Where to from here?

Bachelor of Environments

http://www.careers.unimelb.edu.au/
Session Outline

- Employment Market Overview – Graduate Employment Programs VS. General Job Market

- Alternative Pathways – investigating career options; introduction to career planning and self-assessment material & resources

- Demonstrating Employability skills – discipline-related and transferable

- Creative job seeking – strategies for accessing the hidden job market

- Further Study – alternative Training & Professional Development Options

- Action Plan

- Services & Resources
Alternative Pathways

- Alternative pathways – ie alternatives to not going on to do a MU Master’s related to your major

- Who might want to consider ‘alternative’ pathways?
  - Are you likely to miss out on grades required for MU Masters?
  - Do you want to change your field of study/career direction?
  - Would you prefer to get a job now rather than continue studying?

- For those considering the engineering pathway:

Your options following 3rd year B-Environments

Alternatives pathways include:

1. **Further study** – in the field of your major, in one of the major areas or new field at another university

2. **Travel** and consider your options

3. **Employment** – Graduate Programs; General Job Market

4. Do some strategic **volunteering** to develop hands-on work related skills which will make you more marketable

5. **Alternative training** – in related or new field at another university or training organisation
Structured career-entry programs with large organisations and government

- Programs asking for disciplines which require *Master’s for professional accreditation* – generally need to be in final year of Master eg Architecture, Engineering

- Some programs in *other Environments’ fields* for which Bachelor level is appropriate eg Environmental Science, Geomatics (GIS), Landscape Management

- Some programs offer *broader roles* eg management or policy-oriented within environmental field eg VPS – Department of Sustainability & Environment – these may be appropriate for range of Environments majors

- Some programs *open to all disciplines* (not necessarily Environments related) eg Management Consultancies, some Government programs

- Formal recruitment commencing the year following completion of degree

- Also ‘immediate start’ Graduate jobs

- Also known as “Graduate Recruitment” and Graduate Development

http://www.graduateopportunities.com/
Government / General job market

Government

- Most positions for new grads are through Graduate Employment Programs
- Some ‘immediate start’ new grad positions advertised (APS and VPS level 3)
- Also consider ‘foot-in-the-door’ (VPS and APS level 2/3)
- Public Servant - Australian Public Service
- Public Servant - State Government


Jobs for graduates in the General Job Market

- ‘suitable for new grads’ or ‘new grads encouraged to apply’
- Job titles may include ‘assistant, associate, officer, trainee’
- Selection Criteria focus on general ‘employability skills’:
  - Communication, teamwork, time management, IT

University of Melbourne Careers: [www.hr.unimelb.edu.au/jobs](http://www.hr.unimelb.edu.au/jobs)
For majors/fields requiring professional accreditation via Masters – para-professional roles available – some examples:

- **Architecture/LA** – Project support in architectural firms, drafting (if CAD trained), visual communication/design technician
- **Civil Engineering** – Technical support (consultancies)
- **Construction** – Project/contracts administration, Estimating assistant roles
- **Environmental Engineering** – Technical support (consultancies); environmental auditing
- **GIS** – GIS support and analysis roles
- **Property** – Property management/services
- **Planning** – Planning compliance/administration (consultancies)
Before you start

Career planning - 2 key questions:

- *Where am I headed?*
  - what sort of work do I want to do? for what purpose, to produce what, for whom?

- *How am I going to get there?*
  - what further study is required/available?
  - how can I become employable?
  - ?

**Self-assessment** - helps to know yourself

**Exploration** – helps to know what you’re looking for
So what do employers want?

Skills and personal attributes that make up the Employability Skills Framework are:

- **Communication** – multi-cultural & multidisciplinary
- **team work** – supports task-based activities in any job role
- **problem-solving** – alternative solutions to problems
- **initiative and enterprise** – contribute to innovative outcomes
- **planning / organising** – long term/short term strategic planning
- **self-management** – personal growth and development
- **learning** – improvement and expansion of skill set
- **technology** – effective execution of tasks

**Employability Skills Framework:**
Communication takes many forms to contribute to successful work outcomes, and may include:

- **Creating documents** – everything from business correspondence and reports to in-depth research.
- **Reading and interpreting documentation** – this can include staying up to date with the latest policies and procedures manuals, or interpreting complex tender documentation.
- **Oral communication** – such as how to convey your message, or more complex skills like persuading, conflict resolution, etc. for interactions with staff or clients.
- **ICT** – develop/maintain databases to manage large amounts of info; create mathematical or statistical diagrams/charts; (inclusion of ICT here indicates central role that technology plays in workplace communication).
- **Language** – this includes competency in business English, or other relevant languages.
- **Numeracy** – an ability to work with numbers and understand mathematical concepts is a skill area, much like language, which underpins an individual’s ability to communicate.
Environments grad skills

- Demonstrate innovation and creativity with drawing, drafting and model making
- Apply critical and analytical skills and methods to the identification and resolution of problems
- Capacity to apply practical skills and technology to problem-solving
- Gained understanding of the design, reasoning and application of spatial and analog representations of physical models
- Proficient in the use of appropriate modern technologies for the acquisition, processing and interpretation of data
- A capacity of independent critical thought, rational inquiry and self-directed learning
- Learn from experiments through reflection and analysis
- Communicate effectively with peers and the community at large
- Analyse the social, logistical, economic and resource aspects that contribute to design tasks and outcomes
- Select materials and systems to achieve coherent three-dimensional designs
- Knowledge of site management procedures for the efficient and effective use of resources on a construction site
- Familiar with methods of valuation, the valuation process, and market & sales analysis
The Hidden Job Market

Connecting with employers even when there is no job advertised

– Approaching employers
1. identify employers to approach
2. decide how to approach:
   • Because you want something – project observation/site visit, work experience, a job
   • Being interviewed – formally or informally
   • On the job
Identifying employers to approach

‘Warm calling’ - use your network to find people you can ask about ‘hidden’ opportunities and who can provide introduction

- teaching staff who can advise about employers with a history of taking MU students
- personal network – friends and family
- contacts thru Professional Associations

‘Cold calling’ - research market sector to identify employers to approach

- Identify companies using a business directory such as Yellow Pages Online
- Check what’s happening in the labour market (who’s employing, which sectors are growing) – Advantage Job Index, LibGuides [http://candidates.hirethinking.com/page/job_index.html](http://candidates.hirethinking.com/page/job_index.html); commentaries on specialist recruiter sites and professional association sites
Talking to people - NETWORKING

Explore and expand your network

Talking to people – ‘Informational Interviewing’

Networking Tips - http://career.berkeley.edu/article/021011b.stm

60-second ‘infomercial’

Prepare your personal statement that allows you to:

- Introduce yourself
- Demonstrate some knowledge of the organisation
- Express interest in the organisation (enquire about their programs, etc)
- Provide a brief statement of what you could offer the organisation
- Ask for 15-20 minute meeting
- Architectural Drafter / Architectural Technician / Architectural Technologist / Building Designer
- Builder / Building Contractor
- Building Drafter (Arch Technician)
- Building Surveyor
- Cadastral/Land Surveyor (Surveyor)
- Construction Economist (Quantity Surveyor)
- Construction Project Manager
- Drafting Officer (Architectural Technician)
- Draftsperson
- Landscape Architect
- Planner
- Public Servant - Australian Public Service
- Public Servant - State Government
- Quantity Surveyor (Building Estimator)
- State Public Servant
- Survey Assistant / Surveyor's Field Assistant
- Surveyor
- Topographic Surveyor
- Town Planner (Urban & Regional Planner)
- Transportation Planner
- Urban and Regional Planner

Good Universities Guide – Course search
Think about aligned areas:

- Architectural Drafter
- Architectural Technician
- Architectural Technologist

- Advanced Diploma of Building Design - Architectural
- Advanced Diploma of Building Design and Project Administration
- Advanced Diploma of Building Surveying
- Diploma of Manufacturing Technology - Structural Steel Detailing
- Advanced Diploma of Furniture Design and Technology
- Certificate IV in Residential Drafting
- Computer Aided Drafting (Training Program)
Think about aligned areas:

- Construction Economist / Quantity Surveyor
- Construction Project Manager / Construction Worker

- Master of Applied Science - Property, Construction and Project Management, RMIT University
- Master of Technology Management - Construction Management, Swinburne
- Diploma of Building and Construction – Management, Chisholm Institute
- Diploma of Building and Construction - Building
- Diploma of Building Surveying
- Certificate IV in Building and Construction – Building, Swinburne
Property Major

Think about aligned areas:

- **Property Conveyancer**
  Australian Institute of Conveyancers (VIC Division) - [www.aicvic.com.au](http://www.aicvic.com.au)

- **Property Economist** (Land Economist)
  Auctioneer, Management Consultant, Valuer

- **Property Manager** (Real Estate Agent/Property Manager)
  Strata Managing Agent

Diploma of Financial Services – Conveyancing offered at NMIT, RMIT, Swinburne, Victoria University
Certificate IV in Property Services – Operations RMIT
Certificate IV in Property Services - Real Estate (VU, REAL ESTATE INST. OF VIC)
Diploma of Property Services - Asset and Facility Management
Agents' Representative Registration (Training Program) *
Certificate III in Property Services – Agency
Think about aligned areas:

- Quantity Surveyor
- Surveyor
- Town Planner
- Transportation Planner

- Postgraduate Certificate in Environment, University of Melbourne
- Graduate Certificate in Development Planning, Open Universities Australia (OUA)
- Graduate Certificate in Environment and Planning, RMIT University
- Certificate III in Spatial Information Services at Illawarra Institute, TAFE NSW
- Certificate IV in Surveying at South West Institute of Technology, TAFE WA
- (Advanced) Diploma of Spatial Information Services, RMIT University
Think about aligned areas:

- Diploma of Sustainable Landscape Design
- Diploma of Horticulture - Landscape
- Diploma of Horticulture - Parks and Gardens
- Diploma of Horticulture - Arboriculture
- Diploma of Permaculture
- Vocational Graduate Cert in Applied Horticultural Production
Landscape Management

Think about aligned areas:

- Certificate IV in Conservation and Land Management
- Diploma of Conservation and Land Management
- Diploma of Conservation and Land Management
- Diploma of Sustainable Water and Catchment Management
- Site Environmental Management Level 1 (Training Program)
- Site Environmental Management Level 2 (Training Program)
- Vocational Graduate Cert in Ecotourism Management
Think about aligned areas

- Diploma of Sustainability
- Postgraduate Diploma of Energy and Environment - Global Warming and Climate Science (Open University)
- Certificate IV in Sustainable Energy and Resource Efficiency Technologies
- Vocational Graduate Cert in Sustainability
- Diploma of Carbon Management
Think about aligned areas

**Engineering Associate - Civil and Structural**
- Civil Engineering Design Drafter
- Engineering Technical Officer

- Diploma of Engineering Technology - Civil
- Diploma of Manufacturing Technology - Structural Steel Detailing
- **Advanced Diploma of Engineering Technology - Principal Technical Officer**
- Associate Degree in Engineering
- **Associate Degree in Engineering Technology - Civil Engineering**
Think about aligned areas

- Implement Traffic Management Plan, Gordon Institute of TAFE
- Prepare Work Zone Traffic Management Plan, Gordon Institute of TAFE
- Work Safely in the Construction Industry, Gordon Institute of TAFE
- Produce Computer-Aided Landscape Designs (Module), NMIT of TAFE
- Horticultural Tradesperson
- Diploma of Sustainable Landscape Design, Swinburne
- Diploma of Commercial Arts - Interior Design/Digital Interior Design
Self – Assessment Activities


- [http://www.myfuture.edu.au](http://www.myfuture.edu.au) - *My Guide* - access a personalised and integrated career decision making tool


- [Adult Directions](http://www.graduatecareers.com.au/) – accessible via e-learning portal on C&E website

- Career planning books
  
  (Your career & you, What Colour is my parachute?)
One-on-One Careers Counselling appointments

- Exploring options and alternatives careers
- Self-assessment and identifying skills acquired through study/work
- Setting goals – action planning and strategies for finding work
- Interview preparation
- Career research techniques – Networking and Informational Interviews
- Career planning resources

Résumé Review appointments

- Résumés/CVs and Cover Letters
- Addressing Selection Criteria
Further study

The Good Universities Guide

My Future
http://www.myfuture.edu.au/

TAFE Course Directory
Where to from here?

- **Self-assessment** – your audit should consist of a mix of knowledge-based skills, competency/generic abilities, and personal traits and values


- **Research Education** and the **Job Market** (courses, jobs, organisations)

- Investigate **work experience** opportunities – now!

- Apply for a MU Master degree and go on a working holiday for six months

- Consider professional work either via **Graduate Employment Programs** ([http://www.graduateopportunities.com/](http://www.graduateopportunities.com/)) or through the **General Job Market** before continuing to postgraduate study

- Attend C & E workshops;

- Update your CV via **Résumé Express** or book a **Résumé Review** appointment

- **Talk to people!** - ‘**Informational Interviewing**’

- Speak to a **Careers Consultant**
C&E eLearning page

- **RESUME EXPRESS**: Produce an effective resumé
- **Application Express**: Write great cover letters
- **CASCAID Adult Directions**: Explore career directions
- **DVD - At the assessment centre**
- **DVD - Making an impact: the graduate job interview**
- **OZJAC**: Courses database
- **Career Clips: audio visual presentations on career topics**
- **PowerPoints from Careers & Employment seminars**
- **Going Global - look for work outside Australia**
- **Career Research**
  - Career Links
  - Professional Associations

*[Website Link]*: http://www.careers.unimelb.edu.au/student/elearning
http://www.careers.unimelb.edu.au/

For students considering the Engineering pathway: