
DARGAVILLE HIGH SCHOOL

YEAR 13 CAREERS BOOKLET



How to make the most of my last year at school

Decisions, Decisions

Planning and research

Money and financial planning

Entering the workforce

University /Polytechnic /Tertiary Applications

Scholarships

HOW TO MAKE THE MOST OF MY LAST YEAR AT SCHOOL

GET READY FOR INDEPENDENCE

For many of you this is your last year of living at home and it is important that you develop the kind of independent skills that you will need. That means taking control of the various areas of your life such as education, finances, food, health and self-care, transport, relationships. The more you can be in charge of these this year the better prepared you will be for LEAVING HOME.

MY LAST CHANCE TO ACCESS ALL THAT IS ON OFFER AT SCHOOL

Obviously we want you to gain as many good quality credits as you can but there are also lots of opportunities to gain leadership experience and skills, sporting and cultural opportunities. Put your hand up when things are offered and you will be surprised by how much you can learn. Showing you are involved in the greater life of the school environment also looks great on your CV and when applying for scholarships.

SET REALISTIC GOALS AND WORK FOR THE WHOLE YEAR TO ACHIEVE

Whether you are aiming to get high grades to enter into a competitive tertiary course or planning to leave school for an entry level job you need to work FOR THE WHOLE YEAR to achieve this. Don't leave it to the last minute as there is nothing you (or the school) can do once assessment dates are passed and teaching time for externals has finished.

Start off well! Completing homework in a timely fashion and using class time wisely will help you to **succeed**.

PRACTICE GOOD TIME MANAGEMENT

IF you are aiming to pass Level 3 and gain UE you will need to sort your PRIORITIES and ensure that EDUCATION is your NUMBER ONE!

Many students have part time jobs and that is fine as long as it is not too much and does not interfere with your ability to meet your study demands.

Develop good STUDY HABITS and STUDY SKILLS to maximize the time spent on your education and to ensure you make the most of your talents.

PROGRESS WITH YOUR DRIVER'S LICENCE

Employers want workers who are licensed drivers and getting as far as you can with this is a good strategy. Remember that it is hard to complete your Driver's Licence once you have left home so try to get your Restricted at the very least. Defensive Driving courses are offered at least twice a year at DHS so make the most of this subsidised course to improve your driving skills and lessen the time on your restricted license by six months.

To get the Learner's Licence you need to pass a Road Rules Theory test. You can test yourself freely against the questions online at NZ Transport Agency or www.drivingtests.co.nz or www.aa.co.nz/drivers/driving-school/road-code-quiz/ or www.theorytest.co.nz or www.roadcodetest.co.nz/. We can sit this test at the AA part of BP in Dargaville. You need to book in for a time to sit your test.

It costs quite a bit to gain a Licence but it is a serious disadvantage to be an unlicensed driver.

See N Z Land Transport Agency (www.nzta.govt.nz) and Vehicle Testing (www.vtnz.co.nz) for more information.

	Criteria	Application Fee	Test Fee	Total
Learner Licence	16 years old	\$48.20	\$45.70	\$93.90
Restricted Licence	16 ½ years old Held a Learner's Licence at least 6 months	\$48.20	\$86.66	\$134.80
Full Licence	18 years old Held a restricted Licence at least 18 months OR 17 ½ years old and held a Restricted Licence at least 12 months and completed an approved advanced driving course (Defensive Driving).	\$49.60	\$59.90	\$109.50

DON'T WORRY IF YOU ARE NOT SURE WHAT YOU WANT TO DO

Lots of students are not sure what direction to take regarding study or work. Keep as many options open as possible and look for chances to learn more about yourself so you can refine your choices.

Careers NZ <http://www.careers.govt.nz/> have lots in interactive tools and job information that may help you formulate ideas about your future.

PLANNING TO GO ON TO TERTIARY STUDY AND UNIVERSITY

If you enjoy learning and want to get a tertiary qualification it is fine to go the university to study a general Bachelor's Degree. You will find out lots when you are there and nothing is set in concrete – you can change and adapt as you go along.

Ms Chiaroni has all the information about degree courses and is there to help you but it is YOUR RESPONSIBILITY to find out what you need to apply for your course.

Spend some time researching work opportunities for the types of work you are considering. Go to Occupational Outlook <http://www.mbie.govt.nz/occupation-outlook> to read the latest information about future work and what jobs and industries are predicted to have good ongoing opportunities.

LOOKING FOR LOCAL WORK

If you want to go straight into work you have to be realistic regarding what is available locally and your level of skill and experience. You probably won't get your dream job instantly but everyone has to start somewhere. Make sure you liaise with our GATEWAY coordinator – who knows lots of local employers and may be able to get you started with some work experience via GATEWAY.

THINKING OF A GAP YEAR??

This is a good idea for some students but please be realistic about what you will get from a year out. You will need lots of \$\$ to travel and unless you are living at home it is not easy to save. Time goes by quickly and you need to ask yourself if you will be happy in three years' time when all your mates are graduating or have completed apprenticeships.

HELP WITH MAKING YOUR DECISIONS

Talk to your parents, teachers, friends, siblings and anyone else who cares about you.

What do you want to do?

Explore www.school.connect.co.nz

Our goal at School Connect is to make your decision easier, providing all the options and information in one place. You can kick start your career... What are you waiting for?

GUIDE ME app

New Zealand Post has released a new app called GuideMe to help students tick off tasks they need to complete to get from the school gate to university, without missing a deadline.

"BA – the Insiders Guide" and

"Uni Bound – Students stories of transition from school to university" are available in our school library

Careers NZ have loads of good information on their website including information about JOB PROSPECTS average income of various work types. www.careers.govt.nz

Other helpful websites

<http://www.careerjet.co.nz/> employment search engine

<http://www.futureintech.org.nz/> all types of engineering and technology

<http://www.lattitude.org.nz/> global volunteering

<http://www.modern-apprenticeships.govt.nz/> apprenticeships

www.gotatrade.co.nz NZ needs more skilled people in trades and services careers. There are jobs available and you can earn while you learn. Start here!

<http://www.nomajordrama.co.nz/Home/About> help with choosing a major for your degree study

www.justthejob.co.nz An excellent selection of videos covering a wide range of job types and occupations

PLANNING AND RESEARCH

FAILING TO PLAN IS LIKE PLANNING TO FAIL

Hopefully you have already started thinking about what plan is going to be right for you. Everyone is different so try not to be too influenced by what your friends are doing. It is normal to change your mind a bit so give yourself plenty of time to try on ideas and discuss them with your parents and others. You don't have to plan for the rest of your life; just think ahead a couple or so years and you'll be fine to start off with.

ONE THING LEADS TO ANOTHER

The world of work is changing very fast so you need to be adaptable to deal with this. Sometimes things don't go exactly as we had planned and being resilient and able to cope with this is a really good quality and something we all need. Sometimes we just have to start with the best intentions and have faith that it will work out – this goes for work and study plans. Also lots of times opportunities arise via luck or happenstance - be open to them and the paths they may open for us.

YEAR 13 CAREER EDUCATION AND GUIDANCE CALENDAR

	Term 1	Term 2	Term 3	Term 4
Career Programmes	Moving On (Thurs 24th March) (Meet University Liaison groups, explore degree and course options, explore Northtec courses) OR Work Type Exploration Local employment options, benefits of Trade training	Otago University Law Function Whangarei)	University course advice visits (Auckland, Victoria, Massey, Otago, Waikato, m AUT, UoC) Auckland University Engenuity Day VC Mentoring for NZQA Scholarship Students	Job Search Workshops CV preparation
Events and Activities	Career Roadshow Dargaville 07/04/2015 Gateway opportunities Armed Forces Visit Defensive Driving course Auckland University Whakapiki Ake visit	Waikato University Open Day trip Northtec Student for a Day Study Link Meeting #1 Gateway opportunities	Gateway opportunities Defensive Driving course Northtec Trades for a Day Senior Practice Exams	Testimonials Defensive Driving course Northtec Student for a Day Study Link Meeting #2 NZQA Exams
Students – what YOU need to do !	Peer Support Programme and Camp Check you are on track for course entry/prerequisites Enrol for Gateway if required Attend VFT Career Workshops Research degree and course options Career Interviews with Ms Chiaroni if needed	Attend University Open Days Firm up your ideas about courses or work options Research courses and tertiary institutions www.careers.govt.nz www.schoolconnect.co.nz	Practice Exams Testimonials University Halls of Residence applications University enrolments Polytech enrolments Other course enrolments Scholarship applications from 1 st July	Study Plan for NCEA Job Search Tertiary course enrolments

RESEARCH YOUR TERTIARY COURSES CAREFULLY

Studying at university, polytechnics or PTEs can be expensive so make sure you spend time early in the year researching your potential courses so that you are confident you are choosing the right one for you. All universities and other training establishments have websites and you can also talk to current and past students to find out how they found the course and what it has led to workwise. There are no guarantees but in general it goes “the higher the level of qualification the higher the level of pay.”

Attend UNIVERSITY or POLYTECHNIC **OPEN DAYS** to check that you are happy with where you are applying and to find out more about your proposed course.

TRADES TRAINING and ON THE JOB TRAINING

Lots of jobs offer on the job training such as apprenticeship and various National Certificates. These will still take you around 3 to 4 years to complete and will involve some theoretical study but most of the learning occurs in a workplace and on the job. The great thing about this is that you don't have a student loan. This type of work is usually hands on and practical and there are opportunities for self-employment down the track. Make sure you utilise the Gateway Coordinator and our GATEWAY Programme to try out a work type, industry or workplace and make valuable contacts that may lead to a job or apprenticeship.

MONEY AND FINANCIAL PLANNING

TERTIARY FEES

Start early to research what your course will cost and how long it will take. Most university courses cost around \$6000 per year for fees but some are more expensive. Remember this is still heavily subsidized and if you were an international fee paying student you would be paying around \$30,000 per year. Other courses such as Hairdressing and Tourism usually cost around \$ 6000 to \$12 000 per year as well. Usually you can put your course fees on your student loan but you will have to pay it back so it is really important that you finish your qualification and have something to show for all that money !!

ACCOMMODATION COSTS

If you are going to university or a training institution in the city you will most likely need to stay in a Hall of Residence for your first year. These cost between \$11,000 to \$14,000 and your student allowance (if you are eligible) or Student Loan for living expenses will only amount to around \$7,000 so there is a big shortfall here of around \$5,000 to \$7,000. Please be aware of this and have a plan for how you will fund this. Most of the Universities offer a variety of ways to pay, either up front or in installments. **MAKE SURE YOUR PARENTS UNDERSTAND WHAT THIS WILL COST** so you and they have time to save.

SPENDING MONEY

Usually all of your student loan goes to the Hostel in your first year so you will need to have saved some money for day to day spending. **START NOW** to save and remind yourself that every dollar you save this year will be of great help to you next year when you are a poor student!

STUDENT LOANS

Ms Chiaroni will run two workshops on Student Loans during the year. You can go into the STUDYLINK website anytime to find out about this and to do the Eligibility Test for Student Allowance. Remember you may still need a Student Loan for courses that are not university such as Hairdressing at Servilles, Travel and Tourism , Tai Tokerau Resort College or Beauty Therapy Schools. Check to see that your proposed course is eligible for Student Loan for fees and if you can borrow for living costs or get Student Allowance.

ENTERING THE WORKFORCE

If you want to gain a good job once you leave school you need to start “thinking like an employer”.

What does your potential employer want?

What skills, qualifications, experience and attitude are they looking for and why?

Start NETWORKING with family, friends and your local community to find out what jobs are out there, what employers want and what YOU can do to improve your “employability”.

GUIDE FOR APPRENTICESHIP AND ON JOB TRAINING

If you are considering entering into an apprenticeship or trainee position, it is important to realize that employers are looking for young people with a positive attitude, good communication skills, good literacy, numeracy and information technology skills.

Many of the training programs in work places are administered by ITOs (Industry Training Organisations). The minimum entry for many apprenticeships and trainee positions is generally set at Level 2 NCEA. To complete four years' secondary schooling increases opportunities for employment. A high level of maturity is required to meet the demands of both work and study necessary to complete an apprenticeship.

Subject recommendations and requirements vary, but the main focus is on the core subjects of English, Mathematics, Science and Technology.

As a **New Zealand Apprentice** you will have to:

- attend all courses that are part of the apprenticeship – these may be block courses, evening courses or day release classes, and are offered by a polytechnic or other education provider
- complete off-the-job assessments, which are part of the polytechnic courses you'll be attending
- complete on-the-job assessments at your workplace to gain your Level 4 national certificate.

Benefits of becoming a **New Zealand Apprentice** are:

- earn money as you learn
- gain professional and practical skills
- gain one or more Level 4 national trades certificates, depending on the programme and industry you are in.

For further information on apprenticeships go to <http://www.careers.govt.nz/education-and-training/workplace-training-and-apprenticeships/new-zealand-apprenticeships/>
www.gotatrade.co.nz NZ needs more skilled people in trades and services careers. There are jobs available and you can earn while you learn. Start here!

Did you know that around 70% of jobs are never advertised – that means they are gained by word of mouth, networking and contacts.

Learn how to MARKET YOURSELF/KNOW YOURSELF. You need a good CV that tells an employer all the information they need to know about you. You need to be able to talk about yourself and identify what you can offer that matches what a potential employer is looking for.

CV template and ideas on Student Shared Materials / Gateway

GATEWAY is an excellent way to gain experience, network with potential employers and increase your employability.

UNIVERSITY, POLYTECHNIC AND TERTIARY APPLICATIONS

Term 3 is APPLICATION TIME

It gets really busy in Term 3 as we have to apply for courses, Hostels and Scholarships. You need to have decided what and where you are going to apply for and to be reasonably confident that you are on track to gain entry to your course.

ENTRY IS COMPETITIVE

Every year the courses get more competitive and most are oversubscribed. (that is more people apply than there are places). Make sure that you know what you would need for "Guaranteed Entry" - that is a Rank Score of your top 80 Level 3 grades. Check that you are doing the right subjects if pre requisites are required and that you have a Plan B (usually another degree or similar course that will give you a second chance at applying) should you not make it into your preferred course for any reason. *In general if you are planning on going to university you should be a Merit or Excellence endorsed student.*

Testimonials take time to sort so make sure you sort these early in term 3 if you plan to apply for scholarships or require a reference for any reason.

START APPLYING EARLY

Most institutions have cut off dates and you need to make sure you have completed your application in time. You may need to get referees for some courses such as Nursing and provide things like Verified Birth Certificates and NCEA Records of Learning. If you leave it to the last minute you may not be able to complete your application in time.

It is up to you to take control of applications for courses, Halls of Residence, scholarships and Student Loans. Just about all of these processes happen online and you need to be able to manage them from home in January once your results are out and you are offered places.

SCHOLARSHIPS

Scholarships are VERY competitive. In general, to apply you need a Merit Endorsement as a minimum plus evidence of things such as Leadership roles, extra-curricular activities and community involvement.

It takes a lot of time and effort to apply for scholarships and Ms Chiaroni can only do her part (write references, help get copies of grades and help proof your statements). Usually you have to fill out application forms, supply personal statements, often a CV and sometimes references from outside school.

Late applications are not accepted so make sure you know the application dates and get all the paper work in early.

- Check out and browse through the GENEROSITY (www.generosity.org.nz) database at school - there are lots of scholarships out there that Ms Chiaroni may not know about and that you may be eligible for.
- Go onto the websites of the institutions you are applying for and check out what scholarships they offer and what you may be eligible for.
- DHS has two local scholarships available and students who can show financial need can apply for these. Speak to Ms Chiaroni if you think you fit this criteria.

DHS students are gaining entry into a wide range of courses including the most competitive and prestigious university degrees. Many of our students find good local work and opportunities to train in trades. SET YOUR GOALS, DO YOUR RESEARCH, WORK HARD and PRACTICE PERSONAL ORGANISATION and you too can head off into a bright future

BEST LUCK
Ms Chiaroni