



# Skillmax Resource Guide

## RESOURCE SECTION



Pathways to  
Employment

SKILLMAX  
RESOURCE  
GUIDE 2012



AMES



## Resource section

### GOVERNMENT WEBSITES

#### **[www.ames.edu.au](http://www.ames.edu.au)**

Established in 1952, NSW AMES is part of the NSW Department of Education and Training. It is a State Government agency which has taught English to over one million people from non-English speaking backgrounds. NSW AMES offers accredited courses in vocational education and training, customised workplace training programs, cultural diversity training, job search skills programs and prevocational programs for migrants. NSW AMES is renowned for the development and delivery of the Certificates I, II, III and IV in Spoken and Written English.

#### **[www.eccnsw.org.au](http://www.eccnsw.org.au)**

Ethnic Communities' Council of NSW: a non-government peak body representing many organisations and people from multicultural communities in NSW. The organisation assists in the settlement of newly-arrived migrants and humanitarian entrants.

#### **[www.centrelink.gov.au](http://www.centrelink.gov.au)**

Centrelink: the website provides information about support services, relevant links to other government departments, multicultural services, publications and resources. The Centrelink Career Information Centre is also listed on this website and offers expert advice on a range of education training pathways for job seekers.

#### **[www.deewr.gov.au](http://www.deewr.gov.au)**

Department of Education, Employment and Workplace Relations (DEEWR): provides research on employment trends and statistics. The website publishes information on available jobs through Australian JobSearch, identifies skills shortage industries, vacancy reports and occupations defined under ASCO.

#### **[www.australia.gov.au](http://www.australia.gov.au)**

An Australian government website that provides a comprehensive directory of government departments and websites. Includes information on immigration, health and community services, education and training.

#### **[www.abs.gov.au](http://www.abs.gov.au)**

Australian Bureau of Statistics (ABS): includes information on job and employment trends, occupations using ASCO, employment statistics, skills shortage industries, census data and demographics.

#### **[www.immi.gov.au](http://www.immi.gov.au)**

Department of Immigration and Citizenship (DIAC): this government department assists the entry and settlement of people into Australia. The website publishes the Migration Occupations in Demand List (MODL) and the Australian Skilled Occupation List (SOL). Includes advice for migrants and refugees on obtaining work in Australia.

#### **[www.ato.gov.au](http://www.ato.gov.au)**

Australian Tax Office (ATO): provides information on tax requirements, lodging tax returns, superannuation and other online services.

#### **[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)**

WorkCover NSW: includes information about workplace safety, laws and regulations and workers compensation.

#### **[www.workplace.gov.au](http://www.workplace.gov.au)**

Includes information about employment in Australia including salaries, working conditions, labour market trends and careers. Provides links to employment services for people seeking work, volunteer work, career planning, wage management, funding programs, and assistance to people returning to work.

#### **[www.industrialrelations.nsw.gov.au](http://www.industrialrelations.nsw.gov.au)**

Office of Industrial Relations, NSW Department of Commerce: this website includes information on industrial relations, conditions of employment, award pay rates, flexible work practices, employer and employee rights and responsibilities.

#### **[www.workplaceauthority.gov.au](http://www.workplaceauthority.gov.au)**

The Workplace Authority has responsibility for providing advice, assistance, information on awards, agreements, rates of pay, conditions of employment and workplace relations.

## **www.jobwise.gov.au**

Jobwise: A website that promotes employment opportunities for mature-aged workers and offers career advice and support services.

## **CAREER ADVICE**

### **Résumés – Australian style**

<http://www.careerone.com.au/news-advice/resumes/resume-writing-the-basics-20071209>

### **Résumé writing for new migrants**

<http://www.careerone.com.au/news-advice/resumes/migrants-must-adapt-resumes-for-australian-employers-20080814>

### **Job hunting tips for new migrants**

<http://www.careerone.com.au/news-advice/job-hunting-advice/job-hunting-for-new-migrants-in-australia-20081119>

## **www.jobguide.deewr.gov.au**

The Job Guide: a comprehensive resource with hundreds of occupational profiles, education and training requirements, advice on how to look for jobs, prepare résumés and interview techniques, resources. The website contains links to other career services / providers.

## **www.myfuture.edu.au**

MyFuture: a website that explores career options and activities, occupational profiles, education and training providers, careers advice and labour market information.

## **www.australia.gov.au**

The website provides a directory of government departments, employment services and information on life in Australia.

## **www.australia.gov.au/careeradviceaustralia**

Career Advice Australia: an Australian government website that provides information on services and programs to assist young people aged 13 – 19 years to connect to their future.

## **www.youth.gov.au**

An Australian government website for young people that offers job advice, job search assistance, apprenticeship and traineeship information.

## **www.careersonline.com.au**

Careers Online: a career development website written by professional careers advisers. Offers advice on how to find a job, write an effective résumé and application letter. Includes career articles and a directory of other career websites.

## **www.graduatecareers.com.au**

Graduate Careers Australia: lists employment and career opportunities for graduates. Offers advice on résumé preparation, job applications and interview techniques. Includes career profiles, news articles and postgraduate study options.

## **www.careerone.com.au**

CareerOne: provides a Graduate Careers Feature with information on graduate profiles, job seeking advice, professional associations, and key graduate employers.

## **www.abc.net.au/acedayjobs**

Ace Day Jobs: this website is targeted towards youth and provides job matching resources. Includes online videos with employees on the job, provides occupational profiles and career advice.

## **www.careersinscience.gov.au**

Information and profiles on a variety of careers in science.

## **INDUSTRY AND ASSOCIATIONS**

## **www.aigroup.com.au**

Australian Industry Group: the Australian Industry Group (Ai Group) is a leading industry association in Australia. It is an organisation that supports Australian industry by providing practical information, advice and assistance.

## **www.beca.org.au**

Business Enterprise Centre (BEC) Australia is a national network of Business Enterprise Centres that offer business advice and support to small and micro businesses.

### **www.acci.asn.au**

Australian Chamber of Commerce and Industry (ACCI): this website provides a list of national industry associations, state chambers of commerce and industry, current news, industry developments and events.

### **www.skillsone.com.au**

SkillsOne: this website profiles various industries in particular the trades and manufacturing industries. Includes videos of people from various occupations, industry news, expos and events.

### **www.isc.org.au**

Industry Skills Councils: provides the skills needs of most Australian industries.

### **www.yellowpages.com.au**

Yellow Pages directory: for business names, addresses and phone numbers.

### **www.careerone.com.au**

Careerone: the website provides a comprehensive list of companies listed alphabetically and can be accessed from the home page menu.

## **NEWSPAPER PUBLICATIONS:**

### **www.news.com.au**

The Australian

The Daily Telegraph

### **Local community newspapers**

Job advertisements are also listed on CareerOne.com.au

### **www.smh.com.au**

The Sydney Morning Herald

The Age

Job advertisements are also listed on MyCareer.com.au

## **ONLINE JOB BOARD WEBSITES**

### **www.careerone.com.au**

CareerOne: an online job board website that lists jobs advertised by recruitment agencies, companies and newspaper job advertisements. The website provides advice on résumé writing, letters of application, interview techniques, salary levels and other related careers information.

### **www.careerone.com.au**

CareerOne: Kate Southam, Editor of CareerOne and Career columnist, blogger and editor of 26-section online career magazine provides practical career advice and tools for jobseekers accessing the employment market.

### **www.seek.com.au**

Seek: an online job board advertising jobs across a range of industries, education and training information and volunteer opportunities.

### **www.mycareer.com.au**

MyCareer: an online job board advertising jobs across a range of industries, providing career advice and resources.

### **www.jobsearch.gov.au**

Australian JobSearch: the Australian Governments largest free online job board. More than 80,000 jobs are displayed daily. Offer career advice and current labour market information including job prospects, employment rates and salary levels. This site also contains a list of national employment providers.

### **www.jobs.nsw.gov.au**

NSW public sector jobs: lists government jobs available in each government department. Also provides other information and advice. Jobs are also advertised on the online job board websites.

### **www.apsjobs.gov.au**

Australian Public Service (APS) APSjobs lists vacancies available in the Australian Public Service, the Australian Parliamentary Service and many other Australian Government agencies. It is for people already working in the APS, wanting to join the APS, returning to the workforce, looking for a career change, graduating from university or TAFE, still studying and school leavers.

**[www.lgjobs.com.au](http://www.lgjobs.com.au)**

Local Government Jobs: LGJobs lists employment positions available within the local government sector throughout Australia.

**PSYCHOMETRIC TESTING AND ASSESSMENT CENTRES****[www.careers.unsw.edu.au](http://www.careers.unsw.edu.au)**

University of NSW: provides information on assessment centres, psychometric testing, salaries, general career development advice and interview advice. Includes a directory of professional associations.

**[www.careerdevelopment.uts.edu.au](http://www.careerdevelopment.uts.edu.au)**

University of Technology: information on assessment centres and types of psychometric testing. Includes career planning information, career tools, how to research job opportunities, prepare a résumé and complete online applications.

**RECRUITMENT AGENCIES AND ASSOCIATIONS****[www.careerone.com.au](http://www.careerone.com.au)**

CareerOne: this website provides a list of recruitment agencies that can be accessed from the home page menu.

**[www.hays.com.au](http://www.hays.com.au)**

Hays Recruitment: Hays is Australia's largest specialist recruitment consultancy. Hays operates in 222 branches at 45 locations throughout Australia, New Zealand and South East Asia providing both temporary and permanent placements. They specialise in recruitment services to industries such as accountancy and finance, banking, construction, engineering, IT, insurance and education.

**[www.adecco.com.au](http://www.adecco.com.au)**

Adecco provides recruitment services in areas such as office admin, information technology, finance, accounting, banking, industrial and trades, engineering and technical employment services.

**[www.chandlermacleod.com.au](http://www.chandlermacleod.com.au)**

Chandler Macleod Group provides a range of recruitment services across all professional executive, workforce and office support sectors.

**[www.drakeintl.com](http://www.drakeintl.com)**

Drake International provides recruitment services in the area of office support, executive, health care and industrial placements.

**[www.rcsa.com.au](http://www.rcsa.com.au)**

The RCSA is a peak association that represents and services the interests of recruitment and on-hire companies for the increased profile and professionalism of the sector across Australia and New Zealand. See this website for a list of member companies and recruitment consultants.

**[www.ahri.com.au](http://www.ahri.com.au)**

The Australian Human Resources Institute (AHRI) is the national association representing human resources and people management professionals. The website provides information on education and training, events, news and advice on a range of HR topics.

**[www.cdaa.org.au](http://www.cdaa.org.au)**

The Career Development Association of Australia (CDAA) is a national organisation of practitioners who work in the career development industry. Members work in a range of settings, including small to medium businesses, education, employment, rehabilitation, corporations, human resources, government service and community. This site contains information and resources about the career development industry, careers practice and the CDAA.

### CAREER COUNSELLORS AND AUTHORS

**[www.brightandassociates.com.au](http://www.brightandassociates.com.au)**  
**[www.beyondpersonal mastery.com](http://www.beyondpersonal mastery.com)**

Jim Bright and Associates: Bright & Associates is an International Career Development Consultancy providing career counselling, coaching, and assessment services for individuals and organisations. The organisation also provides career development, counsellor training, assessment and strategic HR services for organisations. Refer to Publications list at end for Jim Bright books.

**[www.interviewiq.com.au](http://www.interviewiq.com.au)**

Interview IQ: Interview IQ is owned and run by Karalyn Brown who has over 10 years' experience as a recruitment consultant and HR professional. Karalyn has written many career articles and coached at all levels within the public and private sectors. The website has information on a range of recruitment tools including behavioural interviews, assessment centres, role plays, aptitude testing, psychometric profiling and reference checking.

**[www.careerworx.com.au](http://www.careerworx.com.au)**

CareerWorx Careers and Transitions: Lisa LaRue is the principal Careers Counsellor at CareerWorx. Lisa's professional career has spanned local government and Commonwealth employment and training services as well as the education sector. The website provides information on career planning, résumé preparation, interview coaching and assistance for migrants.

### TRAINING COLLEGES

**[www.ace.nsw.gov.au](http://www.ace.nsw.gov.au)**

Adult and Community Education is supported by the NSW Department of Education and Training through grants to 54 community colleges across NSW. Community Colleges offer a wide range of general interest courses as well as nationally accredited vocational education and training courses. The Adult and Community Education (ACE) Unit in the Department promotes community education, supports funded community colleges and provides information and advice on community education across the state.

**[www.communitycolleges.nsw.edu.au](http://www.communitycolleges.nsw.edu.au)**

Community colleges offer a wide range of general interest courses as well as nationally-accredited courses. The website provides a list of colleges and available courses.

**[www.det.nsw.edu.au](http://www.det.nsw.edu.au)**

NSW Department of Education and Training (DET) website provides information on public schools, TAFE NSW, training and industry and the adult and higher education sectors.

**[www.tafensw.edu.au](http://www.tafensw.edu.au)**

TAFE NSW: provides comprehensive information on courses, programs, campuses and institutes, career advice and training pathways. TAFE NSW is part of the vocational education and training (VET) system in Australia. TAFE NSW courses provide practical, work-related skills that provide training to enter a job, and gain nationally-recognised qualifications.

**[www.ntis.gov.au](http://www.ntis.gov.au)**

National Training Information Service (NTIS): provides a database on vocational education and training in Australia.

**[www.aqf.edu.au](http://www.aqf.edu.au)**

Australian Qualifications Framework (AQF): details the unified system of national qualifications in schools, vocational education and training and the higher education sector.

**[www.vetab.nsw.gov.au](http://www.vetab.nsw.gov.au)**

Vocational Education and Training Accreditation Board (VETAB) provides registration for training organisations, accreditation to vocational courses, audits and compliance.

**[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)**

Information on how to study in Australia.

**[www.aajobpathways.com.au](http://www.aajobpathways.com.au)**

Australian Apprenticeships Job Pathways: provides advice on how to access an Australian Apprenticeship. Information provided on different types of jobs, training package pathway charts, environmental scans and resources.

**[www.goingtouni.gov.au](http://www.goingtouni.gov.au)**

Information about university options and courses for current and prospective students.

## **www.training.com.au**

Information regards training providers, courses, apprenticeships and traineeships. Provides information on teacher resources for employability skills.

## **www.thegoodguides.com.au**

The Good Universities Guide provides information on universities, campuses and courses. Contains ratings for each institution and advice on career pathways.

## **www.skilling.nsw.gov.au**

Skilling NSW: information about schools, vocational education and training, higher education, and the adult and community education sectors. Provides information on apprenticeships and traineeships.

## **www.aatinfo.com.au**

The Australian Apprenticeships Training Information Service website.

## **www.grouptraining.com.au**

Group Training Organisations (GTOs) employ Australian apprentices and arrange employment with host employers in a variety of industries. Site provides a list of Group Training Organisations and includes audio/video podcast interviews with apprentices/trainees.

## **VOLUNTEERING ASSOCIATIONS**

### **www.volunteeringaustralia.org**

Volunteer Australia is the national peak body working to advance volunteering in the Australian community. The website provides information about opportunities with organisations for volunteer work, programs, resources and events.

### **www.govolunteer.com.au**

GoVolunteer is the largest, national, free online volunteer recruitment service. Information is provided on programs, volunteer opportunities, strategies to engage in volunteering and resources to assist with volunteering.

## **PUBLICATIONS**

### **NSW AMES**

<http://www.ames.edu.au/content/publications.aspx>

1. *Résumés that shortlisted: proven strategies to get the job you want* by Jim Bright and Joanne Earl. 3rd Edition. Published by Allen and Unwin, Sydney.

2. *Getting a brilliant job: the student's guide* by Karen Bright and Jim Bright. Published by Allen and Unwin, Sydney.

3. *Land that job in Australia* by Jim Bright and Karen Bright. Published by Tribus Lingua, Melbourne.

## **PUBLIC SPEAKING**

### **Story on Toastmasters**

<http://www.careerone.com.au/news-advice/job-hunting-advice/career-start/dont-ruin-your-chances-of-a-job-20070225>

Website for Toastmasters to use after you get here: <http://www.d70toastmasters.org/>