

# LIFE AFTER SCHOOL GUIDE



EMPLOYMENT  
CAREER  
SUPPORT

TAFE  
APPRENTICESHIP  
UNIVERSITY

**A GUIDE  
TO HELP  
YOU PLAN  
FOR YOUR  
LIFE AFTER  
SCHOOL**

**2011/2012**

**SOUTH EAST LOCAL LEARNING AND EMPLOYMENT NETWORK**

# LIFE AFTER SCHOOL GUIDE 2011/2012

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This guide was compiled in August 2011. At the time of printing all information was correct and current, however, if you find information that is incorrect or outdated please contact:

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**Email:** [admin@sellen.org.au](mailto:admin@sellen.org.au)



## **Important Disclaimer**

The information included in this guide is current as of August 2011. Please check information with the relevant organisations on the services they offer as the South East Local Learning and Employment Network disclaims any liability for errors or omissions. Additionally we disclaim any liability to any person in respect of action taken, or not taken, in reliance on the content of this publication.

# CONTENTS

	<b>Page</b>
<b>Introduction/Welcome</b>	<b>4</b>
<b>Career Pathways</b>	
Pathways to the future	5
Career Advice	6
Careers Programs and Websites	7
PACTS	8
CATS	8
<b>Further Education</b>	
Qualification System	9
Learn Local Providers	10
Registered Training Organisation (RTO)	10
Technical and Further Education (TAFE)	11
Apprenticeships and Traineeships	13
Tertiary Studies	17
<b>Employment</b>	
Job Services Australia	22
<b>Youth Services</b>	<b>23</b>
<b>Centrelink Services</b>	
Centrelink Offices	25
Youth Officers	25
Youth Allowance	27
<b>Disability Services</b>	<b>29</b>
<b>Multicultural</b>	<b>32</b>
<b>Health and Wellbeing</b>	<b>33</b>
<b>Help Lines</b>	<b>36</b>
<b>Legal Assistance</b>	<b>36</b>
<b>Early School Leavers</b>	<b>37</b>
<b>Youth Support</b>	<b>38</b>
<b>Glossary</b>	<b>39</b>

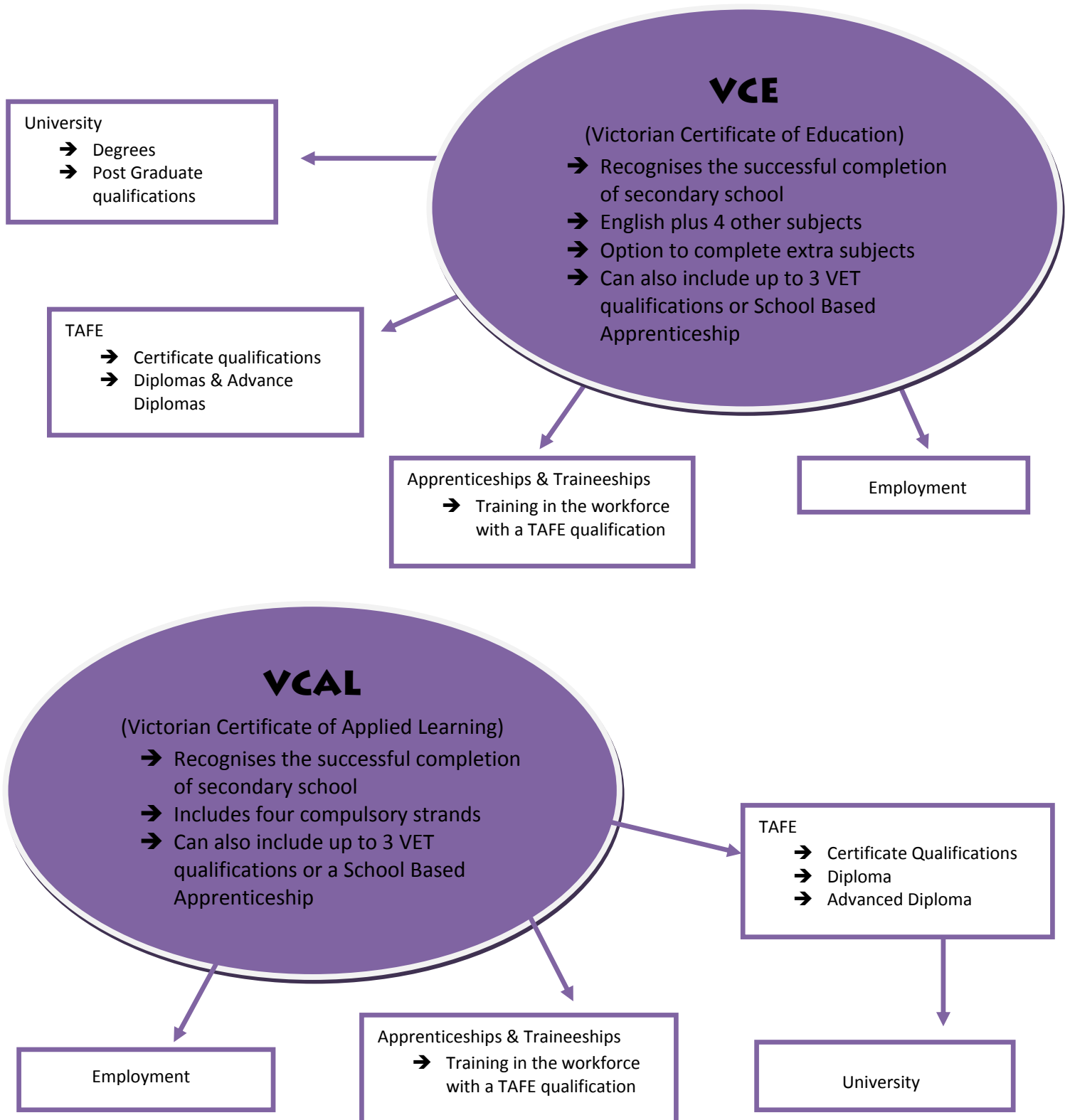
# INTRODUCTION

The Life after School Guide is packed full of information about local services you might need as you plan for your life after school. The purpose of the guide is to provide secondary school leavers with relevant information about further education options, employment information and services, financial assistance, youth support services located in the area and other information that might be useful when leaving school.

If you plan to leave school before completing year 12, we have also included a section that gives you information about alternative education options. School may not be for you, but that doesn't mean you can't continue learning. Additionally, we have included information about support services for young people from culturally and linguistically diverse (CALD) backgrounds and for young people with a disability.

# CAREER PATHWAYS

## PATHWAYS TO THE FUTURE



# **WHERE YOU CAN GET CAREER ADVICE?**

Deciding what industry to work in can be very difficult as there are many options and expectations set upon us to make the right decision. It is important to remember that it is OK to change your mind and explore different career options. When thinking about your career, it is important to consider your personal interests and desires, as it is essential that you are happy in your chosen career.

## **PARENTS AND FAMILY**

Your parents and family can offer great career advice for you when it comes to crunch time for deciding what you will do in the future. Your parents have a lot of experience when it comes to employment options, so they would be a great source of knowledge and information. They can also provide strong support and guidance in your life, so it can be of great benefit to talk to and gain advice from them.

## **TEACHERS AND CAREER ADVISERS**

Your teachers are trained with important knowledge and skills to help provide you with necessary information relating to future education and employment options. It is important to remember that your teachers are around to help you, so seeking advice from them is a great way to start the decision making process.

## **EMPLOYERS**

When you have developed a few ideas about what you may like to do in the future, it may be beneficial to ask professionals from particular industries about their personal experiences. It may also be worth considering completing work experience in these particular industries as it can help you find out whether it is the right career for you.

## **TAFE AND UNIVERSITIES**

TAFE and Universities have a service available to students that presents career advice based on the courses and programs they offer. However these services may only be available to students that are enrolled or pending enrollment at that particular TAFE or University.

# CAREERS PROGRAMS AND WEBSITES

There are a number of organisations that can provide you with relevant career advice through programs and websites. The websites offer up to date information about career pathways, education and training and personal requirements for specific occupations and industries.

➔ **Job Guide** [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)

Covers everything career related including resume building, learning pathways, career support, comprehensive job search and much more

➔ **Career Chick** [www.careerchick.com.au](http://www.careerchick.com.au)

A website that offers career information for young women entering the workforce. It also includes online forums and case studies.

➔ **Australian Government** [www.youth.gov.au](http://www.youth.gov.au)

Includes information on all things youth related, with links to the Department of Education Employment and Workplace Relation's website.

➔ **Youth Central** [www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

Offers a range of information for young people aged between 12 – 25. It Includes job toolkits which are designed to help job seekers learn and understand practical skills to assist them in finding employment. Also includes resume and cover letter templates and videos on how to interview.

➔ **Virtual Careers Expo** [www.virtualcareersexpo.com](http://www.virtualcareersexpo.com)

A virtual and interactive experience of the many employment and educational opportunities available for young people in Australia.

➔ **Careers Online** [www.careersonline.com.au](http://www.careersonline.com.au)

Provides information relating to career, occupations and industries. It Includes career research options, resume help and job hunting tips.

➔ **Year 12 What Next** [www.year12whatnext.gov.au](http://www.year12whatnext.gov.au)

Provides year 12 school leavers with necessary information about what to expect after secondary school completion.

➔ **My Future** [www.myfuture.edu.au](http://www.myfuture.edu.au)

Provides users with current career information, articles and links to many resources relating to career transition.

## **PARENTS AS CAREER TRANSITION SUPPORT (PACTS)**

The PACTS program has been specifically designed to help parents learn more about the opportunities available to their children in relation to education and employment. The program also allows parents to develop the necessary skills to help support their son or daughter to make decisions relating to their future career prospects. The series of workshops are run for a duration of two hours and are free of charge. For more information visit [www.youthconnect.com.au](http://www.youthconnect.com.au)

## **CAREER AND TRANSITION SUPPORT (CATS)**

Careers and Transitions Support (CATS) is a program that has been developed by South East LLEN in collaboration with Youth Connections, to provide professionals in the youth work sector with relevant information pertaining to career and transition opportunities for young people. Youth Workers from each of the local government areas, including those with CALD and refugee backgrounds, are invited to attend the two day program to further improve their knowledge of education and employment systems. For further information contact South East LLEN on (03)9794 6921 or alternatively [admin@sellen.org.au](mailto:admin@sellen.org.au)

# FURTHER EDUCATION

## AUSTRALIAN QUALIFICATIONS FRAMEWORK

### Secondary School Qualifications

- ➔ Victorian Certificate of Applied Learning (VCAL)
- ➔ Victorian Certificate of Education (VCE)

### Vocational Education and Training Qualifications

- ➔ Certificate I;
- ➔ Certificate II
- ➔ Certificate III
- ➔ Certificate IV
- ➔ Diploma
- ➔ Advanced Diploma
- ➔ Vocational Graduate Certificate
- ➔ Vocational Graduate Diploma

### Higher Education Qualifications

- ➔ Associate Degree
- ➔ Bachelor Degree
- ➔ Graduate Certificate
- ➔ Graduate Diploma
- ➔ Masters Degree
- ➔ Doctoral Degree



This information and image was retrieved from the Australian Qualifications Framework First Edition July 2011

## **LEARN LOCAL PROVIDERS**

Learn Local Providers, previously known as Adult Community Further Education (ACFE), offer an opportunity for students 15 years old and over to return to study, gain new skills and plan for their future. They offer a variety of courses including basic learning skills

and accredited senior education certificates. Learn Local Organisations provide a less formal environment for students to improve their general education skills, which can ultimately assist them in completing secondary education. They also offer Pre-Accredited and Accredited courses. For further information on Learn Local Providers and for their location visit [www.dpcd.vic.gov.au/communitydevelopment/acfe](http://www.dpcd.vic.gov.au/communitydevelopment/acfe)



## **REGISTERED TRAINING ORGANISATION**

A registered training organisation (RTO) is a State or Territory registered organisation that provides students with nationally recognised certificates through assessments and training. RTOs may include TAFE institutes, private providers, community providers, schools, higher education institutions, industry organisations and enterprises. The courses offered by RTO'S include office administration, construction, automotive, mentoring and many more. For more information about RTO's and what courses are available throughout Victoria visit [www.training.gov.au](http://www.training.gov.au)

# TECHNICAL AND FURTHER EDUCATION (TAFE)

Technical and Further Education (TAFE) institutes provide an affordable and flexible option for students wanting to gain vocational training and education. They deliver training for a wide range of courses at certificate, diploma and advanced diploma level, with some TAFE's now offering degree courses. TAFE's offer the option to study full-time, part-time, during the day or night or even online through correspondence. Fees for TAFE vary depending on your chosen course and on your eligibility for government funding. If you are eligible for a government subsidised placement, a majority of the cost of your course will be funded by the government and you will pay the balance of the tuition fees. Additionally, if you are a concession card holder you can receive a reduction of your tuition fees, but you must contact the training provider in regards to your eligibility. TAFE's also offer VET Fee-Help, an Australian Government Loan Scheme, to assist their students studying at the Diploma level in deferring the payment of their course. For information about TAFE'S across Melbourne and the courses they offer, visit [www.tafe.vic.gov.au](http://www.tafe.vic.gov.au).

## CHISHOLM INSTITUTE

Chisholm offers a wide range of courses including pre-apprenticeships, apprenticeships, certificates and advanced certificates, diplomas and advanced diplomas. Chisholm accepts applications through VTAC and written submission depending on the requirements of each course. For further information visit [www.chisholm.edu.au](http://www.chisholm.edu.au) or call 1300 244 746

➔ **Berwick Campus**

25 Kangan Drive  
Berwick 3806

➔ **Cranbourne Campus**

New Holland Drive  
Cranbourne 3977

➔ **Berwick Technical Education Centre (TEC)**

Berwick TEC is a unique learning environment that allows students under 20, who have not yet completed Year 12, to gain a qualification that will assist them in acquiring employment or tertiary placement faster.

➔ **Dandenong Campus**

121 Stud Rd  
Dandenong 3175

➔ **Frankston Campus**

Fletcher Rd  
Frankston 3199

## **HOLMESGLEN**

Holmesglen offers over 600 courses with flexible delivery over three campuses. These include pre-apprenticeships, apprenticeships, certificate, diploma and degree courses.

For further information visit

[www.holmesglen.edu.au](http://www.holmesglen.edu.au) or call (03) 9564 1555

- ➔ **Chadstone Campus**  
Cnr Batesford & Warrigal Road  
Chadstone 3148
- ➔ **Waverley Campus**  
585 Waverley Road  
Glen Waverley 3150
- ➔ **Moorabbin Campus**  
488 South Road  
Moorabbin 3189

## **BOX HILL INSTITUTE**

Box Hill Institute offers 400 full-time and part-time courses with flexible study options.

For further information visit

[www.boxhill.edu.au](http://www.boxhill.edu.au) or call (03) 9286 9222.

- ➔ **Whitehorse Campus**  
1000 Whitehorse Road  
Box Hill 3128
- ➔ **Elgar Campus**  
465 Elgar Road  
Box Hill 3128

- ➔ **Nelson Campus**  
853 Whitehorse Road  
Box Hill 3128
- ➔ **Ceylon Campus**  
30 –32 Ceylon Street  
Nunawading 3131

## **SWINBURNE TAFE**

Swinburne TAFE offers a wide range of courses including pre-apprenticeships, apprenticeships, diplomas and advanced diplomas. Additionally, Swinburne offers pathway opportunities from TAFE to University for students to gain maximum benefit from their previous studies. For more information about courses Swinburne offer and locations of their campuses, visit

[www.tafe.swinburne.edu.au](http://www.tafe.swinburne.edu.au)

## **RMIT TAFE**

RMIT have adopted a practical approach to education by offering a wide range of TAFE courses that allow students to gain relevant skills in an industry of their choice. Courses offered by RMIT include business administration, art and design, information technology, science and many more. Additionally, RMIT offers pathway opportunities for students to gain recognition of prior learning. For further course information and locations, visit

[www.rmit.edu.au](http://www.rmit.edu.au)

# APPRENTICESHIPS AND TRAINEESHIPS

Apprenticeships and Traineeships combine practical work and training to give you a nationally recognised qualification and the experience you need to get the career you want. Apprenticeships and Traineeships can be:

- Full time or part time
- Started while you are still at school or post-secondary
- In more than 500 occupations from small business to multimedia, sports to retail
- Stepping-stones to ongoing employment or further education

There are two types of organisations that can help you:

**Group Training Organisations** provide employment and often training to apprentices and trainees. They create employment for you by organising placements with 'host employers' who provide you with on-the-job training and experience in your trade. Host employers effectively 'hire' you from group training organisations. Many GTO's are specifically set up to help young people get an apprenticeship or traineeship.

**Australian Apprenticeship Centres** provide support and advice to the public on all apprenticeship and traineeship matters. Although they do not actually find work, they are great sources of advice and information on the different apprenticeships and traineeships available, what they involve, training options and your rights and responsibilities as an apprentice or trainee. All the services provided by Australian Apprenticeship Centres are free.

**Australian Apprenticeships** can be used to define either an apprenticeship or a traineeship. These two types of qualifications differ slightly, but have a few things in common.

You need to be employed in order to complete an Australian Apprenticeship and this employer will pay you a training wage while you learn; either at TAFE or an accredited training organisation. You must complete on the job training as well as structured training (TAFE or training organisation). With some qualifications you are able to complete your structured training in the workplace. At the completion of your Australian Apprenticeship, you will receive a nationally recognised qualification.

**Apprenticeships** are usually trade based occupations (eg. mechanics, hairdressing, and building) which take up to 3 to 4 years to complete at a full-time pace. In most of these qualifications, you need to have completed the full apprenticeship to be qualified in that particular profession.

**Traineeships** tend to be non-trade based occupations with some exceptions. They are completed over 1 to 2 years full-time or part-time. Training may be completely on the job or a combination of on and off the job. Unlike apprenticeships, with a traineeship your qualification is complete as soon as you finish the structured training, so you can often complete them before the nominal duration if you work hard.

To find out if a qualification is an apprenticeship or a traineeship contact your local Australian Apprenticeship Centre.

**Pre Apprenticeship Courses** help prepare you to start an. They are completed full-time over 16 weeks at TAFE

### **Eligibility**

Any job seeker is eligible to apply for an Apprenticeship position, provided they are an Australian citizen or permanent resident (or a New Zealand passport holder)

You do not have to be registered with Centrelink or unemployed to apply for an Australian Apprenticeship.

However, most employers prefer to take on apprentices who are under 21 years old as they qualify for the apprentice training wage.

If you have a disability, your employer may receive assistance for tutorial, interpreter and mentor services or funding under the disabled Australian apprenticeship wage support program.

For further information and to find out if you are eligible, contact your local Australian Apprenticeship Centre

### **What you need to do to get an Apprenticeship or Traineeship**

1. Find an employer by contacting:
  - Employers from industries you are interested in
  - Local Group Training Organisations
  - Australian Apprenticeship Centres
  - Centrelink or Job Services Australia
  - Search advertised job vacancies
  
2. Once you start employment as an apprentice you will need to contact any Australian Apprenticeships Centre (AAC) to sign you and your employer into an apprenticeship contract.

For more information visit:

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

[www.grouptraining.com.au](http://www.grouptraining.com.au)

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

## **AUSTRALIAN APPRENTICESHIP CENTRES**

### **Apprenticeships Group Australia**

Phone: 1300 242 000  
303 Collins Street  
Melbourne 3000  
Phone: (03) 9613 6700  
[www.agaustralia.com.au](http://www.agaustralia.com.au)

### **Apprenticeships Melbourne**

Knox City O-zone  
425 Burwood Hwy  
Wantirna South 3152  
Phone: (03) 9837 8777  
[www.apprenticeshipsmelbourne.com.au](http://www.apprenticeshipsmelbourne.com.au)

### **MEGT**

Phone: 1300 365 022  
Suite 2  
29 Princes Highway  
Dandenong 3175  
Phone: (03) 9791 4577

### **Sarina Russo**

Unit 1  
31-33 Robinson Street  
Dandenong 3175  
Phone: (03) 9794 4500

**or**

Shop HM2A  
Fountain Gate Shopping Centre  
Overland Drive  
Narre Warren 3805  
Phone: (03) 9705 3500  
[www.sarinarusso.com.au](http://www.sarinarusso.com.au)

### **VECCI**

Phone: 1300 365 336  
Suite 4, 71 Robinson Street  
Dandenong 3175  
Phone: (03) 9792 9572  
[www.vecci.org.au](http://www.vecci.org.au)

## **LOCAL GROUP TRAINING ORGANISATIONS**

### **LINK Employment & Training**

290 Thomas St  
Dandenong 3175  
**Phone:** 1300 135 008  
[www.linkemploy.org.au](http://www.linkemploy.org.au)

### **Link Employment & Training Technical Training Centre**

89 Cheltenham Road  
Dandenong 3175  
**Phone:** 1300 135 008

### **Southern Suburbs Group Training**

Suite2  
12 Jamieson Street  
Cheltenham 3192  
**Phone:** (03) 9583 9444  
[www.ssgt.com.au](http://www.ssgt.com.au)

## **GROUP TRAINING ORGANISATIONS**

There are a number of specialists Group Training Organisations that concentrate on specific industries all over Victoria. For a full list of Group Training Organisations see [www.grouptraining.com.au](http://www.grouptraining.com.au)

### **AFL Sportsready Ltd**

Sports and Recreation Industry,  
Horticulture  
M.C.G, Brunton Avenue  
Jolimont 3002

**Phone:** (03)8663 3030

[www.aflsportsready.com.au](http://www.aflsportsready.com.au)

### **Master Plumbers Group Apprentice Scheme**

Plumbing Industry  
525 King Street  
West Melbourne 3003

**Phone:** (03) 9329 9622

[www.plumbingcareer.com.au](http://www.plumbingcareer.com.au)

### **Australian Industry Group Training Services**

Business, Retail, Transport and others  
20 Queens Road  
Melbourne 3004

**Phone:** (03) 9867 0111

[www.aigts.com.au](http://www.aigts.com.au)

### **LINK Employment & Training**

290 Thomas St  
Dandenong 3175

**Phone:** 1300 135 008

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

### **Apprenticeships Group Australia**

Factory 1, 96 Hallam South Road  
Hallam 3803

**Phone:** (03) 8786 4500

For all apprenticeship careers enquiries  
please call **1300 242 000** or visit

[www.agaustralia.com.au/careers](http://www.agaustralia.com.au/careers)

### **VACC**

Automotive  
464 St Kilda Road  
Melbourne 3004

**Phone:** (03) 9829 1130

[www.vacc.com.au](http://www.vacc.com.au)

[www.autoapprenticeships.com.au](http://www.autoapprenticeships.com.au)

### **370 Degrees Group**

Engineering, I.T, Business and others  
1024 Lygon Street  
Carlton North 3054

**Phone:** (03) 9381 1922

[www.370degrees.com.au](http://www.370degrees.com.au)

# TERTIARY STUDIES

Year 12 School leavers who have applied to VTAC for University and TAFE courses need to make sure they meet all deadlines for applications, extra requirements, changing preferences, offers and enrolments.

## Calendar of Important Dates 2011:

<b>Applications</b>	<b>OPEN</b>	<b>CLOSE</b>
Timely application	1 August (9am)	30 September (5pm)
Late application	30 September (7pm)	11 November (5pm)
Very late application	11 November (7pm)	9 December (5pm)
SEAS application	1 August (9am)	11 October (5pm)
Scholarship application	1 August (9am)	21 October (5pm)
<b>Change of preference</b>	<b>OPEN</b>	<b>CLOSE</b>
August - October	1 August (9am)	28 October (5pm)
November - December (for all applicants except IB, WA and NZ NCEA)	28 November (9am)	21 December (5pm)
November - December (for IB, WA and NZ NCEA)	28 November (9am)	6 January 2012 (5pm)
<b>VCE results and ATAR</b>	<b>OPEN</b>	<b>CLOSE</b>
VCE results and ATAR website service	16 December (7am)	
VCE results and ATAR mail service	19 December	
<b>Offers</b>	<b>OPEN</b>	<b>CLOSE</b>
Early offers	25 November (2pm)	
International offers	10 January 2012 (2pm)	
Round 1 offers	16 January 2012 (5pm)	
Round 2 offers	3 February 2012 (2pm)	
Supplementary offers	February 2012	

## EXTRA REQUIREMENTS FOR VTAC COURSES

There are extra things you need to do after you have applied for some VTAC courses. Examples are application forms, pre-selection kits, interviews, folios, auditions and attending information sessions. Be sure to complete these for courses you have applied for and any you may wish to add during the Change of Preference period in December. Treat optional extra requirements as compulsory, if you are serious about gaining an offer. **NB:** If you don't complete extra requirements, you will not be considered for a course, even if your ATAR is very high!

Note: The Special Entry Access Scheme (SEAS) is the umbrella program run by most institutions for applicants who have experienced educational disadvantage. SEAS plays a very specific function in selection. If you have a disability or medical condition you may be eligible to apply under category 5. If you are from a non-speaking English background you may be eligible for category 2. Visit the VTAC website for further information: [www.vtac.edu.au/seas/categories](http://www.vtac.edu.au/seas/categories)

Additionally, some Universities give special consideration to under-represented schools. There are many under-represented schools in the South East area. Check if your school is considered to be under-represented by visiting: [www.vtac.edu.au/seas/291-category-7-under-represented-schools](http://www.vtac.edu.au/seas/291-category-7-under-represented-schools)

## CHANGE OF PREFERENCE GUIDELINES

When you get your ATAR on December 16th you will need to assess whether you need to change your preferences. **Preferences must be changed by 5pm on Dec 21.**

Please note

- To maximise the chance of getting a Round 1 offer, your last preference needs to be at least 10-15 ATAR points below your score (based on the previous year's ATAR data). You might want to consider nominating a TAFE course to increase your chance of an offer further.
- Leave your dream course as your first preference if you can afford to, even if it's up to 10 ATAR points above your score. Check the list of new and cancelled VTAC courses on [www.vtac.edu.au](http://www.vtac.edu.au)
- Only add courses you are definitely eligible for – check prerequisites and minimum study scores, extra requirements, deadlines etc
- Check that you have applied for a type 1 course (Commonwealth Supported Place or VET place with government funding) rather than a type 2 course, which is full fee paying
- Contact your Careers teacher if you need advice.

## **WHAT HAPPENS AFTER CHANGE OF PREFERENCES?**

The VTAC Guide has a section on how offers are made and how to accept, reject and defer any offer that you may receive. Remember to accept your first round offer by the deadline. To do this, you will need to attend enrolment as advised by your **Letter of Offer**. You will still be eligible for **any** later offers. If you get a better offer in a later round, or if you change your mind about enrolling, you can reject your first offer THEN.

However if you don't accept an offer by the deadline, your place will be offered to someone else. It will be too late to change your mind!

## **WHAT IF YOU DON'T GET A VTAC OFFER?**

If you didn't get a first round offer you can use the Application for Irregular Offer form after the close of first round offers. This form can be downloaded from the VTAC website and is used for:

- Making a course you have not previously listed as your first preference as long as it doesn't have extra requirements you should have completed earlier
- Changing your first preference to a course that was lower on your original list of preferences

This form cannot be photocopied. Do not use ink on form – pencil only. DO NOT POST. Take directly to selection officers, but do not leave it there unless they are reasonably sure you have a place. Be sure to get a time to have an answer about your Irregular Offer application – the longer you leave it, the more places are filled in other courses. Check VTAC website for courses with places still available – this should be available after the close of first round offers.

## **OTHER OPTIONS**

- Contact your Careers teacher as soon as possible to discuss your options
- Some TAFE courses in the VTAC Guide may accept direct applications for courses which still have vacancies
- Direct applications can be made to TAFE for certificate 2 or 3 courses or you can apply directly for a part-time place in a VTAC TAFE certificate 4 or diploma course, and then convert to full-time when/if a place becomes available.
- Some newly accredited university and TAFE courses may also be available by direct application. See university/TAFE websites and newspapers for details
- Consider alternative pathways, bridging/foundation courses etc. For example: Chisholm Institute offers Diplomas that articulate into the second year of a Bachelor degree. Monash University offers the Diploma of Tertiary Study (DoTS). DoTS is a one year program studied at either the Berwick, Gippsland or Peninsula campuses that offers students first year university study with extra academic support. Successful students can then apply to enter 2<sup>nd</sup> year of the degree program. Post-ATAR applications are made directly to the University.
- Further course options, including certificate and degree programs, are available through private institutions and colleges. Speak to your Careers teacher to discuss these opportunities.
- Midyear entry is also available in some courses by direct application. University and TAFE websites usually start publishing these vacancies from mid – May each year.
- Year 12 Portfolio Development – Hallam Senior Secondary College  
Some universities require a portfolio for admission into particular courses such as media, visual arts and graphic design.  
Hallam Senior Secondary College offer a one year course for post secondary students, so that they can develop a portfolio for tertiary study admission. Students will enrol in Certificate IV in Visual Art and Contemporary Craft, as well as Extension VCAL.  
If the student decides not to proceed with further study, the Certificate IV will give them the qualifications for an entry level job in the art and design industry. Entry requirements include an interview, presentation of a portfolio of visual art work and more.  
Please contact Hallam Senior Secondary College for further details

## **FEES FOR TERTIARY STUDY**

There are four types of fees for tertiary courses:

- CSP (Commonwealth Supported Places) - these are partially paid for by the government, and the student component can be paid up front, or deferred (now called HECS-HELP) until the student graduates and earns a minimum annual income.
- Fee Paying – offered by Independent Tertiary Colleges (ITC's) and TAFE providers. There is no government contribution for these places and unless you receive a scholarship, you will be liable for the full cost of the course
- International – these are full fee courses for international students
- VET Course Fees if you were 20 years or older on Jan 1 2011- your eligibility for a Government funded Vocational Education and Training (VET) place cannot be determined at the time of application. Eligibility and hence the fees, will be determined by the institution providing the course at the time of enrolment.

For further details on the information in this section visit:

[www.vtac.edu.au](http://www.vtac.edu.au)

## **PAYING FOR YOUR STUDIES (HELP LOANS)**

**HECS-HELP** is a loan available to eligible students enrolled in Commonwealth supported places. If you receive a HECS-HELP loan, the Australian Government pays the loan amount directly to your higher education provider on your behalf and you pay the amount off when you earn over a specific amount.

**FEE-HELP** is a loan given to eligible fee-paying students to help pay part or all of their tuition. You can borrow up to the amount of the tuition fee being charged by your provider. However, over your lifetime you can borrow only up to the FEE-HELP limit. This amount is indexed each year.

**VET FEE HELP** is an income contingent loan scheme that assists eligible students to pay for all or part of their VET tuition fees when studying accredited course in a TAFE setting

For more information visit the Australian Governments “Going to University” website [www.goingtouni.gov.au/Home](http://www.goingtouni.gov.au/Home)

# EMPLOYMENT

## JOB SERVICES AUSTRALIA

Employment Services are provided by Job Service Australia Contractors, a network of private and community organisations dedicated to helping you find and keep a job. They may help you to:

- Write a Resume
- Access work experience opportunities
- Gain skills or qualifications
- Overcome barriers to employment

You are eligible for Job Search Support so long as you are not:

- working in paid employment for 15 hours or more each week
- a full-time student (unless you are only looking for apprenticeships or traineeships)
- an overseas visitor on a working holiday visa
- Prohibited by law from working in Australia.

For more information contact Centrelink Employment Services on 13 28 50 or visit [www.jobsearch.gov.au](http://www.jobsearch.gov.au)

### **AMES Employment Service**

**Noble Park:** (03) 9540 3765

**Springvale:** (03) 9546 0099

**Dandenong:** (03) 8791 2400

[www.ames.net.au](http://www.ames.net.au)

### **Campbell Page**

**Cranbourne:** (03) 5990 4170

**Narre Warren:** (03) 9293 3800

**Pakenham:** (03) 9953 4220

[www.campbellpage.com.au](http://www.campbellpage.com.au)

### **Direct Recruitment**

**Springvale:** (03) 9558 4188

[www.directrecruitment.com.au](http://www.directrecruitment.com.au)

### **ECHO Australia**

**Cranbourne:** (03) 5990 0555

**Narre Warren:** (03) 8790 1621

[www.echoaustralia.com.au](http://www.echoaustralia.com.au)

### **MAX Employment**

**Cranbourne:** (03) 5990 0000

**Narre Warren:** (03) 8796 6500

[www.maxemployment.com.au](http://www.maxemployment.com.au)

### **Reed in Partnership**

**Dandenong:** (03) 8644 9220

[www.reedinpartnership.com.au](http://www.reedinpartnership.com.au)

### **Salvation Army Employment Plus**

**Springvale:** (03) 8549 8400

**Dandenong:** (03) 8788 920

[www.employmentplus.com.au](http://www.employmentplus.com.au)

### **Sarina Russo Job Access**

**Dandenong:** (03) 9794 4500

**Narre Warren:** (03) 9705 3500

[www.sarinarusso.com.au](http://www.sarinarusso.com.au)

### **WISE**

**Dandenong:** (03) 9792 9023

**Cranbourne:** (03) 5996 3511

**Pakenham:** (03) 5941 7422

[www.wiseemployment.com.au](http://www.wiseemployment.com.au)

### **Young Jobs Australia**

**Berwick:** (03) 9769 7854

**Cranbourne:** (03) 5995 5459

**Pakenham:** (03) 5995 5459

# YOUTH SERVICES

## YSTOP YOUTH CENTRE

Ystop provides young people aged between 12 – 25 years with a number of informative and recreational services and resources.

The services they offer include:

- Youth and family counselling
- Facilities for young people in need, predominantly those who are homeless.
- Information about drug/alcohol, law, education, finance and employment

39A Clow Street  
Dandenong 3175

**Phone:** (03) 9793 2155

[www.greaterdandenong.com.au](http://www.greaterdandenong.com.au)

## CASEY NORTH COMMUNITY INFORMATION AND SUPPORT SERVICE (CISS)

Casey North CISS aims to assist all members of the local community with information pertaining to services and resources they need.

Suite S1006  
Office Centre  
Overland Drive  
Fountain Gate 3805

**Phone:** (03) 9705 6699

[www.caseynorthciss.com.au](http://www.caseynorthciss.com.au)

**Phone:** (03) 9702 9510

## CITY OF CASEY YOUTH INFORMATION CENTRES

Youth Information Centres provide young people aged 10 – 25 with support, information and advice on a range of issues, concerns and needs. Youth Centres can provide you with information on recreation, employment, health issues, drug/alcohol, housing, personal development programs, sexuality, family issues, legal issues and education options.

At every youth centre there is a youth worker who is there to support you and discuss any areas that are of concern to you. If the worker is unable to help you specifically, they will refer you to someone who is better qualified to assist you.

Additionally, Youth Centres have numerous activities that you can take part in, including computers with internet access.

### **Cranbourne**

Shop 58  
Centro Cranbourne  
**Phone:** (03) 5996 7667

### **Hampton Park**

22-26 Stuart Avenue  
Hampton Park

## **CASEY 360 MOBILE YOUTH BUS**

Casey 360 is a mobile youth bus that travels to popular areas within the City of Casey region and provides young people with a safe place to 'hang out'.

**Mobile:** 0438 013 165

**Email:** [casey360@casey.vic.gov.au](mailto:casey360@casey.vic.gov.au)

City of Casey Youth Services also offer a range of events run throughout the year including Freeza events, school holiday programs, programs for young mums & dads, Fit to Drive and leadership programs.

**Phone:** (03) 9705 5200

[www.casey.vic.gov.au/insideinfo/](http://www.casey.vic.gov.au/insideinfo/)

## **YOUNG PEOPLE IN THE CARDINIA SHIRE**

A team of qualified youth workers living in the Cardinia Shire provide young people and their families with numerous activities and resources including:

- Freeza events
- After school Activities
- Personal development programs
- Young Leaders programs
- Workshops
- Skating, dance, sport and art programs
- Annual Youth Forum
- My Bus; Mobile youth bus

For further information about the Youth Services available in Cardinia Shire please contact the councils Youth Services department.

**Phone:** (03) 5945 4236

**Email:** [youth@cardinia.vic.gov.au](mailto:youth@cardinia.vic.gov.au)

[www.cardinia.vic.gov.au](http://www.cardinia.vic.gov.au)

# CENTRELINK SERVICES

## CENTRELINK OFFICES

### **Dandenong**

27-29 Robinson Street  
Dandenong 3175

### **Springvale**

324-334 Springvale Road  
Springvale 3171

### **Cranbourne**

7-9 Codrington Street  
Cranbourne 3977

### **Narre Warren**

Fountain Gate Shopping Centre  
Homemaker 12 Overland Drive  
Narre Warren 3805

### **Pakenham**

17 John Street  
Pakenham 3810

### **Contacts**

#### **Youth and Student Services**

**Phone:** 132 490

#### **Looking for Work**

**Phone:** 132 850

#### **Multi-lingual Information**

**Phone:** 131 202

[www.centrelink.gov.au](http://www.centrelink.gov.au)

## YOUTH OFFICERS

Services for young people are targeted to individual needs and circumstances. Youth Teams aim to help young people understand and access the education, training and employment choices available to them and to identify their individual goals. This can involve further study, apprenticeship, traineeship choices, or help getting a job.

Officers in Youth Teams are specifically trained to work with young people. Young people now have access to a One to One Service Officer who provides a personalised service to help the young person negotiate appropriate pathways. This includes a variety of activities such as assessing eligibility for income support, employment placement, accommodation support, providing career information, and making accurate and relevant referrals to Centrelink specialist services and other relevant services in the community.

## **CAREER PLANNING & WORK EXPERIENCE**

Centrelink's career planning can help you to make appropriate and realistic career choices. It's for job seekers who are having trouble deciding what they want in a career and needing direction - whether it is deciding on a course of study, upgrading their existing skills or just finding the right job.

Ask Centrelink about Career Planning, Work for the Dole and Green Corps or search the Centrelink website for more information.

## **SOCIAL WORK SERVICES**

Centrelink has a Social Work Service to assist people who may need extra help by offering short term counselling and support, giving information about or referring to other services in the community. In special circumstances, Social Workers can determine if you are eligible for payments and assist people who are in crisis or facing difficulties in their lives.

Phone the Centrelink Appointments line on 13 10 21 to:

- Speak directly to a Social Worker, or
- Make an appointment to see a Social Worker at your local Customer Service Centre.

## **PSYCHOLOGY SERVICES**

Centrelink psychologists can help you identify your potential to participate in employment, education, training and other social participation activities (such as volunteer work). They make recommendations on the most appropriate assistance to help you develop your potential.

If you want to see a Centrelink Psychologist call 13 2850 or ask a staff member at your local Centrelink Office.

## **YOUTH TEAMS**

Officers in Youth Teams are specifically trained to work with young people. Young people now have access to a One to One Service Officer who provides a personalised service to help the young person negotiate appropriate pathways. This includes a variety of activities such as assessing eligibility for income support, employment placement, accommodation support, providing career information, and making accurate and relevant referrals to Centrelink specialist services and other relevant services in the community.

## **YOUTH ALLOWANCE**

Youth Allowance is a single income support payment for young people regardless of whether they are in education, training, looking for work or sick. Youth Allowance enables you to go from study to training to job seeking without changing payments.

If you are under 17, and have not completed Year 12, you are usually required to be in full time education, undertaking an Australian Apprenticeship or training in order to qualify for Youth Allowance, although some exemptions apply.

### **You may be eligible for Youth Allowance if you are 16-20 years old and:**

- Looking for full time work or undertaking a combination of approved activities, or have a temporary exemption from the participation and Activity Test requirements. If you do not have a Year 12 certificate or an equivalent qualification (Certificate level II or above) you will generally be expected to undertake study or training to meet the Activity Test.
- 16 - 24 years old and studying or undertaking an Australian Apprenticeship full-time.
- Other criteria – check with Centrelink to determine your eligibility

If your circumstances change you may no longer be eligible for the same amount of Youth Allowance. For example, if you leave full time study for part-time study or for employment (even casual or part-time employment). If you are overpaid because you didn't tell Centrelink that your circumstances change you will have to pay back the money.

When making a claim for Youth Allowance you will need to provide proof of identity as well as other documentation. These requirements are listed on the Youth Allowance claim form or you can check with Centrelink.

To apply contact Centrelink on 13 24 90.

Full time students can apply online.

## **LOW INCOME HEALTH CARE CARD**

Centrelink customers who receive certain payments and benefits automatically receive a Health Care Card as part of their entitlement. Full-time students may apply for a Low Income Health Care Card.

A Health Care Card entitles you to reduced cost medicines and health care as well as a limited number of other concessions including public transport and training costs.

For more information call 13 24 90.

## **ABSTUDY**

If you are Indigenous and a secondary or tertiary student or a full time Australian Apprentice, ABSTUDY may be able to help you stay at school or go on to further studies. ABSTUDY consists of a fortnightly living allowance as well as additional components to help with the costs associated with attending school.

For more information, phone the ABSTUDY line on 13 23 17.

# DISABILITY SERVICES (DES)

Disability Employment Services (DES) provides specialist assistance to job seekers with disabilities who require ongoing support to find and maintain employment. Eligible School Leavers can register directly with a DES.

To be eligible to commence in DES as an Eligible School Leaver, the job seeker must be:

- in the last six months of full time secondary school and considering post-school options/employment opportunities, or
- a full time student who is participating in a school based Apprenticeship which is recognised by an Australian Apprenticeship Centre and a training contract is lodged in the Training Recognition System (TRS), or
- a full-time student who is intending to work part-time outside of school hours at award-based wages, or
- first registering with a DES provider within 12 months of leaving full time secondary school, or
- first registering with a DES provider directly from participating in a recognised State or Commonwealth funded transition to work program.

And be:

- of legal working age, assessed by the provider as having capacity to work for a minimum of eight hours a week with the assistance of a DES provider,
- not currently employed for eight hours or more per week,
- able to provide suitable evidence from their current educational authority recognising the student's need for educational support due to the nature of their disability,
- does not have a current and valid JCA with an employment services referral

For more information about how DES services can help you, or to locate your local service, visit: [jobaccess.gov.au](http://jobaccess.gov.au) or phone a Job Access Adviser on 1800 464 800.

## **Australian Integrated Employment & Training**

31-32 Douglas Street, Noble Park  
**Phone:** (03) 9545 7600  
[www.interactaust.com.au](http://www.interactaust.com.au)

## **Dandenong Valley Job Services**

40-42 Scott Street, Dandenong  
**Phone:** (03) 9792 3666  
Level 1, 15 Childers Street, Cranbourne  
**Phone:** (03) 5996 7254  
[www.dvjs.com.au](http://www.dvjs.com.au)

## **Outlook Employment**

Suite 8/418 Princes Highway, Narre Warren  
**Phone:** (03) 9705 6445  
[www.outlookemp.org.au](http://www.outlookemp.org.au)

## **Paramount Personnel**

Suite 5, 50 Thomas Street, Dandenong  
**Phone:** (03) 8710 8555  
[www.optionvic.org.au](http://www.optionvic.org.au)

## **Skills Plus**

26-36 McCrae Street, Dandenong  
**Phone:** (03) 9792 9669  
[www.skillsplus.com.au](http://www.skillsplus.com.au)

## **WISE Employment Ltd**

274 Thomas Street, Dandenong  
**Phone:** (03) 9792 9023  
7/9 Bakewell Street, Cranbourne  
**Phone:** (03)5996 3511  
[www.wiseemployment.com.au](http://www.wiseemployment.com.au)

## **Working Arrangements**

1/ 85 Foster Street, Dandenong  
**Phone:** (03) 9792 99 57  
[www.workingarrangements.com.au](http://www.workingarrangements.com.au)

## **Workbridge**

6b Henry Street, Pakenham  
Shop 4, 1 High Street, Cranbourne  
**Phone:** (03) 9764 1274  
[www.workbridge.asn.au](http://www.workbridge.asn.au)

## **FUTURES FOR YOUNG ADULTS PROGRAM**

The Department of Human Services Futures for Young Adults Program (FFYA) provides support to students with a disability to make the transition to post-school options. It is available to eligible students from when they complete their schooling until they turn 21.

For further information about the Futures for Young Adults Program (FFYA) call 1800 783 783 or visit [www.dhs.vic.gov.au/disability](http://www.dhs.vic.gov.au/disability)

If you are leaving school early it is important to prepare for your support needs before you leave school. Make sure you understand what sort of support is available for you to continue with further education training or employment.

If you want to leave school early because your needs cannot be met in your school you may be able to work out an agreement with the school to continue your support in another course in the community.

It is your responsibility to tell your chosen education, training or employment support provider about your disability or medical condition as soon as you enrol or register. Make sure that you keep any useful information from your school that may help teachers or other workers give you the support you need.

## **NATIONAL DISABILITY COORDINATION OFFICER PROGRAM (NDCO)**

The Department of Education Employment and Workplace Relations funds the NDCO Program. The NDCO program aims to improve the transition of people with a disability aged 15 to 64 into further education, training and employment. Your National Disability Coordination Officer can help provide information, coordination and referral for people with a disability.

**Phone:** 133 873

**Email:** [ndco@deewr.gov.au](mailto:ndco@deewr.gov.au)

## **TRANSITION TO EMPLOYMENT (TTE)**

The Transition to Employment (TTE) initiative in Victoria is being developed as part of the Futures for Young Adults (FFYA) program and provides a clear pathway for young people with a disability leaving school who are interested in pursuing employment, but who are not yet ready to move into employment or receive assistance through a Commonwealth employment program.

If you are eligible for FFYA, and interested in exploring employment, you may be eligible to access additional funds and supports via a TTE provider to give you an even better chance of achieving your goals.

### **Future Links**

457 Nepean Highway , Frankston 3199

**Phone:** (03)9564 8066

### **Urimba Support Services**

49-51 Callander Road, Noble Park 3174

**Phone:** (03) 9547 9244

### **Outlook Employment**

Suite 8/418 Princes Highway, Narre Warren 3805

**Phone:** (03) 9705 6445

### **Marriott House – Transition to Employment**

100 Wheatley Road, McKinnon 3204

**Phone:** (03) 9578 7557

## **AUSTRALIAN DISABILITY ENTERPRISE**

Australian Disability Enterprises are commercial enterprises whose workforce is predominantly people with disability. Disability Business Services are especially suited to you if you have higher support needs and require a higher level of ongoing support.

[www.australiandisabilityenterprises.com.au](http://www.australiandisabilityenterprises.com.au)

### **Gateway Industries Inc**

55-57 Progress Street  
Dandenong VIC 3175

**Phone:** (03) 9793 9988

[www.gatewayindustries.com.au](http://www.gatewayindustries.com.au)

### **Outlook Environmental**

24 Toomuc Valley Road  
Pakenham VIC 3810

**Phone:** (03) 5941 1535

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

### **Scope Business Enterprises - South-East Industries**

9 Parsons Street  
Clayton South 3169

**Phone:** (03) 9543 7666

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

### **Wallara Industries**

Building 4 102 -128  
Bridge Road

Keysborough Vic 3173

**Phone:** (03) 9798 1019

[www.wallaraindustries.com.au](http://www.wallaraindustries.com.au)

### **Waverley Industries Limited Hallam Branch**

37B Star Crescent  
Hallam VIC 3803

**Phone:** (03) 9544 7222

[www.wavind.org](http://www.wavind.org)

# MULTICULTURAL SERVICES

## **CENTRE FOR MULTICULTURAL YOUTH (CMY)**

CMY undertakes a range of programs, projects and policy initiatives aimed at enhancing the life opportunities of young people from culturally and linguistically diverse backgrounds.

CMY can assist with education, training, employment, homelessness and family support.

### **Visy Cares Centre**

Ystop

39A Clow Street

Dandenong 3175

**Phone:** (03) 9794 0057

[www.cmy.net.au](http://www.cmy.net.au)

## **SOUTH EASTERN REGION MIGRANT RESOURCE CENTRE**

Provides one to one assistance for young people between the ages of 2-25 to address key resettlement issues including housing, access to education and employment, access to recreational opportunities and family conflict. The Youth Team works with young people who have been in Australia for 6 months – 5 years. They also conduct a range of group activities including information sessions, life skills and leadership programs as well as sports and other recreational activities.

### **Dandenong**

Level 1, 314 Thomas Street

Dandenong 3175

**Phone:** (03) 9706 8933

### **Narre Warren**

60 Webb Street

Narre Warren 3805

**Phone:** (03) 9705 6966

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

## **SOUTHERN ETHNIC ADVISORY AND ADVOCACY COUNCIL (SEAAC)**

Provides support services to young people 12-25 years age from migrant, refugee, humanitarian and emerging communities who have been in Australia for 6 months – 5 years

- Individual Support – casework, information, referral and advocacy
- Group Support – recreation and arts programs

### **Courthouse Community Centre**

1436a Dandenong Road

Oakleigh 3166

**Phone:** (03) 9530 4986

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

## **FOUNDATION HOUSE**

Foundation House provides direct services to clients, from a refugee background, in the form of counselling, advocacy, family support, group work, psycho-education, information sessions and complementary therapies. Direct services to clients are coupled with referral, training and education roles aimed at developing and strengthening the resources of various communities and service providers

### **Dandenong**

155 Foster Street

Dandenong 3175

**Phone:** (03) 8788 3333

[www.foundationhouse.com.au](http://www.foundationhouse.com.au)

# HEALTH AND WELLBEING

Good health and wellbeing is an essential aspect to enjoying all that life has to offer. Health and wellbeing affects our ability to work, study and socialise effectively therefore it is important to look after yourself and maintain a healthy wellbeing. The following organisations provide young people with essential information and advice about how to best overcome a health or wellbeing issue.

## **CRANBOURNE INFORMATION AND SUPPORT SERVICE (CISS)**

CISS is a community based information and referral service staffed by trained volunteers which provide assistance to all members of the community.

The services CISS provides include community information queries, referrals, counselling, emergency relief, advocacy, share accommodation register, tax help, volunteer register, volunteer program and youth support.

156a Sladen Street

Cranbourne 3977

Phone: (03) 5996 3333

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

## **CASEY CARDINIA COMMUNITY HEALTH SERVICE**

Casey Cardinia Community Health Service is committed to providing members of the community with programs that enhance illness prevention and promote the importance of early intervention.

The following services are offered:

- Youth and family counselling
- Financial Counselling
- Health information – doctors, dentists, nurses, physiotherapy, podiatry, sexual health, drug and alcohol counselling.

Appointments are available in:

- Cranbourne
- Berwick
- Cockatoo
- Doveton
- Pakenham

To book an appointment call **(03) 8768 5147** or visit the following website:

[www.southernhealth.org.au/page/Hospitals/Cardinia Casey Community Health Service](http://www.southernhealth.org.au/page/Hospitals/Cardinia%20Casey%20Community%20Health%20Service)

## **GREATER DANDENONG COMMUNITY HEALTH SERVICE**

Greater Dandenong Community Health Service works with individuals, communities and organisations to improve the health and wellbeing of the most vulnerable community members.

The services they provide include:

- Life skills programs
- Personal development programs
- Youth and family counselling
- Health information – doctors, dentists, nurses, physiotherapy, podiatry
- Leadership programs

### **Dandenong**

135 David Street

Dandenong 3175

**Phone:** (03) 9554 8270

229 Thomas Street

Dandenong 3175

**Phone:** (03) 8792 2200

### **Springvale**

55 Buckingham Avenue

Springvale 3171

**Phone:** (03) 8558 9080

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

## **YOUTH SUPPORT AND ADVOCACY SERVICE (YSAS)**

YSAS is a state-wide organisation which provides continuous assistance and support to young people aged between 12 and 21 who are experiencing issues relating to alcohol and drug use.

The YSAS line provides 24 hour information, counselling and referrals to YSAS services and youth-specific alcohol and drug services throughout Victoria.

**Phone:** 1800 014 446

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

## **CONNECTIONS UNITING CARE**

Connection Uniting Care is a community based organisation that is committed to providing assistance and support to marginalised and disadvantaged children, young people and families.

Programs run by Connections include:

- Clean Slate; for young offenders
- Cardinia Youth Services; a range of support services to individuals and families
- Reconnect; early intervention for young people at risk of homelessness due to family conflict

### **Cranbourne**

184 Sladen Street

Cranbourne 3977

**Phone:** (03) 5990 8400

### **Narre Warren**

58 Webb Street

Narre Warren 3805

**Phone:** (03) 9704 8377

### **Dandenong**

56 Robinson Street

Dandenong 3175

**Phone:** (03) 8792 8999

### **Pakenham**

2/4 Stephenson Street

Pakenham 3810

**Phone:** (03) 5940 3642

Visit [www.connections.org.au](http://www.connections.org.au) for further information and locations

# HELP LINES

There are many help lines operating throughout Victoria that provide telephone counselling, referral and information services to members of the community who require assistance or who simply want somebody to talk to. Help lines offer free professional and anonymous support to communities of diverse backgrounds, ages and needs.

## **Gay and Lesbian Switchboard**

**Regional Victoria:** 1800 184 527

**Metropolitan Melbourne:** 9663 2939

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

## **Kids Helpline**

**Phone:** 1800 551 800

[www.kidshelp.com.au](http://www.kidshelp.com.au)

## **Lifeline Crisis Counselling**

**Phone:** 13 11 14

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

## **Suicide Helpline**

**Phone:** 1300 651 251

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

# LEGAL ASSISTANCE

There may be situations you find yourself in that require you to find out more about the law. Whether you are in trouble with police, a victim of crime or just need to know more about your rights, the following organisations provide you with important legal information to assist you in overcoming these particular situations.

## **SPRINGVALE MONASH**

### **LEGAL SERVICE INC (SMLS)**

SMLS is a community based organisation that provides free, confidential legal advice to all members of the community. Ongoing legal assistance may be offered to low-income earners and health care holders. Free interpreters are available when needed and where appropriate referrals will be made to private practitioners.

5 Osborne Avenue

Springvale 3175

**Phone:** (03) 9562 3144

[www.smls.com.au](http://www.smls.com.au)

## **YOUTH LAW**

Youth Law is a state wide community legal centre which provides young people up to the age of 25 with free and confidential legal advice.

19 King Street

Melbourne 3000

**Phone:** (03) 9611 2412

[www.youthlaw.asn.au](http://www.youthlaw.asn.au)

## **CASEY CARDINIA LEGAL SERVICE**

Casey Cardinia Legal Service specialise in the areas of family law and debt matters.

42 Claredale Road

Dandenong 3175

**Phone:** (03) 9793 1993

[www.communitylaw.org.au/clc\\_caseycardinia](http://www.communitylaw.org.au/clc_caseycardinia)

# EARLY SCHOOL LEAVERS

Before you make a decision to leave school early, you should consider how the changes brought upon by the National Partnership Agreement on Youth Attainment and Transitions might affect you.

The National Youth Participation Requirements include:

- All young people are required to participate in schooling until they complete Year 10
- If you are under 17 you must be in full time education, training or employment or a combination of these activities.

It is also important to note that you are not entitled to payments from Centrelink unless you have a year 12 or equivalent qualification or if you are participating in full time education or training. Similarly, if you are aged 16-20 and have not completed year 12 or equivalent and are not in full time education or training, you will not be considered as an eligible child for family Tax Benefit Part A. Exemptions will apply for young people not able to meet their participation requirement due to personal circumstances. Contact Centrelink on **13 24 90** for more information.

If you choose to leave school before year 12, you will still find lots of helpful information in the rest of this book - this section is designed to give information on programs available for young people who have left school early. Listed below are the various institutions that can assist young people in completing education and training outside of the secondary school system.

## ➔ TAFE Courses

TAFE'S offer a number of different courses for early school leaver's, including:

- CGEA – Certificate of General Education for Adults (year 10 level), designed to improve literacy, numeracy and general education skills
- VCAL – Victorian Certificate of Applied Learning
- VCE – Victorian Certificate of Education
- A range of certified courses to help employment or further study
- Pre-apprenticeships & Apprenticeships

Refer to page 12 for further information on TAFE Institutions in the South East Region

## ➔ Learn Local Providers

LL provides less formal learning activities in a friendly environment. LL helps young adults get back into learning, gain new skills and knowledge, gather their confidence and plan what other studies or work they might like to do.

Refer to page 10 for further information on Learn Local providers.

## ➔ Community VCAL

Community VCAL programs are local providers that allow young people to undertake VCAL studies outside of a secondary school setting.

# **YOUTH SUPPORT**

## **FOR EARLY SCHOOL LEAVERS**

### **YOUTH CONNECTIONS**

The Youth Connections program is available to eligible young people who are more at risk of disengaging, or are already disengaged from education, family and/or the community. Service delivery will be characterised by flexible and individualised case management for each young person to keep them engaged or re-engage them with education and/or further training. Additionally Youth Connections provides young people with necessary skills to help improve their ability to make positive life choices.

To be eligible for Youth Connections young people must:

- Be identified as being at risk
- Be aged between 13 – 19 years
- Be an Australian Citizen, Permanent Resident or on a Humanitarian Visa (Subclasses 200-204, 866 and 851)
- Have a connection with the local government areas of Greater Dandenong, Casey and Cardinia.

Youth Connections is not available to:

- Those who have completed Year 12 or its equivalent (CERT II) who are going on to full-time tertiary studies
- Those in full-time employment or those in casual/part time employment; excluding those who are deemed to be at risk
- Those requiring minor assistance; such as career advice or job interview skills
- Those who do not have personal factors defining them as “at risk”

**Phone:** 1800 335 106

# GLOSSARY

<b>AAC</b>	Australian Apprenticeship Centre
<b>ACFE</b>	Adult, Community and Further Education
<b>Adult Education</b>	A course (via lectures or correspondence) for adults who are not otherwise engaged in formal study
<b>AGA</b>	Apprenticeships Group Australia
<b>AMES</b>	Adult Migrant Education Services
<b>AQF</b>	Australia Qualifications Framework
<b>AQTF</b>	Australian Quality Training Framework
<b>ASBA</b>	Australian School Based Apprenticeship
<b>ATAR</b>	Australian Territory Admissions Rank
<b>CALD</b>	Culturally and Linguistically Diverse
<b>Career Development</b>	Career development is a lifelong process that is unique and different for every individual. There are many influences that contribute to an individuals career
<b>Career Education</b>	The development of knowledge, skills and attitudes through a planned program of learning experiences that assists students to make informed decisions about their study and/or work options and enables effective participation in working life
<b>CATS</b>	Career and Transitions Support
<b>DEECD</b>	Department of Education and Early Childhood Development
<b>DEEWR</b>	The Department of Education, Employment and Workplace Relations is the lead government agency providing national leadership in education and workplace training, transition of work and conditions/values in the workplace
<b>DHS</b>	Department of Human Services (Victoria)
<b>DPCD</b>	Department of Planning and Community Development
<b>DVCEA</b>	Dandenong Valley Careers Education Association

<b>Employability Skills</b>	Employability skills are also sometimes referred to as generic skills, capabilities, enabling skills or key competencies. Australia's Employability Skills were developed in 2002 by the Business Council of Australia and the Australian Chamber of Commerce and Industry, in consultation with other peak employer bodies
<b>Enhanced LLEN</b>	<p>The Commonwealth as part of its commitment to the National Partnership for Youth Attainment and Transitions has announced funding for the establishment of a National Network of School Business Community Partnership Brokers to build partnerships that support improved education and transitions outcomes for all young people.</p> <p>This contract will be managed by the Victorian State Government (through DEECD) from the 1<sup>st</sup> of January 2010</p>
<b>ESL</b>	English as a Second Language
<b>GTO</b>	Group Training Organisation – have been set up to employ apprentices and trainees under an Apprenticeship/Traineeship Training Contract and place them with host employers
<b>JSA</b>	Job Services Australia – is a national network of private and community organization for unemployed people, particularly the long term unemployed, funded by the Australian Government
<b>LCP</b>	Local Community Partnerships help young people get access to career information, advice and training as they move through school or further study, training or work.
<b>LLEN(s)</b>	Local Learning and Employment Network(s)
<b>LGA</b>	Local Government Area
<b>PACTS</b>	Parents as Career Transitions Support
<b>RPL</b>	Recognition of Prior Learning (or) formal acknowledgement of competencies (skills, knowledge and attitudes) gained as a result of previous formal training, work experience and/or life experience
<b>RTO</b>	<p>Registered Training Organisations</p> <p>An RTO is a training organisation registered with the local State/Territory Training Recognition Authority involved with the delivery or assessment of nationally recognised training.</p>

<b>SBAT</b>	School Based Apprenticeship Traineeships (National acronyms)
<b>SE LLEN</b>	South East Local Learning & Employment Network
<b>SEAS</b>	Special Entry Access Schemes
<b>SWL</b>	Structured Workplace Learning.  SWL is a work placement undertaken by a student whilst undertaking a VET or VCAL program. Also known as work placement.
<b>TAFE</b>	Technical and Further Education
<b>TEC</b>	Technical Education Centre i.e: Chisholm Berwick TEC
<b>VCAA</b>	Victorian Curriculum and Assessment Authority
<b>VCAL</b>	Victorian Certificate of Applied Learning
<b>VCE</b>	Victorian Certificate of Education
<b>VECCI</b>	Victorian Employers Chamber of Commerce and Industry
<b>VET</b>	Vocational Education and Training
<b>VETiS</b>	VET in schools refers to vocational education and training undertaken by VCE and VCAL students. It includes a broad range of articulated programs combining education, training and structured workplace learning
<b>VTAC</b>	Victorian Tertiary Admissions Centre a centralised admissions centre for most undergraduate university and TAFE courses in Victoria
<b>YACVic</b>	Youth Affairs Council of Victoria
<b>Youth Connections</b>	Youth Connections provides a safety net for young people who have disengaged from education, and will offer flexible case managed support and services that recognize the role that the family and community play in a young persons well being and development