

CAREER NEWS

Friday 17

April



Dates to Diarise in Term 2

- *The Age VCE & Careers Expo* - 7 May to 10 May, Caulfield Racecourse



'Focus On Melbourne' Series

Over the next few weeks the University of Melbourne will be hosting a series of *free* 'Focus on...' **Information Sessions** aimed at informing prospective students about the courses on offer; hear from current students, academic staff and recent graduates about what it is like to study that degree or course at Melbourne, and the career and personal development opportunities available to graduates.

Date	Event	Campus
Thursday 14 May	Focus on Biomedicine	Parkville
Wednesday 20 May	Focus on Arts	Parkville
Thursday 21 May	Focus on Agriculture	Parkville
Tuesday 26 May	Focus on Commerce	Parkville
Wednesday 27 May	Focus on Environment	Parkville
Tuesday 2 June	Focus on Science	Parkville
Thursday 4 June	Focus on Law	Parkville
Thursday 11 June	Focus on Engineering	Parkville
Thursday 11 June	Focus on IT	Parkville

All sessions will run from 6.30pm - 8.00pm, and registration is important. To register for one or more of these sessions, visit [Focus on Melbourne Events](#)



Upcoming 'At Monash' Seminars

Year 11 and 12 students are reminded of 'At Monash' seminars taking place this term and next, and students who have not yet registered to attend one, are

recommended to do so soon! A reminder that these seminars provide students and parents with an insight into the courses and career options within discipline areas. The seminars are presented by academics in conjunction with current university students and graduates, and are held in various locations across the Caulfield, Clayton and Peninsula campuses. Seminars with the same title have the same program.

DATE	EVENT	CAMPUS
Tuesday 21 April	Design and Fine Art	Caulfield
Tuesday 28 April	Architecture	Caulfield
Wednesday 29 April	Interior Architecture	Caulfield
Thursday 30 April	Psychology	Clayton
Tuesday 5 May	Medicine and Biomedical Science	Clayton
Wednesday 13 May	Law	Clayton
Thursday 14 May	Teaching (focus on all education courses offered at all campuses)	Clayton
Tuesday 19 May	Health Science (Radiation Science, Public Health, Emergency Practice, Human Services)	Clayton
Tuesday 26 May	Nursing	Berwick
Wednesday 27 May	Biomedical Science, Radiography, and Nutrition and Dietetics	Clayton
Thursday 28 May	Engineering	Clayton
Wednesday 15 July	Business and Economics	City
Tuesday 18 August	Theatre, Performance and Music	Clayton
Thursday 27 August	Science	Clayton
Tuesday 1 September	Teaching (education courses offered at the Clayton Campus)	Clayton
Thursday 3 September	Teaching (unique dual sector qualifications offered at the Berwick Campus)	Berwick
Tuesday 8 September	Teaching (education courses offered at the Peninsula Campus)	Peninsula
Thursday 17 September	Engineering	Clayton

All seminars commence at 6.30pm and finish at 8.00pm. Seminars with the same title will have the same program. Exact venue details are available

online! Registrations are essential and can be completed online at [At Monash](#)
For more information call 1800 Monash.



News from Bond University

➤ 2016 Scholarships at Bond

Bond University offers an extensive *scholarship program* to both domestic and international students, with values ranging from 25% scholarships to 100%. It is important to note that applications for the 2016 Scholarship Program for Australian Year 12 students are now open and close on **31 July 2015**.

Some of the scholarships on offer include:

1. **Vice-Chancellor's Elite Scholarship** - awarded to a Year 12 student with exceptional academic achievements, an expected ATAR of over 94.95, proven leadership ability, personal character and extensive involvement in extra-curricular activities. The value of this scholarship is 100% of tuition fees for any single or combined degree (excluding MBBS).
2. **Excellence Scholarships** - awarded to Year 12 students with an anticipated ATAR of over 90.85, demonstrating exceptional potential, strong leadership skills and extensive involvement in extra-curricular activities. The value of the scholarships is 50% of tuition fees for any single or combined degree (excluding MBBS).
3. **John Burton Cadetship** - awarded to a high-achieving Year 12 student who has strong academic credentials, and a demonstrated commitment to a career in journalism and apply for the Bachelor of Journalism. The value of this scholarship contributes 50% towards tuition fees and the student is expected to work at the Gold Coast Bulletin as a paid cadet on a semester-on, semester-off basis.

Year 12 students are able to apply for any of these scholarships until the closing date. Scholarship applications should be submitted online! Visit [Bond Scholarships](#) for a comprehensive list of scholarships and/or to apply!

Also visit [Bond Scholarship Tips on Written Application](#) to read through very useful tips on applying effectively.

Another useful resource is [Your Journey to Success](#)

For further queries, email scholarships@bond.edu.au or phone 1800 074 074 toll-free (within Australia).

➤ Law Information Session - Melbourne

The knowledge and skills gained from a Bachelor of Laws degree can most certainly lead to an exciting and challenging career as a solicitor or barrister, but

can also open the door to a wealth of opportunities in almost every industry sector you can think of.

Bond University will be hosting an **Information Session** early in May, and students are encouraged to register their attendance early! Attendees will learn about-

- The top reasons to study law
- Bond's Bachelor of Laws program
- Graduate outcomes
- Alumni perspective of law 'Bondies'

Date: Thursday 7 May 2015

Time: 5.45pm (arrival), 6.00pm - 8.00pm (presentation)

Venue: The Westin Melbourne, 205 Collins Street in Melbourne ([Map & Directions](#))

Register for the event at [Bond University Law Information Session - Melbourne](#)



Careers in Human Resources

The Job Guide states that *human resources officers provide administration services for the recruitment and employment of staff.*

It goes on to indicate that human resources officers may perform the following tasks:

- determine staffing numbers, skills and needs to meet the organisation's objectives
- analyse the skills and qualities required for each particular job and develop job descriptions and duty statements
- advertise staff vacancies, assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management about staff appointments
- maintain the personal records of employees on matters such as wages, superannuation, leave and training, and prepare associated management reports
- arrange and conduct staff training
- provide advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programmes
- assist employees with work matters, career development, personal problems and industrial matters
- organise employee welfare services such as health and wellbeing programmes, first aid and fire warden training, superannuation and social activities
- take part in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions (pay and hours of work, for example)

- help implement organisational changes (such as those following from industrial relations legislation, revised job classification structures or technological changes)

[Job Guide - Human Resources](#)

To become a human resources officer, students usually have to have studied human resources or human resources management at TAFE or university. There are many courses offered at both TAFE and universities that lead to careers in human resources.

Some institutions in Victoria that offer dedicated human resources courses include -

INSTITUTION	MAJOR STUDIES	ATAR 2015
Australian Catholic University	Human Resource Management	63.55
Holmesglen Institute	Change management, Employment law, Finance, Human resource management, Industrial relations, Mediation, Occupational health and safety, Organisational design and development, Performance management, Recruitment and selection, Strategic planning, Training, Workforce planning	n/a
La Trobe University	Human Resource Management	50.15
RMIT University	Business, Employment Relations, Human Resource Development, Human Resource Management, International Business, International Human Resources, Management, Marketing, Sustainable Enterprises	68.20
Swinburne University	Leadership and performance, Managing diversity, Marketing, Organisational behaviour and innovation, Strategic management, Sustainable organisational change	72.40

Victoria University	Accounting for Decision Making, Business Challenge Units, Business Law, Business Statistics, Changing Context of Work, Economic Principles, Employee Relations Management, Employment Law, Human Resource Development, Human Resource Information Systems, Human Resource Management, Information Systems for Business, International Human Resource Management, Introduction to Marketing, Management and Organisation Behaviour	53.05

For a comprehensive list of all courses offering human resources units, visit [VTAC](#)

Law Degrees in Victoria

<u>INSTITUTION</u>	<u>COURSES</u>	<u>ATAR FOR 2015</u>
Australian Catholic University (M) Visit ACU - Law	Arts/Laws	75.95
	Business Administration/Laws	76.65
	Commerce/Laws	75.40
	Laws	80.10
	Laws/Global Studies	78.25
	Theology/Laws	n/a
Deakin University (G, M, W) Visit Deakin - Law	Arts/Laws	86.20 (G), 92.10 (M), n/a (W)
	Commerce/Laws	85.30 (G), 92.05 (M), n/a (W)
	Criminology/Laws	85.75 (G), 92.15 (M)
	Information Systems/Laws	n/a (G), 92.25 (M)
	Laws	85.65 (G), 92.00 (M), n/a (W)
	Laws/International Studies	85.30 (G), 92.10 (M)
	Laws/Science	92.05 (M)
	Property & Real Estate/Laws	92.00 (M)
La Trobe University (B, M) Visit La Trobe - Law	Commerce/Laws	90.10 (M)
	Laws	80.25 (B), 90.40 (M)
	Laws/Arts	n/a (B), 90.10 (M)
	Laws/Business	n/a (B),
	Laws/International Relations	90.15 (M)
	Laws/Psychological Science	n/a (B), 90.60 (M)
	Laws/Science	n/a (B), 90.05 (M)
Monash University (CI) Visit Monash - Law	Laws (Honours)	98.00
	Laws (Honours)/Aerospace Engineering (Honours)	n/a
	Law (Honours)/Arts	98.00
	Law (Honours)/Biomedical Science	98.00
	Laws (Honours)/Commerce	98.00
	Law (Honours)/Engineering	98.00
	Laws (Honours)/Music	Range of Criteria (RC)
	Laws (Honours)/Science	98.00

Swinburne University (H) Visit Swinburne - Law	Laws	90.55
	Laws (Dean's Scholarship)	93.00
	Laws (Vice-Chancellor's Scholarship)	95.90
	Laws/Arts	90.25
	Laws/Business	90.25
	Laws/Engineering (Civil)	n/a
	Laws/Engineering (Mechanical)	n/a
	Laws/Science	91.25
	Laws/Science (Chemistry)	n/a
Victoria University (C & F) Visit Victoria - Law	Laws	80.10
	Laws/Arts	81.95
	Laws/Business	80.05

B - Bendigo, Cl - Clayton, G - Geelong, H - Hawthorn, M - Melbourne, W - Warrnambool, C & F - City & Footscray Park

Visit [Getting into a Law Degree](#) to learn more about getting into a law degree; also browse [The Australian Law Students' Association](#), and visit [VTAC](#) for more details on these courses



Skills Shortages

According to the Department of Education, Employment and Workplace Relations (DEEWR), and working closely alongside recruitment firms such as SEEK, CareerOne, MyCareer and Australian JobSearch, we can keep a close eye on developments in employment and where the skills shortages exist. Skill shortages do vary slightly from state to state, but a summary of the overall analysis can be found below.

This is very useful for students as they strategically plan their future studies and work towards gaining employment.

In summary, some of the more noticeable skills shortages that currently exist are:

MANAGERS	Corporate Managers, Construction, Production and Distribution Managers, Hospitality, Retail and Service Managers
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PROFESSIONALS	Business, Finance and Human Resources, Medical Practitioners and Nurses, Legal, Social and Welfare Professionals, ICT Professionals, Sales, Marketing and PR, Transport and Design, Architects, Health Diagnostic and Therapy
TECHNICIANS AND TRADES WORKERS	Engineering, ICT and Science Technicians, Automotive and Engineering Trades, Food Trades, Construction Trades
COMMUNITY AND PERSONAL SERVICE WORKERS	Carers and Aides, Hospitality Workers
CLERICAL AND ADMINISTRATIVE WORKERS	Clerks, Call Centre, Receptionists, Numerical Clerks, Office Managers, Administrators and Secretaries, Other Clerical and Administrative Workers
SALES WORKERS	Sales Assistants and Sales Persons, Sales Representatives and Agents
MACHINERY OPERATORS AND DRIVERS	Drivers and Store Persons
LABOURERS	General Labourers, Cleaners and Laundry Workers, Factory Process Workers

To read up on a current report - including State and Territory trends, and/or for monthly updates on employment shortages, and for more comprehensive information visit [Labour Market Information](#).