



# WORKSCOPE

May 2004

An occasional newsletter produced by the University of Wollongong Careers Service

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## Workplace Learning Programs

Looking for an effective and exciting way to increase your skills, experiences and employability??? ...Then look no further!

The **UOW Careers Service** currently offers a variety of innovative programs that provide you with the best opportunities to maximise your employability, and your university experience.

One such opportunity, designed for those who wish to gain valuable workplace skills, is the **Employment Experience Program (EEP)**. Run by the Careers Service and Unicentre's 'Centre for Student Development', EEP will allow you to develop your job seeking abilities and gain relevant 'hands-on' experience in your desired industry. Open to all students desiring or *requiring* practical work experience to add to their degree, EEP can be undertaken either full time or part time.

The **Univariate Illawarra (UI)** competition, to be held in the upcoming June-July mid session break, is another fantastic opportunity for those students in their penultimate or final year. Modelled on the highly successful Higher Education Workplace Skills Olympiad (HEWSO), students will compete in a team of multi-disciplinary co-students to present their local host company with a unique solution to a business project. The competition enables you to apply your own disciplinary skills in a real business environment, whilst networking with employers and students from other areas of expertise. All participants will receive a UI certificate; an excellent addition to any resume.

Additionally, students can gain experience through the **Careers Service Internship**

**Program, HEWSO competition** or through **Industrial, Voluntary and Overseas Work**. Don't miss the application dates for opportunities such as these! For further information, or to register your interest for any of these invaluable opportunities, simply visit the Careers Service website [www.uow.edu.au/careers](http://www.uow.edu.au/careers), or call into our office, ground floor, UniCentre building.

## Vacation Work

Don't waste away your uni break...use it to your advantage with **Vacation Work!**

The UOW Careers Service website currently lists many vacation work opportunities from a variety of organisations, covering a variety of disciplines. Gain experience in the industry you are studying for! It will provide you with the required practical 'hands-on' training that employers continually seek. In addition, you will experience the culture and structure of the work environment. It's a 'try before you buy' experience for both students and employers.

Vacation Work is available for students approaching the end of their 2<sup>nd</sup> or 3<sup>rd</sup> year of study. Application dates are varied throughout the year, so check the Vacation Work listings on our site today!

## Want to know if you got your Resume right?

After attending our workshops (hopefully) you may now think you can write your 'Resume' and 'Letter of application' with ease, right? Well if you are still worried about whether you got it right the Careers Service can check your 'Resume' or 'Letter of Application' (or both); this applies

to all students (even to those that didn't have enough time to attend our workshops). So if you would like some feedback on your resume or job application, phone 4221 3325 to make an appointment with one of our Careers Counsellors.

Although everyone may not have had an opportunity to attend our workshops **please** don't turn up unless you have viewed our video the "**Written Edge**" or read our booklet '**The Edge**', both available from the Careers Office free of charge (located Lower Ground Floor in the UniCentre, opposite SRC). The Edge is also available online on the careers service website.

### Got an interview coming up?

So you've gotten the application and resumes right however now you're moving onto the really hard part – the interview. The Careers Service can help ease some of that nervous tension with **Mock Interviews**. This is your chance to go through a 'practice' interview with a Careers Counsellor. This also allows you to pick up a few tips on interview skills and rehearse answers for any possible questions you may be asked. You can make an appointment with one of our careers counsellors by phoning 4221 3325.

Before your mock interview you will be asked to fill out a pre-appointment sheet - to give us some information about the job and the company you are applying for – these are available from the Careers Office (located Lower Ground Floor in the UniCentre, opposite SRC) or at [www.uow.edu.au/careers/assistance/works\\_hops1.html](http://www.uow.edu.au/careers/assistance/works_hops1.html)

### Health Sciences Careers Fair

The UOW Careers Service welcomes you to the Health Sciences Careers Fair 2004! The Fair is an excellent opportunity for students to learn about career opportunities and speak to potential employers. The Fair is aimed particularly at Health and Behavioural Science students including the fields of nursing, psychology, social work and medical science.

The Health Sciences Fair will be held on Wednesday 28<sup>th</sup> July between 11.00 – 2.00 in the Foyer of Building 41, and is a great way to find out information, network and scope out employers in the field you may never have considered, in an environment specifically targeted to you and your studies. Representatives of the Careers Service will be on hand to answer questions and ensure that you can make the most of your time with each organisation. This year, participating employers include:

- ⇒ Affinity Health
- ⇒ Australian College of Applied Psychology
- ⇒ BMG Associates
- ⇒ Camp Counsellors
- ⇒ Defence Force Recruiting
- ⇒ McArthur Management Services
- ⇒ Nursing Agency Australia
- ⇒ St Vincents and Mater Health
- ⇒ South East Health Sydney
- ⇒ South Western Area Health Service
- ⇒ Department of Juvenile Justice NSW
- ⇒ Illawarra Health
- ⇒ IOH Injury and Occupational Health
- ⇒ Warrigal Care
- ⇒ UOW UniAdvice
- ⇒ Match Group

To obtain further information about these employers, the careers fair or how the UOW Careers Service can assist you in the transition from study to graduate employment please visit

<http://www.uow.edu.au/careers/assistance/HBS.html>.