LIFT YOUR GAME WITH THE 2018–2019 SCHOOL LEAVER’S MANUAL
HIGHLANDS LOCAL LEARNING & EMPLOYMENT NETWORK
At Federation University Australia, our cause is helping you find yours. Supporting, guiding and empowering you with the confidence to make a positive impact in the world around you.

FedUni is #1 in Australia for employability*

Come along to

INFO DAY

Monday 17 December 2018

Mt Helen Campus | 2.00pm – 7.00pm

Meet our friendly staff and find out about admissions pathways, accommodation, scholarships and fees, as well as student support services.

1800 333 864
federation.edu.au

@feduniaustralia FedUni

CRICOS Provider No. 00103D | RTO 4909
*2017 Employer Satisfaction Survey (ESS) qut.edu.au
Leaving Secondary School is a time of mixed emotions – apprehension and also excitement about the future, worry about final grades, sadness about parting with friends and teachers plus uncertainty about all the new things you need to learn. We hope our School Leaver’s Manual will be of some assistance to you.

When completing research, we have discovered that there are a few tips about what ex-students wished they had known before leaving school, we would like to share them with you:

1. **Many people don’t know what they want to do when they leave school, it’s normal.** Don’t stress, at 17 or 18 years old it is unlikely you know what you will be doing for the rest of your life. We are told these days that Gen Z’s will have 17 jobs, 5 careers and 15 homes during their life (McCringle). You may even end up with a virtually unknown career such as: virtual reality engineer, blockchain developer, social media marketer, UAV operator, autonomous vehicle technician etc. Job and career change are the norm, embrace it. You will soon discover what you do and don’t like about study and work. Be open-minded, motivated and willing to learn. Truer words were never said: “Do a job you love, and you’ll never work a day in your life.”

2. **Your final grades don’t need to define your course or career choice.** Your ATAR or VCAL grades do not need to determine your further study. Do what you really want to do. Don’t do Medicine because you gained a fantastic ATAR when you really want to do Acting! Alternatively, if you have your heart set on a career but your grades didn’t make it, look for alternative/backdoor ways to get there – there are always more than one road to get to the same destination. Look at Richard Branson. He was an early school leaver who had dyslexia and was a lousy student. What Branson demonstrates is that hard work, drive and determination are the essential elements to success.

3. **Be aware of who is influencing you.** Perhaps you are making choices because that is what your friends are doing, or what your parents or teachers believe you should do, or you don’t want to move away from your home town, or because of media expectations. Stop and think about your influences and whether they are having the right or wrong impact on your decision making. Listen to your own heart and take time to think and plan.

4. **Manage your money.** Learn how to budget your money and pay bills. Paying insurance, credit card debt and negotiating loans, including HECS debt, can trap you and load you with debt that can take years to pay off. There are great APPS that can assist you. Get help in developing the skills of negotiation in order to help you buy a car, discuss salary and get better deals on household bills.

5. **Don’t be scared of rejection.** Life will be full of rejection, on a personal, professional and educational level. Missing out on a job, a course at TAFE or a Uni spot doesn’t mean the dream is over. Don’t give up when you strike the first hurdle, remain positive and gain support from family and friends or professionals.

6. **Don’t be afraid to take a break.** Make the most of your time. Use your holidays, spare time or GAP year wisely by doing something different before you are engaged in study or work. You can volunteer, travel or take a work placement. Travel enriches your life and takes you out of your comfort zone. Work experience and volunteering always look great on a resume and you will learn heaps of important skills.

We hope you find these tips helpful, good luck for the future

*Jannine Bennett*
*Executive Office*
*On behalf of the Highlands LLEN team*
Advice to School Leavers

“Your ATAR does not define the person you are or will become”

“No one remembers your ATAR after a couple of weeks. If that!”

“Making and maintaining friends can take work”

“When you leave school you realise that you were only friends with most of your friends because you saw each other five times a week”

“It is okay to take a gap year”

“The transition to uni is harder than anyone tells you”

“There’s no rush to go to uni or find your dream career”

“You can do whatever you want if you really want it and put your mind to it”

“Regardless of what teachers say, they will miss you”

Advice from members of the YAB (Youth Advisory Board). Who advise the Central Highlands Children and Youth Area Partnership.
There’s a course to suit you
FedUni offers over 400 programs - from short courses to degrees and beyond. Our website is the best place to start investigating what you can study, and the types of careers you can pursue.

Discover your pathway to study
If you don’t meet the entry requirements for your chosen course straight out of high school, there are plenty of pathway options to help get you there. Always have a back-up pathway plan in mind – pathways are outlined on our website in our course information.

Experience uni life
Our aim is to help you settle into uni life right from day-one, to meet new people and make new friends. There are so many great opportunities for you to meet other students and make a smooth transition into university life. You can get involved in a club, society or sports team on campus, or participate in recreational trips and activities held throughout the year.

Get job-ready
Our teaching facilities and equipment meet the very highest standards to ensure you are well prepared for industry and research.
Our courses are regularly reviewed to ensure they have national and international relevance. Our close links with major industries play an important role in the design of our courses which will greatly benefit you as a new graduate.

Proven ratings
We have an outstanding record for teacher quality and graduate employment, with a five-star rating* from the Australian Good Universities Guide for student support, social equity and skills development. Flexible study options make accessing our courses more convenient for those who wish to combine work and study commitments.

- FedUni has the highest overall employment rating (90.6%) of any Victorian-based university^

*Source: The Good Uni Guide 2018
^Source: https://www.qilt.edu.au/

We’ll help you to succeed
To help you meet these challenges, and succeed, we’ve developed a range of student-focused programs including: Student Futures Program; LEAP into Uni; Returning to study (FAST program); and support for students with disabilities.

WHO CAN I CONTACT?
Federation University
Freecall: 1800 FED UNI (1800 333 864)
www.federation.edu.au
At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We are the university for people who look beneath the surface, and are stronger than external expectations and superficial measures of success. We stand up for people in need and causes that matter.

The world is our campus
We are a publicly-funded university which has grown rapidly over the past few years. The world is our campus, and we put our students and staff at the centre of a vibrant global network of scholars, partnerships and opportunities. ACU has seven campuses around Australia - in Brisbane, North Sydney, Strathfield, Canberra, Ballarat, Melbourne and Adelaide - and we’ve recently opened a campus in Rome, Italy. With us, you will have the chance to study overseas with one of more than 200 partner institutes around the world.

Engaged with industry and society
We are closely integrated into our communities and industries, working with them to answer the big questions, and to create tangible results. From hospitals, to schools and any number of far-flung places, our students and staff have always rolled up their sleeves to be fully engaged in the real world.

All our students enjoy extensive opportunities for practical placements, and community engagement is a core part of their university experience. You could find yourself teaching children in Vanuatu, assisting in a community organisation in Cambodia, working with a welfare agency in Florence, or helping to develop youth soccer teams in East Timor. When they graduate, our students are ready to work and the employment rate of our bachelor degree graduates is consistently higher than the national average.*

We see the whole person
You are welcome at ACU irrespective of your socio-cultural background, religious beliefs or aspirations. We are inclusive and supportive of everyone, every day. With us, you will be valued and encouraged to thrive to the full extent of your potential. From academic skills to career and counselling services, we have a range of support services to help you succeed. We also offer nearly 400 scholarships, which recognise academic achievement, community participation, and help out students from a range of backgrounds.

Education with a bigger purpose
ACU offers programs in allied health, arts, business and commerce, education and teaching, exercise science, health, law, nursing and midwifery, paramedicine, philosophy, psychology and counselling, science, social work and theology.

Along with significant student growth in recent years, we’ve begun to compete more intensively through our research output. ACU research programs tackle enduring and pressing issues in society, in Australia, and around the world.

At ACU, it’s education, but with a bigger purpose.

*Beyond Graduate Survey 2015, 2014 and 2013, conducted by Graduate Careers Australian Graduate Survey.

WHO CAN I CONTACT?
Australian Catholic University
P: 1300 ASK ACU (1300 275 228)
www.acu.edu.au
FURTHER TRAINING OPTIONS

BGT JOBS + TRAINING

Apprenticeships & Traineeships
BGT employs over 100 apprentices and traineeships in a wide variety of industries including;
- Business
- Retail
- Trades (Construction, Electrical, Plumbing, Bricklaying and Mechanical)
- Agriculture
- Hospitality
- And much more

We support our apprentices and trainees from day one, providing one on one support through their employment and training.

Training & Skills

BGT Jobs + Training offers recognised training services through the Greater Ballarat region.

We offer a range of certified courses in a range of industries including:
- Business
- Education Support
- Disability & Aged Care
- Engineering & Fabrication
- Retail

Short courses are also offered in the following:
- Welding
- Course in Construction
- Medication administration

WHO CAN I CONTACT?

BGT Jobs + Training
14 Hill Street
Ballarat VIC 3350

P: 5333 8600
E: admin@bgt.org.au
www.bgt.org.au
BRACE EDUCATION AND TRAINING

BRACE Education & Training is a non-profit organisation committed to empowering people through education, training and employment. Individuals from various backgrounds and abilities are supported, including disengaged youth, migrants/refugees, long-term unemployed, people with disabilities, and those facing financial, learning or social barriers.

Since 1973, BRACE has continued to grow their whole of community approach and create definable pathways to improve people’s educational and employment outcomes. Their commitment to the community is to deliver training that leads to jobs, connecting with the community each year to revise their scope, and working closely with their industry partners to ensure that their training is relevant and respond to the sector’s need. Their focus on community and industry engagement ensures that training remains relevant and leads to economic participation for their most vulnerable students.

BRACE provides a range of programs and services in Ballarat, including Interclub (social club for people with disabilities), Foundation Skills Training and Vocational Education and Training, and Ballarat Bargain Browser (two op-shops). Both op-shops offer pre-loved goods at affordable prices and provide work experience opportunities to people with a disability, disengaged youth and disadvantaged learners.

WHO CAN I CONTACT?

BRACE Education & Training
204 - 206 Windermere Street South
Ballarat VIC 3350

P: 4333 0101
E: ballarat@brace.com.au
www.brace.com.au

BRACE Education and Training
Bacchus Marsh Community College (BMCC) is a not-for-profit Registered Training Organisation and offers a broad range of accredited and non accredited courses.

- Early Childhood Education and Care
- Individual Support and Community Services
- Horticulture and Floristry
- First Aid
- Food Hygiene and Responsible Service of Alcohol
- Computer Courses
- Business Courses
- General Education for Adults
- Literacy and Numeracy

Venue hire is available and several community groups are hosted by BMCC.

WHO CAN I CONTACT?

Bacchus Marsh Community College -
The Laurels
229 Main Street (PO Box 309)
Bacchus Marsh VIC 3340

P: 5367 1061
E: info@thelaurels.org.au
www.thelaurels.org.au
Learn Local Organisations offer a variety of training. No matter what level of education or what training you have had in the past, Learn Local can help. Community organisations in the Learn Local network offer education and training with a focus on individual needs and tailoring programs for the learner.

There are over 300 government-registered Learn Local organisations in Victoria offering a large choice of adult community education and training programs statewide. There are 23 Learn Local Organisations in the Grampians region. Courses range from basic computer skills to Certificates and Diplomas in all types of areas such as business, community services and trades.

There are a range of courses.

- Work related - to help you start work, go back to work, change jobs or keep your job
- Vocational - that provide you with nationally recognised vocational qualifications
- Educational - to help you get back into learning
- General - for your own interest and personal development.

WHO CAN I CONTACT?

To find the latest Learn Local information visit www.learnlocal.org.au/find-a-learn-local
**Learn Local Organisations**

**Bacchus Marsh Community College**
229 Main Road, Bacchus Marsh 3340
P: 5367 1061
E: info@thelaurels.org.au

**Ballan & District Community House**
Rear Mechanics Institute Complex
76 Steiglitz Street, Ballan 3342
P: 5368 1934
E: info@bchvic.org

**Ballarat Neighbourhood Centre**
Ballarat South Community Hub
Tuppen Drive, Sebastopol 3350
P: 5329 3273
E: admin@ballaratnc.org.au

**BRACE Education Training & Employment**
204-206 Windermere Street South, Ballarat 3350
P: 4333 0101
E: ballarat@brace.com.au

**Conservation Volunteers Australia**
Cnr University Drive & Enterprise Grove,
Mount Helen 3350
P: 5444 0777
E: info@conservationvolunteers.com.au

**Daylesford Neighbourhood Centre**
13 Camp Street, Daylesford 3460
P: 5348 3569
E: daylesford@ourneighbourhood.org.au

**Haddon Community Learning Centre**
396 Sago Hill Road, Haddon 3351
P: 5342 7050
E: manager@haddonlearning.org.au

**Meredith Community Centre Inc**
4 Russell Street, Meredith 3333
P: 5286 1348
E: learnlocal@meredithcommunitycentre.com.au

**Wendouree Neighbourhood Centre**
12-14 Violet Grove, Wendouree 3354
P: 5339 5069
E: wncadmin@ncable.net.au
Managing Your Money

At some stage you will need to consider setting up a bank account, if you haven’t already. The bank should be able to help you take control of your money and help you to save.

Remember:

• Know your rights
• It’s your money
• Don’t get sucked in, and
• Ask questions - don’t be embarrassed

If you’re getting any sort of income, whether a wage or allowance, you need to have a bank account. Most work places and Centrelink forward your wages directly into your account.

What do I need to present when I open an account?

• Tax File Number
• Proof of address
• ID - check with the bank to find out what ID you need
• Money - these days you only need a $1 to open an account

Medicare Card

Medicare provides access to medical and hospital services for all Australian residents and certain categories of visitors to Australia. Once you turn 15 years old you can apply for a Medicare card. Medicare covers:

• free or subsidised treatment by health professionals such as doctors, specialists, optometrists – and in specific circumstances – dentists, and other allied health practitioners
• free treatment and accommodation for public Medicare patients in a public hospital

You will be required to have a Medicare card to visit a Doctor and will then either be charged a portion of the cost of the visit, or it may be FREE. A Pharmacy or Chemist will often ask you for your Medicare card too.

When getting your own Medicare card you can either get a card that is linked to your parents and remain on theirs, or get an entirely separate one.

WHO CAN I CONTACT?

Forms related to Medicare are available online at:
If you are considering or have made the decision to move out of home, there are several things to consider. You will need to have some money saved up to cover the bond and one month’s rent in advance. You will also need a lot of household items such as furniture, appliances and linen. It can be helpful to look around your home and create a list of what you need. Purchasing or arranging these things before you move can make the transition much smoother.

To find a rental property or search for rooms in share houses, head to www.realestate.com.au/rent or www.realestate.com/share and use the search engine. Other places to check for ads are University/TAFE notice boards, the local paper and Gumtree www.gumtree.com.au/s-flatshare-houseshare.

It is always worthwhile viewing a property at least once and it can be helpful to take someone with you. If you are keen on moving in to an established share house, the other housemates will want to meet you and ask you some questions, giving you the opportunity to ask questions too.

For more information on renting visit the Tenants Union of Victoria website at www.tuv.org.au

The Real Estate Agent will get you to complete a Tenancy Application Form and this will need to be approved by the owner of the property.

You may need a guarantor if under 18. A guarantor is someone over 18 who agrees to be legally responsible for unpaid rent or any damage.

Remember, when seeing a Real Estate Agent, look the part and dress smart - you may get a better reception.

When accepted for a property you will need to complete a ‘Condition Report’. This details any damage to a property, current fittings and features of the property. A smart idea is to take photos before you move your belongings in to accurately record any damage. When you end the tenancy, the property is compared to the condition it was at the beginning of your tenancy and the owner can claim for any damage that is beyond ‘reasonable wear and tear’ that occurs over time.

You may need to connect utilities (e.g. electricity, gas, water, internet and phone). Some real estate offices use companies that can do this for you, however there is usually a fee involved and you don’t get to choose which companies they use. There are a number of comparison sites, that can be found by doing a google search, to help you get the best price.

It is a good idea to get contents insurance as this protects your belongings in the case of fire, theft or other damage. There are hundreds of different insurance policies available and what they cover varies. It is the owner’s responsibility to insure the building, but they are not responsible for your household belongings.

A rental bond is a security deposit a tenant pays before moving in to a property. It is held by the Residential Tenancies Bond Authority (RTBA) and is paid back to the tenant at the end of the tenancy provided no money is owed to the property manager/owner for rent, damages or other costs. For more information on bonds, visit www.consumer.vic.gov.au/bondauthority.
You can apply for a Learner’s Permit to drive a car when you are 16 years old, and a motorbike permit when you are 18 years old.

You can apply for a licence to drive a car when you are 18 years old provided you have had a Learner’s Permit for a period of a minimum of twelve months, and have completed at least 120 hours of supervised driving in a variety of conditions, including 10 hours at night. This driving experience must be recorded in an official Learner Logbook that is signed by you and your supervising driver.

After you pass your tests you will be issued with either a P1 or P2 probationary licence which allows you to drive under the following restrictions.

**P1 Probationary Licence Restrictions**

- You must display RED P plates at all times (plates measuring approximately 150mm square with a white letter P on a red background)
- You must not have any alcohol in your blood when driving
- You must not use a mobile phone, hand held, hands free or messaging of any kind
- You are not permitted to drive a high powered vehicle. A vehicle search is available on the VicRoads website
- You cannot tow a caravan or trailer (unless for work at the request of the employer, under instruction with an experienced driver sitting beside you or you are using the vehicle in connection with agriculture, horticulture, dairying, pastoral or other like pursuits like commercial fishing). When towing with an experienced driver “driver under instruction” plates must be affixed to the front & back of the vehicles
- You are not allowed to carry more than one peer passenger aged between 16 and 21 years of age. A peer passenger doesn’t include a spouse/domestic partner and/or a sibling/step-sibling. This does not apply if an experienced driver is sitting beside you
- If you pass your drive test in an automatic vehicle, you will be restricted to driving automatic vehicles while you hold a probationary licence
- You must carry your licence at all times while driving

**P2 Probationary Licence Restrictions**

- You must display GREEN P plates at all times (plates measuring approximately 150mm square with a white letter P on a green background)
- You must not have any alcohol in your blood when driving
- You must not use a mobile phone, hand held, hands free or messaging of any kind
- You are not permitted to drive a high powered vehicle. A vehicle search is available on the VicRoads website
- If you pass your drive test in an automatic vehicle, you will be restricted to driving automatic vehicles while you hold a probationary licence
- You must carry your licence at all times while driving

**WHO CAN I CONTACT?**

**VicRoads**
P: 131 171
www.vicroads.vic.gov.au

**WHO CAN I CONTACT?**

Having trouble getting your licence?
United Way L2P Program P: 5331 5555
(Driving assistance for disadvantaged youth)
Vehicle Registration
All vehicles including scooters and motorbikes, both dirt and road, must be registered before being driven or ridden in Australia. This is done through VicRoads.

Your registration is due every year. You can get a reduced price and the ability to pay for a 6-month registration if you have a concession card issued by Centrelink. More information on concessions can be found on the VicRoads website.

Buying a Vehicle
When buying a vehicle it is important to first think about the type of vehicle that you will need. Then you need to set a budget.

It is always a sensible to take someone along with you when looking at a car. If it is a second-hand car it may also be a good idea to have it checked out by an independent third party such as a mechanic. A check on the Personal Property Security Register (PPSR) will tell you if the vehicle has money owing on it, has been reported as stolen or written off. This check is done at www.ppsr.gov.au and costs less than $5. All registered second-hand cars should come with a certificate of roadworthiness, a bill of sale/receipt and a transfer of registration form. You will then need to lodge the paperwork and any fees at a VicRoads office to transfer the vehicle’s registration.

If you buy an unregistered vehicle then you will not get a certificate of roadworthiness or transfer of registration form. You should still receive a receipt/bill of sale. You will need to arrange to get a Roadworthy completed before it can be re-registered.

More information can be found at www.vicroads.vic.gov.au/registration/buy-sell-or-transfer-a-vehicle

Vehicle Insurance
There are 4 main types of vehicle insurance.

Compulsory Third Party (CTP)
This compulsory insurance is part of the cost of your registration in Victoria. It covers you or anyone else for death or injury if your car is involved in an accident. It is provided by the Transport Accident Commission (TAC).

Comprehensive Insurance
This is the most expensive insurance, but also offers the most coverage. This covers damage to your vehicle, other vehicles and property. If you get a loan for a car you will normally need this level of insurance.

Third Party
This is usually the cheapest insurance. It only covers other vehicles and property. It does not cover your property.

Third Party Fire & Theft
In addition to basic third party, this insurance covers exactly what it says - fire and theft. It will cover your property for fire or theft, but will not cover your property in a traffic accident.

WHO CAN I CONTACT?
www.iselect.com.au
(Multiple types and providers of insurance)

Other Vehicle Costs
A motor vehicle is a big financial commitment. The cost doesn’t end once you have purchased the vehicle. There are on-going costs such as maintenance and servicing which should be undertaken. If you don’t maintain and service your vehicle regularly then costly problems and issues can arise such as a break down. If you do break down roadside assist can be very handy. Roadside assist is offered by several companies and is usually available 24/7.

You will also have to put fuel in your vehicle. The price for fuel varies greatly depending on location, and type of fuel required. The main types of fuel are petrol, diesel and LPG (gas). You must ensure you fill your vehicle with the correct fuel. Putting the wrong fuel in your vehicle can be a frustrating and very costly mistake.
Options to Keep in Mind

If you are under 21, have left school before completing Year 12, and you don’t plan to do further study or training, you can be assessed for your eligibility to receive income support from Centrelink. If you can’t find a job you will need to consider whether you’ll be better off going back to school or doing some other study or training course.

Make sure you talk through your options with your parents, a teacher you relate to well, your school counsellor, careers advisor or youth service staff. These contacts are still available even after you leave school.

Youth Allowance

Financial help exists for people aged 16 to 24 years who are studying full-time, undertaking a full-time Australian Apprenticeship, training, looking for work or sick.

Youth Allowance eligibility basics

To discover if you are eligible you can visit www.humanservices.gov.au/individuals/services/centrelink/youth-allowance or use the service and payment finder tool on the Centrelink website.

Abstudy

This is financial support for Aboriginal and Torres Strait Islander Australians who are studying or undertaking an Australian Apprenticeship.

Abstudy Eligibility Basics

• Aboriginal and/or Torres Strait Islander Australian
• enrolled in an approved course or undertaking an Australian Apprenticeship
• not receiving any other government assistance to study or undertake an apprenticeship or traineeship

Concession Cards

Some payments entitle you to a Health Care Card. You are eligible for this if you are a low income earner or you receive the following benefits:

• Newstart Allowance
• Parenting Payments
• Sickness Allowance
• Mobility Allowance (only if not on a Disability Support Pension)
• Carer Allowance & Payments (only if certain conditions are met)
• Special Benefit

If you receive Youth Allowance, Abstudy or Austudy you will not automatically receive a Health Care Card but may still qualify for a Low Income Health Care Card.

Contact Centrelink to confirm your eligibility or look online.

WHO CAN I CONTACT?

Centrelink

12 Albert Street, Ballarat VIC 3350
www.humanservices.gov.au/individuals/centrelink
P: 132 490 Youth Allowance and most other queries for young people and students

P: 1800 132 317 Abstudy
P: 132 850 Employment Services
P: 1800 810 586 Teletypewriting enquiries for hearing and speech impaired people
**Police Powers**

**Giving Your Name and Address**

It is a criminal offence to refuse to give your name and address in certain circumstances, or to give false details to the police (or public transport officers). The police must tell you why they want your details. If they don’t give you a reason, you should ask for it. The police can demand your name and address without giving a reason if you are in a hotel or licensed premises (staff can also ask for your age).

**Going to a Police Station**

If police want you to go with them to a police station, you can refuse unless they are arresting you or in special circumstances such as:

- when you are driving and they want to do a breathalyser or drug test
- they are investigating a report of family violence
- they believe you are mentally unwell and need to be taken into custody

Always ask the reason they want you to go with them.

**Searches**

Police have the right to search you at any time in a public place if they believe you may be carrying illegal drugs, stolen goods or firearms. The police can also search you at school if they suspect you are carrying illegal weapons. If the police stop you, they must make a record of this. You can ask for a copy of the record at the time or later.

**Volatile Substances**

The police can search you if you are under 18 and they suspect you are going to inhale a volatile substance (chroming). It is not a crime to chrome but the police can stop you and take you somewhere safe if they think you will hurt yourself by chroming.

**Graffiti Prevention**

Under laws to prevent graffiti, the police can search you if they think you are over 14 and:

- they suspect you have a graffiti tool, such as spraypaint, textas, stencils or an implement used for gouging
- you are in or adjacent to public transport property
- you are trespassing

**Alcohol**

If you are under 18 the police cannot search you for alcohol but they can take it from you if they see you with it.

**Police Questioning**

While you are waiting to speak to your parents or guardian, lawyer, independent person or interpreter, you should refuse to answer any questions after giving your name and address.

If you are under 18 the police must not formally question you unless your parents or guardian are there – unless you don’t want them there. If your parents or guardian are not available, the police must arrange for an independent person to be with you during questioning. You must be given the chance to talk privately to your parents, guardian or the independent person before the questioning.

The independent person is there to make sure you and the police understand each other and that you understand your rights. They don’t give legal advice. Either you or the police can suggest who will be the independent person.

Note: The police don’t have to wait for a parent, guardian or independent person to arrive before questioning you when someone else involved in the crime might get away or if waiting may cause danger to other people.
**Right to Phone Calls**

If the police have arrested you or taken you into custody, before any formal questioning begins they must let you phone a lawyer from a ‘private space’ (somewhere that the police can’t hear you). The police must also let you phone a friend or relative from a private space, unless it is a driving matter involving drinking or drugs or they believe that during this time:

- someone else involved in the crime might get away
- some evidence may be lost or tampered with
- other people may be in danger

**Photos**

The police may want to take your photo so they can identify you when you are being:

- kept in a police cell
- released from custody on bail with conditions that you report to a local police station

If you are between 10 and 17 your parents or guardian must consent (or the court must order it) before you can be photographed.

**Terrorism Laws**

There are terrorism laws that give the police powers to arrest and detain people, including people under 18. These laws are complicated. Get legal advice.

For more information visit:  
EMPLOYMENT ASSISTANCE

A range of programs are available in our region to assist young people to find employment. The purpose of these programs is similar; they all aim to assist young people to develop the skills, attributes and behaviours that meet employer expectations and transition successfully into employment. Some young people face particular barriers and some of the programs address these specifically.

PROGRAM LOCATIONS

St Laurence
118 - 120 Armstrong St South
Ballarat

Gforce
32 Dutton St North
Ballarat Central

PeoplePlus
40 Camp St Ballarat

WDEA
219 Mair St Ballarat

Headspace
28 Camp St Ballarat

Centacare
4-6 Peel St Ballarat

Federation
20 Grant St Ballarat
SMB Campus
Lydiard St Sth Ballarat

bgt
14 Hill St Ballarat

Suite 3, 106-110 Lydiard St Sth
Ballarat

Royal Oak Hotel

11 Tuppen Dr Sebastopol

Highlands LLEN

SCHOOL LEAVER’S MANUAL 2018-2019
TRANSITION TO WORK

AGE GROUP 15 TO 21 | FEDERAL FUNDING

The Transition to Work service has a strong focus on helping young people understand and develop the skills, attributes and behaviours employers are seeking.

ELIGIBILITY

Young people who are:
• aged between 15 to 21 and at risk of becoming long term unemployed
• not attending or engaged with school or study
• not working an average 8 hours or more per week

SERVICES OFFERED

Transition to Work helps young people to:
• link with real jobs
• gain financial assistance with work related costs and further training
• develop practical skills to get a job
• connect with education and training
• find and participate in work experience opportunities
• identify employment opportunities in the local area
• connect with relevant local community services

COMMITMENT REQUIRED

• To meet regularly with their youth work coach.
• Participate in up to 25 hours per week of relevant employment related activity designed by the young person and their youth work coach.

SERVICE PROVIDER:

GForce
32 Doveton St North Ballarat VIC 3350
P: 03 5333 5730  |  1800 436 723

P: 03 4344 4155  |  e: info@highlandsllen.org
Suite 21 Ballarat Technology Park Central
106 – 110 Lydiard Street South, Ballarat
PO Box 563, Ballarat VIC 3350
www.highlandsllen.org

[Accurate as of 19 September 2018]
SKILLS AND JOBS CENTRE

OPEN TO ALL AGE GROUPS | STATE FUNDING

Your first port-of-call to receive expert advice on training and employment opportunities.

ELIGIBILITY
The Skills and Jobs Centre is aimed at:

- prospective students
- employers
- industry
- apprentices and trainees
- unemployed or retrenched workers

SERVICES OFFERED
The Skills and Jobs Centre offers advice and a range of services including:

- apprenticeship and traineeship advice
- referral to additional service providers offering welfare support and financial advice
- job search skills and resume preparation assistance
- assistance to identify existing skills with the opportunity to formalise these through Recognition of Prior Learning (RPL)
- access to information on employment trends, industry areas with skills shortages and employment opportunities
- assistance with career and training plans, identifying training qualifications that could be undertaken to make a successful career transition

COMMITMENT REQUIRED

- As required.

SERVICE PROVIDER:
Federation University Australia SMB Campus
20 Grant St Ballarat VIC 3350
P: 03 5327 6540 | E: skillsandjobs@federation.edu.au

Highlands LLEN

P: 03 4344 6155 | E: info@highlandsllen.org
Suite 21 Ballarat Technology Park Central
106 - 110 Lydiard Street South, Ballarat
PO Box 583, Ballarat VIC 3350
www.highlandsllen.org

[Accurate as of 19 September 2018]
JOBS VICTORIA
EMPLOYMENT NETWORK (JVEN)

AGE GROUP 15 AND ABOVE | STATE FUNDING

Employment assistance for disadvantaged jobseekers. A key feature is engagement with employers to identify vacancies and support jobseekers into those roles.

ELIGIBILITY

JVEN supports:
- unemployed people who face labour market disadvantage and need assistance to gain employment but are ineligible for full Commonwealth employment services (i.e. people who are only able to access jobactive services as a volunteer). This will generally be people who are unemployed but not in receipt of income support payments
- disadvantaged jobseekers who are eligible for full Commonwealth job services but have complex barriers to employment and are either referred by other State Government services (e.g. youth justice clients, young people in out-of-home care) or are designated as a priority target group

SERVICES OFFERED

JVEN provides:
- active job search support and job search mentoring
- work preparation, including job-specific skills training
- active engagement with employers, industry and trade unions to identify suitable employment opportunities and match jobseekers to roles
- job matching and placement into employment
- post-employment support to employees (jobseekers) and employers
- personal support to address non-vocational barriers (e.g. health, housing, drug and alcohol issues, childcare, transport) in collaboration with community support services
- referral to vocational skills training if required
- referral to literacy and numeracy support if required

Please refer to the ‘Futures Program’ flyer from Quality.

COMMITMENT REQUIRED

- JVEN is a voluntary program.
- It would be beneficial for job seekers to meet weekly with the Employment Facilitator.

SERVICE PROVIDERS:

Westvic Staffing Solutions
Suite 3, 106 - 110 Lydiard St Sth Ballarat
P: Leanne Parker – 0429 899 065
E: lparker@westvic.org.au

Qualify
Paul Harrip
M: 0419 935 046
E: paul@qualify.com.au

NOTE: the Westvic program has a focus on clients with a disability
SKILLS FIRST RECONNECT

AGE GROUP 17 TO 64 | STATE FUNDING

Skills First Reconnect, delivered by Federation University and Ballarat Group Training (BGT) Jobs and Training, is designed for people who are keen to explore study and training options, or kick start a career but are unsure where to start. Participants will be provided with wrap-around supports helping to identify future goals, steps to work towards them, addressing any challenges and skill gaps, whilst building resilience and confidence to chase their dreams.

ELIGIBILITY

Skills First Reconnect is a support program aimed at people aged 17 to 64 who are living in the areas of Ballarat, Hepburn, Moorabool, Horsham, Central Goldfields, Northern Grampians, Golden Plains and Pyrenees.

To access support, the following must apply:

• aged 17 to 64 years old
• did not complete Year 12 or equivalent
• not currently studying
• if aged 16 to 19 years old, can be working casually or part-time
• unemployed for minimum 12 months (if over 19 years of age)

SERVICES OFFERED

Skills First Reconnect will work with clients to identify their individual needs and help them achieve their goals. This could include assisting clients in overcoming the barriers preventing them from enrolling and/or succeeding in formal training or employment. Skills First Reconnect can also support clients to complete an accredited course and utilise work placements to increase employability.

Skills First Reconnect have broken the process down into three steps:

• get help – to know where to start
• get support – receive guidance on where to go next
• get training – increase skills and employability with recognised training

For information or to make a referral: www.reconnectballarat.com.au

COMMITMENT REQUIRED

• Be actively engaged with a Case Manager.
• Be willing to address any barriers to education and/or training participation.

SERVICE PROVIDERS:

Federation University Australia SMB Campus
Building A, Lydiard St South, Ballarat VIC 3350
P: 03 5327 8240  |  F: 03 5327 8423

Ballarat Group Training
14 Hill St Ballarat VIC 3350
P: 03 5333 8600

www.reconnectballarat.com.au

[Accurate as of 19 September 2018]
Job seekers receive professional one on one support and mentoring from a Work and Learning Advisor on job seeking skills, supporting people entering or re-entering the workforce. Whether they are looking for help to apply for jobs, seek training, work experience or career guidance – the Advisors can help.

**Eligibility**
- Must not be enrolled in school.
- Possess Australian work rights.

**Commitment Required**
- Meet on a regular basis with the Work and Learning Advisor – either weekly or fortnightly or more if needed.
- Be an active participant – this is a partnership!
- This service is free and participation is voluntary.

**Services Offered**
- The Work & Learning Centre offers:
  - skills-assessment sessions
  - computer classes
  - training
  - advice on resume preparation, interview techniques and personal presentation
  - advice on how to meet the needs of local employers
  - workshops on Australian workplace culture

Advisors will:
- provide one-on-one coaching to support the development of work readiness
- advocate on behalf of their client to other agencies eg. Centrelink or jobactive
- refer job seekers to community service providers to address non-vocational barriers
- assist job seekers to investigate suitable training options
- post placement support after commencement of training or employment
The Empowering YOUth Initiative available in the Highlands region is a Digital Work and Study Service that can assist with creating a winning resume, career planning, job searching, interview preparation, contact and collaboration with employers and social firms. It can provide support with exploring suitable education options, assist with getting into study, as well as sourcing financial support for education.

**Eligibility**

For young people wanting to:
- get into work or study
- increase hours of work or study
- get a more suitable job or study pathway

**Services Offered**

The Digital Work and Study Service has been developed by headspace. Services are delivered by online chat, phone consultation and the provision of resources and information online.

The online resources cover topics such as:
- before you start
- looking for a job
- the job interview
- starting a new job
- types of learning
- learning options
- financing your studies
- courses and course providers
- student services
- working on your mental and emotional health
- research job market information
- explore career and job options
- make a career plan


**Service Provider:**

headspace
P: 1800 810 794
Chat online: digitalworkandstudy.org.au
Online resources: headspace.org.au/young-people
jobactive is the Australian Government’s way to get more Australians into work. It connects job seekers with employers and is delivered by a network of jobactive providers.

To ensure job seekers remain active and engaged while looking for work, they may need to meet certain requirements to keep receiving income support. These are called mutual obligation requirements.

If a job seeker has mutual obligation requirements, they will generally need to:

• enter into a Job Plan that will outline what they will do to become more job ready and satisfy their mutual obligation requirements
• look for up to 20 jobs each month, with jobactive providers able to tailor this requirement to a job seeker’s individual circumstances and local labour market conditions
• complete Work for the Dole or another suitable activity (such as part-time work, part-time study in an eligible course, participation in accredited language, literacy and numeracy training or voluntary work) for six months each year

A job seeker’s mutual obligation requirements vary according to their age and other personal circumstances.

Further information is available at:
www.jobactive.gov.au

See overleaf for Services Offered.
**SERVICES OFFERED**

**Employers** can get help from jobactive providers to source and recruit employees who meet their business needs.

**Job seekers** can get help from a jobactive provider to find and keep a job.

Jobactive providers have a strong understanding of local labour markets. They know where the jobs are, what to do to help job seekers get ready for work and how to match job seekers to employer needs.

Services for job seekers from jobactive providers include:
- help to look for work, write a resume and prepare for interviews
- referrals to jobs in the local area and help to relocate for work if they are interested
- help to become job ready, including targeted training that is suited to the skills that local employers need
- individualised case management so they are ready to take up and keep a job
- support to complete *Work for the Dole*, or other eligible activities, that provide work like experiences, help to learn new skills and improve the job seeker’s chances to find a job
- access to the **National Work Experience Programme** which aims to build confidence and real life work experience of job seekers and prepare them to meet expectations of employers by undertaking volunteer work experience with for-profit, not-for-profit and Government organisations for up to 25 hours per week for a maximum of four weeks per placement

**SERVICE PROVIDERS:**

- **Centacare Employment**
  4 - 6 Peel St Ballarat VIC 3350
  P: 03 5337 8999  |  1300 562 749
  E: ballarat@centcareemployment.org.au

- **PeoplePlus**
  40 Camp St Ballarat VIC 3350
  P: 03 5333 6100  |  1800 773 338
  www.peopleplusaustralia.com.au

- **St Laurence Community Services**
  118 - 120 Armstrong St Sth Ballarat VIC 3350
  P: 03 5273 2260  |  1800 755 627
  E: jobactive.ballarat@stlaurence.org.au

- **PeoplePlus**
  40 Camp St Ballarat VIC 3350
  P: 03 5333 6100  |  1800 773 338
  www.peopleplusaustralia.com.au

- **St Laurence Community Services**
  118 - 120 Armstrong St Sth Ballarat VIC 3350
  P: 03 5273 2260  |  1800 755 627
  E: jobactive.ballarat@stlaurence.org.au

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  P: 03 5333 6100  |  1800 773 338
  www.peopleplusaustralia.com.au

- **St Laurence Community Services**
  118 - 120 Armstrong St Sth Ballarat VIC 3350
  P: 03 5273 2260  |  1800 755 627
  E: jobactive.ballarat@stlaurence.org.au

- **PeoplePlus**
  40 Camp St Ballarat VIC 3350
  P: 03 5333 6100  |  1800 773 338
  www.peopleplusaustralia.com.au

- **St Laurence Community Services**
  118 - 120 Armstrong St Sth Ballarat VIC 3350
  P: 03 5273 2260  |  1800 755 627
  E: jobactive.ballarat@stlaurence.org.au
The Empower Youth Initiative in the Highlands region is the Ballarat Youth Power project. Ballarat Youth Power aims to bring together the resources of Centacare Ballarat and headspace Ballarat to provide holistic assistance for vulnerable and disadvantaged young people. The project aims to build young people’s resilience and positive self-concepts, improve health, wellbeing and social connection and develop their skills for work and career pathways.

**ELIGIBILITY**

For young people who are:
- at risk of disengagement from family and community, or
- at risk of anti-social behaviours
- wanting some assistance to improve their health and well being
- requiring help to find a way back to school, enter training or secure employment

**SERVICES OFFERED**

- Help to connect with health workers, doctors and youth support services.
- Assistance with training and education and returning to school where appropriate.
- Assistance to develop motivation and career goals, increase employability skills.
- Help to develop resumes, job applications, interview skills.
- Access to volunteer work, work trials, work placements.
- Support to link to community supports and join community groups.
- Meet with Centacare’s Ballarat Youth Power worker at headspace in Camp St Ballarat.

**COMMITMENT REQUIRED**

- Meet regularly with the Youth Worker.
- Be actively engaged with the services provided.
The Youth Jobs PaTH program is designed to support young people to gain skills and the work experience they need to get and keep a job. Youth Jobs PaTH can give young people opportunities to experience different career paths that match their interests.

Both EST courses are 75 hours of face-to-face training. Depending on mutual obligation requirements, the hours will be spread out over either three or five weeks. The jobactive provider will refer the young person to an appropriate EST course based on the skills they need to improve.

• Training Block 1:
  Will focus on work skills to help the young person meet the expectations of employers in the workplace. They will learn communication, teamwork, time management, problem solving and additional technology skills.

• Training Block 2:
  Will focus on career development and job preparation. Participants will learn advanced job hunting skills, interview skills and labour market education. They will also attend industry awareness experiences which are opportunities to experience different work environments to help them find out which industry is right for them.

• Young people can participate in one or both blocks depending on their needs.
• If a young person feels ready to get started, they should contact their jobactive provider. Let them know they would like to take part in Employability Skills Training. If there is a suitable option for them, the jobactive provider can connect the young person with the right EST course in the area.

Young people may be eligible to take part in Employability Skills Training (EST) if they are aged 15 - 24, are on income support, are registered with Jobactive and have mutual obligation requirements. It is necessary to discuss eligibility and suitability to take part in the training with the jobactive provider.

Both EST courses are 75 hours of face-to-face training. Depending on mutual obligation requirements, the hours will be spread out over either three or five weeks. The jobactive provider will refer the young person to an appropriate EST course based on the skills they need to improve.

Eligibility

Commitment Required

Services Offered

Service Providers:

Federation College  | S Building SMB Campus
Cnr Grant and Moyle Sts Ballarat VIC 3350
P: 03 5327 8240  |  F: 03 5327 8423
E: college@federation.edu.au

Westvic Staffing Solutions
Suite 3, 106 - 110 Lydiard St Sth Ballarat
P: Leanne Parker – 0429 899 065
E: lparker@westvic.org.au

Highlands LLEN
The Digital Industry Mentor Service can connect young people with an industry (work) mentor to help them find, maintain and enjoy work in an area that interests them. The service can help young people by developing their job seeking and industry-specific skills, as well as connecting them with key people and professional networks. Each of the mentors work in different types of jobs and are matched with young people based on their work interests. All the mentoring support happens online, so it’s easy to stay in touch and connect with mentors.

Young people aged 17 to 24 can participate in the mentoring service. Whether a young person has never worked before, or is unemployed or in-between jobs, or even started a new job – they can still apply for this program. It also does not matter where they live, as all of the mentoring takes place online.

A mentor is someone who gives advice and guidance to help someone reach their goals. An industry mentor will help young people reach their career goals by working with them to:

- provide industry specific advice around work, employer expectations and career progression
- grow their professional network and teach them how to connect and reach out to other professionals in their chosen area of work
- understand the recruitment process in their chosen industry and improve their application and interviewing skills
- support with the transition into work, improving professional communication skills and young people’s understanding of their rights and responsibilities at work
- act as a role model and discuss work related ideas and concerns

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ELIGIBILITY

Young people aged 17 to 24 can participate in the mentoring service. Whether a young person has never worked before, or is unemployed or in-between jobs, or even started a new job – they can still apply for this program. It also does not matter where they live, as all of the mentoring takes place online.

COMMITMENT REQUIRED

Young people will connect once every two weeks with their mentor at a time that suits them. All of this happens online, and they can decide how they want to get in touch (e.g. webchat, telephone or video call).

Young people can be matched with a mentor for a total of up to six months. This will give young people enough time to get to know their mentors and to work together on any goals that have been set.

SERVICES OFFERED

A mentor is someone who gives advice and guidance to help someone reach their goals. An industry mentor will help young people reach their career goals by working with them to:

- provide industry specific advice around work, employer expectations and career progression
- grow their professional network and teach them how to connect and reach out to other professionals in their chosen area of work
- understand the recruitment process in their chosen industry and improve their application and interviewing skills
- support with the transition into work, improving professional communication skills and young people’s understanding of their rights and responsibilities at work
- act as a role model and discuss work related ideas and concerns

SERVICE PROVIDER:

headspace
P: 1800 810 794
Chat online: digitalworkandstudy.org.au
Online resources: headspace.org.au/young-people
Apprenticeships and Traineeships

An apprenticeship is a training contract between an employer and an employee in which the employer provides training and the apprentice learns the occupation/trade.

Apprenticeships include both traditional trade apprenticeships and traineeships. Apprentices must be at least 15 years of age and may already hold a qualification. There is no maximum age. Training can be developed to suit specific needs of the business. It may be totally on-the-job or a combination of on and off-the-job programs.

Apprentices can be employed on a full time or a part time basis. There are over 500 apprenticeships and traineeships in all types of industries. When all competencies have been achieved, the apprentice gains a nationally recognised qualification.

Apprentices/Trainees may be eligible for a living away from home allowances and Trade Support Loans. If you are an Apprentice in a trade, you may also be eligible for a discount on your vehicle registration. Contact VicRoads for more information [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au).

WHO CAN I CONTACT?

AUSTRALIAN APPRENTICES

Apprenticeships Matter
219 Mair Street
Ballarat VIC 3350
P: 1800 005 355
*Free to call from landline, $1 per minute on mobile
E: enquiries@appsmatter.com.au
www.appsmatter.com.au

MAS National
110 Lydiard Street North
Ballarat VIC 3350
P: 1300 627 628
E: info@masnational.com.au
www.masnational.com.au

MEGT
Suite 10 Brewery Complex, Ballarat Technology Park Central
107 Lydiard Street South
Ballarat VIC 3350
P: 13 63 48
P: 5333 8388
E: aasninfo@megt.com.au
www.megt.com.au

Sarina Russo Apprenticeships
14 Hill Street
Ballarat VIC 3350
P: 1300 178 776
E: apprenticeships@sarinarusso.com.au
www.sarinarusso.com

WORK. + TRAINING. + SKILLS.
Disability Employment Services help people with disability find work and keep a job.

Through Disability Employment Services, people with disability, injury or health condition may be able to receive assistance to prepare for, find and keep a job.

Providers of Disability Employment Services are called DES providers for short. DES providers are a mix of large, medium and small, for-profit and not-for-profit organisations that are experienced in supporting people with disability as well as providing assistance to employers to put in place practices that support the employee in the workplace.

Disability Employment Services has two parts:

- Disability Management Service is for job seekers with disability, injury or health condition who need assistance to find a job and occasional support in the workplace to keep a job.

- Employment Support Service provides assistance to job seekers with permanent disability to find a job and access regular, ongoing support in the workplace to keep a job.

Following extensive community consultation involving people with disability, disability peak organisations, disability service providers and employers, the DES program has changed from 1 July 2018. DES participants now have greater choice about the services they receive and how they receive them.

One of the changes to the DES program is a trial of expanded DES eligibility for students in the last year of school.
DISABILITY EMPLOYMENT SERVICES (CONTINUED)

APM Employment Services
Ballarat, Ballan, Daylesford
P: 5331 2002

AimBig Employment
Ballarat, Ballan
P: 1300 034 997

Atwork Australia Pty Ltd
Ballarat
P: 1300 080 856

AXIS Employment
Ballarat, Sebastopol, Wendouree,
Ballan, Beaufort
P: (Ballarat) 5331 4898

Centacare Employment
Ballarat, Daylesford
P: (Ballarat) 5337 8999

CoAct/Interact
Bacchus Marsh
P: 1300 388 873

CVGT Australia Ltd
Ballarat, Ballan, Daylesford
Beaufort, Bacchus Marsh
P: 13 28 48

GForce
Ballarat, Ballan
P: 5333 5730

MatchWorks
Ballarat, Dylesford, Bacchus Marsh
P: 4313 5600

MAX Employment
Bacchus Marsh
P: 9217 9200

OCTEC Limited
Bacchus Marsh
P: 1800 258 182

PeoplePlus
Ballarat, Ballan, Dylesford
P: 1800 773 338

Westgate Community Initiative Group
Bacchus Marsh
P: 9743 0189

WDEA Works
Ballarat, Dylesford
P: (Ballarat) 5331 6566
Leaving school is an interesting stage and journey in every young person’s life. There are many options to consider: a gap year, employment, traineeship, apprenticeship or volunteering in order to gain experience, new skills and make a contribution. Whatever your decision, just remember life itself is an education.

If you decide that volunteering to develop your skills or contribute to your community is the way to go, check out the following websites:

**City of Ballarat Volunteering**

**Go Volunteer**
E: govolunteer@govolunteer.com.au
www.govolunteer.com.au

**Conservation Volunteers Australia**
P: (Freecall) 1800 032 501 (within Australia)
P: 5330 2600
E: info@conservationvolunteers.com.au
www.conservationvolunteers.com.au

**United Way Ballarat and Ballarat Foundation**
7 Lydiard Street South, Ballarat
P: 5331 5555
E: info@unitedwayballarat.com.au
www.unitedwayballarat.org.au

**Volunteering Victoria**
P: 8327 8500
E: info@volunteeringvictoria.org.au
www.volunteeringvictoria.org.au
CAREERS FOR YOUTH BALLARAT AREA (CYBA)

CYBa – presenting local employment and career opportunities for young people in the Ballarat and surrounding areas. CYBa informs you about local jobs, the pathways into skills shortage areas as well as providing updates on the regional labour market. REAL jobs are posted regularly on this site.

WHO CAN I CONTACT?
www.cyba.com.au

JOBS 4 BALLARAT

If you’re after a new job, no matter the circumstances, Jobs 4 Ballarat is the helping hand to that next step in your career pathway.

Search Jobs
Job-seekers will benefit from the site’s fully integrated and streamlined search facilities, by location, experience and your preference of job or career.

Support & Training
A supportive resource for job-seekers including interview tips, resume advice and a bunch of helpful external resources.

Local Initiative
Jobs for Ballarat is a collaboration between the City of Ballarat, 3BA 102.3 FM and Power 103.1 FM who have come together to help support the economy and development in the region.

WHO CAN I CONTACT?
www.jobs4ballarat.com.au
WHEN YOU ARE EMPLOYED

AWARDS, CONDITIONS AND PAY SLIPS

There are Federal Awards which set out the terms and conditions of employment you’re entitled to receive for particular industries. Awards cover:

• pay rates
• the process that must be followed if you are terminated
• Long Service Leave
• overtime rates
• Maternity and Paternity Leave

To check your award or to find out if you are being paid properly visit www.fairwork.gov.au

WHO CAN I CONTACT?

Fairwork Ombudsman

P: 131 394
www.fairwork.gov.au

DISCRIMINATION

Victoria’s Equal Opportunity Commission can advise you about whether or not you have been unlawfully discriminated against. The Commission has the power to investigate complaints of unlawful discrimination relating to:

• age
• carer and parental status
• disability
• employment activity
• gender identity, lawful sexual activity and sexual orientation
• industrial activity
• marital status
• physical feature
• political belief or activity
• pregnancy & breastfeeding
• race
• religious belief or activity
• sex
• expunged homosexual conviction
• personal association

You have 12 months from the date you believe that the discrimination occurred to lodge a complaint.

WHO CAN I CONTACT?

Victoria’s Equal Opportunity Commission

P: 9032 3583 or 1300 292 153
E: enquiries@veohrc.vic.gov.au
www.humanrightscommission.vic.gov.au
Paying Tax

No matter how old you are, if you are working full-time or part-time and earn more than $18,200 in one financial year (July 1 to June 30), then you should lodge a tax return.

The first $18,200 you earn is tax free. This is called the ‘tax free threshold’. You can only have the tax free threshold applied to one source of income (e.g. if you work part-time and receive Youth Allowance, you can only claim the tax free threshold for either your part-time income or your Youth Allowance).

Your employer will send you a Payment Summary (PAYG) after the end of the financial year (i.e. after June 30). This summary will set out how much you have earned and how much tax you have paid.

If you earn less than $18,200 and you have had tax taken from your pay you should lodge a tax return to get that money back. This is called a ‘tax refund’.

The Australian Taxation Office (ATO) offers a free online tax return lodgement called “MyTax” each year which will help you complete your tax return. “MyTax” is part of the “MyGov” website. “MyGov” is a simple and secure way to access government online services such as the ATO, Medicare, Centrelink and many more. Visit www.my.gov.au to sign up. You have until October 31 each year to lodge your tax return for the previous financial year.

Tax File Number

You need a Tax File Number when you:

- are over 16
- become a TAFE or University student
- receive Government payments
- lodge a tax return
- earn income

To gain a tax file number you can apply online or order a paper form via P: 1300 720 092 (24/7) or www.ato.gov.au/Forms/TFN---application-for-individuals. You will have to provide identification at an Australia Post interview. If you are applying for Centrelink payments, Centrelink can assist you to apply for a Tax File Number.
What Is The Fair Work Commission?

The Fair Work Commission is the national workplace relations tribunal. It is an independent body with the power to carry out a range of functions including:

- providing a safety net of minimum conditions, including minimum wages in awards
- facilitating bargaining and enterprise agreements
- addressing unfair dismissal
- regulating strike action
- resolving a range of collective and individual workplace disputes
- equal pay and workplace protections.

The work of the Fair Work Commission is carried out by Commission members with the support of administrative staff.

**WHO CAN I CONTACT?**

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Unions - Ballarat Trades Hall

Union membership can give you more power during employer and employee negotiations because you are part of what’s called collective bargaining power. Ballarat Trades Hall at 24 Camp Street, can help you make sense of unions and workplace issues. Ballarat Trades Hall can be reached by phone 5332 3666 or via email balltlc@outlook.com.au. You are also welcome to drop in.

What Is Collective Bargaining?

Collective bargaining power means that your employer has to negotiate with the union that represents a group of workers. It can give you more support when you have problems at work, or when you’re trying to negotiate better conditions, such as more money.

Who Is Eligible To Join A Union?

All Australian employees are eligible to join a union.

**WHO CAN I CONTACT?**

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<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Website</th>
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<tbody>
<tr>
<td>ACTU Member Connect</td>
<td>1300 362 223</td>
<td><a href="http://www.actu.org.au">www.actu.org.au</a></td>
</tr>
<tr>
<td>Australian Unemployed Workers Union (AUWU)</td>
<td>8394 5266</td>
<td><a href="http://www.unemployedworkersunion.com">www.unemployedworkersunion.com</a></td>
</tr>
</tbody>
</table>
**JOB WATCH**

Job Watch is a consumer watchdog which monitors exploitation in employment and training.

Job Watch assists people experiencing exploitation at work or while looking for work. Job Watch is a community legal centre that provides a free and confidential telephone information and referral service. If you feel suspicious about a job advertisement, an interview situation or any other work related problem, Job Watch is a good organisation to contact.

Job Watch is a useful starting point if you are unsure who to speak to or what you should do about any concerns or issues relating to looking for work or while in employment.

**WHO CAN I CONTACT?**

**Job Watch**
P: 9662 1933 (Metro)
P: 1800 331 617 (Regional)

*Free to call from landline, $1 per minute on mobiles*

www.jobwatch.org.au

**YOUTH CENTRAL - PROBLEMS AT WORK**

If you find yourself having problems or issues at work, there is help available. The Youth Central website has a whole section on problems at work and it covers topics such as:

- Bullying and violence at work
- Dealing with stress at work
- Discrimination at work
- Safety at work
- What is unfair dismissal?
- What to do if you get sacked

The information is up to date and easy to read, with links and phone numbers to further information and places where you can seek support from.

The Youth Central website provides a range of information on study and training, jobs and careers and
COMMUNITY AGENCIES

ALCOHOL & OTHER DRUG SERVICES

Ballarat Community Health Centre Drug & Alcohol Services
P: 5338 4500
E: youthAODintake@bchc.org.au

Uniting Care Outreach Drug & Alcohol Programs
105 Dana Street, Ballarat
P: 5332 1286

headspace Ballarat
28 Camp Street, Ballarat
P: 5304 4777

EMERGENCY ACCOMMODATION/HOUSING

UnitingCare Ballarat
UnitingCare Ballarat is the entry point for housing in Ballarat, backed by a network of local services that share support, housing and resources. If you are homeless or have a housing crisis, contact The Housing Program and they will arrange a meeting with a housing worker
105 Dana Street, Ballarat (no appointment required)
P: 5332 1286

FINANCIAL ADVICE

Child + Family Services (CAFS)
P: 5337 3333
www.cafs.org.au

FAMILY & GENERAL COUNSELLING

Ballarat Community Health Centre
P: 5338 4500
www.bchc.org.au

Hepburn Health Service
P: 5321 6500
www.hhs.vic.gov.au

Child + Family Services (CAFS)
(also located in Daylesford and Bacchus Marsh)
P: 5337 3333
www.cafs.org.au

CentaCare Ballarat
(also located in Daylesford and Bacchus Marsh)
P: 5337 8999
www.centacareballarat.org.au

headspace Ballarat
P: 5304 4777
www.headspace.org.au/headspace-centres/ballarat

eheadspace
P: 1800 650 890 (Freecall phone counselling)
www.eheadspace.org.au (Online counselling)
COMMUNITY AGENCIES

FOOD, MATERIAL AID & EMERGENCY RELIEF

Salvation Army
102 Eureka Street, Ballarat
P: 5337 0600

Anglicare
14 Victoria Street, Ballarat
P: 5332 9788

St. Vincent De Paul Society
P: 5334 2844 (between 10am and 3pm weekdays)
P: 1800 305 330 (Freecall)

GAMBLING ASSISTANCE

Gamblers Help WestVic
www.gamblershelpwestvic.org.au

Gambler’s Helpline
P: 1800 858 858

Gamblers Help Youthline (24/7)
Freecall: 1800 262 376
www.responsiblegambling.vic.gov.au/getting-help/young-people (Online chat (24/7))

MIGRANT & REFUGEE YOUNG PEOPLE

CMY (Centre for Multicultural Youth)

CMY is a not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, they work to remove the barriers young people face as they make Australia their home.

Suite 12/106-110 Lydiard Street South, Ballarat
P: 5317 7172
E: info@cmy.net.au
www.cmy.net.au

LEGAL SERVICES

Ballarat Community Health Centre
For legal advice and support contact Sophie Ellis, a youth lawyer, at Ballarat Community Health Centre P: 5338 4500

Youth Legal Help

STUCK is a website that contains information about a range of issues that a young person may experience. You will also find information about how to contact a Youth Lawyer.

www.stuck.org.au

Central Highlands Community Legal Centre
15 Dawson Street North, Ballarat 3350
Freecall: 1800 466 488
P: 5331 5999
www.chclc.org.au

Trades Hall – Trades and Labour Council
24 Camp Street, Ballarat
P: 5332 3666
www.balltlc.org.au

Youth Law

P: 9611 2412
E: legal@youthlaw.asn.au
www.youthlaw.asn.au

Am I Old Enough?

This free booklet is for young people who want to know about how the law in Victoria affects them. It has information on a range of issues that a young person might experience.

COMMUNITY AGENCIES

VIOLANCE & SEXUAL ASSAULT

Centre Against Sexual Assault (CASA)

Ballarat CASA provides free and confidential counselling and support for people with an experience of past or recent sexual assault. Contact CASA Ballarat P: 1800 806 292 (Freecall 24/7) or visit www.casa.org.au/ballarat for more information

WRISC FAMILY VIOLENCE SUPPORT

Contact WRISC for support with violence or abuse issues P: 5333 3666 or visit www.wrisc.org.au for more information. If you require after-hours support, please contact Safe Steps P: 1800 015 188 (freecall). If you are in immediate danger, call 000

Child + Family Services (CAFS)

CAFS has Family Violence Intervention Programs, including programs for males to support them to change their behaviour and the Step Up program that works with families where an adolescent is violent towards family members. P: 5337 3333 for more information or to make a referral

Child Protection

To make a report to Child Protection’s West Division Intake Unit, P: 1800 075 599 (freecall). For all emergency child protection matters after-hours P: 131 278 (24/7)

SEXUAL HEALTH SERVICES

Ballarat Community Health Centre (BCHC)

A Sexual Health Clinic is located at BCHCs site in Lucas, but can also be accessed via headspace Ballarat. For more information visit www.bchc.org.au/services/sexual-health-clinic or visit headspace Ballarat at 28 Camp St, Ballarat

RELATIONSHIP COUNSELLING

Relationships Australia

A fee is charged for services, but this is negotiated based on your income. Relationships Australia (Ballarat) can be contacted on P: 5337 9222

headspace Ballarat

headspace Ballarat can provide support and counselling for relationship issues, including family related issues

P: 5304 4777 or visit headspace Ballarat at 28 Camp Street, Ballarat

MENTAL HEALTH SERVICES

Your doctor can talk to you about mental health concerns and explain how you can access support.

headspace Ballarat

28 Camp Street, Ballarat

P: 5304 4777

www.headspace.org.au/headspace-centres/ballarat

eheadspace

P: 1800 650 890 (Phone counselling)

www.eheadspace.org.au (Online counselling)

Lifeline (24/7)

P: 13 11 14

www.lifeline.org.au

CRISIS SUPPORT

For mental health crisis support contact

Ballarat Health Services, Mental Health Services

P: 1300 661 323 (24/7)

IN THE CASE OF AN EMERGENCY CALL 000

HIGHLANDS LLEN

SCHOOL LEAVER’S MANUAL 2018-2019
City of Ballarat Youth Development delivers a range of youth lead projects, programs and initiatives designed to upskill, engage and inspire. There are many opportunities to connect with other young people, develop new skills and interests while creating change in the Ballarat community.

Our Youth lead programs and initiatives include:

**Youth Council**
A team of passionate young people with a vision to make a difference in the Ballarat community through advocacy, consultation, projects and program delivery. Youth Councillors are empowered through skill development, community connections and unique learning and leadership opportunities.

**FReeZa – Sonika**
Sonika is the Ballarat committee of the FReeZa program. They are a team of young people aged 12 - 25 that lead music, arts and culture events and workshops. The Sonika crew develop skills to create amazing events, workshops and experiences for young people and the broader community.

**UMM in Action**
UMM in Action is for young people to develop, create and communicate their ideas and messages:

- Youth Facilitator Initiative
- Youth Facilitated Workshops
- Girls Space
- Life Skills
- Ballarat Youth Collective

**Forums & Incursions:**

- BYGA – Ballarat Young Global Ambass:
- Make Change Happen – tackling youth housing and homelessness
- Roads to Leadership – finding the leader within
- Change Your Story – youth mental health and wellbeing
- Young Entrepreneurs – empowering young people to create their own opportunities
- You the Man - collaboration interactive theatre experience tackling intimate partner violence

**WHO CAN I CONTACT?**

City of Ballarat Youth Development  
Library & Community Hub, Doveton Street North, Ballarat VIC 3350

P: 5320 5140  
E: youthballarat@ballarat.vic.gov.au  
Golden Plains Shire Council offers a range of free programs, events and activities to support young people aged 12 - 25 who live in Golden Plains Shire.

Our friendly Youth Development Officers work with local young people to develop initiatives that enhance confidence and self-esteem, build skills and knowledge and improve local connections.

Initiatives include but are not limited to:

- youth groups and committees
- youth events (Music, Art, Skate)
- employment and careers workshops
- volunteering opportunities
- work experience and placements
- information sessions for young people and parents
- school holiday programs

If you would like to know more please follow us on Facebook, www.facebook.com/goldenplainsyoungpeople -


or send us an email youth@gplains.vic.gov.au

WHO CAN I CONTACT?

Youth Services Team at Golden Plains Shire
PO Box 111, Bannockburn VIC 3331

P: 5220 7111
E: youth@gplains.vic.gov.au

www.goldenplains.vic.gov.au
Hepburn Shire Council is situated across the towns of Daylesford, Hepburn, Creswick, Clunes & Trentham. The Hepburn Teen Squad provide opportunities for young people to get involved in their community through a variety of fun and significant ways:

- FReeZA music program
- pop up youth events
- school holiday activities
- online participation
- quick response youth grants
- community volunteering opportunities
- Council employment opportunities

Find us on Instagram, www.instagram.com/hepburn_teensquad

WHO CAN I CONTACT?

Hepburn Shire Council
Corner Duke & Albert Streets,
Daylesford VIC 3460

P: (03) 5348 2306
E: teensquad@hepburn.vic.gov.au
www.hepburn.vic.gov.au
The Youth Services team works closely with all providers that operate in the Moorabool Shire.

Moorabool Council Youth Services is committed to delivering a range of youth engagement/youth led programs in partnership with young people, schools, agencies and sporting and community groups in the Shire. These programs aim to increase young people’s connection to the community and family, promote leadership and increase wellbeing.

Programs change from time to time in response to youth needs, but include:

- The Youth Action Group (YAG)
- ACTIV8 - a mental health program
- FReeZA
- Youth Awards
- Moorabool Youth Month
- pop-up youth events

Because programs do change over time, you can contact Youth Services on 5366 7100 or visit Moorabool Shire Council’s Website (Youth Services Page) or Find us on Facebook, www.facebook.com/MooraboolYouthServices

WHO CAN I CONTACT?

Moorabool Youth Services
Darley Community Hub
182 Halletts Way, Darley VIC 3340

P: 5366 7100
E: youthservices@moorabool.vic.gov.au
youth.moorabool.vic.gov.au
Pyrenees Shire Youth Services operates within the Community Development area of Council. Youth focused activities take place throughout the Shire. Biannual Youth Forums provide a means for young people to express their ideas, issues and plans. Young people are encouraged to participate through online Pyrenees Youth Network forums and in local and shire wide activities. Programs and activities may be run in conjunction with partner agencies and include the following:

- FReeZA
- discos
- Youth Week activities
- youth forums
- arts & culture

Stay up to date by following us on Facebook, [www.facebook.com/pyreeneesyouth](http://www.facebook.com/pyreeneesyouth)

**WHO CAN I CONTACT?**

**Pyrenees Shire**

72 Neill Street, Beaufort VIC 3373

P: 5349 1100

E: mail@pyreeneesyouth.com.au

USEFUL INFORMATION

GAP YEAR

Student Exchange
Experience school or university in another country while living with a host family. You can also sign up for an international internship in areas such as health and medicine, media and marketing, tourism and sports.

• www.studentexchange.org.au
• www.sts-education.com/australia
• www.yfu.com.au

Summer Camp Counsellor
Summer camps in the US love Aussies working as Camp Counsellors. You don’t need any specific training, just a desire to work with young people in an outdoor activity-based environment and some leadership skills.

• www.campamerica.com.au
• www.iep.org.au/summacountry
• www.campleaders.com/au

Working Holiday
Work and see the world at the same time! Organisations can help you organise your visa, accommodation and employment before you leave.

• www.studentflights.com.au/gap-year
• www.anyworkanywhere.com
• www.globalworkandtravel.com.au

Volunteering
Make a real difference in the world by volunteering with a community or conservation organisation.

• www.volunteeringaustralia.org
• www.projects-abroad.com.au
• www.worldyouth.org.au
• www.lattitudeaustralia.org

TESOL
Sign up for a TESOL course (Teaching English as a Second Language) and travel to non-English speaking countries such as Japan, China, Indonesia.

• www.i-to-i.com
• www.teachinternational.edu.au

Summer Camp Counsellor
Summer camps in the US love Aussies working as Camp Counsellors. You don’t need any specific training, just a desire to work with young people in an outdoor activity-based environment and some leadership skills.

• www.campamerica.com.au
• www.iep.org.au/summacountry
• www.campleaders.com/au

Volunteering
Make a real difference in the world by volunteering with a community or conservation organisation.

• www.volunteeringaustralia.org
• www.projects-abroad.com.au
• www.worldyouth.org.au
• www.lattitudeaustralia.org

TESOL
Sign up for a TESOL course (Teaching English as a Second Language) and travel to non-English speaking countries such as Japan, China, Indonesia.

• www.i-to-i.com
• www.teachinternational.edu.au

Defence Forces
Join the ADF Gap Year Program & gain new skills to get ahead in life.

• www.defencejobs.gov.au/students-and-education/gap-year
**Helpful Contacts**

**Police/Fire/Ambulance (24/7)**
P: 000
Out of range mobile when 000 fails
P: 112

**Nurse-On-Call**
A Victorian Government health initiative, this is a phone service that provides immediate, expert health advice from a registered nurse 24/7.
P: 1300 60 60 24

**Poisons Information Hotline (24/7)**
P: 13 11 26

**Lifeline (24/7)**
P: 13 11 14
[www.lifeline.org.au](http://www.lifeline.org.au)

**Kids Help Line (24/7)**
Web chat available
Freecall: 1800 551 800

**Beyond Blue (24/7)**
Online chat available
P: 1300 224 636
[www.beyondblue.org.au](http://www.beyondblue.org.au)

**Suicide Line (24/7)**
P: 1300 651 251
[www.suicideline.org.au](http://www.suicideline.org.au)

**Crime Stoppers**
Freecall: 1800 333 000

**State Emergency Service (SES)**
Flood & Storm, Emergency Assistance
P: 13 25 00

**VicEmergency Hotline (Info on Emergencies)**
App available from Google Play Store & Apple App Store (Previously known as ‘Fireready’).
Freecall: 1800 226 226
HELPFUL CONTACTS

Health Advice
Funded by the Victorian Government to provide health and medical information to improve the health and wellbeing of people and the communities they live in.
www.betterhealth.vic.gov.au

Switchboard
Switchboard offers support to the gender diverse, sex diverse and same sex attracted communities, and their supporters, through our telephone and web counselling services. The service is caller-centred, non-judgmental, confidential and anonymous. Online Chat (QLife Webchat) available.
Freecall: 1800 184 527
www.switchboard.org.au

Get the Effects by Text
Australian Drug Foundation (ADF)
The service is 100% confidential. Simply text a drug name you want to know about to the number below and you’ll then receive an SMS about the effects of the drug, as well as links to further information and help.
T: 0439 TELL ME (835 563)

HELPFUL WEBSITES
www.jobsearch.gov.au
www.careersonline.com.au
www.vtac.edu.au
www.seek.com.au
www.ballarat.vic.gov.au
www.study.federation.edu.au
www.vicroads.vic.gov.au
www.esafety.gov.au
www.familiesaustralia.org.au
www.youthcentral.vic.gov.au
www.au.reachout.com
www.myfuture.edu.au
www.headspace.org.au/ballarat
www.leap.vic.edu.au
www.careervoyage.com.au
www.skills.vic.gov.au
HELPFUL APPS

Check out the editors choice in the Google Play or Apple App Store. Apps listed are free at time of printing unless otherwise stated. Several apps have a trial or lite versions & a paid or pro version.

Health Apps
- Headspace - Guided meditation
- Emergency+ - Location app for emergencies
- First Aid - Australian Red Cross
- ‘First Aid’ by St John Ambulance Australia
- WebMD

FREE JOB APPS

Search on iTunes and Google Play:
- Adzuna Job Search
- Gumtree Jobs
- Indeed Job Search
- jobactive Job Seeker
- Jora Job Search
- Linkedin Job Search
- Seek – Jobs

Express Plus mobile apps
With the two below Express Plus apps, families, job seekers, students, and seniors can do some Centrelink business on their mobile device.
- Express Plus for Centrelink
If you’re receiving Newstart, Parenting Payment or Youth Allowance, you can use an Express Plus mobile app to report your income or update your participation or study details.
- Express Plus Lite
Use Express Plus Lite to report your employment income in another language. Languages include; Arabic, Chinese, Persian (Farsi) or Vietnamese.

Banking
- Monefy - Money Manager
- PayPal
- Wallet - Money, Budget, Finance Tracker, Bank Sync

Most Banks have a mobile app, simply type the bank’s name into your play store or apple store search.

Organisational Apps
- Stocard - Loyalty card manager/wallet
- Key Ring - Loyalty card manager/wallet
- Studious - Helps organise your studies. Create timetables for classes, homework and exams
- Evernote - Enables you to make notes, to-do lists and keep track of documents by using the camera to scan them. It can handle multiple formats and is searchable
- Remember The Milk - Task manager
- 30 Minutes - Task manager with the ability to set a time for each task
- Self-Control - Blocks websites for a predetermined amount of time
- Life cycle - Helps you identify your biggest distractions and sends alerts when you are spending too much time on a particular activity i.e. facebook

Fitness
- Couch to 5K - $4+
- Zombies, Run! 5K Training - Free & In app costs
MOBILES IN AN EMERGENCY
PUT EMERGENCY INFO ON YOUR LOCK SCREEN

Android
Create your ICE contacts/ICE group (This will only work if you do not have your contact/s purely on SIM card):
1. Go to Contacts
2. Select the person you wish to add to ICE group & press details.
3. Press Edit (found at top right hand side).
4. Press the + icon next to groups.
5. Select the ICE group - if it doesn’t exist you can create it by pressing the + Create Group button at the bottom of the group list.
6. Tap the back arrow then press save.

Apple
Create your *Medical ID:
1. Open Health and tap Medical ID > Edit.
2. Enter your emergency contacts and health information like your birth date, height, and blood type.
3. Turn on Show When Locked to make your Medical ID available from the Lock screen. In an emergency, this gives people who want to help some important information, like the emergency contacts that you’ve entered.
4. When you’re finished, tap Done.

All other phones i.e. Windows, Blackberry etc.
Most phones either have an ICE group/medical/other function that allows the details to be accessed via the lock screen or displayed on the lock screen.
A message or ‘note’ can be created and then displayed on the lock screen. There are several apps for this. A quick Google search can assist with how to create and display ‘notes’ or messages. A search of your phone’s app store will be able to help with providing an appropriate app.
MOBILES IN AN EMERGENCY

HOW TO ACCESS EMERGENCY CONTACTS ON A LOCKED MOBILE

**Android**

1. Press emergency call icon (located at the bottom of the screen).
2. Select the emergency light. (located at the top of the screen) If set up properly this should show a list of In Case of Emergency (ICE) contacts. The person in the emergency light (located at the bottom of the screen) will show a list of medical information.

**Apple**

1. Press the Home button.
2. Press emergency (located bottom left hand side of screen).
3. Press *Medical ID. If set up properly this should show a list of emergency contacts and other applicable medical information.

**All other phones i.e. Windows, Blackberry etc.**

May have a message or ‘note’ displayed on the screen with the required details.
SKILLS AND JOBS CENTRE

Free career and training advice with local knowledge for the local community.

- Employability skills workshops
- Skills review and advice
- Training advice
- Employer networking
- Local employment market information
- Barriers to employment and training explored

To book a time, or discuss services available, please call 03 5327 6540 or email skillsandjobs@federation.edu.au
CVGTs employment services are tailored to support your needs, providing training, job placement and on the job support.

If you are looking for a job after finishing school, come and have a chat with one of our employment consultants at CVGT Ballarat.

#CVGT works for me!

1/53 Lydiard Street South, Ballarat

cvgt.com.au
13 cvgt - 13 28 48
CONTACT DETAILS

VISIT: Suite 21, Ballarat Technology Park (Central)
       106-110 Lydiard Street South, Ballarat Central, 3350

POST:  PO Box 583, Ballarat, VIC, 3350

PHONE: 03 4344 4155

EMAIL: info@highlandsllen.org

WEB: highlandsllen.org