Introduction

Dear School Leaver,

Finishing school is an exciting time, 13 long years of hard work and determination are about to finally come to an end. The transition to life after school can be daunting and it’s sometimes difficult to know what path to take, or the plans that you have so long worked for may have changed by circumstances outside of your control.

Enclosed are a number of contacts and organizations that may assist you in finding employment, provide advice on health and well-being, legal assistance, disability services, multicultural services and youth services.

The school is also a point of contact for you to use for further advice on your career and future pathways.

Key Contacts

Leading Teachers:
LEL: VCE/VECs Pedagogy & Innovation  
David Caughey

LEL: VET  
Bronwyn Carlos

LEL: VCAL  
Travis McIntosh

LEL: Careers, Community & Partnerships  
Deborah Batt

Arts & Humanities Sub School
Sub School Leader  
Deb Cox

Engagement Officer  
Melinda Dalorno

Science, IT & Commerce
Sub School Leader  
Ron Jooss

Engagement Officer  
Deb Crew

Sport & Health Science
Sub School Leader  
Jamie Fardell

Engagement Officer  
Karen Woodruff

Traditional Trades & Technologies
Sub School Leader  
Sue Lubbock

Engagement Officer  
Katrina Davidson

This guide was compiled in September 2013. At the time of printing all information was correct and current, however, if you find information that is incorrect or outdated please contact: Hallam Senior College

Important Disclaimer
The information included in this guide is current as of September 2013. Please check information with the relevant organisations on the services they offer as the Hallam Senior College 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.

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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.

Job Seeking

Once you have worked out the career path that interests you, the following websites will show you the vacancies that are currently being advertised in that industry.

- My Career www.mycareer.com.au
  Has tips and advice for jobseekers as well as vacancies

- CareerOne www.careerone.com.au
  Local paper vacancies

- All Jobs www.alljobs.com.au
  A combination of several job websites

- Gumtree www.gumtree.com.au
  Good for searching jobs in your local area – full-time, part-time and casual

- Seek www.seek.com

- City of Casey www.casey.vic.gov.au/employmentandtraining


- Youth Central http://www.youthcentral.vic.gov.au

Additional Services

AMES Employment Service
Noble Park: (03) 9540 3765
Springvale: (03) 9546 0099
Dandenong: (03) 8791 2400
www.ames.net.au

Campbell Page
Cranbourne: (03) 5990 4170
Narre Warren: (03) 9293 3800
Pakenham: (03) 9653 4220
www.campbellpage.com.au

Direct Recruitment
Springvale: (03) 9558 4188
www.directrecruitment.com.au

ECHO Australia
Cranbourne: (03) 5990 0555
Narre Warren: (03) 8790 1621
www.echoaustralia.com.au

MAX Employment
Cranbourne: (03) 5990 0000
Narre Warren: (03) 8796 6500
www.maxemployment.com.au

Reed in Partnership
Dandenong: (03) 8644 9220
www.reedinpartnership.com.au

Salvation Army Employment Plus
Springvale: (03) 8549 8400
Dandenong: (03) 8788 920
www.employmentplus.com.au

Sarina Russo Job Access
Dandenong: (03) 9794 4500
Narre Warren: (03) 9705 3500
www.sarinarusso.com.au

WISE
Dandenong: (03) 9792 9023
Cranbourne: (03) 5996 3511
Pakenham: (03) 5941 7422
www.wiseemployment.com.au

Young Jobs Australia
Berwick: (03) 9769 7854
Cranbourne: (03) 5995 5459
Pakenham: (03) 5995 5459
Centrelink Services

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 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 legally required to be in full time education, undertaking an Australian Apprenticeship or other 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.
Youth Services

Dandenong Youth Services (YSTOP)

Dandenong Youth Services are located within the YSTOP building. They provide services & activities/events for young people aged 12-25 years. Some services include:
- Youth support and case management services
- Multicultural services
- Generalist and specialist counselling services
- Pathways for education and employment
- Drug and Alcohol Services
- Leadership programs and services

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.

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 and they can help with resume writing.

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’.

City of Casey Youth Services also offer a range of events run throughout the year including Freezea events, school holiday programs, programs for young mums & dads, Fit to Drive and leadership programs.
Phone: (03) 9705 5200

My Place

Cardinia Shire’s Youth Facility provided for young people aged 10-24 to access information, advice and support.

Phone: 1800 4 YOUTH
www.cardinia.vic.gov.au
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

Phone: (03) 5945 4236
Email: youth@cardinia.vic.gov.au
www.cardinia.vic.gov.au

For further information about the Youth Services available in Cardinia Shire please contact the council's Youth Services department.

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

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.
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.

Eligible School Leaver Definition

In accordance with the Disability Employment Service (DES) Deed, an Eligible School Leaver means a job seeker who directly registers with the DES Provider and who is seeking to transition from

- secondary school to post school employment; or
- a state or territory disability transition to work program to employment;

And has evidence that they

- attract additional educational funding due to their disability; or
- are receiving the Disability Support Pension.

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

- registering in their final year of secondary school; or
- first registering with a DES provider immediately after participating in a state or territory government disability transition to work program.

Students who are in disability specialist schools or disability specialist classes in mainstream schools only require evidence that they are in that school or that class. Providers must also obtain evidence that the Student is a full-time student and is in their last year of school.

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.

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.
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.

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

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

Gateway Industries Inc
55-57 Progress Street
Dandenong VIC 3175
Phone: (03) 9793 9988
www.gatewayindustries.com.au

Outlook Environmental
24 Toomuc Valley Road
Pakenham VIC 3810
Phone: (03) 5941 1535
www.outlookenviro.org.au

Scope Business Enterprises
South-East Industries
9 Parsons Street
Clayton South 3169
Phone: (03) 9543 7666
www.scopevic.org.au

Wallara Industries
Building 4 102-128 Bridge Road
Keysborough Vic 3173
Phone: (03) 9798 1019
www.wallaraindustries.com.au

Waverley Industries Limited
Hallam Branch
37B Star Crescent
Hallam VIC 3803
Phone: (03) 9544 7222
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.

Contact: c/- Ystop
39A Clow Street Dandenong 3175
Phone: (03) 9794 0057
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.

Contact: Dandenong
Level 1, 314 Thomas Street
Dandenong 3175
Phone: (03) 9706 8933
Dandenong
60 Webb Street
Narre Warren 3805
Phone: (03) 9705 6966
www.semrc.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

Contact: Courthouse Community Centre
1436a Dandenong Road
Oakleigh 3166
Phone: (03) 9530 4986
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.

Contact: Dandenong
155 Foster Street
Dandenong 3175
Phone: (03) 8788 3333
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

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 and 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

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

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

Visit www.connections.org.au for further information and locations

To book an appointment call:
(03) 9704 8377 or phone:
(03) 9074 8377
56 Robinson Street Dandenong 3175
Phone: (03) 8792 8999

To book an appointment call:
(03) 5990 8400 or phone:
(03) 9704 8377
58 Webb Street Narre Warren 3805
Phone: (03) 9704 8377

Pakenham
2/4 Stephenson Street Pakenham 3810
Phone: (03) 5940 3642

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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

Kids Helpline
Phone: 1800 551 800
www.kidshelp.com.au

Lifeline Crisis Counselling
Phone: 13 11 14
www.lifeline.org.au

Suicide Helpline
Phone: 1300 651 251
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

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

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/
cic_caseycardinia
Glossary

AAC  Australian Apprenticeship Centre
ACFE  Adult, Community and Further Education
Adult Education  A course (via lectures or correspondence for adults who are not otherwise engaged in formal study
AGA  Apprenticeships Group Australia
AMES  Adult Migrant Education Services
AOF  Australia Qualifications Framework
AQTF  Australian Quality Training Framework
ASBA  Australian School Based Apprenticeship
ATAR  Australian Territory Admissions Rank
CALD  Culturally and Linguistically Diverse
Career Development  Career development is a lifelong process that is unique and different for every individual. There are many influences that contribute to an individual’s career
Career Education  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
CATS  Career and Transitions Support
DEECD  Department of Education and Early Childhood Development
DEEWR  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
DHS  Department of Human Services (Victoria)
DPCD  Department of Planning and Community Development
DVCEA  Dandenong Valley Careers Education Association
Employability Skills  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
Enhanced LLEN  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. This contract will be managed by the Victorian State Government (through DEECD) from the 1st of January 2010
ESL  English as a Second Language
GTO  Group Training Organisation – have been set up to employ apprentices and trainees under an Apprenticeship/Traineeship Training Contract and place them with host employers
JSA  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
LLEN(s)  Local Learning and Employment Network(s)
LGA  Local Government Area
PACTS  Parents as Career Transitions Support
RPL  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
RTO  Registered Training Organisations. 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.
SBAT  School Based Apprenticeship Traineeships (National acronyms)
SE LLEN  South East Local Learning & Employment Network
SEAS  Special Entry Access Schemes
SWL  Structured Workplace Learning. SWL is a work placement undertaken by a student whilst undertaking a VET or VCAL program. Also known as work placement.
TAFE  Technical and Further Education
TEC  Technical Education Centre: e.g. Chisholm Berwick TEC
VCAA  Victorian Curriculum and Assessment Authority
VET  Victorian Certificate of Applied Learning
VECCI  Victorian Employers Chamber of Commerce and Industry
VETIS  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
VTAC  Victorian Tertiary Admissions Centre a centralised admissions centre for most undergraduate university and TAFE courses in Victoria
YACVic  Youth Affairs Council of Victoria
Youth Connections  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