

# Careers Newsletter

## Issue 1

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## Events

### Next Week's Events

#### February 18: Year 12 & Beyond – With ADHD

**Organisation:** Claire Pech Careers

**Location:** Online

**Date:** February 18, 2025

Hosted by Claire Pech, CICA-Accredited Careers Practitioner, and Amanda Krulis, endorsed Organisational Psychologist.

Targeted to parents of students with ADHD in Year 12, this webinar will share insights and practical solutions for managing this critical year and beyond and making meaningful career decisions.

Topics covered:

- Understanding the characteristics of ADHD, debunking unhelpful myths
- Exploring the similarities & differences between ADHD at School vs. Tertiary
- Considerations for choosing further studies after Year 12
- Evaluating potential action plans & pathway options
- Understanding what adjustments/supports are available after 12 Year
- Creating insight & self-awareness around current ADHD status
- Essentials of Executive Functions, impact & creating a tailored toolkit for success
- Identifying & harnessing ADHD strengths
- Managing technology with ADHD
- Career planning with ADHD
- Strategies for parents to support their kids
- Q&A

[Find out more and register](#)

#### February 24: Queensland Police Service Recruiting Seminar – Brisbane

**Organisation:** Queensland Police Service

**Location:** Queensland Police Headquarters

**Date:** February 24, 2025

With the Queensland Police Service, you can have one career that has endless possibilities. The Queensland Police Service is recruiting real life experience, to make a real difference.

Not sure:

- If you meet the requirements?
- If you're the right person for the job?
- If you get paid as a police recruit?
- How you progress in the QPS?
- What is expected during the recruiting process and the cost involved?

These and many more questions will be answered during this Recruiting Information Session. This session will be conducted by experienced, serving Queensland police officers. They will explain the requirements for entry and may also give you an insight into their own experiences.

[Find out more and register](#)

### Future Events

## February 27: Year 12 & Beyond – With ADHD

**Organisation:** Claire Pech Careers

**Location:** Online

**Date:** February 27, 2025

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- Identifying & harnessing ADHD strengths
- Managing technology with ADHD
- Career planning with ADHD
- Strategies for parents to support their kids
- Q&A

[Find out more and register](#)

## March 18: Discover Medicine Webinar – Monash University (Melbourne)

Discover what it's like to study Medicine at Monash. Join Monash University for an informative session to learn about the course structure, placement opportunities and entry requirements. Current students will be online to provide insights into their own experiences as well.

**Date:** Tuesday, 18 March 2025

**Time:** 5.30 – 6.30pm AEDT

**Location:** Online via Zoom

Register at [Discover Medicine](#).

## April 9: Discover ACU Brisbane

**Organisation:** Australian Catholic University

**Location:** ACU Brisbane Campus

**Date:** April 9, 2025

Experience university life firsthand at the 2025 Discover ACU. This free event, tailored to your specific study interests, offers an in-depth look at what it is like to be a university student. At our Brisbane campus, you will find a range of engaging sessions on topics including business, education, nursing, midwifery, paramedicine, occupational therapy, physiotherapy, speech pathology, law, and criminology, plus guided campus tours.

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[Find out more and register](#)

## April 10-13: Best Field Trip in the World 2025

**Organisation:** University of the Sunshine Coast

**Location:** Various

**Date:** April 10 to April 13, 2025

University of the Sunshine Coast's award-winning Best Field Trip competition is back!

This is your chance to win a four-day rollicking adventure for year 11 and 12 students, exploring world-heritage wonders and hanging out with UniSC staff and students as well as some of our sporting superstars. The prize includes:

- Return travel from your residing destination
- All transfers, accommodation and meals
- Tickets to an NRL game at Suncorp Stadium
- Kayaking tour and overnight at Noosa
- Sightseeing and overnight stay at K'gari

We know the best memory is a shared memory, so each winner will be able to bring along a friend!

Entrants to the competition must submit a 100-word entry which responds to the question: What do you think life after high school will be like?

Entries close **Sunday 9 March 2025**.

[Find out more and register](#)

## University Information

### Discover ACU Brisbane

**Location:** ACU Brisbane Campus

**Date:** April 9, 2025

Experience university life firsthand at the 2025 Discover ACU. This free event, tailored to your specific study interests, offers an in-depth look at what it is like to be a university student.

At our Brisbane campus, you will find a range of engaging sessions on topics including business, education, nursing, midwifery, paramedicine, occupational therapy, physiotherapy, speech pathology, law, and criminology, plus guided campus tours.

[Find out more and register](#)

## Scholarships

### The Tuckwell Scholarship Program for 2026



Australian  
National  
University

TUCKWELL  
SCHOLARSHIP

*The Tuckwell Scholarship Program at the ANU is the most transformational undergraduate scholarship program in Australia. A Tuckwell is not just about a students' intellect. It is also*

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about their desire and determination to use their natural abilities to realise their full potential so that they can make a difference in the world. Up to 25 talented and motivated students from across the country are awarded a Tuckwell, giving them with the opportunity to realise their potential by providing them with *financial support, personal enrichment, and development opportunities*.

All [eligible applicants](#) are considered against four criteria:

1. Academic potential and achievements
2. Other significant achievements of any type
3. Demonstration of the [Tuckwell Attributes](#)
4. [Connection and commitment to Australia](#).

**Tuckwell Scholar students receive:**

- \$26,000 per annum (2024 rate) (increasing annually) for the length of your undergraduate degree program (studying full-time), to cover on-campus residential costs, books and general living expenses.
- a one-off payment of \$1,500 relocation grant for first year Scholars.
- guaranteed access to ANU-approved student accommodation.
- travel allowances to assist with your move to Canberra and to support two annual return journeys (e.g. airfares) between your home and the University for each year of your degree.
- an allowance to help cover the transport costs for your parents to attend [Commencement Weekend](#) at the start of the program, and
- an [ANU Sports Centre membership](#).

**Applications will open in early March 2025, and close on 14 April 2025. Until applications open, interested students are encouraged to read the [Tuckwell 2026 Application Guide](#), to familiarise themselves with the application process, and discuss their interest, suitability and eligibility for the Scholarship with a teacher or the Careers Practitioner.**

## Work Experience

### [Key skills you could gain from work experience](#)

Thinking about doing work experience? You might've heard that you'll spend most of your time watching others work. While observation is definitely part of it (and there's nothing wrong with that), you'll actually pick up tons of valuable skills during your placement - even if you're just helping with basic tasks. Let's look at some of the key skills you can gain from work experience that will look great on your resume and help you in your future career.

### **Skills you'll gain from work experience**

There's way more to work experience than you might realise. Here are just a few examples of skills you could develop during your work experience placement.

### **Communication**

Whether you're talking to your supervisor, other employees, or customers, you'll build both your verbal and written communication skills. You might need to:

- Ask questions about tasks you're not sure about
- Write professional emails
- Answer phone calls
- Take notes during meetings
- Listen carefully to instructions

### **Time management**

Being punctual and organised is super important in any workplace. During your placement, you'll practice:

- Getting to work on time each day
- Planning your travel route
- Managing your lunch break
- Completing tasks within set timeframes
- Staying focused during work hours

### **Teamwork**

Like it or not, most jobs involve working with others, and your placement will help you develop skills your teamwork skills by:

- Following instructions from your supervisor
- Helping colleagues when they need an extra hand
- Contributing ideas during team discussions
- Learning from others' experience
- Being reliable and doing your part

### **Problem-solving**

You won't be making any ground-breaking discoveries, but even simple challenges help build your problem-solving skills. You might need to:

- Figure out how to use new equipment
- Find your way around the workplace
- Deal with unexpected situations
- Ask for help when you need it
- Come up with better ways to do tasks

### **Professional behaviour**

Work experience is a low pressure way to learn how to act in a professional environment, including:

- Dressing appropriately for the workplace
- Using professional language
- Showing respect to everyone
- Keeping your phone away during work hours
- Following workplace rules and policies

### **Initiative**

Showing initiative means being proactive and not waiting to be told what to do. You can show initiative by:

- Offering to help when you see someone needs it
- Finding tasks to do when you finish your work
- Suggesting ideas for improving things

- Asking questions about the industry
- Learning new skills in your spare time

### **Technical skills**

Depending on your placement, you might learn industry-specific skills like:

- Using specialised software or equipment
- Operating office equipment
- Learning industry terminology
- Understanding workplace procedures
- Using new tools or technology

### **Making the most of your experience**

Ask lots of questions at your placement to maximise the benefits from being there. Your employer and colleagues recognise that you're there to learn, so don't feel embarrassed or that you're annoying them.

If you can, take a notebook and write things down as you go. You might think you'll remember all the important stuff, but knowing it's all written down is great peace of mind.

Once your placement is over, think about the skills you gained from your experience and make sure you add them to your resume or portfolio.

### **Want more?**

If you're looking for more information, [we have heaps of other blogs you can read on our website here](#).

## **Study Tips**

### **[6 effective study techniques for high school students](#)**

Feel like you're spending hours studying but not getting anywhere? You're not alone. Lots of students struggle to find study techniques that work for them. The good news is that there are some proven ways to study that can help you learn better and remember more. Let's look at some different study techniques for high school students, and see if there are any you might want to try.

#### **Space it out**

Ever tried cramming the night before an exam? While it might help you pass, you probably won't remember much afterwards. Instead, try spreading out your study over a longer period. This technique is called spaced repetition, and it's one of the most effective ways to learn.

- For example, if you have a test in two weeks, you could:
- Do practice questions regularly instead of all at once
- Study for 30 minutes each day instead of 5 hours the night before
- Review your notes from each class at the end of the week

#### **Test yourself**

Instead of just reading over your notes again and again, take it up a step and test yourself on what you've learned. This is called active recall, and it's much more effective than passive reading. You could:

- Try explaining the topic to someone else
- Make flashcards and quiz yourself

- Cover up your notes and try to write down what you remember
- Do practice questions without looking at your notes

### **Mix it up**

Rather than studying one topic for hours, try mixing different subjects or topics together. This is called interleaving, and it helps your brain make connections between different ideas.

For example, if you're studying maths, instead of doing all the algebra questions followed by all the geometry questions, mix them up. This might feel harder at first, but it helps you learn better in the long run.

### **Make it visual**

Some people learn better when they can see information presented in different ways. Try:

- Making your own charts or graphs
- Drawing diagrams or mind maps
- Using different colours for different topics
- Creating timelines for historical events

### **Share your knowledge**

If you can find someone willing to listen and learn, teaching them what you know can be an effective way to give your studies a boost. By explaining concepts to others, you'll be able to identify areas where you need to focus your attention and reinforce your own understanding of the material. You could:

- Tell your family about what you learned at dinner
- Study with a friend and take turns explaining topics
- Make a video explaining a concept
- Write a blog post about what you're learning

### **Look after yourself**

OK, while this isn't *technically* a study technique, it's still very important! Getting enough sleep and exercise can have a big impact on your ability to learn and retain information. Make sure to take breaks when you need them, and don't be afraid to ask for help if you're struggling with a particular subject.

### **Find what works for you**

There are heaps of different study techniques out there that can help you improve your academic performance. So try a few and find what works best for you, and make the most of your study time and achieve your academic goals.

[You can find more study tips and techniques on our website here.](#)

## **Personal Skills**

### **[10 questions to ask your future self](#)**

We get it – thinking about your future can be hard. But it's important. In fact, thinking about our future goals can help us decide the actions we should be taking right now. You don't need to work out every tiny detail of your future right now – even if you do, sometimes things happen that you don't expect, and that's OK. But having a plan can help you navigate any bumps along the way. So to help you start planning, here are 10 questions to ask your future self.



### **What should I ask?**

Here are 10 questions to ask your future self to start thinking about the possibilities:

1. How would you describe your future self?
2. Where does your future self live?
3. What job is your future self doing?
4. How much does your future self earn?
5. What does a typical day for your future self look like?
6. What hobbies does your future self enjoy?
7. How does your future self handle conflict?
8. What do other people say about your future self?
9. How does your future self feel about themselves?
10. What has your future self achieved?

### **What do I do next?**

Once you have the answers to these questions, you can start working backwards; think about what you can be doing now to make this future a reality.

So, for example, if your future self is a doctor, what can you do *right now* to achieve that goal? You could start looking at potential university degrees, and you'll need to make sure you achieve good enough grades to get in. So, here is what we can do right now: build good study habits.

Reverse-engineer each answer until you get to what you can do now for each. If your future self is kind and generous, maybe think about doing volunteer work. If your future self wants to run a marathon, start exercising and getting fitter.

Every now and then our goals might change – this is fine! Just revisit these questions again and see what you can do differently to work towards these new goals.

### **Want more?**

If you need some help setting goals, [we have heaps of other blogs you can check out on our website here](#).

## **Jobs & Careers**

### **[Jobs for people who love puzzles](#)**

From jigsaw puzzles and video games to crosswords and sudoku, puzzles can be both entertaining and educational. But there's more to puzzling than just fun - it can help you develop valuable skills and even lead to exciting career opportunities. Let's take a look at some skills you can build and jobs you might like to consider if you love puzzles.

### **Skills you could gain from puzzling**

From [early childhood onwards](#), puzzles are used as tools to help us to develop skills, from finger strength and dexterity to spatial awareness and logic. But there are a heap of other great skills that you can learn through puzzles too - skills that are useful in a variety of jobs and other aspects of your life. Here are just some of them:

### **Problem-solving**

When you work on puzzles, you're constantly developing your ability to break down complex problems into manageable parts. This skill is crucial in nearly every career, from engineering to sales, where you need to analyse situations and find effective solutions.

### **Critical thinking**

Puzzles force you to examine information carefully and make logical connections. You'll learn to question assumptions and evaluate different possibilities - skills that are essential in fields like scientific research, law enforcement, and business analysis.

### **Pattern recognition**

Through puzzling, you'll get better at spotting patterns and understanding how different elements relate to each other. This skill is particularly valuable in careers involving data analysis, computer programming, or financial forecasting.

### **Attention to detail**

Working on puzzles helps sharpen your ability to notice small details that others might miss. This skill is important in careers like forensic science, quality control, or cybersecurity where overlooking minor details could have major consequences.

### **Resilience**

Puzzles teach you to keep trying different approaches even when faced with challenges. Perseverance is crucial in any career path, especially in fields like scientific research or entrepreneurship where setbacks are common - and it's a great life skill to have too. Taking part in competitions, joining clubs, and working on real world puzzles (or problems) could help you to build on these skills, gain new ones, and help to illustrate to others that you have these skills already. So don't forget to add them to your resume and use examples in your interviews.

### **Jobs for people who love puzzles**

If you're looking to incorporate puzzles into your career, we have a few examples of jobs where you can do just that.

#### **Cryptographer**

Cryptography is the ultimate number puzzle job - you'll work on creating and breaking codes to protect sensitive information, combining mathematics and computer science to solve real-world security challenges.

#### **Forensic scientist**

As a forensic scientist, you'll piece together evidence from crime scenes like a complex puzzle. You'll analyse physical evidence, conduct laboratory tests, and help solve criminal cases using scientific methods.

#### **Software developer**

Software development is essentially solving puzzles with code. You'll break down complex problems into smaller parts and create solutions through programming.

#### **Data analyst**

If you enjoy finding patterns and solving numerical puzzles, consider becoming a data analyst. You'll work with large sets of data to uncover trends and insights that can help businesses make better decisions.

**UX designer**

User experience (UX) designers solve the puzzle of how to make digital products more user-friendly. You'll need to understand human behaviour and design thinking to create intuitive interfaces and smooth user experiences.

**Teacher**

Believe it or not, teachers solve puzzles every day as they find creative ways to help students learn. You'll need to understand different learning styles, adapt your teaching methods, and develop engaging lessons that make complex concepts clear and interesting for your students.

**Archaeologist**

As an archaeologist, you'll piece together clues from the past to solve historical mysteries. You'll examine artifacts, analyse ancient sites, and use scientific methods to understand how people lived in different time periods.

**Architect**

Architects solve complex spatial puzzles, balancing aesthetics with functionality. You'll need to consider multiple factors like structure, safety, and design while creating building plans.

**Game designer**

Rather than solving puzzles yourself, as a game designer you'll be creating puzzles for others to solve. This career combines creativity with logical thinking as you develop engaging challenges and game mechanics.

**Research scientist**

Research scientists solve some of the biggest puzzles in their fields, whether it's developing new medicines or understanding climate change. You'll need strong analytical skills and persistence to tackle complex scientific questions.

**Curious about other careers?**

The skills you develop through solving puzzles can be valuable in many different careers - these are just some examples where puzzle-solving abilities are particularly useful.

If you're interested in exploring these or other careers further, check out our [Job Spotlights page](#) for detailed information, or find resources about various industries and roles on our [careers page](#).

**Job Spotlights****Business Pathway Spotlight**

Business is all about creating and delivering products or services that meet people's needs. Whether it's a small local café or a major tech company, businesses need to understand what their customers want and how to provide it.

This pathway might be right for you if you are interested in the dynamics of the corporate world and enjoy strategising and problem-solving to drive success.

**What do careers in this pathway involve?**

Success in business requires strong communication, problem-solving, and teamwork skills. You might find yourself launching new products, developing marketing strategies, or even starting your own company one day.

Since markets and technology are always evolving, business careers offer plenty of opportunities to learn and grow professionally.

### **What are some important human skills for this pathway?**

- Innovation
- Collaboration
- Communication
- Decision-making
- Social awareness

### **What are some of the tasks involved?**

- Provide customer service
- Manage staff and operations
- Undertake sales and marketing activities
- Distribute, write, and edit documents
- Maintain records and files
- Procure supplies and stock
- Present information to others
- Perform administrative tasks
- Collaborate with clients and stakeholders

### **What kind of work environment and conditions can I expect?**

Many careers in this pathway involve working indoors, usually in an office or retail environment. Depending on your role, you may have the chance to travel to meet with clients and stakeholders. Opportunities to work remotely or from home are also common.

Lots of roles in this pathway are highly flexible, with opportunities for casual, part-time, and full-time work. Self-employment is also a viable option.

### **The Clusters in business**

Find out more about the kind of work people in each [Career Cluster](#) might do in this pathway.

#### **Guardians**

There aren't many jobs for Guardians in this pathway, but it could be suitable for people who help businesses comply with legal, ethical, and safety standards.

#### **Linkers**

Linkers in this pathway are vital to building and maintaining relationships with clients, suppliers, and stakeholders.

#### **Coordinators**

The most common Cluster found in this pathway. These workers manage all kinds of business operations, from human resources to financial planning.

#### **Informers**

Informers in this pathway might be responsible for educating employees and clients on market trends and business strategies.

## **Makers**

While uncommon, Makers in this pathway are still needed to handle some of the day-to-day tasks that keep a business running smoothly.

## **Innovators**

As an Innovator in this pathway, you might be developing new business models, strategies, and technologies for competitive advantage.

## **Where can a business pathway take me?**

Interested in a career in business? There are many roles you might like to consider – here are just a few.

## **Entry level roles**

These jobs can be started with little or no training or experience, and are great as a stepping stone towards more senior roles in the pathway.

### **Company Secretary**

Manage the administrative requirements of an organisation, making sure the company runs smoothly and meets important deadlines while also supporting senior staff with their duties.

### **Contract Administrator**

Write up and file contracts between businesses and their clients or suppliers, making sure all the paperwork is correct, deadlines are met, and both parties fulfill their agreements.

### **Rostering Officer**

Create and manage staff work schedules, ensuring there are enough people working at the right times while considering factors like employee availability and budget constraints.

### **Wholesaler**

Buy products in bulk from manufacturers and sell them to retail stores or other businesses, acting as a middleperson between the people who make products and the stores that sell them to customers.

### **Importer or Exporter**

Manage the buying and selling of goods between different countries, handling everything from finding international business partners to organising shipping and making sure all customs requirements are met.

## **Mid-level roles**

Once you have some further study or experience under your belt, you might like to consider moving into one of these roles.

### **Accountant**

Help individuals or businesses manage their money by tracking income and expenses, preparing financial reports, handling tax matters, and giving advice on financial decisions.

### **Advertising Specialist**

Create advertising campaigns to promote products or services, coming up with creative ways to reach customers through different media like social media, TV, or billboards.

**Human Resources Advisor**

Support other employees in a business with workplace concerns, career development, and training opportunities, as well as making sure everyone is treated fairly.

**ICT Business Analyst**

Work with businesses to understand their technology needs, then recommend and help implement computer systems and software that will help the business work better.

**Business Broker**

Help people buy and sell businesses, kind of like a real estate agent but for entire companies - find potential buyers, determine fair prices, and help with all the paperwork involved in the sale.

**Marketing Specialist**

Develop strategies to promote products or services, studying what customers want and finding the best ways to reach them, whether through social media, events, emails, or other channels.

**Senior level roles**

These jobs will require extensive further education or many years of experience, but are also highly rewarding.

**Corporate Services Manager**

Oversee all the support services that help a business run smoothly, like office management, IT systems, and facilities, making sure everything works together efficiently.

**Finance Manager**

Lead the financial operations of a business, making important decisions about budgets, investments, and spending while ensuring the company stays financially healthy.

**Human Resources Manager**

Lead the HR team and all things people-related in an organisation, from creating workplace policies and managing recruitment to overseeing staff training and development programs.

**Advertising Manager**

Make decisions about advertising campaigns and strategies while managing relationships with clients and creative teams to promote products or services effectively.

**Business Development Manager**

Find ways to help a company grow by identifying new business opportunities, building relationships with potential clients, and developing strategies to increase sales and revenue.

**Chief Executive or Managing Director**

The highest-ranking person in a company, making the big decisions about the organisation's future, setting overall goals, and leading the senior management team.

**Corporate General Manager**

Manage the daily operations of a specific division or branch of a large company, ensuring they meet their goals while working with other managers across the organisation.

**Similar pathways**

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If these business pathways aren't quite right for you, you might like to explore some other similar pathways instead.

### **Finance**

Analyse, strategise, and manage financial resources for individuals and organisations.

### **Management**

Organise, lead, and coordinate teams to achieve organisational goals.

### **Advertising**

Create persuasive campaigns, analyse market trends, and design visually appealing advertisements.

### **How can I build experience in this pathway?**

If you're still in high school and want to find out if a career in business is right for you, here are some activities you can do:

- Conduct a market research survey to understand consumer needs
- Draft a simple business plan to learn business strategy
- Take a virtual corporate tour to see different business departments

We recommend studying these subjects in high school:

- English
- Mathematics
- Business
- Legal Studies

Here are some suggestions of places you might like to try and find work experience:

- Start-ups or small businesses in various industries
- Non-profit organisations or NGOs
- Government agencies or departments
- Trade associations or professional organisations
- Social enterprises or impact-driven companies

### **Where can I find out more?**

You can explore other career pathways and find in-depth information on specific jobs [on our website](#).