

YEAR 12 LEAVING SCHOOL CHECKLIST

This checklist is a guide to measure *how prepared you* are to leave secondary school and move into the next phase of your higher education, employment and training journey. The checklist is **yours to keep** so you can refer to it beyond your final day on Friday 15 November 2019.

Student Name: _____ Date: _____

ITEM	CHECKLIST	Y/N OR TO DO
Personal Email	Your school email will cease on 15/11/19. You must have your own personal email account prior to leaving school. QCAA, QTAC and future employers will need to contact you.	
Mobile Phone message	Ensure sure you have an acceptable message on your mobile phone as future employers will need to contact you.	
USI (Students who completed any VET course either at school or outside of school)	https://www.usi.gov.au/ Check to ensure your school email is not on your USI account and change if required. Save the number in your phone	
LUI	Make sure you have a copy of your LUI. Save the number in your phone	
QCAA Student Connect	Ensure you have created a Learning Account on QCAA Student Connect and the account has your personal email address and correct contact number.	
ITEM	RESUME AND COVER LETTER	Y/N OR TO DO
Cover letter (you should have 2 types)	1. in reply to a vacancy (job advertisement) 2. applying for a 'survival job'. Survival jobs are entry level and give you money and skills and shouldn't be long term. Youth Central has samples to assist you. https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter/sample-cover-letters	
Resume	Is your resume up to date and job ready? *Remember you are competing for jobs with many other school leavers, so your resume must be professional – clear, honest, detailed with no spelling mistakes. https://www.seek.com.au/career-advice/free-resume-template TIP! Always send your resume as a PDF. Never send as a word doc or via google docs	
Check the following key points are included in your resume:		
Name and contact details	Ensure details are correct.	
Career Objective	One or two sentences outlining your career objective. eg Recent school leaver seeking to start a career in the Retail Industry	

Key Skills (Key strengths)	List approximately eight key skills you possess (be honest). eg High level computer skills including Excel, Word and PowerPoint Effective communication skills Excellent organisational Skills Team player	
School subjects	Make sure you list the subjects you completed at school. You do not have to outline results. (Just make sure you have a copy of all of your recent report cards as an employer may ask to see them during an interview).	
VET Certificates	Make sure you list any qualifications or units you have <u>achieved</u> on your resume. Ensure you use correct qualification code and name eg SIT10216 Certificate I in Hospitality If you achieved a Statement of Attainment, please list qualification code and name and the units you achieved. eg Statement of Attainment for SIT10216 Certificate I in Hospitality SITHCCC003 Prepare and Present Sandwiches (If undertaking a TAFE or another RTO course next year - please mention these when enrolling as you may be able to receive Credit Transfer for your course which could potentially reduce time and cost).	
Courses and Licences	If you have any of the following, make sure you list them on your resume and keep the copy of the certificate safe so it can be shown at an interview. <ul style="list-style-type: none"> • White Card for Construction • Blue Card • First Aid Certificate • Responsible Service of Alcohol • Espresso Coffee Preparation and Service • Car Licence (and licence type eg P) • Boat Licence 	
Extra-Curriculum Activities	Outline any extra-curriculum activities/teams you were involved in. Name of group/team, dates eg College Futsal Team or Strings Orchestra	
Awards	List any awards you have achieved both at school and/or outside of school	
Work Experience	List employer, dates and duties performed	
Volunteering	Outline any volunteering you have undertaken - name of organisation, name of supervisor, dates and duties performed	
Casual Employment	Outline details of your current or past job, name of employer, length of time, duties performed	
Professional Memberships	Outline any clubs/groups you may be a part of eg Cairns Surf Life Saving Club	
Hobbies and Interests	List about four of your main hobbies/interests (be honest)	
Referees	Seek permission from these people. (Could be a teacher, Boarding supervisor, Head Dean, Head of Music etc.) Make sure they know you and will be able to provide information about you. List their name, position and contact details.	


<p>❖ Follow-up after submitting your resume to a potential employer by:</p> <ul style="list-style-type: none"> • Calling them a couple of days after and checking they received it. • Letting them know you are interested in the position and available to come for an interview. <p>Show you are keen and enthusiastic.</p>		
ITEM	INTERVIEW PROCESS	Y/N OR TO DO
<p>Interview Process</p>	<p>Have you ever had a job interview? See below career links for information on interview techniques. The key is preparation. https://www.skillsroad.com.au/apply-for-jobs/preparing-for-interviews https://www.careerone.com.au/career-advice/career/job-interview-tips-for-school-leavers-3318-0400 https://www.seek.com.au/career-advice/first-time-interview-tips</p> <p>Make sure you take a copy of your resume and a certified copy of any certificates you have achieved.</p>	
<p>Photos of project work completed</p>	<p>Do you have photos of projects, work experience placement, items you have made in Trade Training? If so, take them to the interview and ask to show the employer.</p>	
<p>Certifying of Certificates</p>	<p>Some organisations will request a certified copy of your certificates and Personal ID. You must source a Justice of the Peace (JP) to sight and sign your original documents. Find out who may be a JP in your school and get them to certify your original documents for your portfolio. You can also find a JP at shopping centres and post offices. There is no cost.</p>	
<p>Clothing for interview and work</p>	<p>Do you have interview and work clothing?</p>	
<p>Transport options</p>	<p>How will you get to an interview/work/study? Consider public transport & toll charges in capital cities.</p>	

ITEM	IMPORTANT DETAILS	Y/N OR TO DO
❖	The Department of Human Services has a webpage dedicated to Leaving School. It contains helpful information and links to other organisations and information. https://www.humanservices.gov.au/individuals/subjects/leaving-school	
Personal Identification	Do you have originals and copies of your Personal ID including a photo ID? You will need 100 points to prove your identity for applications for employment, TAFE, Uni, Banking, Rental, Licencing. e.g. College ID, Adult card, learner/provisional drivers' licence, birth certificate, passport, bank account details, Medicare card, Centrelink health care card.	
Drivers Licence	www.tmr.qld.gov.au - Licencing, Registration, Forms.	
Confirmation of Identity – Verification for Aboriginal and Torres Strait Islander People Form	If eligible, you can apply for Confirmation of Identity Certificate to add to your Personal ID. https://www.humanservices.gov.au/individuals/forms/ra010	
Medical Items	Some jobs require you to have records of your immunisations and take medical assessment/checks Immunisation Records Family Health History Visions and Hearing Tests Drug and Alcohol use/abuse	
Birth Certificate	Do you have an original and copy of your birth certificate?	
Tax File Number (TFN)	Do you have a TFN? If not, see link to apply https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/australian-residents---tfn-application/	
Medicare Card	Do you have your own Medicare Card? https://www.humanservices.gov.au/individuals/services/medicare/medicare-card/how-get-your-own-card-15-years-old	
Child Dental Benefits Scheme	You can still get subsidised dental up to 18yrs of age	
Private Health Insurance	If studying, you can remain on your parent card. If independent or if 18 your can have you own account	
Centrelink	Keep your current reference numbers handy https://www.humanservices.gov.au/individuals/centrelink	
Health Care Card	Do you have a Health Care Card? https://www.humanservices.gov.au/individuals/subjects/concession-and-health-care-cards From 1 January 2019, The Department of Human Services will send you a Health Care Card if you're getting or eligible for: ABSTUDY , Austudy , Youth Allowance for students and apprentices . This means you'll get both your payment and Health Care Card at the time you get approval. https://www.humanservices.gov.au/individuals/services/centrelink/health-care-card/who-can-get-card	
Bank Account	Do you have a current bank account?	
•	The Department of Human Services has a webpage dedicated to Financial and Health support of young people. https://www.humanservices.gov.au/individuals/subjects/financial-and-health-support-young-people	

<ul style="list-style-type: none"> Queensland Government has a webpage which outlines information on costs and financial help https://www.qld.gov.au/education/further-ed/financial-help Australian Government A-Z of Government Services https://www.australia.gov.au/information-and-services/a-z-of-government-services 		
ITEM	UNIVERSITY /SCHOLARSHIPS	Y/N OR TO DO
Scholarships	<p>Have you applied for Scholarships? See your Career Advisor ASAP</p> <p>Check individual university /college websites and also review these websites for a list of scholarships https://education.qld.gov.au/about-us/budgets-funding-grants/scholarships https://www.usq.edu.au/scholarships/external https://www.gooduniversitiesguide.com.au/scholarships</p> <p>Indigenous Scholarships: https://www.qld.gov.au/atsi/education-training/financial-help-scholarships/other-scholarships https://theaspirationinitiative.com.au/indigenous-scholarships</p>	
The Good Careers Guide	www.goodcareersguide.com.au	
Australian Universities Guide	www.australianuniversities.com.au	
Beyond School Study Guide	https://www.studyassist.gov.au/beyond-year-12/beyond-school-study-guide	
QTAC	<p>Have you booked a QTAC session with your Careers Advisor? Have you completed your application? www.qtac.edu.au</p> <p>QTAC QTAC – ensure you use a personal email address.</p> <p>❖ Be aware of closing dates and early offers.</p>	
Course Seeker	<p>Search thousands of on-campus and online courses across Australia in one place. http://courseseeker.edu.au/</p>	
ITEM	VET COURSES (TAFE/ OTHER REGISTERED TRAINING ORGANISATIONS)	Y/N OR TO DO
TAFE	<p>List of courses, requirements and application information. https://tafeqld.edu.au</p> <p>Applications can be directly through TAFE or through QTAC - check your courses very carefully and speak with your Career Advisor. https://www.qtac.edu.au https://tafeqld.edu.au/</p> <p>Scholarships: https://scholarships.tafeqld.edu.au/ https://education.qld.gov.au/about-us/budgets-funding-grants/scholarships https://www.usq.edu.au/scholarships/external</p>	
Free Certificate Courses	<p>There are approximately 170 free qualifications available in high priority areas. Check eligibility carefully. https://desbt.qld.gov.au/training/training-careers/incentives/freetafe</p>	

Certificate III Guarantee	The Certificate III Guarantee supports school leavers to complete their first post-school Cert III qualification. https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf	
My Skills	This website outlines providers and information on all VET courses https://www.myskills.gov.au/	

ITEM	APPRENTICESHIPS/TRAINEESHIPS	Y/N OR TO DO
**Have you started to apply for school leaver jobs/apprenticeships/traineeships? **	<i>DON'T WAIT UNTIL SCHOOL FINISHES – APPLY NOW!</i>	
Free Apprenticeships for Under 21s	<p>To be eligible for free Australian Apprenticeships within Queensland you must be an employer signing-up an apprentice or trainee under the following criteria, or a jobseeker who meets the following criteria:</p> <ul style="list-style-type: none"> • under the age of 21 • employed as an apprentice or trainee under a Training Contract on or after 1 July 2019 • enrolled in one of the 139 priority qualifications <p>https://desbt.qld.gov.au/training/training-careers/incentives/freetafe/eligibility-rules https://desbt.qld.gov.au/training/training-careers/incentives/freeapprenticeships</p>	
Apprenticeship and Traineeship Information	<p>https://www.australianapprenticeships.gov.au/ http://aatis.com.au/#resources https://desbt.qld.gov.au/training/apprentices/resources/information-sheets</p>	
Apprenticeship and Traineeship Vacancies	<p>Create a profile on these sites before completing school. From Term 4 you need to check these sites regularly.</p> <p>MRAEL: https://www.aasn.com.au/index.php/jobseekers/view-current-apprentice-and-trainee-vacancies</p> <p>TORGAS: https://www.torgas.com.au/apprentices-trainees/search-jobs-online/</p> <p>MEGT: https://www.megt.com.au/job-board</p> <p>Apprenticeship Central https://apprenticeshipcentral.com.au/</p> <p>Skill 360: https://www.skill360.com.au/for-business/find-a-job/</p> <p>Busy at Work https://www.busyatwork.com.au/jobs/qld/far-north/</p> <p>Group Training Organisation: All Trades Queensland https://www.atq.com.au/</p>	
Qld Training Information Service	<p>Provides information of all apprenticeships and traineeships in Queensland http://www.qtis.training.qld.gov.au/</p>	
Aptitude Tests	<p>Practice these aptitude tests to determine your suitability to an industry area https://www.aapathways.com.au/practice-aptitude-quizzes</p>	
ITEM	AUSTRALIAN DEFENCE FORCE DEFENCE FORCE RECRUITING	Y/N OR TO DO
100's of FAQs - ADF Help Centre	<p>https://www.defencejobs.gov.au/help-centre/faqs</p>	
Defence Force Recruiting	<p>Have you booked a 'YOU Session'?</p> <p>http://www.defencejobs.gov.au/recruitment-centre/how-to-join/recruitment-process/</p>	

Indigenous Pre-Recruit Program	IPRP - Indigenous Pre-Recruit Program NIDP - Navy Indigenous Development Program AIDP - Army Indigenous Development Program http://www.defence.gov.au/APSCareers/Indigenous/ADF.asp https://www.defencejobs.gov.au/indigenous/overview http://www.defence.gov.au/APSCareers/Indigenous/Indigenous-Pathways.asp	
Gap Year in the ADF	Find out more information about a 12-month Gap Year in the ADF. https://www.defencejobs.gov.au/students-and-education/gap-year/?page=1&perPage=21&query=	
Army Reserves	Find out information about joining the Army Reserves. https://reserves.defencejobs.gov.au/	
ITEM	LIFE & EMPLOYMENT SKILLS	Y/N OR TO DO
YEAR13CNS initiative 	www.facebook.com/Year13CNS/ Like YEAR13CNS on Facebook for vacancies and career advice – they are listing LOCAL jobs now!	
Year 13	Website contains information on Gap years, overseas volunteering opportunities and career information. https://year13.com.au/	
Seek	Set up a job alert to your email. www.seek.com.au	
Indeed	Set up a job alert to your email. https://au.indeed.com/jobs-in-Cairns-QLD	
Jora	Set up a job alert to your email. www.jora.com.au	
Career One	Set up a job alert to your email. www.careerone.com.au	
Indigenous Careers	www.indigenoucareers.gov.au	
Local Government – one example of the many Shire Council – Local jobs in your own community. Google your home community and it will come up with local jobs.	www.cairns.qld.gov.au www.kowanyama.qld.gov.au	
Multi-National Organisations register online (tick if you are working or registered with one)	Google large Companies such as: https://mcdonalds.com.au/learn/careers/restaurant-jobs https://www.citybeach.com.au/careers/index.html https://www.target.com.au/company/careers https://www.bunningscareers.com.au/home www.priceline.com.au www.careers.myer.com.au http://www.bigw.com.au/careers http://www.wow.careers/ (Woolworths Group) www.colescareers.com.au www.jbhifi.com.au www.kmart.com.au <i>This is just a start!</i>	
Local Council	https://www.cairns.qld.gov.au/council/employment http://www.cassowarycoast.qld.gov.au/employment-opportunities https://msc.qld.gov.au/employment/vacancies/	

Qld Government Smart Jobs Website	www.smartjobs.qld.gov.au	
Australian Public Service Jobs	www.apsjobs.gov.au	
National Employment Providers	www.jobsearch.gov.au	
Disability Employment Providers	www.jobaccess.gov.au https://www.humanservices.gov.au/individuals/services/centrelink/disability-employment-services	
Linked In (after year 12)	Register for Linked In and develop contacts	
Work, Health and Safety	www.worksafe.qld.gov.au	
Fair Work	Outlines information on wages and employee entitlements www.fairwork.gov.au	
RACQ	Insurance and emergency roadside assistance www.racq.com.au	
Car Registration in Queensland	https://www.qld.gov.au/transport/registration	
Budgeting Information	www.moneysmart.gov.au for free planner https://www.moneysmart.gov.au/managing-your-money/budgeting/how-to-do-a-budget https://www.smh.com.au/money/planning-and-budgeting/seven-money-survival-secrets-for-school-leavers-20161031-gsecx1.html https://barefootinvestor.com/money-youth-students/	
Renting	Know your rights with regard to renting. https://www.rta.qld.gov.au/renting	
Cooking and living skills	Are you able to live on your own/share?	
SkillsRoad Career Quiz and Job Fit Test	Have you taken the SkillsRoad Career Quiz and Job Fit tests? Skills Road Careers Quiz https://www.skillsroad.com.au/my-account/my-careers-quiz https://www.skillsroad.com.au/get-career-advice/job-fit-test	

