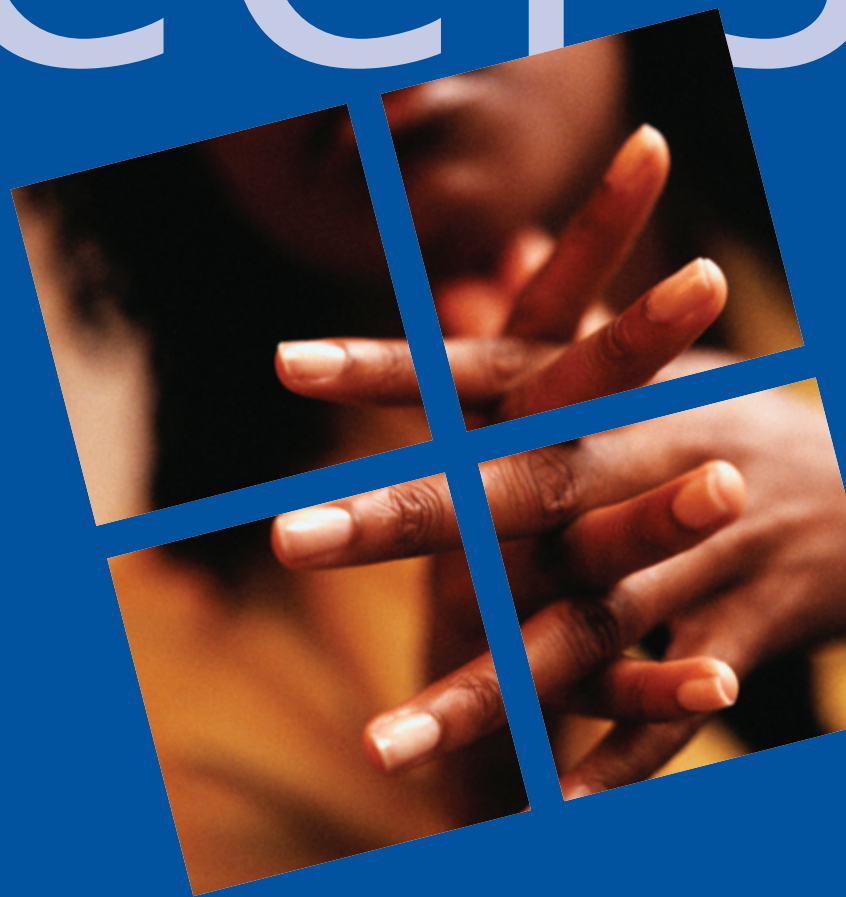


University of
South Australia

Indigenous and Australian Studies

Experience. The Difference.

Careers



University of
South Australia



University of
South Australia

Experience. The Difference.

As a graduate of the University of South Australia, you can be confident that you will enter the job market with far more than just a degree. The skills, knowledge and experience that you have acquired during your time with us will ensure that you're ready to make an immediate contribution to the profession of your choice.

You will find that many of your potential employers, especially in Australia, will be aware of UniSA's status as an international university with a difference. We are widely recognised as being comfortable with innovation, which means that our research and teaching always stays relevant to the needs of society, industry and the professions. Employers value UniSA graduates because they know you have the capacity to bridge the gap between theory and practice and be immediately effective in the workplace.



Whether your UniSA degree is the starting point on your career path, or a step along the way, you can be sure that employers will appreciate the UniSA difference.

How to use this brochure.

No matter how strong your academic record, or how impressive your curriculum vitae, success in the job market depends on understanding your industry and what you have to offer potential employers. So while this brochure includes useful tips on where to find jobs, writing winning applications and succeeding at interviews, we've also provided information about employment trends and some ideas for marketing your knowledge and experience to employers. The section on Graduate Qualities will be particularly useful in helping you express to employers how you've learned what you've learned during your time at UniSA.

For those of you about to start job-hunting, this brochure will be an invaluable tool in developing a job-seeking strategy. Even if graduation seems a long way off, the sections on career planning and your industry may help you to clarify your goals and aspirations.

Whatever stage you're at on your career path, we wish you the best of luck in planning your career ... and winning your dream graduate job!

Contents.

Preparing yourself for a life of opportunities

Page 2

Bachelor of Arts (Aboriginal Policy and Management/Aboriginal Studies/Australian Studies)

Page 4

Successful job search strategies

Page 7

International students

Page 8

Useful websites

Page 9

Want to know more?

www.unisa.edu.au/careers
careers@unisa.edu.au

UniSA is a proud member of the Australian Technology Network (ATN), an influential alliance of five distinctive and prominent universities located in each mainland state of Australia.



Preparing yourself for a life of opportunities

As a student or recent graduate, you are at a very exciting point in your career: through your education and other activities you are developing skills ready for your next life opportunity. This may be further study, employment, travel, or voluntary work. With so many options open to you, it's not unusual to feel a little overwhelmed when it comes to decisions about your future.

Let's consider what you need to do to prepare yourself to take advantage of the many opportunities on offer and create a fulfilling life for yourself. And remember, it's never too early to start preparing!

What is involved in informed decision making?

The best decisions are well-informed. You will probably know if you have made the right decision as it will simply seem right to you.

It is important to be aware that you cannot plan the rest of your life from here. The contemporary workplace changes incredibly quickly, so you may one day be involved in challenges that are impossible to imagine right now. And it's not just the workplace that will change over time – you will, too. You may develop different interests and values as you progress through life. However, while you can anticipate frequently changing your plans, there is also a lot you can do to manage your own career. Put yourself in the driving seat: when opportunities arise to become involved in interesting activities, or meet new people, grab them with both hands.

The earlier you start to make decisions the better.

Many people put off decision making as they are fearful of making the wrong decision. In fact, a worse scenario is to make no decision at all. Feel confident that if you make a decision that isn't working out as you anticipated, it is within your power to alter your direction.

When to start making decisions

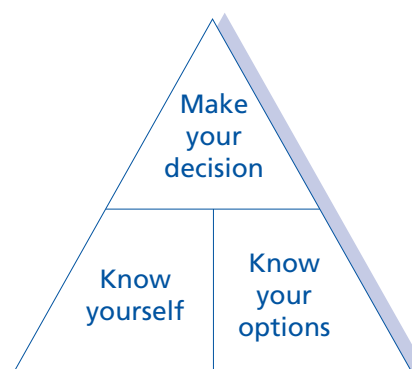
You are already making decisions. By selecting your degree program and choosing courses you are shaping your career (although you shouldn't feel your future is restricted by these decisions). Decisions about your first opportunity after UniSA will be influenced by deadlines for job applications and further study applications.

The earlier you start to make decisions the better. This will then leave you enough time to start implementing your plans to make your decision a reality.

So, read on to find out how to make career decisions.

A step by step approach to decision making

Career planning and decision making is about considering yourself, your options, decision making strategies and your own decision. This diagrammatic representation shows how you can organize your decision making. It puts the elements of decision making into a relevant order to help you understand the process.



Based on: Peterson, G.W., Sampson, J.P. Jr, and Reardon, R.C., 1991, *Career Development and Services: A Cognitive Approach*, Pacific Grove, California



When to look for graduate employment

Graduate employers include larger companies that have established recruitment and training programs. They generally recruit students in their final year, and graduates after they have completed their degree program. Application deadlines can be as early as March for a start date the following year. Some employers have

a limited recruitment period which means they may only advertise and accept applications over a few weeks.

Small and medium companies tend to advertise up to three months before they want the new employee to start.

Deadlines for further study tend to be half a year before the start of the degree program. (See SATAC and the UniSA website for more information).

By developing an understanding of yourself you are in a good position to make a strong, informed decision.

This means that you will need to indulge in some fairly deep and honest self-assessment and reflection about yourself in order to identify your values and beliefs, technical and transferable skills, knowledge, and your life/career interests.

Some suggested activities:

- 1. Make a list** of your interests and consider why you like them.
- 2. Consider what you value**, for example, helping people or animal rights.
- 3. Think about what you enjoy most** and least about your degree – and why.
- 4. Think about the Graduate Qualities.** Although you will be developing all of these through your degree you may have natural strengths in particular areas.

Know your options

This brochure has been written to help you begin to explore your career options. On the following pages you can learn about the industry and occupations connected to your degree. Use this information to spark your interest – you can find out even more through internet sites such as www.myfuture.edu.au, www.jobsearch.gov.au and the professional bodies associated with your degree.

Through exploration you can discover different industries, occupations and specific job roles. Some important considerations might be:

- what you will be doing on a daily basis
- salary
- training and progression
- entry requirements – and whether further study is required
- the industry sector, current issues and prospects
- what current employees enjoy and dislike about their roles.

Decision making

People make decisions in different ways. Some are very logical and others are led by their feelings. Some like to make decisions independently, and others are influenced by their family, friends and community. Reflect on your previous decision making – how could you have improved your decisions?

Know yourself

Ask yourself the following questions:

- **Which decision** are you making?
- **How do you feel** about your current decision?
- Are other people **influencing you**?
- **Is anything preventing** you from making a decision?
- Have you considered **all your options**?
- Have you **narrowed down** your options?

Consider the **pros and cons** of each option.

Start to **prioritise** the options.

Experiment by forming a plan of action for your preferred choice – think of the training you may need, and how you would start to apply for positions.

Consider whether this choice feels right to you.

You are now equipped to make well-informed decisions. Enjoy feeling in control of your future and your career!



Graduate Qualities

Graduates of UniSA:

- operate effectively with and upon a body of knowledge
- are prepared for lifelong learning
- are effective problem solvers
- can work both autonomously and collaboratively
- are committed to ethical action and social responsibility
- communicate effectively
- demonstrate an international perspective.

Bachelor of Arts

(Aboriginal Policy and Management/ Aboriginal Studies/Australian Studies)

An array of **opportunities**

Your Bachelor of Arts in Aboriginal Policy and Management, Aboriginal Studies or Australian Studies will provide a solid foundation for employment in a broad range of roles and organisations. The majority of graduates of these programs work in government, with government agencies or service providers, or with community and not-for-profit organisations, but the private sector also offers a variety of opportunities. Students who have specialised in Aboriginal or Australian Studies may also be employed in roles in the Cultural and Recreational Services sector.

As a graduate of any of the three specialisations, you are most likely to work in policy analyst or project and program administration (project officers) roles, which lead to opportunities to become policy and planning managers as your career progresses. A wide array of roles fall into these categories; you may be reviewing policy and legislation, researching social, economic and industrial trends, formulating and analysing policy, coordinating health, education or community projects, advising on policy, preparing briefing papers, and making recommendations for policy changes.

The Australian Government predicts job prospects for policy analysts and project and program administrators over the next five to six years to be very good and employment growth to 2009–10 strong.

Employment **trends**

There are approximately 8,900 policy analysts employed around Australia with an above average proportion (83 per cent) working in full-time jobs. Policy analysts analyse and advise on policies guiding the design, implementation and modification of government and commercial operations and programs.

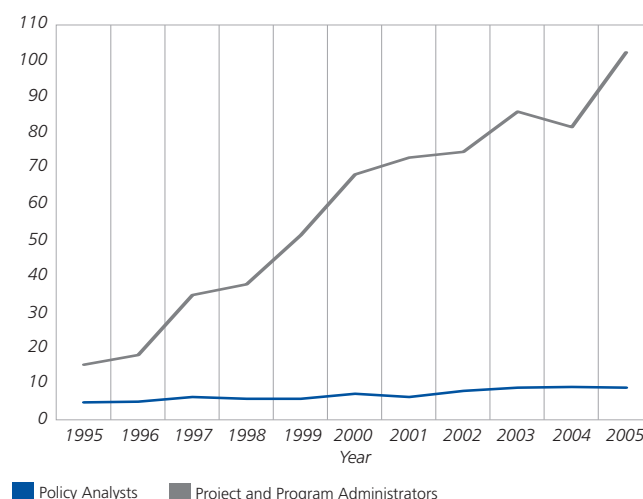
Of greater significance is the total of project and program administrators employed around the country at 102,3000, also with an above average proportion of full-time jobs (86.2 per cent). Project and program administrators plan and undertake administration of special projects, organisational programs and support services. While it is difficult to determine how many of these roles relate to Indigenous issues, the transferable skills and knowledge that you will have acquired during your studies will stand you in good stead regardless of your specialisation.

Employment for project and program administrators has recently experienced strong growth, with a massive 49.9 per cent increase in employment from 2000 to 2005. This group of workers has an average weekly full-time earning of \$1,000 which is higher than the average for all occupations at \$800.

Policy analysts also have above average full-time weekly earnings at \$1,100 compared to the average across all occupations.

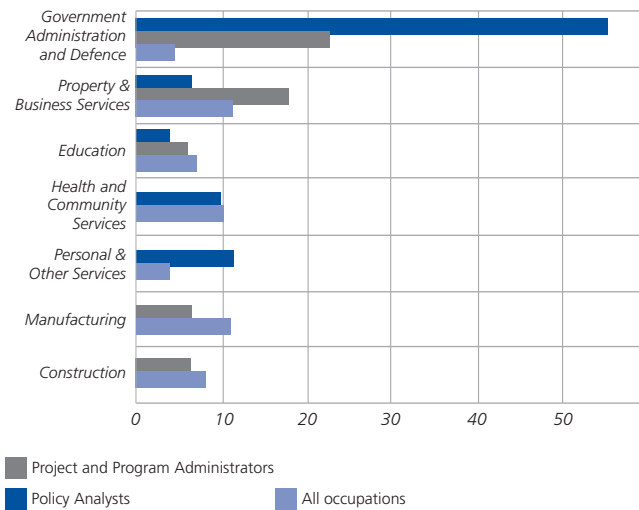
Not surprisingly, Canberra has the highest ratio of project and program administrators and policy analysts compared to all occupations. This reflects the high number of opportunities within the various Federal Government departments located there. While an average of just 1.5 per cent of workers across all occupations are based in Canberra, 23.2 per cent of policy analysts and 7 per cent of program and project administrators are found there.

The employment level ('000s of people) for policy analysts and project and program administrators for 1995 to 2005.



Project and program administrators have enjoyed especially strong growth in employment over the past decade.

The industries with the largest share of employment for project and program administrators and policy analysts, compared with all occupations.



The Government Administration and Defence sector is by far the biggest employer of project and program administrators and policy analysts.

Which industries?

The main source of employment for project and program administrators is the Government Administration and Defence sector, which employs nearly 30 per cent of people from this group compared with 4.6 per cent from all occupations. The Property and Business Services sector provides employment for just over 18 per cent of project and program administrators. Other employment opportunities also exist in the Manufacturing, Cultural and Recreational Services, Construction and Education sectors.

A very noticeable difference also can be seen in the proportion of policy analysts employed in the Government sector compared to all occupations. However, the Government sector is not the only provider of employment opportunities for policy analysts with other industry sectors such as Personal and Other Services, Health and Community, Property and Business Services and Education also contributing to the employment share of policy analysts across Australia.

Which companies?

Around Australia, graduates will find employment opportunities in the middle to upper levels of State and Federal Government departments and agencies. If you have specialised in Aboriginal Studies or Aboriginal Policy and Management, you should be aware that job opportunities are not restricted to bodies that deal specifically with Indigenous issues, such as the South Australian Department of Aboriginal Affairs and Reconciliation. There are many units within other government departments or agencies that deal with a range of Indigenous issues such as the Aboriginal Housing Authority (Department for Families and Communities

SA). There may also be opportunities with other government departments indirectly involved in Indigenous affairs, for example, Indigenous fishing issues in the Fisheries Departments or Indigenous health and education issues through Health and Education Departments. So you need to be astute and think laterally in order to identify potential employers. By asking the right questions and doing your research, you'll soon discover the many opportunities that are available to you.

You need to be astute and think laterally in order to identify potential employers. By asking the right questions and doing your research, you'll soon discover the many opportunities that are available to you.

Outside of government, graduates may also find employment opportunities in statutory bodies, community-based organisations and a range of organisations and enterprises at both local, State, Federal and sometimes even international level. You can extend your employment options by thinking creatively about other sorts of organisations that have a broader interest in Australian and/or Indigenous issues such as cultural, tourism and arts organisations and businesses. An example of some of the Indigenous organisations that provide employment opportunities include the Aboriginal and Torres Strait Islander Commission (ATSIC), the Aboriginal Drug and Alcohol Council SA, the Aboriginal Legal Rights Movement, and the Native Title Tribunal.

Indigenous organisations that provide employment opportunities include the Aboriginal and Torres Strait Islander Commission (ATSIC), the Aboriginal Drug and Alcohol Council SA, the Aboriginal Legal Rights Movement, and the Native Title Tribunal.

Graduate Qualities and Employers

Employers look for graduates who have not only strong academic records and relevant qualifications but also the personal skills and qualities needed to do the job well. As you will know, UniSA programs are designed to develop a range of Graduate Qualities that are highly valued in the workplace.

With the Graduate Qualities you'll be able to approach employers knowing that you stand out from graduates of other institutions.

As a Bachelor of Arts graduate, you'll need to think outside the square to get you over the line at job interviews. You should refer to specific areas of your study and be smart about linking your learning and experience to your employers needs. **To begin with, you might want to tell potential employers that you:**

have an ability to operate with a body of knowledge

You should emphasise that UniSA programs offer the most recent discipline knowledge – both theoretical and practical – to give you the necessary skills in policy and management in a range of contexts. Let potential employers know that during your time at uni you gained the knowledge, skills and analytical ability to manage, research, evaluate and enquire, providing you with an excellent foundation for making an immediate contribution to the workplace.

are prepared for lifelong learning

Tell employers that your degree provided the opportunity to undertake a second major in another area, enabling specialisation in a particular field of study. Your time at uni also provided a foundation for further studies and an understanding of the importance of lifelong learning. Let employers know that you understand the strategies, avenues and information required to help keep your professional skills and knowledge up to date.

are an effective problem solver

Inform employers that the range of areas you studied provided an opportunity to understand and appreciate effective problem solving skills that can be applied in the workplace. Highlight that your participation in field trips offered valuable insight into real world situations, the potential problems that may be faced in different working environments and an understanding of how to negotiate effective solutions to those problems.

can work autonomously and collaboratively

Make employers aware that throughout your program you were assessed on individual assignments and also on group projects, and that you have the capacity to work successfully alone or in a team. You could talk about the discipline, initiative and organisational skills required to complete individual tasks, and the negotiation, leadership and communication skills you developed while working with your fellow students. Try to provide examples of both your positive approach to team work and your capacity to work autonomously.

are committed to ethical action and social responsibility

Underpinning all UniSA programs is a commitment to ethical practice. As a student, you developed an understanding of these principles through study that covered areas such as ethics in research, rights and racism, corporate governance, ethical business conduct and ethics in accounting.

communicate effectively

Highlight that the Advanced Communications course was an integral part of your study program. The course helped you hone your skills in understanding breakdowns and barriers to communication, presenting information in oral and written modes, audience analysis, communicating one-on-one and in group settings, and cross cultural communications.

demonstrate an international perspective

Let your prospective employer know that you studied a wide range of courses which involved exploring an international perspective. Some of the courses you could refer to include Comparative Cultures and Studies, Studies on Asia, Global Trends of Work and Organisation, Global Trends in Indigenous Enterprise Development and Globalisation and Market Trends. Mention any elective studies you may have chosen that also enhanced your international perspective. In addition, tell potential employers that many of the students studying at UniSA campuses in Australia are from overseas. This provided you with an opportunity to interact and communicate with students from all parts of the world.

Note: Statistical data and occupational classifications used in this brochure have been sourced from the Department of Employment and Workplace Relations. All details were correct at the time of printing.

Successful Job Search Strategies







Once you've made some decisions about your career directions, you'll be ready to develop a personal job search strategy. This will help you feel in control of the process and ensure that you use your time wisely.

What with researching possible employers, preparing applications, scouring newspapers and the internet, you'll find that job-hunting can be a full-time occupation! For detailed information about job seeking, don't forget to check out the UniSA Careers website at: <http://www.unisa.edu.au/careers>

Finding your **dream job**

To begin with, it's worth considering the wide range of ways in which you can find out about employment opportunities. Most people immediately think of newspapers and online job search sites, and of course, these are a great place to start. However, you also need to be aware of 'the hidden job market' – for example, those vacancies found through family contacts or by approaching an employer directly. Tapping into the hidden job market requires you to be proactive in seeking out your own opportunities.

The results of a recent survey by Graduate Careers Australia indicated that the most successful job search methods for graduates in full-time employment included media advertisements, personal contacts and approaches to employers. These results suggest that you should explore a range of job search avenues and adapt them to suit your personal and professional style.

- Media advertisement (22.7%) 
- Consulting family and or friends (10.8%) 
- An approach by an employer (10.4%) 
- Direct approach to an employer (10%) 
- Internet based job search (8.4%) 
- Using work contacts or networks (7.2%) 
- Other University source (7.1%) 
- Careers Fair or information session (6.8%) 
- Using University Careers Services (6.5%) 
- Registering with an employment agency (5.0%) 
- Other (5%) 

It's never too early to start planning for employment

It's never too early to start developing a job search strategy. Even if graduation is a few years away, it's worth thinking about what you can do now to improve your chances of finding employment after uni. You could undertake a summer placement with a potential employer, volunteer for work in an area related to your degree, or simply start developing a professional résumé. If you'll be graduating next year, then it's definitely time to put together a strategy that will help you find the job you really want.

The **successful** application

Most job applications consist of a cover letter and a résumé. Sometimes you will also be asked to include one or a combination of the following: an application form, a separate document addressing selection criteria and/or an academic transcript. Remember, a successful application is one that convinces the employer that you are worth interviewing!

Whatever combination of information you are required to provide, bear these rules in mind when preparing your application:

- 1. Tailor your résumé**, covering letter and response to selection criteria for each vacancy or organisation. You will need to emphasise different skills, experience and qualities depending on the nature of the job.
- 2. Think carefully** about what skills and qualities the employer requires and how you can demonstrate them. Include examples from activities such as part-time work, volunteering, recreational pursuits and travel if they demonstrate skills or experience that are relevant to the job.
- 3. Your covering letter** and the first page of your résumé should include your specific skills and experience that are most relevant to the position. Employers may receive dozens of applications and your outstanding qualities need to be immediately obvious.
- 4. Finally, ask a trusted friend** or family member to read through your entire application; you don't want to be let down by spelling errors or typos!

Here is a step-by-step approach to creating your personal job search plan:

1. Use the internet, the UniSA Careers Service, your personal contacts and perhaps relevant professional associations to create an employer directory of organisations for which you would like to work. Remember to include recruitment agencies in your directory.
2. Develop a weekly job search calendar. Schedule specific times in your diary to undertake tasks related to job-hunting and don't let yourself be distracted by more appealing alternatives!
3. Decide how you are going to make initial contact with employers and the frequency of contact. You might make an initial phone call to find out a contact name, then send a covering letter and your résumé, and follow up with a phone call a week later.
4. Keep meticulous records of the organisations you've approached, the positions for which you've applied and the responses you've received.

The winning interview

If you have been shortlisted for an interview, you can feel confident that the employer believes you have the appropriate skills and experience to do the job. The following tips will help you convince the interview panel that you also have the commitment, enthusiasm and qualities to be an asset to their organisation.

- Prepare! Researching the organisation and industry will increase your confidence and help you appear knowledgeable in the interview.
- Anticipate possible questions, and prepare and practise responses. If a question surprises you, don't be afraid to ask for a moment to reflect.
- Have questions prepared to ask the employer.
- Identify specific examples of occasions on which you have demonstrated the skills and qualities the employer requires.
- Be positive, both in what you say and in your body language. Remember to shake hands firmly, maintain eye contact and thank the interviewers for their time.



International Students

Whether you're seeking work in Australia or in your home country, as an international student you have already demonstrated many of the qualities that employers value; adaptability, initiative, and a willingness to take on challenges. So in your applications and interviews, make sure you emphasise the skills and knowledge you've acquired through studying overseas, such as the ability to communicate effectively in English and the capacity to work across cultures.

Top tips for job-seeking in Australia

1. Have a look at www.immi.gov.au for information about obtaining permanent residency.
2. Australian employers want more than good degree results; they want to know you have built skills (team work, communication, problem solving) through work experience, voluntary work, sports and student societies.
3. The importance of accurate English in your applications cannot be underestimated. Make sure you ask someone who speaks English as a first language to check your résumé, application forms and covering letter.
4. On your résumé it is important to write about all your work experience, even if it is unrelated to your future career. This helps employers see the range of life experiences that you would bring to their organisation.

5. In Australian interviews it is expected that you will speak about your successes, and attribute your achievements to yourself rather than the team. Don't be afraid to talk confidently of your skills and experience!
6. It's not worth applying to employers who are only looking for Australian Citizens, or have decided that they want only permanent residents.

Top tips for job-seeking in your home country

1. Make contact with employers and recruitment companies from your home country and ask about different approaches to job seeking. Many organisations will have websites containing useful information that you will be able to access before returning home.
2. Reflect on your experience in Australia and how this can help you in your future career:
 - You have improved your English language skills.
 - You have learnt about a culture which may be very different from your own.
 - Through your studies you have learnt how to think in a different way and to value skills such as team work and communication.
3. Contact employers or recruitment agencies that have offices in Australia and your home country and ask for advice on applying for employment at home.

Useful Websites

Websites for graduates in Indigenous and Australian Studies

Resources for Bachelor of Arts (Aboriginal Policy and Management/Aboriginal Studies/Australian Studies) graduates:

<http://www.library.unisa.edu.au/resources/subject/abisland.asp>
The UniSA Library provides a comprehensive list of resources for general Aboriginal and Islander Studies.

Internet links are organised by the following categories: Useful Starters, Education and Research, Government Information, Law and Social Justice, Media, Organisations, Other Catalogues, Reconciliation, Databases, Discussion Lists and Latest Book Releases.

<http://www.reconciliationaustralia.org>
Reconciliation Australia provides a national focus for reconciliation. Includes resources for community education and describes reconciliation projects past and present.

General career information

<http://www.gradlink.edu.au>
The official website of Graduate Careers Australia (GCA). Provides useful insights into graduate careers, outcomes and recruitment in Australia.

<http://www.myfuture.edu.au>
A joint initiative of the Federal and State governments. Help with career exploration, decision making, job search and job preparation.

<http://www.graduate.com.au>
Career resources for graduates, including tips on job seeking.

<http://www.unimail.com.au>
Career resources for graduates, including a job search facility.

Job search

<http://www.careerone.com.au>
News Limited's job search website.

<http://www.seek.com.au>
Large job search website.

<http://www.mycareer.com.au>
Fairfax Digital job search website.

<https://jobsearch.gov.au>
Federal Government job search site.

<http://www.psgazetteonline.gov.au>
Includes a job search facility for positions in the Australian public service.

Labour market information

<http://www.jobsearch.gov.au/joboutlook>
Website of the Department of Employment and Workplace Relations. Find out about job prospects, weekly earnings, type of work and other useful occupational information.

Workplace relations

<http://www.workplace.gov.au>
Comprehensive employment information, including specific advice for disadvantaged job seekers, Indigenous Australians, migrants and volunteers.

<http://www.wagenet.gov.au>
Provides information about wages and conditions of employment in Australia for work that is covered by federal awards and agreements.

Sites for people with disabilities

<http://unisa.edu.au/regdisability/education.htm>
Information about the of the Regional Disability Liaison Officer Initiative, which aims to enhance post-secondary education, training and employment opportunities for people with disabilities. Includes lots of links to other sites for people with disabilities.

<http://www.ocpe.sa.gov.au>
The South Australian Office of Public Employment; click on 'Equity and Diversity', then 'Disability and Employment'.

http://www.hreoc.gov.au/disability_rights/employment/employment.html
Human Rights and Equal Opportunity Commission website. This page is intended to provide a convenient entry point for resources on equal employment opportunity and disability which exist in various areas of the Commission's site, as well as links to resources from other organisations.

Sites for people with disabilities

<http://unisa.edu.au/regdisability/education.htm>
Information about the Regional Disability Liaison Officer Initiative, which aims to enhance post-secondary education, training and employment opportunities for people with disabilities. Includes lots of links to other sites for people with disabilities.

<http://www.ocpe.sa.gov.au>
The South Australian Office of Public Employment; click on 'Equity and Diversity', then 'Disability and Employment'.

http://www.hreoc.gov.au/disability_rights/employment/employment.html
Human Rights and Equal Opportunity Commission website. This page is intended to provide a convenient entry point for resources on equal employment opportunity and disability, as well as links to resources from other organisations.

Further Information

www.unisa.edu.au/careers
Career Services
Email careers@unisa.edu.au

Information correct at time of printing (October 2005)

CRICOS provider number 00121B



University of
South Australia