

User Guide

for

www.growcareers.com.au

Smartphone or Tablet version

Grow Careers provides information and external links to resources that answer the career questions of these groups in Australian school communities:

- Students - Middle Years
- Students - Secondary Years
- Parents/Carers
- All School Staff
- Past Students
- Career Practitioners

Each user group has a selection of menu items related to typical career concerns for that user group.

Each menu item has expert career information and direct links to relevant pages of external websites that may further answer your career questions or provide you with information you are looking for.

Navigating the Site from Your Smartphone

- Select your user group category from the menu.
- Select the topic you want information about.
- Read the information and select any external links that may be helpful.
- Use the back arrow on your Smartphone to exit external links and get back to the Grow Careers website and the menu.

The Grow Careers website is mainly intended for self-directed use. Some people may also want to talk to a Career Practitioner. If this is you, seek support from:

- Your school Career Practitioner
- Grow Careers professional career counselling
www.growcareers.com.au/index.php?id=199
- Career counselling with a qualified Career Practitioner who is a professional member of the Career Development Association of Australia
www.cdaa.org.au/about-us/looking-for-career-advice

A Guide to Topics

Students – Middle Years

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| The importance of planning ahead | www.growcareers.com.au/index.php?id=12 |
| Decisions you make at school that can influence your career | www.growcareers.com.au/index.php?id=31 |
| Advantages of getting involved in extra-curricular activities | www.growcareers.com.au/index.php?id=32 |
| Support people for learning and career | www.growcareers.com.au/index.php?id=91 |

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| choices | |
| Explore career options | www.growcareers.com.au/index.php?id=93 |
| Find careers that match your interests | www.growcareers.com.au/index.php?id=89 |
| Choose school subjects | www.growcareers.com.au/index.php?id=33 |
| Write a résumé | www.growcareers.com.au/index.php?id=47 |
| Write a cover letter | www.growcareers.com.au/index.php?id=18 |
| Get a part-time job | www.growcareers.com.au/index.php?id=74 |
| Get a tax file number | www.growcareers.com.au/index.php?id=84 |

Students – Secondary Years

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| Post school options | www.growcareers.com.au/index.php?id=66 |
| Explore career options | www.growcareers.com.au/index.php?id=94 |
| Find careers that match your interests | www.growcareers.com.au/index.php?id=90 |
| Explore courses | www.growcareers.com.au/index.php?id=146 |
| Choose school subjects | www.growcareers.com.au/index.php?id=128 |
| How to make career decisions | www.growcareers.com.au/index.php?id=138 |
| UCAT, Medicine, Dentistry Clinical Sciences | www.growcareers.com.au/index.php?id=148 |
| Apply for post-school courses | www.growcareers.com.au/index.php?id=141 |
| Write a résumé | www.growcareers.com.au/index.php?id=47 |
| Write a cover letter | www.growcareers.com.au/index.php?id=18 |
| Get a part-time job | www.growcareers.com.au/index.php?id=75 |
| Get a tax file number | www.growcareers.com.au/index.php?id=85 |

Parents & Guardians

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| Adolescent career development | www.growcareers.com.au/index.php?id=97 |
| Post-school options | www.growcareers.com.au/index.php?id=66 |
| Explore career options | www.growcareers.com.au/index.php?id=98 |

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| Find careers that match your interests | www.growcareers.com.au/index.php?id=172 |
| How to make career decisions | www.growcareers.com.au/index.php?id=139 |
| Choose school subjects | www.growcareers.com.au/index.php?id=111 |
| Get a part-time job | www.growcareers.com.au/index.php?id=205 |
| Get a tax file number | www.growcareers.com.au/index.php?id=96 |
| Apply for uni or VET | www.growcareers.com.au/index.php?id=108 |
| Successful transitions to uni or college | www.growcareers.com.au/index.php?id=204 |
| Scholarships and financial assistance | www.growcareers.com.au/index.php?id=104 |
| IUCAT, Medicine, Dentistry & Clinical Sciences | www.growcareers.com.au/index.php?id=206 |

School Staff

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| Learning and professional development | www.growcareers.com.au/index.php?id=124 |
| Résumés, cover letters, selection criteria, portfolios, personal brand | www.growcareers.com.au/index.php?id=142 |
| Job vacancies in education | www.growcareers.com.au/index.php?id=127 |
| Job vacancies in government | www.growcareers.com.au/index.php?id=122 |
| General job vacancies and relief teaching | www.growcareers.com.au/index.php?id=123 |
| Changing career focus | www.growcareers.com.au/index.php?id=126 |
| Find careers that match interests | www.growcareers.com.au/index.php?id=171 |
| Education Unions | www.growcareers.com.au/index.php?id=175 |
| How to make career decisions | www.growcareers.com.au/index.php?id=? |

Past Students

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| Find and decide on a new career direction | www.growcareers.com.au/index.php?id=137 |
| Professional support for your career | www.growcareers.com.au/index.php?id=111 |
| Find careers that match interests | www.growcareers.com.au/index.php?id=170 |
| Explore career options | www.growcareers.com.au/index.php?id=112 |

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| Researching courses | www.growcareers.com.au/index.php?id=145 |
| Entry into Medicine | www.growcareers.com.au/index.php?id=114 |
| Résumés, cover letters, selection criteria, portfolios, personal brand | www.growcareers.com.au/index.php?id=143 |
| Job interview skills | www.growcareers.com.au/index.php?id=195 |
| Job vacancy websites | www.growcareers.com.au/index.php?id=177 |

Practitioners

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| Career library resources | www.growcareers.com.au/index.php?id=197 |
| Free resources & lesson plans | www.growcareers.com.au/index.php?id=200 |
| Careers work in schools books | www.growcareers.com.au/index.php?id=198 |