

University of  
South Australia

# Psychology

Experience. The Difference.

# Careers



University of  
South Australia



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## 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!

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## Want to know more?

[www.unisa.edu.au/careers](http://www.unisa.edu.au/careers)  
[careers@unisa.edu.au](mailto: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

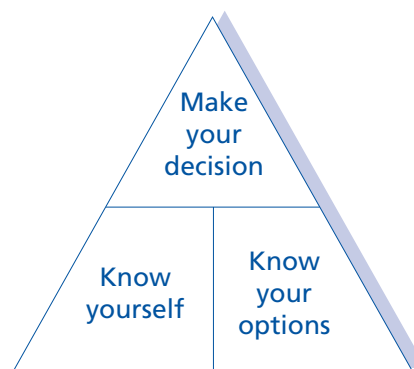
You are already making decisions. By selecting your degree program and choosing courses you are shaping your career (although you shouldn't feel your future is restricted by these decisions). Decisions about your first opportunity after UniSA will be influenced by deadlines for job applications and further 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](http://www.myfuture.edu.au), [www.jobsearch.gov.au](http://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.

# Psychology

## Understanding your career in **Psychology**

UniSA's Bachelor of Psychology program provides the first step for students interested in becoming professional psychologists. However, if you do not wish to undertake the postgraduate study required to obtain accreditation as a psychologist, your undergraduate degree will lead to an extensive choice of occupations across a wide range of industries and settings. As a graduate of the Bachelor of Psychology, you will be well qualified for positions that demand skills involving human nature and interactions, research and the resolution of practical problems. Your options will include a variety of roles and occupations where you can apply your broad theoretical foundation in psychology, critical and analytical skills and the ability to design, conduct and evaluate research projects. As you prepare to enter the job market, you may wish to keep a completely open mind, or narrow your focus to particular industry sectors or occupations that interest you.

Employment opportunities for Psychology graduates have risen significantly in the last ten years. The Australian Government predicts job prospects for graduates with a psychology degree to be very good, with continued strong employment growth in the next ten years.



## Employment **trends**

As a graduate with a degree in Psychology, you may find employment in various roles and industries. The major categories used to describe those occupations in which psychology graduates tend to be employed are project and program administrators, welfare and community workers, youth and disability workers, and human resource professionals. Of course, many graduates find work outside these areas, especially in roles requiring research skills.

Youth and disability workers provide support, information and advice to clients on emotional, financial, recreational, health, housing and other social welfare matters, and evaluate and coordinate the services of welfare and community service agencies. Project and program administrators plan and undertake administration of special projects, organisational programs and support services. Human resource professionals plan, develop, implement and evaluate staff recruitment, training and development programs, and may advise on industrial relations policies and issues, and represent industrial, commercial, union, employer or other organisations in negotiations. Welfare and community workers assist individuals, families and groups with social, emotional and financial difficulties to improve their quality of life by educating and supporting them and working towards change in their social environment or facilitate community development initiatives.

There are currently 102,300 project and program administrators; 59,900 human resources professionals, 31,500 welfare and community workers and 21,300 youth and disability workers employed in Australia. The most significant employment growth over the past five years has been in the youth and disability sector, which has seen an 82 per cent increase in employment compared to an 11 per cent increase across all occupational areas. Employment growth has also been strong in the project and program administrators category, which has seen a 50 per cent increase in the past five years. For welfare and community workers, employment has increased by 13 per cent, while for human resource professionals, employment has remained steady over the past five years.

## Tips from a graduate

Michelle Donnelly,  
Project Officer, Education Services and Programs  
Department of Further Education, Science and Training  
Graduated 2005

I applied for the State Government graduate recruitment program because I wanted job security and permanency, which I knew I would get working in the government.

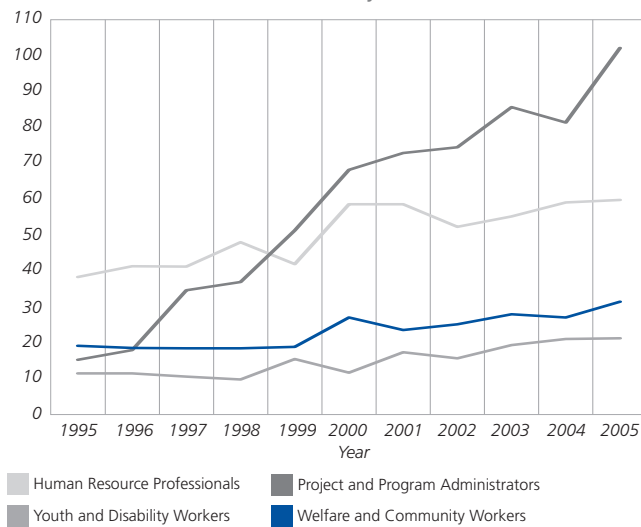
For those applying for graduate recruitment programs with the government, the first step through the door is your résumé. This is what gets you initially selected out of hundreds of applicants so you really need to have a professional résumé that stands out from the rest. Doing a lot of written work during the Psychology degree helped develop my writing skills which meant I could prepare a clear and professional résumé.

Of the four groups, about 86 per cent of project and program administrators and human resource professionals are working full-time compared with 67.5 per cent for youth and disability workers and 68.3 per cent for welfare and community workers.

Average weekly earnings for project and program administrators and human resource professionals are significantly higher than for all occupations at around \$1,000 per week compared to \$800 for all occupations; only slightly higher for welfare and community workers at \$850 compared to \$800 and quite noticeably less for youth and disability workers at \$700 a week compared to \$800 for all occupations.

So, most of the major occupational areas relating to psychology graduates show signs of positive growth, with especially strong prospects for those interested in moving into youth and disability work or project and program administration.

The employment level ('000s of people) for Project and Program Administrators, Welfare and Community Workers, Human Resource Professionals, and Youth and Disability Workers from 1995 to 2005.

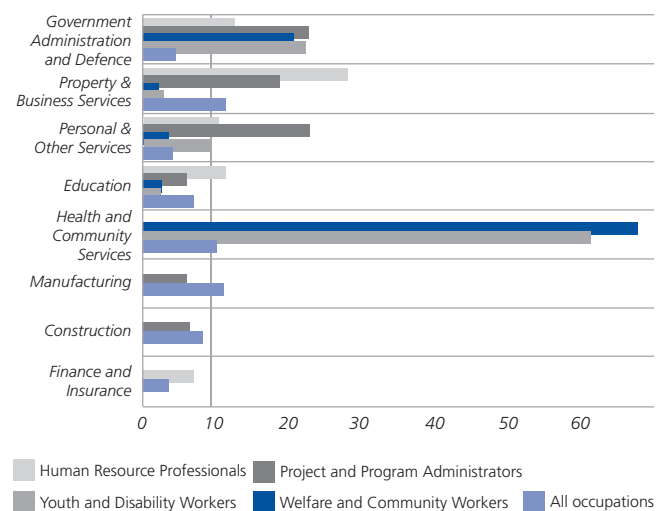


Over the last ten years, there has been a gradual increase in employment levels for all three occupational groups in which Psychology graduates are likely to find work.

## Which occupations?

As a broad discipline of study, Psychology offers the option of choosing from a wide variety of occupations. Psychology graduates may be employed in a variety of settings where they are involved in areas that include research and analysis; evaluation; policy development; planning; providing support services for programs and policies; administering special projects and co-ordinating activities to support organisational objectives; teaching and lecturing; clerical and administrative work; preparing and reviewing submissions and reports; facilitating community development initiatives; providing support, information and advice to individuals, families or groups; co-ordinating activities and services; developing, implementing and evaluating staff recruitment, training and development; interviewing clients and providing evaluation and assessment or assessing community needs and availability of resources.

The industries with the largest share of employment for those occupations that Psychology graduates are likely to enter, compared with the share for all occupations.



The three main employing industries for project and program administrators, welfare and community workers, human resource professionals, and youth and disability workers are Health and Community Services, Government Administration and Defence and Property and Business Services.

I did a Preparing for Employment workshop through UniSA's Careers Service. This was really helpful as we had people come in and show us how to write résumés, as well as people from recruitment agencies who spoke to us about their views of how graduates should go about the application process. This was particularly good from a mature age student's perspective.

Part of my Organisational Psychology course involved a research project where I had to interview the public. The research skills I learnt are applicable to my job as are the verbal and written communication skills.

My advice to graduates is to become proactive and talk to people. For example, I spoke to Careers Advisers at Learning Connection, the lecturing staff – and not just one lecturer but to about 5 or 6 different lecturers – and to Honours students – to ask what advice they had that would help me in my job seeking. I made a point of talking to a diverse range of people about why they are doing what they are doing to help me make my decisions about my career and where I wanted to work.

## Which industries?

The main employer of project and program administrators is the Government Administration and Defence sector, where graduates are often employed in roles in local, State and Federal government. The second largest employer is the Property and Business Services sector. This sector is also the primary employer of human resource professionals, followed by Government Administration and Defence and Education. Opportunities for both human resource professionals and project and program administrators are greater in the eastern states with New South Wales, Victoria and Queensland providing the main share of employment for this group of workers, followed by Western Australia, Canberra and then South Australia.

Psychology graduates who find work as welfare and community workers are employed largely in the Health and Community Services Sector (just over 68 per cent), followed by Government Administration and Defence (nearly 21 per cent). In this group, New South Wales and Victoria have the largest share of employment, followed by South Australia.

Similarly, for youth and disability workers, the Health and Community Services sector is by far the largest employer, providing nearly 62 per cent of employment, compared to the next main employer, the Government Administration and Defence sector at 22.5 per cent. Victoria employs the most youth and disability workers followed by New South Wales, Western Australia, Queensland and then South Australia. So while there are plenty of possibilities for employment in South Australia, if you are prepared to move interstate for work, you will obviously increase the number and range of positions for which you can apply.

The other sectors that provide opportunities for graduates with a Psychology degree include Education, Personal and Other Services, Manufacturing and Construction.

## Which companies?

There are many companies and organisations that employ graduates with a Psychology degree and opportunities exist in both the private and public sectors.

Psychology graduates may be employed in any of the South Australian and Federal Government departments and agencies, private practice, in human resource consulting firms, market research companies, recruitment firms, within universities and schools, hospitals, rehabilitation agencies, youth services, substance abuse services, community agencies, the police force, law courts and prisons, the defence forces, counselling services, non-profit organisations and professional associations, research institutions and training and development service organisations.

## Professional Recognition

The Bachelor of Psychology is accredited by the Australian Psychological Society. For further information, see <http://www.psychology.org.au>.

## 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. UniSA programs are designed to develop a range of qualities that give you what it takes to stand out.

As a Psychology graduate, you'll need to call on your ability to think critically, to communicate effectively and to show empathy and understanding in order to present yourself as the best candidate for the job. To meet this challenge, **you might want to tell potential employers that you:**

### have an ability to operate with a body of knowledge

You should emphasise that your UniSA program offered the most recent discipline knowledge including research, theory and extensive practical applications that allowed you to develop a solid knowledge of core psychology principles. In addition, you were able to broaden your skills by taking elective courses in other discipline areas such as Communication Studies.

### are prepared for lifelong learning

Tell employers that your degree provided you with a broad theoretical base in psychology, critical and analytical skills and the ability to design, conduct and evaluate research projects. You were also involved in a range of other courses that helped to strengthen your capacity for analysis and communication and broaden your outlook and appreciation for further study and 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 appreciate and develop effective problem solving skills that can be applied in practice. Highlight that your research helped to develop your skills in evaluation and that the applied orientation of your studies gave you an understanding of the nature and resolution of practical problems.

### can work autonomously and collaboratively

Make employers aware that your studies provided the opportunity to develop and put into practice your skills in working independently as well as in a team through practical research projects, laboratory experiments and data analysis.

### are committed to ethical action and social responsibility

Let employers know that underpinning all UniSA programs is a commitment to ethical practice. As a student in the Psychology program, you were able to develop an understanding of these principles through studying topics such as ethics of behaviour modification.

### communicate effectively

Employers should know that one of the fundamental skills you developed in the Bachelor of Psychology is the ability to communicate clearly and effectively. Learning about communication is an integral part of the study of Psychology and you may have enhanced this knowledge through elective subjects such as Communication Studies.

### demonstrate an international perspective

Throughout the Bachelor of Psychology, you will have been encouraged to recognise intercultural issues relevant to your professional practice and demonstrate an awareness of your own culture and its perspectives, and other cultures and their perspectives. This international approach is especially important when dealing with people from diverse cultural backgrounds. You can also tell employers about the many international students studying at UniSA campuses in Australia, who provided the opportunity for you to share knowledge and understandings with people from other cultures.

**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](http://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 Psychology

### Industry Associations for Psychology graduates

<http://www.sapb.sboards.com.au>

The website of the South Australian Psychological Board, which is the statutory body established to regulate the practice of psychology in the public interest.

<http://www.psychology.org.au>

The website of the Australian Psychological Society, the largest professional association for psychologists in Australia, representing more than 14,600 members.

## 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 Commonwealth 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 sites

<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 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 international students and students wishing to work overseas

<http://www.graduatecareers.com.au/content/view/full/35>

The International Outlook section of the website of Graduate Careers Australia.

<http://www.goinglobal.com>

Full of information about working in different countries throughout the world.

## 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](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.

### **Further Information**

[www.unisa.edu.au/careers](http://www.unisa.edu.au/careers)  
Career Services  
Email [careers@unisa.edu.au](mailto:careers@unisa.edu.au)

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