

# WEB RESOURCES FOR CAREERS EDUCATORS

Compiled for Toowoomba CATs Pilot  
By the  
Career and Transition Officer



**Australian Government**  
**Department of Education,  
Science and Training**

An Australian Government Initiative



(c) Commonwealth of Australia 2003. This work is copyright. Apart from any use permitted under the Copyright Act 1968, no part may be reproduced by any process without the written permission of the Commonwealth of Australia acting through the Department of Education, Science and Training. The views expressed herein do not necessarily represent the views of the Commonwealth Department of Education, Science and Training.



# Great Sites to Use for Career Educators

## Next Steps

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

One of the best sites around for

- Self-exploration
  - Career Exploration
  - Choosing a career
  - Resume
  - Cover letters
  - Job Search
  - Interviews
  - Keeping a job
- 
- A monthly newsletter is available on subscription
  - It is comprehensive and easy to use

## Skills Work

[www.worldskills.com.au/skillswork](http://www.worldskills.com.au/skillswork)

A range of information is available relating to vocational education and training and trade career paths.

Sections on:

- Training
- Trades
- Glossary
- Links to other useful sites

## Career Key

[www.ncsu.edu/careerkey/you/](http://www.ncsu.edu/careerkey/you/)

Career key quiz leading to 6 personality types

- Social
  - Enterprising
  - Realistic
  - Conventional
  - Investigative
  - Artistic
- 
- Gives descriptions for each type.
  - Gives careers that link to each type - takes 10 minutes.
  - Gives work environments that link to each type.

## **Australian Jobs Search**

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

- Includes Job Outlook - information about jobs including prospects, income etc.
- Career Quiz - career interest areas
- New Apprenticeships
- Job Explorer - database of abilities and characteristics relevant for particular jobs.

## **Career Game**

[www.getaccess.westone.wa.gov.au](http://www.getaccess.westone.wa.gov.au)

Ideas:

- Self awareness
  - Career Projects
  - Career Exploration
  - Planning and D Making
  - Taking Action
- Provides links to other sites
- Career profiles
- Profiles on an extensive range of careers work

## **Monster Career Centre**

[www.ninemsn.monster.com.au](http://www.ninemsn.monster.com.au)

Practical information on

- Resumes
- Interviews
- Industry information
- Quizzes eg.
  - What's your perfect career? Bases on the Myers Briggs test
  - What's your work style

An excellent site - particularly useful for cover letters, resumes, interviews.

## **Career Development Manual - Steps to Success**

[www.cdm.uwaterloo.ca](http://www.cdm.uwaterloo.ca)

1. Self Awareness - personality values skills interests
2. Research
3. Decision Making
4. Networks
5. Work
6. Life / work planning

Very comprehensive -each step has several activities in personal and career development-  
University of Waterloo USA



## **My Skills Profile**

[www.myskillsprofile.com](http://www.myskillsprofile.com)

- Several assessment tests

Example:

- Your creative style
- Emotional intelligence
- Leadership skills
- Personality / work style.

- Questionnaires involve payment eg. Emotional Intelligence will cost US\$6.95.

- But just taking the time to complete them can be self-focusing

## **Take the Career Test**

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

Including:

- Careers that interest you
- What do you like to do
- What are your abilities
- How do you see yourself
- What do you value

Gives ratings on the Holland 6 types of people, and then shows careers linking to each personality type and this is a good over all evaluation.

## **Career Planning**

[www.careerplanning.about.com](http://www.careerplanning.about.com)

- A really comprehensive site covering all aspects of career planning

Example:

- Four stages of Career planning
- Personal marketing strategy
- First Job
- Resume
- Occupations
- Job Interviews
- Important Skills

- This is an excellent site full of information, activities and links



## **Damm Good**

[www.dammgood.com](http://www.dammgood.com)

Includes

- 52 Job seeker questions
- Tips for Resume Writing
- Interview Tips

A very useful and practical site for resumes and interviews.

## **Emode .com**

[www.emode.com/tests/](http://www.emode.com/tests/)

A variety of questionnaires around careers

Example:

- Career personality - Myers Briggs

Gives a short description

- Right Job, Wrong job
- 7 secrets of highly successful people
- Multiple Intelligence
- What breed of dog are you at work

- Really good questionnaires that give brief descriptions on a range of areas - each takes about 5-10 minutes.

## **ACTU Worksite**

[www.worksite.actu.asn.au/](http://www.worksite.actu.asn.au/)

An excellent site for students whom are working part-time or casual

Information such as

- Assignment help
- Personal profiles
- Part time and Casual work information
- Job Union match
- Activity sheets

- This site will allow you to find out what you're entitled to in your job and how not to be taken advantage of.
- Also has a fun little horoscope focused on your study and working life called 'workscape'.



## **Career Magazine**

<http://www.careerkey.com/>

- Helps students make decisions about further training, education and their future career paths.

Provides great links such as:

- Learn about the Career key measure and Holland's types
- Learn about jobs that fit my Holland personality type
- Learn how to make high-quality decisions
- Choose an appropriate training program or university major
- Learn how parents can help their children
- Take further steps in my career exploration and decision making

## **Career One**

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

Is one of Australia's largest job search engines.  
Search for job anywhere in Australia in any industry.

## **CareerNFOsource**

<http://www.mooni.fccj.org/~gharr/career.htm>

- Career Planning
- Self-Assessment
- Occupational Information
- Job Hunting

- There are heaps of links to quizzes and personality tests.

## **Department of Employment and Training**

[www.det.qld.gov.au](http://www.det.qld.gov.au)

A great Government site for anyone looking to employ or be employed or are looking at training to get into a particular job.

Includes links such as

- Training
- TAFE Queensland
- Employment
- Youth Affairs - link to the Department of Youth Affairs Qld
- Agriculture colleges
- The Employment Site of DET Training



## Education Network Australia Online

[www.edna.edu.au/EdNA/](http://www.edna.edu.au/EdNA/)

This website provides a diverse range of information on all forms of Education available to young and older Australians

### Targets

- School Education
- Higher Education
- Vocational Education and Training
- Adult and Community Education
- Education and Training providers
- International Education



## Seek Communications

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

This site is a search engine for Australians looking for work in and out of Australia.

It allows you to search a United Kingdom employment search engine, so if you are looking to move overseas you can start here.

## The Riley Guide

<http://www.dbm.cm/jobguide/>

This website offers a huge range of advice and examples on how to prepare yourself for applying for new jobs.

Areas in which this site goes into are

- Prepare for a job search
- Resumes and Cover letters
- Targeting and researching Employers
- Executing your job search
- Campaign
- Job Listings
- Networking, interviewing and Negotiating
- Salary guides and guidance
- Information for recruiters
- How to get listed



## Links for CATS Website

<http://www.myfuture.edu.au>  
<http://www.careers.gov.au/>  
<http://www.dest.gov.au/archive/ty/careers/ciproducts.htm>  
<http://www.gocareer.gov.au/>  
<http://jobguide.detya.gov.au/>  
<http://realgame.detya.gov.au>  
<http://www.ecef.com.au/>  
<http://www.dest.gov.au/tenfields/>  
<http://www.aacc.org.au/index.htm>  
<http://www.newsapprenticeships.gov.au/>  
<http://takeoff.anta.gov.au/>  
<http://www.career-connections.rmit.edu.au/>  
[http://www.webwombat.com.au/careers\\_ed/directories/tafe.htm](http://www.webwombat.com.au/careers_ed/directories/tafe.htm)  
<http://www.oten.edu.au/oten/>  
<http://www.edna.edu.au>  
[http://www.centrelink.gov.au/internet/internet.nsf/services/career\\_counselling.htm](http://www.centrelink.gov.au/internet/internet.nsf/services/career_counselling.htm)  
[http://www.centrelink.gov.au/internet.nsf/services/career\\_centres.htm](http://www.centrelink.gov.au/internet.nsf/services/career_centres.htm)  
<http://www.autocareers.com.au/intro.html>  
<http://www.zoom.aigroup.asn.au/>  
<http://www.electrotecfutures.com.au/>  
<http://www.dest.gov.au/archive/ty/careers/5778.pdf>  
<http://www.itpaystostay.com/>  
<http://www.itskillshub.com.au/>  
<http://jobsearch.gov.au/joboutlook/default.asp>  
<http://www.generate.qld.gov.au>

### Youth Support Services

<http://www.thesource.gov.au/index.htm>  
<http://www.centrelink.gov.au/internet.nsf/home/index.htm>  
<http://www.youth.gov.au/programmes/programmes.htm>  
<http://www.reachout.com.au/home.jsp>

**Check Out these sites,  
They're Grrrrrrreat!**



# **FINDING YOUR WAY AROUND 'MY FUTURE' ON THE WEB**

Compiled for Toowoomba CATs Pilot  
By the  
Career and Transition Officer



**Australian Government**  
**Department of Education,  
Science and Training**

An Australian Government Initiative

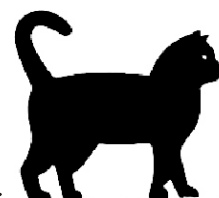
(c) Commonwealth of Australia 2003. This work is copyright. Apart from any use permitted under the Copyright Act 1968, no part may be reproduced by any process without the written permission of the Commonwealth of Australia acting through the Department of Education, Science and Training. The views expressed herein do not necessarily represent the views of the Commonwealth Department of Education, Science and Training.

# Finding your way around 'My Future'

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

## Main Tabs:

<p style="text-align: center;"><b>My Guide</b> “Let myfuture personalize the journey for you”</p>	<p style="text-align: center;"><b>My Guide (cont.)</b></p>
<p>Several Sections to work through individually to create an overview of personal attributes and interests.</p> <p>PREPARING/REVIEWING: (a section of readings) Includes articles on the following topics: Career Development, Change my Career Direction, Returning to Work after a long Absence, What is a Career?</p> <p>IDENTIFYING: (Each of the topic areas has a series of questionnaires/quizzes to develop an online portfolio. Once the password and user are set up each is saved online and can be updated. Work your way through the sections - Interests, Work Conditions, Locations, Knowledge, Life balance, Values, Aspirations, Skills, Education.</p> <ul style="list-style-type: none"> <li>- <b>Interests</b> - 3 pages of questions: 'Works Tasks, Study Areas, Activities' that best suit you - results can be linked to occupations and career fields relating. (Need to keep clicking on <b>next</b> to continue through the section)</li> <li>- <b>Work Conditions</b> - indoor/outdoor, time you want to spend, when do you want to work, work locations - results can be linked to occupations and career fields relating. (Need to keep clicking on <b>next</b> to continue through the section)</li> <li>- <b>Knowledge</b> - 'How much do you know about?' 4 pages of questions on a range of topics e.g. Communications, Managements.</li> <li>- <b>Life Balance</b> - 'How do you spend your time?' How would you like to spend your time?' Results are shown in graphs.</li> <li>- <b>Values</b> - 3 pages of questions 'How important is work that?' Results are shown as a summary of the types of things you value.</li> <li>- <b>Aspirations</b> - related to values where you make statements that create a life vision.</li> <li>- <b>Skills</b> - 'How much experience have you had?' 4 pages questioning experience in a range of areas. Results are shown as a written summary.</li> <li>- <b>Education</b> - explores the level of current education and expected future levels.</li> </ul>	<p>EXPLORING: Uses the information gathered in 'Identifying' to generate lists of career fields and occupations that relate.</p> <p>These can then be clicked on for more information and added to 'my favourites'. This can take a bit of time.</p> <p>DECIDING: The list of careers and occupations chosen in exploring. Sections on - related courses, related contracts, and related articles.</p> <p>SUMMARISING: Creates 'My Pathways' - that summarises all sections and chosen items.</p> <p>PLANNING: 'Career Pathways' - information and linked sites on Career Pathway Planning and 'Goal Setting and Action Planning'</p> <p>DOING: - A series of articles providing information on a variety of topics about the world of work. It includes:</p> <ul style="list-style-type: none"> <li>- Change my Job</li> <li>- Enterprise and Small Business</li> <li>- Get a Job</li> <li>- Get a New Apprenticeship</li> <li>- Know your work rights and responsibilities</li> <li>- Start a new Job</li> <li>- Work Overseas</li> </ul>



<p><b>The Facts</b>  <b>“Search or browse the myfuture site”</b></p>	<p><b>Assist Others</b></p>
<p>An excellent resource for finding relevant information on Careers and the world of work. Includes:</p> <ul style="list-style-type: none"> <li>- <b>Careers</b> - What is a Career? Career Development</li> <li>- <b>Work and Employment</b> - Labor Market information,</li> <li>- Industries, Occupations Know Your Work Rights and Responsibilities, Trends of Work, Work Opportunities.</li> <li>- <b>Education and Training</b> - Education and Training Providers, Courses and Programs, Qualifications,</li> <li>- Education and Training in Australia</li> <li>- <b>Funding</b> - Awards and Scholarships, Financial Support</li> <li>- <b>Contacts</b> - Support Services, Contact Organisations</li> <li>- Other - Articles of Interest</li> </ul>	<p>Information for:</p> <ul style="list-style-type: none"> <li>- <b>Subject Teachers</b> - a range of industry areas Agriculture, Arts, Business, Classics, Education, English, Economics, Environment, Health and medicine, Information Technology, Languages, Law, Mathematics, Science, Social Studies, Sports and Recreation, Tourism, Technology, Engineering and Manufacturing, Visual Arts.</li> <li>- <b>Job Placement and Youth Professionals</b></li> <li>- University or TAFE Careers</li> <li>- Career Professional</li> <li>- Career Advisors on School</li> <li>- Employment, Placement and HR Professionals</li> <li>- <b>Youth Workers</b>, Coach, Cultural or Religious Leaders</li> <li>- Parents, Guardians or Grandparents</li> </ul>
<p><b>News and Views</b></p>	<p><b>Search</b></p>
<p>I would like to know more about...</p> <ul style="list-style-type: none"> <li>- <b>Career</b>: more than just a job</li> <li>- <b>New Stories</b> - useful articles for use in class</li> <li>- <b>Career Events</b> - a list of professional development</li> <li>- Opportunities on a state by state basis</li> <li>- Research - links to vocational research</li> <li>- Institutions e.g. RCVET, ACIRRT, EdResearch</li> <li>- Online</li> <li>- <b>Government Career Initiatives</b></li> <li>- <b>Community Career Initiatives</b></li> <li>- <b>Stop Press</b> - excellent source of current information on new releases in policy, research, etc.</li> </ul>	<p>The site search engine</p>

STUDENT WORKSHOP:

**Fast track to the best of MYFUTURE and follow student directions to get there easily.**



# **FAST TRACK TO THE BEST OF**

## **MY FUTURE**

**CLICK ON**

**- THE FACTS**

**CLICK ON**

**- OCCUPATION**

**SEARCH VIA**

**- ALPHABETICAL**

**Follow these directions  
Cool!**

