

YEAR 12 SCHOOL LEAVER CHECKLIST

This checklist is a guide to measure *how prepared* you are to leave secondary school and move into the next phase of your higher education, employment and training journey.

The checklist is **yours to keep** so you can refer to it beyond your final day on Friday 15 November 2024.

Student Name: _____ **Date:** _____

ITEM	CHECKLIST	Y/N OR TO DO
Personal Email	<p>Your school email will cease after you graduate.</p> <p>You must have your own personal email account prior to leaving school.</p> <p>QCAA, QTAC and future employers will need to contact you.</p>	
Mobile Phone message	<p>Ensure sure you have an acceptable message on your mobile as future employers will need to contact you.</p>	
USI	<p>https://www.usi.gov.au/</p> <p>Check to ensure your school email is not on your USI account and change if required. Save the number in your phone</p>	
LUI	<p>Make sure you have a copy of your LUI. Save the number in your phone</p>	
QCAA Student Connect	<p>Ensure you have created a Learning Account on QCAA Student Connect and the account has your personal email address and correct contact number.</p>	
Cover letter	<p>Most business' request cover letters along with resumes. Youth Central has samples to assist you.</p> <p>https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter/sample-cover-letters</p>	
Resume	<p>Is your resume up to date and job ready? TIP! Always send your resume as a PDF. Never send as a word doc! https://www.seek.com.au/career-advice/free-resume-template</p>	

Personal Identification	<p>Do you have originals and copies of your Personal ID including a photo ID?</p> <p>You will need 100 points to prove your identity for applications for employment, TAFE, Uni, Banking, Rental, Licencing.</p> <p>e.g. Proof of age card, learner/provisional drivers' licence, birth certificate, passport, bank account details, Medicare card, Centrelink health care card.</p>	
Drivers Licence	<p>www.tmr.qld.gov.au - Licencing, Registration, Forms.</p>	
Confirmation of Identity – Verification for Aboriginal and Torres Strait Islander People Form	<p>If eligible, you can apply for Confirmation of Identity Certificate to add to your Personal ID.</p> <p>https://www.humanservices.gov.au/individuals/forms/ra010</p>	
Birth Certificate	<p>Do you have an original and copy of your birth certificate?</p>	
MyGov Account	<p>Create a myGov account and link your, TFN, Medicare etc.</p> <p>https://my.gov.au/en/about/help/mygov-website/create-mygov-account</p>	
Tax File Number (TFN)	<p>Do you have a TFN? If not, see link to apply</p> <p>https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/australian-residents---tfn-application/</p>	
Medicare Card	<p>Do you have your own Medicare Card?</p> <p>https://www.humanservices.gov.au/individuals/services/medicare/medicare-card/how-get-your-own-card-15-years-old</p>	
Centrelink	<p>Keep your current reference numbers handy</p> <p>https://www.humanservices.gov.au/individuals/centrelink</p>	
Bank Account	<p>Do you have a current bank account?</p>	
VET Certificates	<p>If you completed any qualifications, make sure you have received your Completion Certificate or Statement of Attainment</p>	
TAFE Enrolment	<p>Enrolments for 2025 are now open, have you enrolled?</p>	
University Enrolments	<p>Have you applied? If you need guidance book to see Mrs. McFarlane</p>	
Have you started to apply for jobs/apprenticeships etc	<p>DON'T WAIT UNTIL SCHOOL FINISHES – APPLY NOW!</p>	

POST SCHOOL GUIDANCE

- The Department of Human Services has a webpage dedicated to Financial and Health support of young people. <https://www.humanservices.gov.au/individuals/subjects/financial-and-health-support-young-people>
- Queensland Government has a webpage which outlines information on costs and financial help <https://www.qld.gov.au/education/further-ed/financial-help>

- Australian Government A-Z of Government Services

<https://www.australia.gov.au/information-and-services/a-z-of-government-services>

VET COURSES (TAFE/OTHER REGISTERED TRAINING ORGANISATIONS)

- <https://tafeqld.edu.au>
- There are approximately 170 free qualifications available in high priority areas. Check eligibility carefully. <https://desbt.qld.gov.au/training/training-careers/incentives/freetafe>
- The Certificate III Guarantee supports school leavers to complete their first post-school Cert III qualification.
- <https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>

APPRENTICESHIP AND TRAINEESHIPS

Create a profile on these sites before completing school.

From **Term 4** you need to check these sites regularly.

- MRAEL: <https://www.aasn.com.au/index.php/jobseekers/view-current-apprentice-and-trainee-vacancies>
- MEGT: <https://www.megt.com.au/job-board>
- East Coast Apprenticeships: <https://ectraining.com.au/>
- MAS National: <https://experience.masnational.com.au/>

Apprenticeship and Traineeship Information

- <https://www.australianapprenticeships.gov.au/>
- <http://aatis.com.au/#resources>
- <https://desbt.qld.gov.au/training/apprentices/resources/information-sheets>
- <http://www.qtis.training.qld.gov.au/>

AUSTRALIAN DEFENCE FORCE | DEFENCE FORCE RECRUITING

- <http://www.defencejobs.gov.au/recruitment-centre/how-to-join/recruitment-process/>

Find out more information about a 12-month Gap Year in the ADF.

- <https://www.defencejobs.gov.au/students-and-education/gap-year/?page=1&perPage=21&query=>

Find out information about joining the Army Reserves.

- <https://reserves.defencejobs.gov.au/>

LIFE & EMPLOYMENT SKILLS

Website contains information on Gap years, overseas volunteering opportunities and career information.

- <https://year13.com.au/>
- www.seek.com.au
- www.jora.com.au
- www.indigenouscareers.gov.au

Google large Companies such as:

- <https://mcdonalds.com.au/learn/careers/restaurant-jobs>
- <https://www.citybeach.com.au/careers/index.html>
- <https://www.target.com.au/company/careers>
- <https://www.bunningscareers.com.au/home>
- www.priceline.com.au
- www.careers.myer.com.au
- <http://www.bigw.com.au/careers>
- [http://www.wow.careers/ \(Woolworths Group\)](http://www.wow.careers/ (Woolworths Group))
- www.colescareers.com.au
- www.jbhifi.com.au
- www.kmart.com.au
- This is just a start!

Linked In (after year 12) Register for Linked In and develop contacts

<https://www.linkedin.com/>