



**Australian Government**



# Career road test

When buying a car, most people will shop around, look at different models and do a few test drives before making a decision. You can take the same approach when it comes to making decisions about your career.

This workbook will help you investigate your chosen industry or occupation and think about how your research impacts on your career plans.

**The job I am investigating is:**

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**Question 1: How many opportunities for work are there in this job? Right now? In the next five years? In my current location? In other locations?**

## Research tips

**Look up your job in the Australian Jobs Occupation Matrix**

(visit: <https://docs.jobs.gov.au/documents/australian-jobs-occupation-matrix>).

For the job you are investigating:

- Look at employment and employment change
- Look at future job openings
- Look at unemployment
- Compare your job with others

**Look up your job using the alphabetical occupation search on Job Outlook**

(visit: [www.joboutlook.gov.au](http://www.joboutlook.gov.au)).

On the 'Prospects' tab:

- Read about employment and employment change
- Read about future job openings
- Read about unemployment

On the 'Statistics' tab:

- Look at employment by state and territory

## Notes:



**Question 2: Do you like the tasks, interactions with people and work environments for this job?**

**Research tips**

**Look up your job using the alphabetical occupation search on Job Outlook**

(visit: [www.joboutlook.gov.au](http://www.joboutlook.gov.au))

On the 'Overview' tab:

- Read about the tasks for this job. Do these task appeal to you?

On the 'Statistics' tab:

- Look at employment by main employing industry. Do you find these industries appealing?

**Find other online sources of information**

Find out more about your chosen job by looking at the websites for industry and professional associations or large employers. Or find an online career forum of industry experts.

- Enter 'career videos' into your search engine.
- Look at the Course Seeker website (visit: [www.courseseeker.edu.au](http://www.courseseeker.edu.au)) to discover more about university training pathways.
- Look at the MySkills website (at [www.myskills.gov.au](http://www.myskills.gov.au)) for VET courses that you're interested in.
- Watch 'Day in the life' videos – try putting in your search engine 'day in the life of a ...' and then the job name you are interested in.

**Notes:**



### Question 3: Do you need a formal qualification or licence to be employed in your chosen job?

#### Research tips

##### Look up your job using the alphabetical search on Job Outlook

(visit: [www.joboutlook.gov.au](http://www.joboutlook.gov.au)).

You can find out how many of the people already working in this job have a formal qualification. This is a good way to see whether you would be expected to have a formal qualification.

- Find your job of choice, then click on the 'Prospects' tab. Scroll to the bottom to view the 'Educational Attainment' section to see the qualifications workers in this job have.

##### Research the required licenses and registrations

Commonwealth and state/territory governments set licensing and registration standards for some jobs and industries. This aims to ensure safety standards for tradespeople, customers and workers. Special licensing and registration requirements apply to all people working on construction sites, workers serving alcohol or working in gambling venues and drivers of heavy machinery.

- Search online to find the local licensing and registration requirements for your job of choice. Type in the name of your chosen job, your state and 'licensing requirements' into your search engine.

##### Research the professional accreditation requirements

Some employers require their staff to have some kind of professional accreditation. Professional accreditation is mandatory for some professional occupations - for example, nurses, teachers, engineers and doctors. For other jobs, although its not mandated, some employers require it. For example, some IT professionals require accreditation, but others do not.

- Talk to employers, professional bodies and look at job ads to see if any professional accreditations apply to your job.

#### Notes:

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**Question 4: Do you need previous experience to get this job?**

**Research tips**



**What do employers want?**

Useful sources of information include things like job ads, career videos (developed by employers or industry associations) and talking to employers.

Many employers say ‘previous work experience required’ in their job ads. They do this to find suitable candidates who have the general workplace skills they need. These skills include things like following instructions, being reliable and dealing with clients.

If general workplace skills are the main requirement and you have no paid work experience, you may be able to show employers you have these skills in other ways. This includes talking about skills you have built through experiences like volunteer work, sporting or musical activities or other personal interests.

Some employers say ‘industry experience required’. This means they are looking for someone who has already worked in this, or a similar job.

The level of experience required will vary by employer and position. You may be able to satisfy the requirements for some jobs if you undertook a significant work placement during your studies, whereas for others the employer may be looking to hire someone with five years of job specific experience.

**Notes:**

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**Question 5: Do you have the right aptitude and abilities for this job?**

**Research tips:**



**Do some occupation specific aptitude tests**

If you are interested in a job that requires particular existing abilities (be they physical, academic or social) and attributes, then it may be useful to do a specialised aptitude test.

- Find aptitude tests for different jobs at the Australian Apprenticeships and Traineeships Information Service (visit: [www.aapathways.com.au/practice-aptitude-quizzes](http://www.aapathways.com.au/practice-aptitude-quizzes))

If you can't find your job, talk to your school career adviser or jobactive provider. Alternatively you can search online for aptitude and aptitude requirements for the job.

If you don't meet the essential aptitude requirements of your chosen job, don't worry. You may be able to build these skills and aptitudes by applying yourself to your personal development or studies. Alternatively, you might like to explore a related field that's a better fit for your abilities.

**Notes:**

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**Question 6: Do you know where to find the entry-level opportunities for this job?**

**Research tips**

**Find out about entry-level jobs in your industry**

For some careers you may need to start in a lower-skilled or entry-level job and develop the skills and abilities required for higher-skilled jobs over time.

Entry-level jobs are those that require the least level of experience or skill, and as a result can be filled by new workers. Entry-level jobs are not unskilled positions, but are the starting point in a career, where skills are developed over time. For example graduate positions, apprenticeships and traineeships. As your skills and on-the-job experience develop, you can move into higher skilled and higher paid positions.

Employers are the best source of information about recruitment practices. You can find useful information on entry-level jobs by:

- looking at vacancies and employer websites
- going to jobs or career expos
- contacting employers, professional associations or industry bodies

**Notes:**

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**Question 7: What do you need to do to get an entry-level job in this job?**

- I need to move
- I need to do further study
- I need to get work experience
- I need more information before I commit to my chosen job
- I don't know

**Summarising your reality check**

Look back over your answers to the previous questions and the notes you made. Think about what they mean for your career plans.

**I am still interested in this job because**

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**I am unsure about this job because**

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**I want to find out more about this job because**

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