

## CAREERS SERVICE CATALOGUE

# Career Ready @ La Trobe

Service Overview – semester 1, 2021

**ENQUIRIES**  
Marnie Long  
Senior Manager,  
Employability & WIL  
La Trobe University  
Victoria 3086

T 03 9479 6795 / 0437 174 640  
E [marnie.long@latrobe.edu.au](mailto:marnie.long@latrobe.edu.au)  
[latrobe.edu.au](http://latrobe.edu.au)

---

**Disclaimer**

The information contained in this publication is indicative only. While every effort is made to provide full and accurate information at the time of publication, the University does not give any warranties in relation to the accuracy and completeness of the contents. The University reserves the right to make changes without notice at any time in its absolute discretion, including but not limited to varying admission and assessment requirements, and discontinuing or varying courses. To the extent permitted by law, the University does not accept responsibility of liability for any injury, loss, claim or damage arising out of or in any way connected with the use of the information contained in this publication or any error, omission or defect in the information contained in this publication.

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). La Trobe University CRICOS Provider Code Number 00115M

# Table of contents

Introduction	3
Career Ready Advantage	3
Service Delivery	4
Core Service Offer	4
Career Ready Essentials Suite - Webinar Summaries 2021	4
Career Ready Appointments	7
Career Consultations	7
Resources	7
Information and direction on finding a job, volunteer roles and virtual experience programs	7
Information and direction on applying for jobs	8
Information on exploring career options	8
Career Questions	8
Feedback on Career Ready Advantage portfolio items	8
International student employability package	8
Alumni	9
Assessing requests for tailored service delivery	9
Team Structure	10
Advising & Retention Team	11
Contact	11

## INTRODUCTION

The Careers team sits within the broader Employability & WIL portfolio within the DVC (Students) division and supports the development of student employability and lifelong career management skills. This team works proactively with students to advise on and develop appropriate careers interventions to meet their needs.

The Careers team run a comprehensive workshop suite in combination with high quality careers guidance and provision of resources to support employability. They are also responsible for the support and management of the Career Ready Advantage (CRA) Program, La Trobe's sector leading employability program. This includes increasing student engagement with Career Ready Advantage and ensuring program alignment of relevant student facing programs at La Trobe.

## CAREER READY ADVANTAGE



**CAREER  
READY**  
ADVANTAGE™

Employability at La Trobe is underpinned by Career Ready Advantage, our sector leading employability program. The program has been developed in collaboration with industry and encourages students to develop the skills and experiences that employers have told us they highly value.

Career Ready Advantage consists of an integrated program of activities that prepares students for life after their degree.

It allows students to get involved by undertaking professional and community based activities that will set them apart from the crowd and allow students to showcase their experience and skills in a high impact portfolio.

In developing Career Ready Advantage, La Trobe sought employer input into identifying the skills and personal attributes that students would need to succeed.

The program consists of 3 levels of Award (Silver, Gold & Platinum).

As students undertake activities across the 3 categories of Professional Learning, Practical Experience and Career Portfolio, they will progress through the levels beginning with Silver, with the highest level of attainment being Platinum.

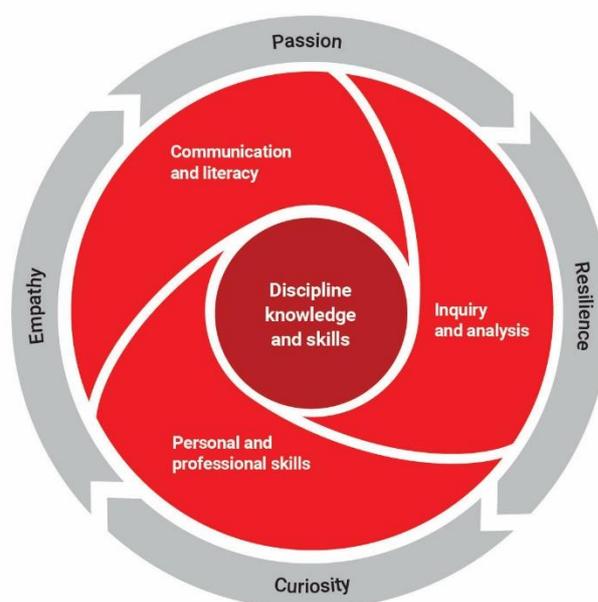
The Career Ready Advantage Award is recognised on student's academic transcript and is something they can show future employers!

Students will also receive a digital Career Ready Advantage Certificate that acknowledges participation in the program.

Career Ready Advantage is available to all students via [CareerHub](#).

Learn more about the Career Ready Advantage program [here](#).

**All services provided by the Careers team are aligned to the Career Ready Advantage framework.**



## SERVICE DELIVERY

### Semester 1, 2021

- The Careers Service runs 10-4pm, Monday to Friday. NB: Career Ready webinars are available after hours
- The Career Ready centre is based at Bundoora, level 2 of the Agora and will be open in semester 1
- A mix of online and face to face career appointments and carer consultations will be available at Bendigo and Bundoora campuses where staff are based.
- Webinars will continue to run online
- Students from any campus can access the Careers Service
- Students will be directed to resources/support based on their needs and prior levels of engagement with the Careers Service (for example, a student who has already engaged with a Careers Advisor within a curriculum based workshop will not be required to attend a Career Ready seminar prior to accessing a careers consultation).
- Requests from stakeholders across the university regarding careers support for student groups will be directed to the core service offering in the first instance
- CareerHub is the central point for students to access all Careers services

## CORE SERVICE OFFER

The core Careers service offering consists of the following:

- Career Ready: Essentials webinar suite
- Career Ready appointments
- Career consultations
- Resources
- Career questions
- Feedback on Career Ready Advantage portfolio items
- International employability package

## Career Ready Essentials Suite - Webinar Summaries 2021

The Career Ready webinars are available across 11 topics and run throughout the year across a variety of times, both in semester and outside semester. An after-hours webinar is run each week. The schedule can be accessed [here](#) and is published on a semester basis.

Students will then be directed to register their attendance via CareerHub.

Webinar cancellations: Webinars with less than 5 students registered to attend will be cancelled, no less than 2 hours prior to scheduled webinar time. Registered students will then be contacted and booked into another session.

Webinar content descriptors can be viewed on the following page.

**Career Ready Resume Essentials** Join our Resume Essentials webinar and learn how to best communicate your skills and experience to potential employers. This webinar is suitable for all students including those with extensive experience.

This webinar includes:

- Sections in a resume – what to include and what to leave out
- Highlighting your achievements
- Tailoring your resume to different jobs you apply for
- Communicating your skills and experience with impact

**Career Ready Cover Letter Essentials** Come to our Cover Letter Essentials webinar and learn how to best communicate your skills, experience, and motivation to potential employers.

This webinar includes:

- What to include in each paragraph of a standard cover letter
- How to make your cover letter stand out by researching an employer
- Cover letter approaches to avoid
- Tailoring your cover letter to different job ads
- Mastering online applications
- Communicating your skills and experience with impact

**Career Ready Interview Essentials** If you're wanting interview preparation for internships, graduate, or part time roles, this session is for you!

This webinar includes:

- Types of interview questions and typical questions to expect
- Planning, preparation, and presentation tips
- An introduction to the Behavioural Interview format with an overview of the STAR framework to help you in preparing your responses
- Preparing for phone, video, and online interviews
- Using 'The Big Interview' as a preparation tool

**Career Ready How to Develop Experience (and boost your resume)** Employers look for graduates who have developed a mix of technical and transferable skills through a range of different experiences, in addition to their university coursework.

Join our webinar for practical tips and ideas to help you expand your horizons, boost your employability, and develop great content for your graduate resume during your time at La Trobe.

**Career Ready LinkedIn Essentials** Thinking of putting a LinkedIn profile together? Join our webinar for information and tips on:

- Getting started
- Writing your headline
- What to include in your summary
- Detailing your experience
- Communicating key skills
- Maximising your profile

**Career Ready Finding Part-Time Work**

Are you looking for a part time job while you study?

Part time work offers a fantastic opportunity to develop skills and experience, expand your networks and provide local experience for international students.

Come along to our webinar to find out about tips on:

- Finding part time work
- What kinds of jobs students typically do
- Job search strategies including addressing the hidden job market.

**Career Ready Key Selection Criteria Essentials**

Most employers now require applicants to write statements to show how they meet the requirements (Key Selection Criteria - KSC) of the job. Employers rate each applicant against the KSC to identify who they will interview.

Learn how to apply the STAR method to writing high quality responses to key selection criteria.

**Career Ready Industry Experience Essentials**

Connecting with your industry gives you valuable relevant experience and fantastic content for your graduate resume in addition to practically applying things you have learned from your studies.

Join our webinar for ideas around:

- Different experiences you can engage in
- Organisations you can target
- How to find opportunities
- How to make the most of your industry experience

**Career Ready Advantage Essentials**

Thinking ahead about finding a job when you graduate? Or about how to develop your experience while at Uni?

Career Ready Advantage is our employability award program designed to help you develop the skills and attributes employers are looking for and develop high quality documents you can use when applying for graduate jobs.

Get your achievements officially recognised by applying for a Career Ready Advantage Silver Award and have this included on your academic transcript.

Come along to find out about what the Career Ready Advantage Award involves, how to apply and why every student should do it.

**Career Planning Essentials**

Career planning is an ongoing process and there are things you can be doing while you are studying at uni.

Come along to this webinar where we demystify some common ideas about career planning. Gain some big picture ideas about how to start thinking about your career as well as the types of activities you can undertake at university to boost your future career.

This webinar covers broad career planning ideas and is suitable for students in any degree.

### How to Research your Career Options

Curious about where your degree could take you? Not sure where to begin your research? Or perhaps you have some ideas you want to take further?

This webinar covers broad ideas rather than discipline-specific information and is suitable for students in any degree.

Includes practical tips, ideas, and resources to help you to start discovering the possibilities.

## Career Ready Appointments

- Career Ready appointments provide students with 1:1 advice and feedback on job search and applications (resumes or cover letters).
- Career appointments area available via zoom, face to face (Bundoora only) or phone.
- Students can view and book available appointments on [Career Hub](#).
- There are 48 Career Ready appointments available across the week, these are 30 minutes in duration.
- Students can also access an online feedback service for application documents through [CareerHub](#).

NB: Generally, students would be required to attend a workshop prior to accessing Career Ready appointments. This will be managed automatically via the CareerHub workflow. Students will be provided with feedback on the same document only once per semester (i.e. students cannot access appointments for feedback on their application documents each time they apply for a job. The feedback provided on application documents can be applied across multiple job application processes).

## Career Consultations

Students can access tailored 1:1 career guidance and counselling by Career Advisors. Topics may include:

- Career planning,
  - Career research,
  - Implementation of strategies,
  - Clarifying future career direction,
  - Decision making,
  - Graduate job search skills and
  - Alignment of course of study to career aspirations.
- Career consultations are available via zoom, face to face (Bendigo and Bundoora only) or phone
  - Students can view and book available consultations on [Career Hub](#)
  - There are 24 career consultations available to students across the week, these are 30 minutes in duration

## Resources

An extensive suite of current and topical self-help resources is available to students.

### Information and direction on finding a job, volunteer roles and virtual experience programs

- Students can [access](#) information sheets
- Students can [search](#) listings for job and volunteer roles
- Students can [view](#) online workshop/webinar recordings
- Research and connect with employers looking to hire graduates in Australia and around the world with [EmployerConnect](#)
- Access virtual experience programs via [Forage](#)

## Information and direction on applying for jobs

Topics may include:

- Resumes
  - Cover letters
  - Interviews
  - LinkedIn
  - Networking
  - Finding part time work
  - Developing skills and experience
- Students can [access](#) information sheets
  - Recordings on these topics can be accessed [here](#)
  - [Big interview](#) - online interview skill development and practice.

## Information on exploring career options

- Students can [access](#) information sheets
- Workshops and events around exploring career options are advertised on [CareerHub](#)
- The [Career Summaries](#) are based on the jobs and companies La Trobe graduates have gone on to work in, and the technical and transferable skills students can develop throughout their course.

## Career Questions

Students can get answers to a brief, specific careers questions where the information is not covered elsewhere (e.g. on the careers website, info sheets, online workshops).

Post a Career Hub question to careers staff and get brief recommendations and advice via [latrobe.careerhub.com.au/students/questions/](https://latrobe.careerhub.com.au/students/questions/)

Note: this may include referral to info sheets and online workshops

## Feedback on Career Ready Advantage portfolio items

Students submit complete portfolio items through the Career Ready Advantage Award workflow on Career Hub. These are assessed and approved on an ongoing basis by two staff members at Bundoora. Students receive feedback via email or phone, and sometimes through 1:1 Career Ready Advantage appointments.

## International student employability package

We have developed a tailored package designed to support international student employability which is scaffolded around the Career Ready Advantage Framework.

Ranging from professional development activities that enhance skills, to practical experiences that will allow international students to develop networks and gain valuable professional experience, students will receive support to set career goals, develop a professional profile, and have practice undertaking interviews and writing selection criteria.

The Career Portfolio is the final piece of Career Ready Advantage that provides students with support to develop a portfolio that showcases the skills and experience they have developed. International students are supported to collate the information required to develop a high impact job application for both global and Australian job markets.

Students can access more information about the package [here](#).

## Alumni

Alumni can access career appointments and consultations after graduation. They have ongoing access to all resources, including LinkedIn Learning and can attend events. Events and resources can be accessed via CareerHub. To register as a graduate or for access issues Alumni should email [careers@latrobe.edu.au](mailto:careers@latrobe.edu.au)

Alumni wishing to attend a careers consultation or careers appointment will need to complete a request [form](#).

## ASSESSING REQUESTS FOR TAILORED SERVICE DELIVERY

Where possible, all requests for provision of careers services will be directed to the core service offering. The following points will be considered when assessing requests outside the core service offering:

- 1 month lead time is required
- Is the topic requested covered under the Essentials workshop suite
- Are other appropriate resources available on CareerHub that would address the request
- Does the cohort/discipline have specific needs that require tailored sessions – for example, areas that have specialised selection processes or professional registration requirements
- Is the event a key/priority event for La Trobe, e.g. Open Day, Orientation
- Potential impact – for example, student numbers and graduate employment outcomes
- Year level – particular year levels may be prioritised at particular times of the year (for example, aligning with graduate recruitment periods and commencing students seeking to secure part time/casual employment)
- Requests from external, strategic partners of the university will be assessed based on resources available at the time and likelihood of employment outcomes for current students or facilitating educational pathways to La Trobe (for prospective students)
- Impact of COVID on employment outcomes for particular disciplines will also be considered
- NB: All curriculum based requests will be assessed on a case by case basis and must align with the work currently being undertaken by the Employability curriculum team

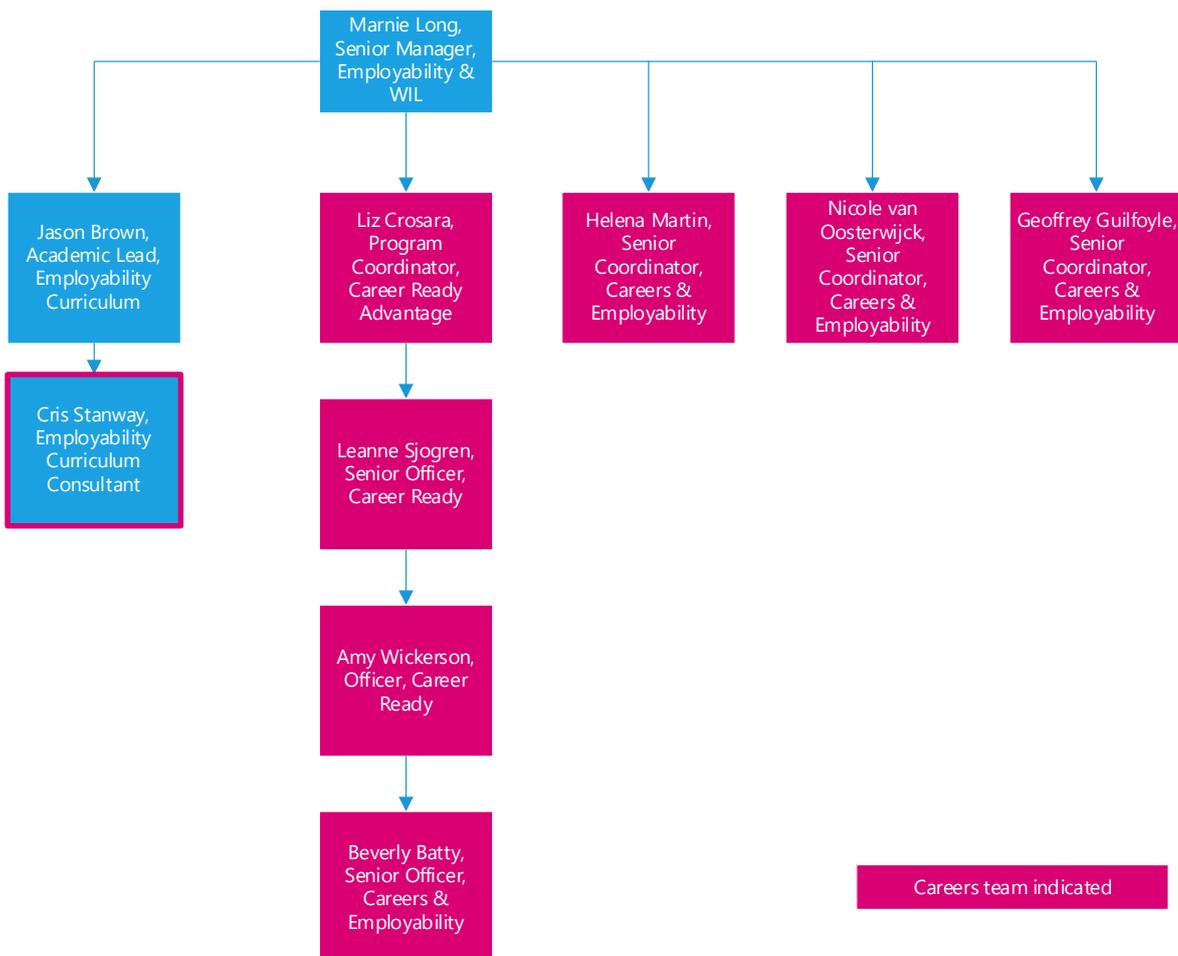
**All requests for services outside the core offering must be directed via: [careers@latrobe.edu.au](mailto:careers@latrobe.edu.au)**

## TEAM STRUCTURE

The Careers Service sits under the Employability & WIL Team within the DVCS portfolio. The team consists of:

- Liz Crosara – Monday to Thursday
- Leanne Sjogren – Monday to Friday
- Amy Wickerson – Monday to Friday
- Beverley Batty – Monday, Wednesday & Thursday
- Helena Martin – Monday to Wednesday, half day Thursday
- Geoffrey Guilfoyle – Tuesday to Thursday
- Nicole van Oosterwijck – Monday to Wednesday
- Cris Stanway – Friday (for Career Consultations)

### La Trobe Careers Team 2021



## Advising & Retention Team

The Advising team also plays an important role in supporting students to develop their employability and early career awareness through their case management approach. The Careers team work closely in partnership with the Advising team who will triage to Careers for high level guidance and support. Academic Advisors will undertake early developmental employability conversations with students and Senior Support Advisors will facilitate workshops (with the Careers team delivering into these sessions) and provide base level employability support to students across all year levels at our regional campuses.

## Contact

- All initial enquiries and requests for careers support should be sent to: [careers@latrobe.edu.au](mailto:careers@latrobe.edu.au)
- CareerHub: <https://latrobe.careerhub.com.au/students/login>
- Careers and opportunities website: <https://www.latrobe.edu.au/students/opportunities>