

Use language like:

Ability to...
Knowledge of...
Understanding of...

Example

ICTPRG537 Implement security for applications

"Skilled in implementing security measures for applications."

Coding languages are great but don't forget processes and techniques

Practical Skills



ChatGPT

“Write a list of practical skills learned in the Diploma of Information Technology (Advanced Programming) at North Metropolitan TAFE for me to add into my resume, using Australian English spelling”

LiveWorks Projects

It's Experience!

LiveWorks Projects, although unpaid, counts as experience.

Proof of Your Skills

You're providing evidence of the skills you've stated you have.

Relevance

Allows you to have page 1 of your resume be all about your industry.

LiveWorks Projects

1

State the project name

Example:
XYZ Application

2

State the project brief

What did you have to do?
What were the parameters?

3

State when you were
working on the project

4

List the responsibilities you
fulfilled, what were the steps to
complete the project?

Employment Experience

1

Past and present employment experience.

2

Ideally, start from most recent and work backwards.

3

Itemise your responsibilities for each experience.

4

Think of what responsibilities are transferable to your new industry or proof of your personal skills.

Employment Experience

Customer Liaison – Target, Perth CBD

July 2022 – Present

- Provided friendly and welcoming customer service as first point of contact at store entrance
- Effectively multi-tasked between customer service, stock replenishment and theft prevention
- Communicated clearly with colleagues, supervisors, brand representatives and customers
- Verbally provided information to customers regarding products and sales events
- Accurately used point-of-sales system to process transactions



Prove how you've
used your skills



Describe similar
responsibilities

Licences & Checks

1

Items required to work in your industry



2

May be needed to start work



3

Normally require only an application and/or money

Working with Children Check

National Police Clearance

Driver's Licence

References

1

Verify your claims

2

Two references is the standard

3

Could be from work, education, volunteering, community

Name
Job Title
Organisation
Phone Number
Email

1%
er

Get your reference's email as many employers now do digital reference reports.

Resumes in summary

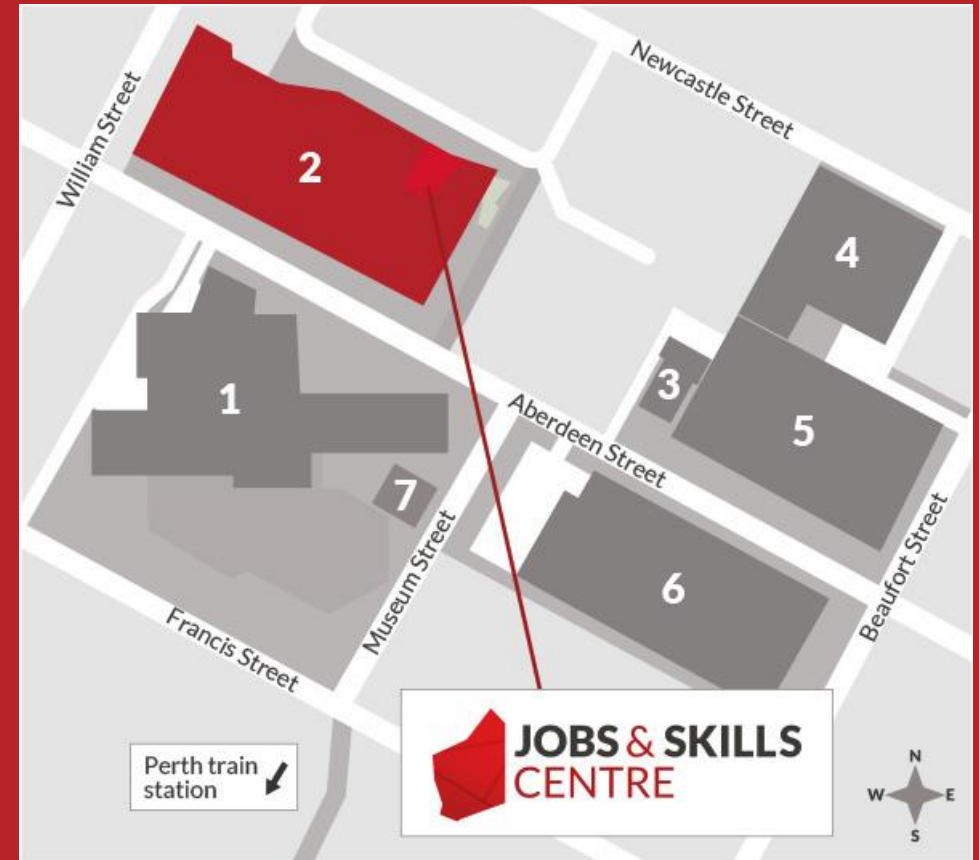
1. Make it about you
2. Position yourself as a professional by updating your Summary Statement, Qualifications & Education, Skills, Work Experience and References
3. Update for every job
4. Write for the requirements
5. Be aware of applicant tracking systems

Questions?

Jobs & Skills Centre

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Northbridge, WA 6003

perthjsc@nmtafe.wa.edu.au
08 9428 0488



Scan to receive

This presentation

A resume template

Resources to assist you in building your resume

My direct email



Reminder for Daniel

Take a LinkedIn photo with everyone!