Opportunities to gain professional experience

Wednesday 16 March 2016

Olivia Doyle
International Student Advisor – Employability

International Student Life
International Student Life – Employability Support

Specialist support for international students aiming to work in partnership with you to develop your employability

Provide professional insights and guidance

- Monthly Employability Newsletter
- Regular program of employability seminars
- Skill development
- Student appointments
- Industry connections
- Networking events
- Australian workplace cultural events
- Job Club
International student employability events – Sem 1

Essential graduate employability skills
Thurs 17 March

Making career connections – networking skills
Mon 21 March

Professional communication skills
Tues 22 March

Workplace rights & responsibilities
Weds 23 March

Industry connections – professional speed networking
Weds 6 April

Australian workplace culture & introduction to Aussie Rules Football
Tues 12 April

PLUS more to come!
Agenda - update

- What is professional experience?
- Why professional experience important
- On and off campus professional experience opportunities
  - Swinburne Emerging Leaders Award
  - ‘Without borders’
Importance of gaining professional experience while a student
Why you should focus on your career while at university

It’s not easy to find professional employment in Australia in the current crowded employment market.

‘International students are too focused on their studies and think about careers and employment too late in the careers lifecycle.’
Rob Lawrence, Improving the employment outcomes of international students’ 2013

‘Professional experience provides a point of differentiation in highly competitive global labour markets.’
Blackmore et al, Australian international graduates & the transition to employment’ 2014
What is professional experience

- International student often align employability only with employment – it encompasses much more!

- Professional experience is more than employment- it is about developing the skills and attributes that make you ‘work ready’

- You can demonstrate your commitment, skills, abilities by getting involved in a diverse range of events & activities
Advantages of professional experience

- Develops workplace technical & soft skills
- Opportunity to build networks
- Clarifies career objectives and builds ‘career maturity’
- Provides referees
- Employers are increasing using experience programs as a key pathway to graduate recruitment
- Professional experience is a key differentiator in the recruitment market
- Personal growth
Opportunities for professional experience
Paid part time / casual / contract professional work

- One of the best options for gaining professional experience but challenging to find

Sources:

- SwinEmploy
- Lecturers
- Start ups / small business – Start Up Victoria
- Set up your own small business
- Current employer in a semi professional role
- Register with recruitment agency
- Usual job search websites eg Seek
- Networking – using personal & professional contacts

BE AWARE OF VISA WORK RESTRICTIONS
40 hrs per fortnight / unlimited during university breaks
Types of roles

Focus on:
- Entry level / pathway roles
- Creating your own opportunities
- Small organisations / start ups
- Gaining experience in a professional environment

Accounting
- Accounts payable / receivable
- Accounts clerk
- Bookkeeper
- Data entry

Administration
- Admin assistant
- Data entry
- Receptionist

Design
- Web design
- Graphic design
- CAD

IT
- Help desk
- Web / app design
- Sales
- Systems admin

Marketing
- Research assistant
- Social media
- Sales
- Promotions

Engineering
- CAD
- Production / assembly
- Warehousing
- Technical sales / support
Industry study tours
Create your own opportunities
Professional internship units
Professional Internships: from 2017

- 18 to 24 days of unpaid work experience, usually taken two days per week in a standard Semester, or as a block for Winter/Summer
- Available as a 12.5cp elective unit available in most degrees. Available after 150cp of studies. Eleven discipline specific units have been accredited
- Carefully designed to meet requirements of unpaid internships under the Fair Work Act
- Unit involves online delivery of curriculum and assessment
- Applications will open to students in October 2016 and will be selected on a competitive basis
Industry Study Tours: available now

- An international and/or intra-national learning experience in a professional setting aligned to a student’s academic studies and extra-curricular interests

- Focus is on enhancing employability skill development for job-readiness in a global market

- Focus on project based and/or experiential learning in an interdisciplinary context
Features of Industry Study Tours:

- Minimum of 15 to maximum of 30 days of in-country experience, taken in intensive mode, usually in Winter/Summer term.
- Available as a 12.5cp elective unit available in most degrees. Available after 100cp of studies.
- Sixteen discipline specific units have been accredited. These reflect the student’s course to which the unit is credited. Study tours themselves are multidisciplinary, learning outcomes are discipline centric.
- Domestic and international students are eligible to apply.
‘Create Your Own Opportunities’: available now

Students gain much experience relevant to employability through informal events and extracurricular activities such as

- Volunteering
- Work Experience in part-time jobs
- Career development activities (e.g., Professional Development Week, March 21-23, Student Careers Conferences)
- Guest speakers on campus
- Exhibitions
- International events
- Online programmes

The intent is to make students aware of these opportunities, give them the opportunity to reflect on them and have their activities formally recognised by the University through the Swinburne Emerging Leaders Program
Volunteering

Excellent way to start your professional career

Opportunities on & off campus
Off campus volunteering

Volunteer Resource Centres

- Offer information, referral and support services to volunteers
- Free of charge
- Centres are located around Victoria including:
  Boroondara
  Eastern – Ringwood
  Monash
  Manningham
  Darebin
  Hume – Broadmeadows
  Banyule
  Frankston
  Glen Eira

ON TODAY

Boroondara Volunteer Expo
1 – 6 pm @ Hawthorn Arts Centre
Volunteer websites

Seek Volunteer
GoVolunteer
Probono Australia
Goodcompany
Volunteering Victoria
Examples of volunteer roles available

SharePoint Developer
IT Support
OHS Officer
Grant Writer
Office Administration
Receptionist
Events Officer
Marketing & Publicity Coordinator
Entertainment Coordinator
Business Development
Board Member

Counselling
Website Design
Girl Guides / Scouts
Leader
Retail
Bookkeeper
Youth Mentors
Database
App development
Swinburne Student Amenities Association (SSAA)
Rachel Hanley & Shannyn Cain

Student Leadership and Development Program (SLVP)

• **Volunteer opportunities** – gain experience, build your professional network and make friends!

• **Exclusive training opportunities** – nationally accredited training opportunities for students who have completed 15 SLVP volunteer hours!

• **Professional development opportunities** – Youth Humanitarian Festival, Youth Parliament, University Scholars Leadership Symposium, and more...

• **Recognition and Rewards** – VC Leadership Program Volunteer of the Year, VC Leadership Certificate, and more...

Swinburne Emerging Leader Program

Be recognised

Be recognised and receive awards for activities you undertake alongside your studies

Timothy Chen, Swinburne Emerging Leader 2014
Swinburne Emerging Leader Program

Awards

Campus Participation
Career Development
Community Engagement
Global Citizenship
Industry Experience
Research
Sustainability
Swinburne Emerging Leader Program

Activities

Almost any
• activity • project • volunteering
• program • work

you have been involved in while you have been a current student at Swinburne University, can be used in your application when applying for the awards!
Swinburne Emerging Leader Program

Activities

The sky’s your limit…
Swinburne Emerging Leader Program

What are the benefits?

Our program will help you to identify and articulate the learning experiences that lead to:

• the development of your skills.
• providing you with a portfolio that highlights your accomplishments and skills, and
• helping you stand out to prospective employers
Engineers Without Borders
Swinburne Chapter
Engineers Without Borders Social Impact

Humanitarian Design Summit
Creating positive changes through human-centered design and engineering

Cambodia: 27 March 2016
Malaysia: 4 April 2016
Engineers Without Borders Social Impact

SAIL (Sudanese Australia Integrated Learning)

• Tutoring Programs
• Spokes in the Wheel – Bike Fixing & Teaching Sessions

Every Saturday
Engineers Without Borders Social Impact

Humanitarian School Outreach
Empowering through STEM Education

Appropriate Housing & Construction (Deakin): 18 March 16
Engineers Without Borders

What’s New?

Volunteer Recognition Certificate
Engineers Without Borders Contact

Facebook
Engineers Without Borders Swinburne
EWB Swinburne Volunteer Group

Email
Ewb.Swinburne@gmail.com

Come along to our meetings: Thursdays 1:30 pm
Without Borders Clubs

ENGINEERS WITHOUT BORDERS

TECHNOLOGY WITHOUT BORDERS

BUSINESS WITHOUT BORDERS
Engineers Without Borders
Swinburne Chapter

Thank You!
Swinburne professional projects

- Many faculties have established activity groups to provide professional experience for students

- IT Examples
  - Swinburne Technology without Borders [www.twb.org.au](http://www.twb.org.au)
  - Swinburne Software Innovation Lab [jshearer@swin.edu.au](mailto:jshearer@swin.edu.au)
  - Swinburne Optics and Phototonics
  - Swinburne Start Ups [www.facebook.com/swinburnestartups](http://www.facebook.com/swinburnestartups)

- Business Examples
  - Business & Professional Women
  - Women in Business
  - Business without Borders
  - CEO Seminar Series
Swinburne professional projects

Factory of the Future

Virtual reality environment where designers work in partnership with leading engineers and research staff.

It will take the product development construct to the next level by adding in design, business innovation, ICT and rapid prototyping. Designers

Hub for engaging undergraduate and high school students, alumni and the wider community
Swinburne professional projects

Design Factory

Brings together students, research leaders, industry partners and entrepreneurs to solve complex problems, generate innovative solutions and forecast future scenarios

Student involvement is focussed on providing projects for final year design students with cross faculty support from other final year students
Other Swinburne activities

- The Burn
- Team Swinburne Formula SAE
- Radio station
- Internship subjects
- On campus clubs
- More …… (let me know!)
University assignments / capstone projects

- Make your assignments practical
- Case studies
- Interviews
- Work shadowing
- Informational interviews
GradConnection - Internships

Hello,

We've got 3 international employers who are currently recruiting for students and recent graduates in Australia to work in Asia. This is a great opportunity for your international students seeking a great graduate role back home, or domestic students looking to work overseas. We'd greatly appreciate it if you could share the below position descriptions:

1. Meltwater Group in Hong Kong, Shanghai and Beijing
   - Meltwater
   - The New Meltwater Media Intelligence Solution
   - Listen, Understand, Engage, Benchmark

2. Hang Seng Bank in Hong Kong
3. HSBC in Guangzhou and Poshan

---

Swinburne
TAKE CARE - Internships

Internships should be **paid** unless they are:

- with a not for profit organisation
- part of a recognised study program
- involve educational and learning outcomes for *your* benefit

Before participating:

- do thorough research
- ensure the placement will be of benefit to *you*
- be cautious of those for which *you have to pay*

Fair Work Australia – useful fact sheet:

Be creative

- Where job opportunities are tight create your own opportunities
- Consider your own start up business
Industry competitions / activities

- Build your profile & employability

- Examples:
  - L’oreal Challenge & Brandstorm
  - Convenience Store Marketing Association Competition
  - International Poster Design Competition
  - Design Institute of Australia Awards
  - Business Challenges eg Shell
  - Science & Engineering Student Competition
  - KPMG International Case Competition
  - Microsoft Imagine Cup (IT)
  - Engineers Australia Warman Design & Build Competition
  - GradConnection Top 100 Students
  - Bloombert BAT (Aptitude Test)
Professional Associations

- Provide insight into how industry works
- Up-to-date information on trends
- Student programs
- Mentoring
- Professional development – tours, courses, conferences
- Networking
- Scholarships
- Jobs
- Volunteer
General business groups

- Business & Professional Women
- Business Chicks
- Toastmasters
- Rotaract
- Camberwell Network
- VECCI
- Australian Institute of Management
- Business Councils
  - Eg Australian Pakistan
  - Australia China
  - Australia Latin America
- Chambers of Commerce & Industry
  - Eg AusCham – mentor program

MANY MORE!
Student Professional Development Week 2016

21 – 23 March 2016
Student Lounge, Level 2,
The George (GS) Building,
Hawthorn Campus

This event is your opportunity to think about and improve your career skills and develop industry connections. The week is full of presentations, employer information sessions and a mock assessment centre – to give you a taste of an important aspect of the job application process.

All events are listed on SwinEmploy – so please register!

swi-nu/pd-week
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday 21st of March</th>
<th>Tuesday 22nd of March</th>
<th>Wednesday 23rd of March</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30am</td>
<td>LinkedIn photo booth - at the Centre for Career Development</td>
<td>LinkedIn photo booth - at the Centre for Career Development</td>
<td>LinkedIn photo booth - at the Centre for Career Development</td>
</tr>
<tr>
<td>10am</td>
<td><strong>Anna Cairo</strong> - Starting your own business</td>
<td><strong>Page Up</strong> - Discovering the power of LinkedIn and building a professional brand</td>
<td><strong>Australian Institute of Superannuation Trustees</strong> - Careers in the Not For Profit Sector and the AIST Super Grad program</td>
</tr>
<tr>
<td>11am</td>
<td><strong>CPA</strong> - Benefitting from membership of professional associations</td>
<td><strong>Talent 2</strong> - Careers in your industry and key selection criteria</td>
<td><strong>Connections Uniting Care</strong> - Careers in your industry and key selection criteria</td>
</tr>
<tr>
<td>12pm</td>
<td><strong>Finsia</strong> - Benefitting from membership of professional associations</td>
<td><strong>Charted Accountants Australia New Zealand</strong> - Information Session</td>
<td><strong>Victorian Public Sector Commission</strong> - Careers in your industry and key selection criteria</td>
</tr>
<tr>
<td>1pm</td>
<td><strong>Vicinity Centres</strong> - Careers in your industry and key selection criteria</td>
<td><strong>HOBAN Recruitment</strong> - Discovering the power of LinkedIn and building a professional brand</td>
<td></td>
</tr>
<tr>
<td>2pm</td>
<td></td>
<td></td>
<td><strong>Informed Solutions Assessment Centre</strong></td>
</tr>
<tr>
<td>2.30pm</td>
<td><strong>Shine Technologies Assessment Centre</strong></td>
<td><strong>Dixon Appointments Swinburne Accelerate Program Information Session</strong></td>
<td></td>
</tr>
<tr>
<td>3pm</td>
<td></td>
<td></td>
<td><strong>YMCA</strong> - Information Session and the benefits of volunteer work</td>
</tr>
<tr>
<td>4pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Case Study: Jing Tan

Unilink Design student commenced Feb 2015

- Vice president of PAVE Collective
- Event manager Swinburne Design Collective
- O Week host and event volunteer
- SLVP volunteer
- Buddy program volunteer
- Runner up O week t-shirt design competition
- ELICOS student panel speaker

‘On campus volunteering has improved my skills and given me great practical experience where it is ok to be learning and make mistakes.... I have increased my confidence so much’
Questions and comments?
DREAM BIG START SMALL ACT NOW!