Rotary Richmond

Applications due:

Submit your cover letter and resume to your designated teacher below:

MOCK JOB INTERVIEWS

YEAR 10

2023



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WHAT IS THE MOCK JOB INTERVIEW (MJI) PROGRAM?

The Mock Job Interview Program will help you learn how to:

- ✔ Apply for a part-time job
- ✔ Gain experience in applying for a volunteer position (eg community agency or charity)
- ✔ Undertake an interview for University or TAFE Course entry.

With a bit of thoughtful planning and preparation, you can really push ahead of the pack who might be competing for **the same** job.

This booklet will give you information about:

- The job application process
- Top tips for applying
- The interview process
- Examples of questions you may be asked in an interview.

Good Luck with your application!

Your friendly Careers Team



ACKNOWLEDGEMENTS

This Mock Job Interview (MJI) Program has a long history at Melbourne Girls' College (MGC). It is a program that was developed by The Rotary Club of Richmond and runs with volunteer interviewers from Rotary, local businesses and community members.
This MJI manual was prepared in collaboration between Rotary Richmond and MGC. It is hoped this manual may also assist other Rotary Clubs and their associated schools.

WHAT DO I HAVE TO DO?

It's as easy as 1, 2, 3!

1. Select a job from the list of 20 advertisements at the end of this booklet

2. Write an Application – include a resume and cover letter addressing the job advertisement you have chosen (your Wellbeing teacher will assist you)

3. Submit your application in hard copy by the end of the lesson on: _____ to your designated teacher (late applications will not be accepted).

Timeline

Date	Task
Period:	Introduction to program, choose a job and begin your resume
Period:	Finish off resume and begin your cover letter
Period:	Complete and print off two copies of your application - hand these to you Wellbeing teacher
	Interview day

Applications due:

WHAT IS A RESUME?

A resume is a summary of your personal details, sometimes the term 'Curriculum Vitae' (CV) is used instead of resume. The purpose of a resume is to share relevant information about you with your prospective employer.

Why is a resume important?

A resume is a great way to share your skills, achievements and ambitions with potential employers. Always remember to:

- Refer to your resume when writing each letter of application, or completing an application form
- Take copies to job interviews or to employers you decide to visit
- Send copies to employers when answering job advertisements.

How often should I update my resume?

Any time you move house, change phone number, take on a new role, gain new skills or receive a new qualification you should *always* update your resume to reflect this new information. Don't forget to tailor your resume to each job you apply for- e.g., focus on aspects that are relevant to the key selection criteria.

Once you have prepared an accurate resume and stored it electronically, you will be able to update it easily as any changes occur.

Remember, this is YOUR resume! There are many different 'styles' and designs that you can choose from. Check the templates or designs in Microsoft Word for some ideas, or browse the internet for different styles. You can choose your own layout and style.

To keep your resume looking professional:

- Use one or two different fonts
- Use one or two different font sizes
- Avoid excessive underlining
- Avoid excessive bolding
- Avoid excessive italicising of text.

WHAT MAKES A GOOD RESUME?

A good resume is...

- Brief, concise and to the point
- An overview of you, the skills and experience you have to offer an employer
- Tailored to the job you are applying for
- Limited to no more than two pages (there is no need for a cover page)
- Easy to read and eye catching
- Carefully proof-read and free of errors in spelling and grammar.

And don't forget...

- Always attach a resume to your cover letter when applying for a position
- An effective resume is often the deciding factor in whether or not you 'get a foot in the door' with the employer who is advertising the work.



RESUME CHECKLIST

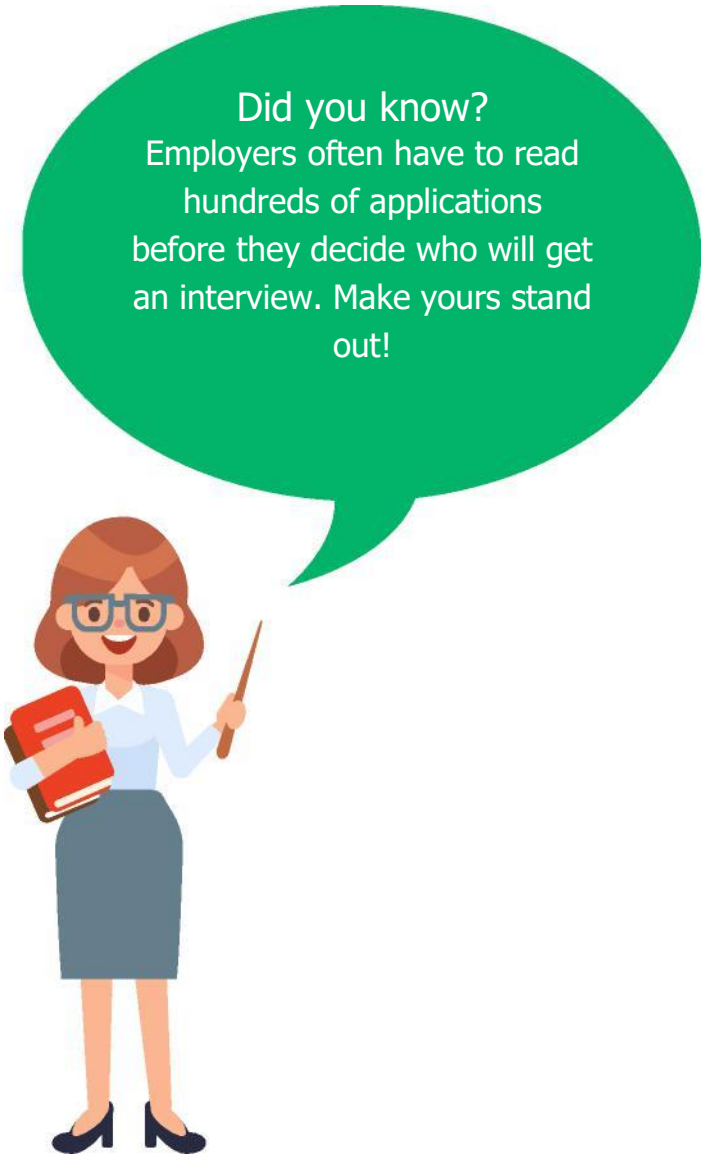
Title of the document (e.g.,Your name)	Your given name/s and surname, your full street address, telephone number and email address.	☐
Career goal / aspirations	Target to job you are applying for example: *I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks. I am a strong team player and always complete tasks to a high degree of quality, and to deadline.*	☐
Education	Name of secondary school(s) attended and level completed. Put the most recent first. For example; 2022 - Current Melbourne Girls' College, Year 10.	☐
Employment history	Include the business name, the position held and a summary of the duties undertaken. Include work experience, part-time, casual and volunteer work	☐
Employability skills	Provide specific examples of how you have demonstrated these at school, at a part-time job or in a sporting/ cultural/ community/ activity.	☐
Interests / Achievements	Include hobbies and membership of clubs and organisations.	☐
Referees	Provide the names and contact information of two people who will provide a reference for you. Make sure you contact your referees to make sure they are willing to give information about you before adding their details to your CV.	☐



RESUME CHECKLIST

Top tips for an outstanding resume

- Keep your resume neat
- Use headings to state important points
- Select the information that is relevant to the job you are applying for
- Format the information so it fits on 1–2 single sheets of A4 paper when printed
- Check to make sure your resume is error-free, clear and concise (use computer software to do this as well as having a couple of people read it over for you)
- Keep it 'clutter free' – avoid using too many fonts, styles, sizes, underlines, bolds, or italics
- Make your resume unique – this will ensure it stand out from the others!



WHAT IS A COVER LETTER?

A cover letter is a single-page letter that included with each job application. Always include a cover letter, unless the job advertisement clearly says not to.

Top tips for an outstanding cover letter:

- Introduce yourself
- Mention the role (or type of role) you're applying/looking for
- Show that your skills and experience match those needed to successfully do the job
- Encourage the reader to read your resume
- Finish with a call to action (for example, asking for an interview or a meeting).



HOW TO WRITE A GOOD COVER LETTER

Opening paragraph – A brief outline of your intention to apply for the job and where you found the advertisement.

Second paragraph – study the advertisement, briefly mention the skills and experience you have that match the job requirements.

Third paragraph – refer to your interest in an interview, and if your phone is often unattended, inform them of when it is best to call you.

Tips for a GREAT cover letter:

- Space out your cover letter so it is easy to read, e.g., 1/3 of the page written, 2/3 of the page white space
- Always write positively, don't include phrases such as "I am interested in this job because I am sick of my current job and boss" etc.
- It is ESSENTIAL to check your spelling & grammar!!!
- Relate your response to the job advertisement.



THE INTERVIEW: FACE-TO-FACE

Preparing for an interview, either face-to-face or on-line is just as important as the interview itself, so take the time to give yourself the best chance of success with these top tips!

Employer research

Knowing about an organisation is very important before an interview. Some employers will ask you what you know about their business at an interview. Having knowledge of the organisation will also help you to create a list of questions to ask during the interview.

First impressions

- Make sure you arrive for the interview at least 15 minutes early
- Turn your mobile phone off
- Introduce yourself when you arrive
- Address the interviewer/s by their name/s.

Your appearance is important, make sure you:

- Brush your teeth, use deodorant and clean your fingernails
- Be organised, have your portfolio neat and tidy
- Wear neat, clean and conservative clothes
- Clean and brush your hair
- Choose clean and suitable shoes
- Wear minimal make-up and jewellery
- Dress appropriately (try not to wear school uniform).

Body language

✔ Maintain eye contact and smile
✔ Occasionally nod your head
✔ Answer questions briefly and positively
✖ Don't cross your arms
✖ Don't slouch in the chair
✖ Don't pick at your fingernails

THE INTERVIEW: FACE-TO-FACE

What to take to an interview:

- A copy of your job application (including the advertisement, cover letter and your CV)
- Pen and paper
- List of questions you have about the job
- A portfolio of your work if you have one (and if requested).

Interview format:

Usually an interview will follow these guidelines;

1. The interviewer will give an overview of the position
2. The interviewer will ask you some questions
3. You will be given an opportunity to ask questions (this is where you can offer the employer your portfolio to look at)
4. Closing of the interview.

Closing of the interview

Thank the interviewer/s for their time and ask when you can expect to hear from them.



THE INTERVIEW: ONLINE

More recently, many employers have moved to conducting first interviews online.

Remember: preparing for an online interview is just as important as the interview itself, so take the time to give yourself the best chance of success with these top tips!

- Ensure you have access to the required meeting software (eg Zoom, Teams, Skype etc...)
- Be on time when opening the link
- Use your desktop or laptop but not your phone (phone connections can more easily drop out, may not have good reception or be shaky)
- Pay attention to the background and lighting. Keep your background uncluttered and move all distractions, so they can focus on you. Keep the background plain
- Dress for the camera. Dress up like you would for a face-to-face interview. A suit jacket and solid shirt or blouse work the best. Avoid loud prints as they will be a
- distraction Practice beforehand. This is a real interview, and you can land the job or lose it. You can use Skype or Zoom with a friend to role-play the interview. This should give you confidence
- Try to have your camera at 'eye level' to avoid nostril views
- Write out your answers. Review the questions that are likely to be asked. Have examples on-hand to use if requested
- Always thank the interviewers for the opportunity to be interviewed.



JOB DESCRIPTIONS

The following jobs have been divided into 7 individual job clusters* that require a similar focus group of enterprise skills.

What is a job cluster

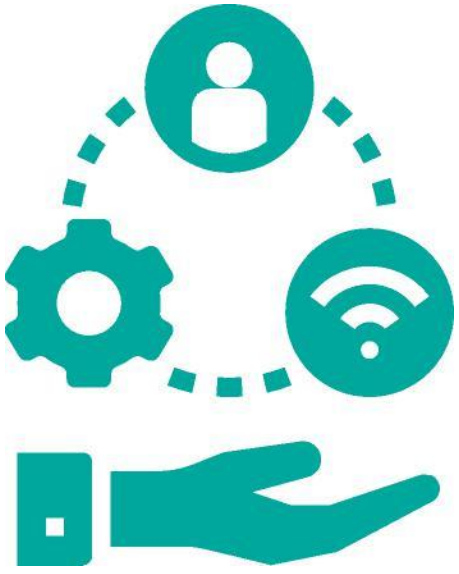
There are more than 1,000 different occupations in Australia. This might seem like a bewildering choice for a young person starting their career, but actually many of these jobs are related in the sense that they involve similar skills, day-to-day tasks and work environments.

These related skills come together to form what we call a 'Job Cluster'

- Job clusters require similar skills that are often portable across jobs
- Students may choose a cluster based on their interest and strengths rather than focus on one dream job
- Consider gaining experience through early career jobs in the job cluster that appeals most to you.

What are enterprise skills?

Enterprise skills are transferable skills that enable young people to engage with a complex world and navigate the challenges they will inherit. Enterprise skills are not just for entrepreneurs; they are skills that are required in many jobs and have been found to be a powerful predictor of long-term job success. The terms used to describe these skills vary across different contexts: sometimes called generic, soft, or 21st century skills.



* Job clusters have been sourced from FYA's 'The New Work Mindset'

JOB DESCRIPTIONS

The Seven Job Clusters



Key enterprise skills most commonly requested by employers

Job cluster	The cluster focuses on skills related to...	Enterprise skills commonly requested in the cluster:
'The Generators'	customer service and	• Communication skills, building effective relationships, customer service
	organisational skills	• Planning, time management, digital literacy
'The Artisans'	organisational skills and	• Detail-orientation, planning, problem solving, digital literacy
	interaction skills	• Capacity to train others, communication skills, team work
'The Carer'	Interaction skills,	• Communication skills, team work, teaching, customer service
	problem solving and	• Problem solving, research
	organisational skills	• Planning, time management, detail-orientation
'The Coordinators'	organisational skills and	• Time management, detail-orientation, digital literacy
	customer service	• Communication skills, team work, customer service
'The Designers'	problem solving and	• Problem solving, digital literacy
	project management skills	• Planning, Quality assurance, project management, time management
'The Informers'	interaction skills,	• Communications skills, written communication, teaching
	problem solving and	• Problem solving, creativity, research
	detail-orientation skills	• Detail-orientation, project management, digital literacy
'The Technologists'	interaction skills and	• Communication skills, customer services, team work,
	detail-orientation skills	• Detail-orientation, planning, quality assurance, project management

JOB ADVERTISEMENTS

The following 21 job advertisements are fictional and only for the purpose of the Year 10 Mock Job Interview program.

All jobs have been given the advertisement details of:

- Listed in: 'The Age Newspaper'
- Listed on:
- All applications close on:



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SIMULATED JOB AD:

1. AIRCRAFT ENGINEER (STRUCTURES)

Job Cluster: The Artisans

Typical Portable Skills: Detail orientation, planning, problem solving, digital literacy, capacity to train others, communication skills, teamwork

Aircraft Engineer (structures) - apprenticeship

"Do you like to get out and do things rather than sit in an office?"

An opportunity exists for an enthusiastic young person to join a world class organisation where you will become highly trained and qualified in the exciting engineering field.
As an apprentice in the highly specialized Structures area of the industry, you will be involved in using high tech materials and processes which are used in the manufacture, repair and modification of well-known Qantas Aircraft.

Key Selection Criteria:

- A creative mind – an ability to design and build things from scratch
- Ability to engage with a wide range of staff
- Interest and expertise in emerging technologies
- Advanced problem-solving skills
- Above average grades in Maths and Science subjects (please detail)
- Computer literate
- Example of a STEM project you have worked on, as an individual or within a team. (Consider project aim, team roles, outcomes/results, a problem encountered and overcome).
- A strong desire to learn and undertake accredited training
- Prefer working with your hands
- Attention to detail is a must.

If you have the above qualifications and are highly motivated to work in an industry that is seeking young and enthusiastic people then please send your application to:

The Recruitment Manager, Qantas, 101 Victoria St, Melbourne, 3999.

SIMULATED JOB AD:
2. APPRENTICESHIP: CARPENTER

Job Cluster: The Artisans
Typical Portable Skills: Detail-orientation, planning, problem solving, digital literacy, research, time management, capacity to train others, communication skills, teamwork, teaching, customer service

Apprenticeship: Carpenter (& other construction trades)

General Information:

- An ***Australian Apprenticeship*** is a learning pathway that combines paid on-the job training and formal study, with a Registered Training Organisation (RTO), often a Victorian TAFE Institute. Upon completion of training, you will be issued with a nationally recognised qualification.
- Apprenticeships available: Google **"Australian Apprenticeships Priority List"** (this is updated regularly).
- **Australian Defence Force:** You can also do an apprenticeship through the Navy, Army or Airforce. Google: "**Defence Jobs Australia - Trades."**
  Some Examples: Airconditioning and Refrigeration Mechanic, Bricklayer, Carpenter, Electrician, Fitter-Welder, Motor Mechanic, Painter, Plasterer, Plumber.

Apprenticeship: Carpenter (& other construction trades)

Do you like to get out and do things rather than sit in an office?"

An opportunity exists for an enthusiastic young person to undertake a Carpentry Apprenticeship while you learn and gain a nationally recognised qualification.

Key Selection Criteria: The successful candidate would need to satisfy the following criteria:

- A strong desire to learn and undertake accredited training.
- Prefer working with your hands and working outdoors.
- Ability to engage with a wide range of trades.
- Reliable and hardworking with a positive attitude.
- You may need to be at least 18 and have finished year 10.
- Prior experience and a white card is preferred but not essential.
- A driver's licence is also preferred but not essential.

Applications should be addressed to: The Manager, Apprenticeships Recruitment, 101 Victoria St, Melbourne, 3999.

SIMULATED JOB AD:

3. APPRENTICESHIP: NON-CONSTRUCTION

Job Cluster: The Artisans or Carers
Typical Portable Skills: Detail-orientation, planning, problem solving, digital literacy, research, time management, capacity to train others, communication skills, teamwork, teaching, customer service

Apprenticeships (Non-Construction)

General Information:

- An ***Australian Apprenticeship*** is a learning pathway that combines paid on-the-job training and formal study, with a Registered Training Organisation (RTO), often a Victorian TAFE Institute. Upon completion of training, you will be issued with a nationally recognised qualification.
- Apprenticeships available: Google **"Australian Apprenticeships Priority List"** (this is updated regularly).
- **Australian Defence Force:** You can also do an apprenticeship through the Navy, Army or Airforce. Google: "**Defence Jobs Australia - Trades."**
- **Some Examples:** Aged or Disability Carer, Chef, Child Care Worker, Enrolled Nurse, Greenkeeper, Landscape Gardener, Nursing Support Worker, Signwriter, Telecommunications Technician.

"Do you like to get out and do things rather than sit in an office?"

An opportunity exists for an enthusiastic young person to undertake an Apprenticeship while you learn and gain a nationally recognised qualification.

Apprenticeship (Non-construction)

Key Selection Criteria:

- A strong desire to learn and undertake accredited training.
- Prefer working with your hands or prefer working outdoors.
- Attention to detail is a must.
- Ability to engage with a wide range of staff- communication skills, teamwork and customer service skills.
- Problem-solving skills.
- Reliable and hardworking with a positive attitude.
- A creative mind – an ability to design and build things from scratch.
- Age Limits and Schooling- consult Careers Teacher. You may need to be at least 15 and have finished year 10.
- Preferred but not essential- An example of a relevant project you have worked on.

Applications should be addressed to: The Manager,
Apprenticeships Recruitment, 101 Victoria St, Melbourne, 3999.

SIMULATED JOB AD:

4. CHILDCARE TRAINING OPPORTUNITY

Job Cluster: The Carer
Typical Portable Skills: Communication skills, teamwork, teaching, customer service, problem solving, research, planning, time management, detail-orientation

Sun Kids Education Services
Exciting childcare traineeship opportunity

Sun Kids' aim is to provide quality staff to develop children's knowledge and understanding in the critical years of early education and care.
To do this we select candidates who respect our values, enthusiasm and team ethic when working with children and families in the community.
Currently we have a vacancy for an enthusiastic untrained childcare worker at one of our high quality centres in South Eastern Suburbs (with future opportunity throughout the State).
Applicants for this position must be willing to complete a traineeship to gain a Diploma of Children's Services.
Initially you will work Thursdays and Fridays only.
If you are highly motivated and have the aptitude and interest in working with 0-5 year olds then we would love to hear from you.
Apply now for your chance to work in this great centre!

Key Selection Criteria:

- Customer Service experience, or experience working with children may be advantageous, but is not essential.
- Passionate about the child-care industry, working with and caring for children.
- Highly motivated to work independently.
- Able to use your initiative in the play-room situation.
- Ability to take on some activity scheduling responsibilities and record keeping.
- Current WWC certificate (or willingness to obtain one).
- Willingness to undertake further study to complete a Traineeship.
- First-Aid experience advantageous, but not essential.

Applications should be addressed to
The Manager, Sun Kids, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:
5. DIVISION II NURSE TRAINING

Job Cluster: The Carer

Typical Portable Skills: Communication skills, teamwork, teaching, customer service, problem solving, research, planning, time management, detail-orientation

Royal Children's Hospital - Division II Nurse Training

Opportunity:
If you are interested in a Nursing Career consider training to become an Division II Nurse through the program conducted by the Royal Children's Hospital. This is an entry point into a nursing career as Division II Nurses can receive credit when applying for Division I Nursing courses at University.

The program takes 12 months of full time, paid employment in one of our hospitals. During this period 15 weeks of theory is undertaken at a TAFE college. A Certificate IV in Health (Nursing)) is awarded on the completion of the program. You will then be eligible to register as a Division I Nurse.

Key Selection Criteria:

- Effective communication and interpersonal skills
- Teamwork skills, including ability to work collaboratively in a multi- disciplinary team
- Problem solving skills
- Ability to stay calm in an emergency
- Demonstrate tolerance, patience and tact dealing with people with a wide range of backgrounds and cultures
- Commitment to personal and professional development
- First aid training/experience helpful but not essential.

Applications should be addressed to The Recruitment Manager, Royal Children's Hospital, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:

6. FOOD TECHNOLOGY ASSISTANT

Job Cluster: The Carer

Typical Portable Skills: Interaction skills, problem solving and organisational skills

Food Technology Assistant

The Australian Food Industry is a important growth area for the future of Australia. This is a chance to enter the industry at the grass roots level with long term opportunities to advance.

Rosella is a wholly Australian family-owned company and all products are manufactured in Australia using Australian ingredients. We are currently looking for a Food Technology Assistant to help in our R & D Kitchen (Research and Development) in Melbourne. The successful applicant will assist our Food Technologists develop new products for our range, modify current products and assist in Market Research testing into new and current products. This is an exciting opportunity to become a team member in an exciting, interesting and pivotal area of the business. As an Assistant Food Technologist you work in both the wet and dry foods area (canned, bottled and dehydrated) to source new products that suit the Australian consumer, are competitively priced and are nutritious. In addition, you will have the opportunity to work in our Test Kitchen devising new recipes for our on-line customers. You must be willing to complete a Certificate III in Hospitality (Catering Operations) followed by a Degree in Food Science, Nutrition or Dietetics.

Key Selection Criteria:

- Enjoy communicating and working with people.
- Have good organisation skills and have an aptitude for science and technology.
- Be able to work in a team.
- Have highly developed observational skills.
- Be accurate and demonstrate initiative.
- A high level of interest in good food and nutrition.
- Have studied Food Technology at high school to year 10 level (min).
- Work Experience and/or part-time work in a hospitality setting helpful but not essential.
- Willing to complete a Certificate III in Hospitality (Catering Operations) followed by a Degree in Food Science, Nutrition or Dietetics.

Applications should be addressed to The Recruitment Manager, Rosella Australia, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:

7. PERSONAL TRAINER TRAINEESHIP

Job Cluster: The Carer
Typical Portable Skills: Communication skills, teamwork, teaching, customer service, problem solving, research, planning, time management, detail orientation

FOCUS

Health & Fitness Centres - Personal Trainer Traineeship

Focus Health and Fitness Centres have an exciting opportunity for an enthusiastic and out-going individual to join our fast-growing team. This is a fantastic start for anyone passionate about the health and fitness industry.

The trainee Personal Trainer will work under the guidance of an accredited Fitness Instructor and will include the following roles:

- Learning how to assess the needs and capabilities of clients;
- Developing routine exercise patterns to music;
- Providing advice to individuals on how to exercise;
- Devising personal exercise programs;
- Take bookings and answer customers' enquiries at reception.

Key Selection Criteria:

The successful applicant must have:

- A reasonable level of fitness
- An outgoing personality and ability to work with all age groups
- Good communications skills
- A desire to help people improve their fitness
- An interest in music and dance (helpful but not essential)
- First-Aid training helpful but not essential
- A willingness to undertake further training
- The ability to work a range of hours including early morning and late afternoon/evening
- Willingness to undertake further training.

Applications should be addressed to: The Manager,
Focus Health & Fitness, 101 Victoria St, Melbourne, 3999.

SIMULATED JOB AD:
8. TRAINEE HAIRDRESSER

Job Cluster: The Carer
Typical Portable Skills: Communication skills, teamwork, teaching, customer service, problem solving, research, planning, time management, detail-orientation

Trainee Hairdresser

ABC
HAIRDRESSING & BEAUTY SALON

Opportunity:
An opportunity exists for an enthusiastic young person to join a friendly team who is motivated to be the best within the Hair and Beauty Industry in Melbourne.

The trainee will work with experienced Hairdressers learning the art of cutting and styling hair. Initially the role involves performing routine duties including preparing, shampooing, applying and removing hairdressing treatments; reception duties, answering telephone calls, making appointments, learn the computerised booking system and be responsible for customer payments.
As experience is gained responsibilities will increase.

Key Selection Criteria:

- Excellent customer service and communication skills, combined with a high level of patience.
- Good hand eye coordination.
- Good attention to detail, and eager to learn. Be excited about the opportunity to be creative.
- Ability to work on your own or part of a team.
- Professional, and well presented, with a passion for all things HAIR.
- Customer service experience would be helpful but not essential.
- Commitment to complete a 3-year Apprenticeship and willing to complete a Diploma in Hairdressing.

Applications should be addressed to:
The Recruitment Manager, ABC Hairdressing and Beauty Salon,
101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:
9. YOUTH LEADER VOLUNTEER

Job Cluster: The Carer
Typical Portable Skills: Communication skills, teamwork, teaching, customer service, problem solving, research, planning, time management, detail-orientation

Youth Leader Volunteer

St John Ambulance Australia is a self-funding charitable organisation dedicated to helping people in sickness, distress, suffering or danger. The people on the scene at an emergency before the ambulance arrives play a vital role in saving lives. This is why it is important that every person knows the basics of what to do in an emergency. St John will provide you with important skills that may help save a life.

St John Youth is more than just another youth development program—it empowers future generations to achieve their full potential. Today's young volunteers are tomorrow's doctors, nurses, paramedics, first aid trainers, and lifesavers. Not only is St John Ambulance an inclusive organisation with progressive opportunities for young people aged 8 to 25 years across most states and opportunity for you to contribute and make a difference. You will learn amazing skills and, in many cases, make lifelong friends. You will learn first aid, attend some pretty cool events, compete with your peers, go on camps, undertake leadership training, and earn certificates and qualifications which could help you with your schooling, employment and whatever else you want to do!

Key Selection Criteria:

- Be committed to 'serving others'
- Have an interest in health, health care and first aid
- Effective communication and interpersonal skills
- Teamwork, including ability to work collaboratively in a multi-disciplinary team
- Ability to stay calm in an emergency
- Demonstrate tolerance, patience and tact dealing with people with a wide range of backgrounds and cultures
- Be willing to undertake training nights to gain accredited qualifications and undergo non-accredited training
- Be willing to volunteer first aid services at public events such as sports, shows, concerts and at emergencies (e.g. bushfires / floods). (Parent approval required).

Applications should be addressed to the Coordinator, St John Ambulance Australia, 01 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:

10. TRAINEE EVENTS COORDINATOR

Job Cluster: The Coordinator

Typical Portable Skills: Organisation skills and customer service, repetitive administrative and behind the scenes process or service tasks.

MELBOURNE CONVENTION EXHIBITION CENTRE

Trainee Events Coordinator

Opportunity:
This is an outstanding opportunity to work with Australia's leading destination-marketing agency. The Melbourne Exhibition and Convention Centre promotes our City to attract conventions, meetings, incentives and exhibitions. We are seeking a Trainee Events Coordinator to join our Event Management Team.

The successful applicant will learn under the leadership of an experienced Event Coordinator. This will typically start by providing administrative team support and gradually developing to include:

Understanding the needs of potential clients
Negotiating the type and costs of services to be provided within budget Planning an event ensuring the correct allocation of personnel Organising the venue and ensuring that it is appropriately set up Consulting with service providers such as caterers and transport Coordinating staff to ensure the program of events runs on time, and following up with the client to arrange payment.

Key Selection Criteria:

- Communication skills (written and verbal), and interpersonal skills
- Ability to work within a team, within operational guidelines and timelines
- Digital literacy (e.g., skills with MS Outlook, Word, Excel, PowerPoint)
- Customer service experience would be advantageous
- Administrative skills including preparation of correspondence, reports, database management, and general office duties
- Willingness to work irregular hours and on weekends and public holidays.

Applications should be addressed to The Recruitment Manager, Melbourne Convention & Exhibition Centre, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:
11. FASHION DESIGN ASSISTANT

Job Cluster: The Designer
Typical Portable Skills: Problem solving, digital literacy, planning, quality assurance, project management, time management

COUNTRY ROAD

Fashion Design Assistant
New Year, New Career, New You

Opportunity:

With the exciting growth **Country Road** is set to face in 2022 we are looking for a Fashion Design Assistant to join our Creative Team.
As a design assistant you will not be sketching the next collection, but you will make sure it comes together. You will get a firsthand look at the fabrics, travel to the tradeshows and factories and fashion week. But you will spend a lot of time fitting models, tracking samples, and making sure the show goes on as smoothly as possible.

It's a lot of work but extremely rewarding if you have the passion for it.
As your experience grows you will be able to contribute to the creative ideas and developing our ranges.

Key Selection Criteria:

- You need to be creative, willing to continuously study and learn about fashion
- Willing to work with and support a team
- Have strong figure and flat sketching skills, strong computer skills and illustrator skills
- Be a team player with excellent attention to detail
- A Portfolio showcasing examples of your creative work would be advantageous, but is not essential
- Willing to work flexible hours at peak periods.

Applications should be addressed to The Recruitment Manager, Country Road, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:
12. GRAPHIC DESIGNER - TRAINEE

Job Cluster: The Designer
Typical Portable Skills: Problem solving, digital literacy, planning, quality assurance, project management, time management

THE WIZARTS

Graphic Designer - Trainee

We are looking for a Full time Trainee creative designer to join our growing studio based in Melbourne.

Someone who is passionate about and loves design, lives for challenges and strives for excellence.

The Wizarts specialises in corporate identity, publication design, packaging, event and campaign production. We have a passion for good design and developing truly creative relationships with our clients where our expertise is valued and trusted. We pride ourselves in not only being creative – but also being effective visual communicators.

Key Selection Criteria:

- Some website building knowledge
- Possible experience using Dreamweaver or equivalent
- Expertise in Adobe Programs (Mac)
- A positive, professional attitude to work
- Excellent communication, teamwork and relationship skills
- A Portfolio showcasing examples of your original and creative work is essential.

Applications should be addressed to:
The Recruitment Manager
Wizarts, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:

13. YOUTH VOLUNTEERING for NATURE PROGRAM

Job Cluster: The Designers
Typical Portable Skills: Problem solving, digital literacy, planning, quality assurance, project management, time management

Youth Volunteering for Nature Program

Opportunity:
We want to empower young people, aged 18-29, to become champions for nature by creating innovative answers to challenges facing Victoria's natural environment.

Youth Volunteering for Nature is looking for innovative project ideas that champion environmental volunteering, have a positive impact on Victorian environmental, historic and/or Aboriginal cultural heritage values, encourage more young people to volunteer for nature and provide lessons for the future.

As a **Youth Volunteering for Nature** recipient you will be provided:

- Up to $2,000 to help fund your idea
- 6-month mentoring with experts in fields of interest (flora/ fauna/ marine/ terrestrial/ Traditional Owner cultural heritage/ post-colonial heritage)
- Opportunities to share your ideas, brainstorm and network
- Workshops to build your knowledge and skills
- An opportunity to present the outcomes and learnings from your project to Parks Victoria and DELWP staff and the wider community.

Key Selection Criteria:

- You must be passionate about the environment and conserving the environment
- A strong affinity to working outdoors and in the field
- Strong problem solving skills and project management skills
- Enjoy working with others and leading a team
- You ***must propose a project*** **that is innovative, original and that creates change and initiates value to the environment.**
- E.g., you may consider projects related to threatened species, biodiversity threats, predation, habitat restoration and/or revegetation, weed control, scientific research and predation control.

Applications should be addressed to:
Youth Volunteering for Nature Program
Parks Victoria, P.O. Box 777, Melbourne 3001.

SIMULATED JOB AD:

14. FRONT OFFICE AMBASSADOR (HOSPITALITY)

Job Cluster: Generator

Typical Portable Skills: Communication skills, building effective relationships, customer service, planning, time management, digital literacy

Front Office Ambassador Opportunity:

VOYAGES
INDIGENOUS TOURISM AUSTRALIA

"Whatever you do today make sure you take the time to consider your career and a once in a lifetime opportunity to live and work in Australia's Red Centre"

This is a fantastic opportunity to join the team in the 5 star "Sails in the Desert" Hotel, Ayers Rock Resort. You will meet the needs of our guests on arrival and departure at the same time bring our hotel to life, engaging with our guests and providing true outback hospitality.

We offer you:

- The opportunity to develop your knowledge and skills
- A chance to help our guests discover Indigenous Australia
- An International career path through our network of hotels
- A range of benefits including a relocation bonus, subsidised accommodation, gym and sports club, meals on duty, and an extensive program of community events and activities.

Key Selection Criteria:

- Ability to converse with a diverse range of guests
- Ability to manage many tasks in a busy environment
- An outgoing personality, excellent presentation skills
- Ability to co-ordinate a busy hotel lobby
- Digital literacy and a willingness to learn on-site systems
- Previous customer service experience would be advantageous but is not essential
- Desire to learn about Australia and enthuse our guests
- A good eye for detail, and looking to develop your career in hotel management, tourism or hospitality.

Applications should be addressed to The Recruitment Manager, Voyages (Melb Office) 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:
15. RETAIL TRAINEESHIPS

Job Cluster: The Generator
Typical Portable Skills: Communication skills, building effective relationships, customer service, planning, time management, digital literacy

Retail Traineeships

DAVID JONES

Opportunity:
If you are committed to a career in retail, then a Retail Traineeship will provide the opportunity to obtain a nationally recognised retail qualification while you work your way up from an entry–level customer service position to management roles.

The successful applicant will enter a two-year training program designed to provide experience in all aspects of retail work within a Department Store. This would include learning the products in each department and how to sell them, understanding the required customer service standards and how to handle complaints.

You will also need to be able to process transactions, participate in stock takes and keep records of sales figures versus targets. After the initial training period, opportunities may then become available to become a team leader within a department.

Key Selection Criteria:

- The successful applicant will demonstrate that they are committed to a career in retail, enjoy serving customers, believe in their own ability to be able to explain the benefits of a product to a potential customer, have good attention to detail and a high level of patience, good communications skills and be able to cope with pressure, sales targets and deadlines.
- Previous customer service experience would be advantageous but is not essential.
- It is expected that the successful candidate will undertake a course of study in Retail Management, Certificate IV level.
- Further Career development can be gained with a Bachelor of Commerce or a Business Degree.

Applications should be addressed to The Recruitment Manager,
David Jones, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:

16. TRAINEE TRAVEL CONSULTANT

Job Cluster: The Generator

Typical Portable Skills: Communication skills, building effective relationships, customer service, planning, time management, digital literacy

Trainee Travel Consultant

Opportunity:

Flight Centre is dedicated to advising and arranging our customers' travel within Australia or overseas.

Our mission is to deliver total customer satisfaction.

We are seeking to recruit a Trainee Travel Consultant who has a passionate interest in travel and the wider tourism industry.

The successful applicant will learn under the leadership of an experienced Travel Consultant.

Key Selection Criteria:

- The successful applicant will have excellent communications skills, a strong customer focus, and good organisational skills.
- They will be able to work in a team, cope with high pressure, and have good computer and written skills.
- They must enjoy working with people.
- It is expected that the successful applicant will undertake a course of study in Tourism (Retail Travel Sales) and/or Tourism (International Retail Travel Sales).
- Previous customer service experience would be advantageous but is not essential.
- A passionate interest in travel is essential.

Applications should be addressed to The Recruitment Manager, Flight Centre, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:
17. CADET JOURNALIST

Job Cluster: The Informers
Typical Portable Skills: interaction skills, problem solving and detail orientation skills

Frankie Magazine – Cadet Journalist

Frankie Magazine has a vacancy for a Cadet Journalist. The successful applicant will work in a small newsroom (or remotely) with a dynamic young team on articles for our monthly periodical.

A Cadet Journalist gathers news and information by interviewing people; undertakes research to provide background information for articles; writes articles that comment on or interpret news events that may put forward a view on the part of the publication.

You will learn the laws of defamation, contempt and copyright.

Your hours of work will be irregular and you will be under pressure to meet deadlines.

The successful applicant will complete a three-year cadetship, receive instruction and gain experience in practical journalism under the supervision of senior journalists.

You must be willing to study part-time to gain your Bachelor of Arts majoring in Journalism, or a Media Communications degree.

Key Selection Criteria:

- You must have a proven ability to write clear, concise, objective and accurate material quickly
- Have a good general knowledge
- Be interested in current events and trends
- Have an ability to be objective and logical in your writing
- Have an ability to meet deadlines and handle stress
- Have an interest/ability in other languages (not essential)
- Be willing to study part-time during the Cadetship
- Good keyboard skills.

Applications should be addressed to
The Manager, Frankie Magazine, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:
18. RETAIL BANK - BRANCH ROLE

Job Cluster: The Informers

Typical Portable Skills: Communications skills, written communication, teaching, problem solving, creativity, research, detail-orientation, project management, digital literacy

Industry: Retail Bank – Branch Role

Do work that matters:

The Retail Bank is the public face of Banking - in branches, on the phone, through video conferencing and online.

Together we deliver a seamless banking experience for the future to our 10 million+ personal and small business customers.

Our branches continue to evolve with our business as we focus on meeting our customers' changing needs and educating about our award-winning technology.

As a Customer Banking Specialist you'll deliver an exceptional customer experience to new and existing customers.

With a strong focus on customer education, you'll help our customers use and understand our new self-service banking tools.

By identifying customer needs, you'll also advise them around products that could improve their financial wellbeing.

Whether it's an efficient transaction or an introduction to our world class technology and specialist teams, your role is essential in adding value to the customer experience.

Key Selection Criteria:

- High level of integrity and willingness to serve all of our customers and their needs.
- An interest in financial services, banking, accounting and investing.
- Excellent results in Maths subjects.
- Excellent computing skills.
- Accuracy and diligence in all transactions.
- A willingness to undertake further study to extend your knowledge.
- Previous customer service experience would be advantageous but no prior experience is essential.

Applications should be addressed to The Recruitment Manager, Retail Bank, 101 Victoria Street, Melbourne, 3999

SIMULATED JOB AD:
19. TRAINEE ACCOUNTANT

Job Cluster: Informer

Typical Portable Skills: Communication skills, written communications, teaching, Problem solving, creativity, research, Detail-orientation, project management, digital literacy



Trainee Accountant

Opportunity:

PriceWaterhouseCoopers has a vacancy for a Trainee Accountant. This is an opportunity to experience a range of positions over a four-year period in a program to help the successful applicant understand all aspects of accounting.

Initially entering the company in a clerical role you will be mentored by an experienced qualified accountant who will be responsible for ensuring that you maximize your learning in each position.

You will experience invoicing, debtors, preparing financial statements, checking credit ratings, reconciliation of accounts and payroll.

After experiencing these roles, you will become responsible for leading a clerical team.

Key Selection Criteria:

The successful applicant will be able to:

- Solve problems, have good organizational skills, be able to build rapport with clients, like working with figures, be able to work as part of a team, and always meet their deadlines.
- Have good communication skills, an aptitude for working with computers and be professional and ethical.
- Ability to work methodically with a high attention to detail.
- Willingness to complete a degree with a major in accounting leading to becoming a Certified Practicing Accountant (CPA).

Applications should be addressed to The Recruitment Manager, PriceWaterhouseCoopers, 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:

20. TELECOMMUNICATIONS ENGINEER

Job Cluster: The Technologists
Typical Portable Skills: Communication skills, customer service and teamwork, Detail-orientation, planning, quality assurance, project management

Telstra - Telecommunications Engineer (Traineeship)

"Have you ever wondered how your mobile phone, the internet and social media platforms work?"

Telstra aims to deliver high quality telecommunications equipment and services Australia-wide and is a well-known and reputable company across the nation. To maintain this reputation we are seeking a young and enthusiastic full-time trainee to join our team. This is an opportunity to learn on the job and to gain a qualification (Certificate II in Telecommunications). This qualification can then lead onto further tertiary education at undergraduate and postgraduate level where you can become a qualified engineer and a member of Engineers Australia.

As a trainee you will work alongside qualified Telecommunications engineers where your work is varied and will focus on tasks such as the design, construction, installation, service, and support of telecommunications equipment, facilities, systems, and operations. Projects may focus on broadband systems, communications satellites, radio masts and towers, signal cables, networking hardware, or cellular communications devices.

Key Selection Criteria:

- Motivated and passionate about establishing a career within the IT industry
- Proven customer service skills
- Proven ability to problem solve and troubleshoot
- Good communication skills and interpersonal skills
- Proven ability to work well in a team
- Good organisational skills with attention to accuracy and detail
- Hands on orientated and good spatial awareness
- Work Experience and/or interest in electronics useful
- STEM subjects undertaken in year 10 essential (please detail)
- Willing to gain a qualification (Certificate II in Telecommunications).

Applications should be addressed to:
The Recruitment Manager, Telstra (Melb Office) 101 Victoria Street, Melbourne, 3999.

SIMULATED JOB AD:

21. VIRTUAL WORK EXPERIENCE PROGRAM

Job Cluster: The Technologists
Typical Portable Skills: Interaction and detail-orientation skills

Virtual Work Experience Program at CSIRO

Opportunity:
As we move into an era of fast-paced technological disruption, an innovative STEM-skilled workforce will be essential for the growth of our nation and economic prosperity. STEM skills are already in high demand, growing 1.5 times faster than other jobs.

The CSIRO is offering a limited number of first-hand, relevant **work experience placements** in a scientific environment to help shape your future. In a recent Virtual Work Experience Program Pilot, 57 students from across Australia were brought together to work in small groups to take on STEM-based work experience projects with industry experts. Students gained valuable experience in STEM and new ways of working while developing crucial life skills, such as teamwork, communication, negotiation and resilience.

Key benefits for students include:

Exposure to real-world applications of STEM
Development of problem-solving skills
Heightened awareness of local STEM career pathways and opportunities..

Key Selection Criteria:

- Educational details (include current subjects, and what excites you about them)
- Resume information
- Proven ability to work successfully in a team environment
- Advanced problem-solving skills
- Example of a STEM project you have worked on, as an individual or within a team. (Consider project aim, team roles, outcomes/results, a problem encountered and overcome)
- Why are you interested in participating in CSIRO's work experience program? (max. 150 words).

Applications should be addressed to the Coordinator, CSIRO Work Experience Team and submitted to your Careers Teacher.

MOCK JOB INTERVIEW CHECKLIST

- [ ] Select my preferred job advertisement from the 20 provided in this booklet
- [ ] Complete my resume
- [ ] Complete my cover letter
- [ ] Submit a hard copy of my Application (Cover Letter and Resume) to my designated teacher by: _____

Applications due:

_____

Submit your cover letter and resume to your designated teacher:

_____