

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	www.tmr.qld.gov.au - Licencing, Registration, Forms.	
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	Do you have an original and copy of your birth certificate?	
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	Do you have a current bank account?	
VET Certificates	If you completed any qualifications, make sure you have received your Completion Certificate or Statement of Attainment	
TAFE Enrolment	Enrolments for 2025 are now open, have you enrolled?	
University Enrolments	Have you applied? If you need guidance book to see Mrs. McFarlane	
Have you started to apply for jobs/apprenticeships etc	DON'T WAIT UNTIL SCHOOL FINISHES – APPLY NOW!	

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://aatiss.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.indigenoucareers.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)
- 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/>