



# Skills

## What skills do I need?

### Everyone needs some basic skills to be able to:

- self evaluate
- make sound decisions
- cope with transition
- be flexible and
- continue learning

### Employers want people who have:

- communication skills
- team work skills
- problem-solving skills
- initiative and enterprise skills;
- planning and organising skills
- self-management skills;
- learning skills; and
- technology skills that contribute to effective execution of tasks

### People want friends and colleagues who:

- are honest
- are willing to give things a go
- are prepared to see things through to the end
- see unexpected things/events as a challenge to take on
- have a positive sense of self
- have a sense of humour

## Where can I get help?

### Good sources of help are:

- websites, try [www.myfuture.edu.au](http://www.myfuture.edu.au); [www.jobsearch.gov.au](http://www.jobsearch.gov.au), [www.goingtouni.gov.au](http://www.goingtouni.gov.au); [www.careeradviceaustralia.gov.au](http://www.careeradviceaustralia.gov.au); [www.jobguide.gov.au](http://www.jobguide.gov.au); and [www.nationalcareerdevelopmentweek.com.au](http://www.nationalcareerdevelopmentweek.com.au)
- career expos and markets (these can be found on [myfuture.edu.au](http://myfuture.edu.au))
- industry bodies – industry skills councils, professional associations, group training organisations
- tertiary institutions – TAFEs, universities, private providers
- career information centres – one in every capital city [www.centrelink.gov.au](http://www.centrelink.gov.au)
- professional career development practitioners – find them through a Member Association of the Career Industry Council of Australia (CICA), the national peak body for non-profit practitioner organisations, at [www.cica.org.au](http://www.cica.org.au)

## How to choose a career development practitioner

Career development practitioners help people to manage their careers, make work and study decisions, plan transitions and find career information. They may have a variety of names, work in a range of settings and provide a number of different services, for example, career management consultancy, career counselling, career or careers advisory, job placement, recruitment, coaching, mentoring, résumé preparation and career planning.

Before consulting a practitioner you need to:

- be clear about what you want
- ask what type of service they provide and how much they charge
- find out if they belong to a professional association that is a member of the Career Industry Council of Australia Inc. See [www.cica.org.au](http://www.cica.org.au)

Get the life you Love! 

# Get the life

# you love!



# you love!

Getting the life you love takes more than good luck

It takes career management

So, what can you do? What do you need to know?



[www.cica.org.au](http://www.cica.org.au)

**Your career** incorporates everything you do in your life – what you learn through participation in cultural activities, work experience, education, parenting, sports, hobbies, voluntary work and paid work – all these roles and activities of life and work add to your career.

**IN THESE BUSY TIMES,  
MANAGING YOUR CAREER  
IS MORE IMPORTANT  
THAN EVER BEFORE.**

**Career development** is a complex process of managing life, learning, and work over the lifespan. It applies to everyone:

- Children think about what they want to do when they grow up, and form ideas about work and adult life.
- Adolescents make decisions about subjects and courses, and juggle school, part-time work, family and other interests.
- Adults work in the home, in paid employment, as volunteers; juggle paid employment, family life, and other interests; and participate in learning experiences. They may change jobs several times and experience periods of unemployment, over employment and under employment.

People are responsible for their own career development.



## To get the life you want

**Be ready for change.** We change over time, and so does the world around us. The world of work is complex and constantly changing. Jobs are changing, employment conditions vary, technology is used more.

**Know yourself well.** Think about:

- what you like and dislike
- what you value and don't value
- what you believe and don't believe
- what interests you and what doesn't
- what you're good at and not good at
- what you enjoy and don't enjoy

Write your ideas down as you think of them. Knowing yourself helps you identify what you want from a job, learning or life in general.

**Be prepared to take small steps.** Sometimes getting the life you love takes time. Hold onto your dreams but enjoy the journey – your study, relationships, work experiences. You might discover new opportunities along the way.

**Seek help** if you need it. Seeking appropriate information and assistance is a good investment in getting the life you want. You can also be a support to others in their career journeys.

**Some ideas** of where to get help are listed on the back page.

**Keep learning.** Change is constant and people are expected to continue learning throughout their lives.

**Follow your dreams.** People who do what they love are generally happier and healthier. Think about your passions and plan to make them a reality.

## SOME HINTS

### Keep good records

Keep important documents such as:

- school certificates
- course results
- certificates or qualifications
- awards
- references

in a safe place. Give away certified copies not originals.

Keep a summary of what you have done in your career – in study, work and other life experiences. This résumé, curriculum vitae or portfolio has details about where you can be contacted, your education and work experiences, examples of roles you have undertaken and skills and knowledge you have developed. It may also contain information about special achievements and names of referees.

### Get started – develop a plan

The hardest thing is to get started. Sometimes it helps to prepare a plan, set goals, research pathways, establish deadlines, and commit to reviewing your progress regularly.

### Prepare for interviews

Know who you are dealing with, what they expect of you, what you expect of them and why you want to be accepted into their company or learning institution.

### Be patient and persevere

Easier said than done, but these are virtues in developing your career.

