



# Get job and career ideas

Use this workbook to get job and career ideas and to find the qualification and skills needed for the jobs you are interested in.

It's okay to not know what you want to do when you leave school. But it can help to find out about the qualifications and skills needed for the jobs you are interested in.

This workbook looks at the skill level needed for some common jobs.

For information on what qualifications and skills are needed for jobs not in this workbook, visit Job Outlook ([joboutlook.gov.au](http://joboutlook.gov.au)). You can search Job Outlook for occupations alphabetically or by industry. You can also refer to the Australian and New Zealand Standard Classification of Occupations (ANZSCO) on the Australian Bureau of Statistics website. To view this list, visit [abs.gov.au](http://abs.gov.au) and enter 'ANZSCO' in the search bar.

All Australian occupations are given one of five skill levels. Skill levels are based on the range and complexity of the tasks performed in that job. In general, the harder the tasks involved, the more formal qualifications and training and previous experience is needed for that job.

A skill level of 1 or 2 is given to higher skilled occupations, a skill level of 3 is given to medium skilled occupations. A skill level of 4 or 5 is given to lower skilled occupations. Please note that 'lower skilled' does not mean unskilled and for many 'lowe skilled' jobs there will still be required training. For example, Responsible Service of Alcohol or White Card licences.

Level of qualification usually needed:

- **Skill level 1:** Bachelor Degree or higher
- **Skill level 2:** Degree, Advanced Diploma, Diploma
- **Skill level 3:** Certificate IV or Certificate III including at least two years of on-the-job training.
- **Skill level 4:** Certificate II or III
- **Skill level 5:** Certificate I or compulsory secondary education

For some occupations, on-the-job training may be required as well.

To help you learn more about yourself, we have created some workbooks to help you understand how you like to work:

- Tasks I like
- Interactions I like
- Places I like to work

You can then use this workbook to get job and career ideas and to work out what training and work experience you may need for the jobs you are interested in. When you have found some jobs you like, find out more about them. You could use the Job Jumpstart 'Career road test' workbook or visit Job Outlook.



## Managers

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Managers plan, direct, control, coordinate and review operations of an organisations. This could be in government, commercial, agricultural, industrial, not-for-profit and other organisations and departments.

- **Chief executives, general managers and legislators** plan, organise, direct, control and review the overall operations of organisations and their major programmes and represent constituencies in parliaments and local government authorities.
  - **Farmers and farm managers** plan, organise, control, coordinate and perform farming operations in agricultural establishments to grow crops and breed and raise livestock, fish and other aquatic life.
  - **Specialist managers** plan, organise, direct, control and coordinate special functions within organisations such as advertising and sales, financial, human resources, production and distribution, education, health and welfare and Information Communications Technology (ICT).
  - **Hospitality, retail and service managers** organise and control the operations of establishments which provide accommodation, hospitality, retail and other services.
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### Occupation titles

#### Skill Level 1:

- human resource manager
- ICT manager
- school principal
- child care centre manager
- construction manager
- crop farmer
- manufacturing/product manager

#### Skill Level 2

- café and restaurant manager
- hotel and motel manager
- retail manager
- event manager

## Notes

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## Professionals and Specialists

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Professionals perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in fields such as the arts, business, engineering, transport, education, health, ICT, law, social sciences and social welfare.

- **Arts and media professionals** communicate ideas, impressions and factual information through printed, electronic, visual and performance media, produce and present film, television, radio and stage productions.
  - **Business, human resource and marketing professionals** perform analytical, conceptual and practical tasks to provide services in financial accounting, human resource development, public relations and marketing. They also conduct studies of the economy, organisational structures, methods and systems.
  - **Engineering, science and transport professionals** fly and ensure the safe operation of aircraft, ships, boats and marine equipment, design buildings, construction and ensure maintenance of structures and machines, perform research, analytical and conceptual tasks in relation to the universe, living organisms and the environment.
  - **Health professionals** develop health care programs and policies, conduct tests, diagnose and treat physical and psychological disorders. They also provide nursing care, advice and counselling to patients.
  - **Legal, social and welfare professionals** provide legal, social and vocational advice to clients in the community, administer justice and study human behaviour and society from current and historical perspectives.
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### Occupation titles

#### Skill Level 1:

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| <input type="checkbox"/> marketing manager | <input type="checkbox"/> social worker |
| <input type="checkbox"/> surgeon           | <input type="checkbox"/> web developer |
| <input type="checkbox"/> registered nurse  | <input type="checkbox"/> pilot         |
| <input type="checkbox"/> solicitor         | <input type="checkbox"/> scientists    |
| <input type="checkbox"/> social worker     | <input type="checkbox"/> veterinarians |
| <input type="checkbox"/> psychologist      |  |

### Notes

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## Technicians and trades workers

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Technicians and trades workers perform a variety of skilled tasks, apply broad or in-depth technical, trade or industry specific knowledge, often in support of scientific, engineering, building and manufacturing activities.

- **Construction workers** construct and repair buildings and structures, apply plaster, painting and flooring, make and install glass products and provide plumbing, drainage and mechanical services.
- **Electric technology and telecommunications workers** assemble, install and repair electrical appliances, electrical circuits, electronic systems and equipment, lifts, refrigeration and air conditioning equipment and telecommunications equipment.
- **Landscape, horticultural and floristry workers** establish and maintain gardens, parks, sport fields and prepare and sell floral arrangements and flowers.
- **Engineering, ICT and science technicians** provide technical support to professionals engaged in research, design and development in the areas of agriculture, medicine, science, building, engineering, ICT and telecommunications.
- **Other technicians and trades workers** includes hairdressers, printing trades workers, textile, clothing and footwear trades workers, and wood trades workers.

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### Occupation titles

#### Skill Level 2:

- science technician
- telecommunication and technical specialist
- safety inspector
- civil engineering draughtsperson
- fitter and turner
- butcher
- chef

#### Skill Level 3:

- welder
- bricklayer
- butcher
- veterinary nurse
- carpenter
- sign writer
- plasterer

## Notes

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## Community and personal service workers

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Community and personal service workers assist health professionals in the provision of patient care. They also provide information and support on a range of social welfare matters, and provide other services in the areas of aged care and child care, education support, hospitality, emergency services, security, tourism, fitness, and personal services.

- **Carers and aides** provide basic care, supervision and other support services to individuals for the enhancement of their education, health, welfare and comfort.
- **Hospitality workers** provide services to patrons of hotels, bars, cafes, restaurants, casinos and similar establishments.
- **Protective service workers** protect and preserve property, public order and ensure safety through the provision of defence, firefighting, police, custodial and security services.
- **Sports and personal service workers** participate and instruct people in sports and fitness and provide travel, tourism and other personal services to individuals.

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### Occupation titles

#### Skill Level 2:

- paramedics
- police
- enrolled nurses
- Indigenous health workers
- welfare support workers

#### Skill Level 3

- hotel service managers
- fire and emergency workers
- driving instructors

#### Skill Level 4:

- aged and disability support workers
- bar attendants and baristas
- waiters
- beauty therapists
- tourism and travel advisers
- fitness instructors
- prison officers
- childcare workers

#### Skill Level 5:

- cafe workers
- construction labourers
- sales assistants

## Notes

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## Clerical and administrative workers

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Clerical and administrative workers provide support to managers, professionals and organisations by organising storing manipulating and retrieving information.

- **Office managers and program administrators** plan and undertake administration of organisational programmes and projects and organise and manage the activities of officers and practices.
- **Personal assistants and secretaries** perform organisational, clerical, secretarial and other administrative tasks in support of managers and professionals.
- **General clerical workers** perform general administrative, data entry and word processing tasks.
- **Inquiry clerks and receptionists** respond to requests for information and receive and greet people.
- **Numerical clerks** compile, record and process documents relating to creditors and debtors, operate financial transactions and payrolls and provide financial services to bank customers.
- **Clerical office workers** perform a range of routine clerical and administrative tasks necessary to support the operation of organisations.

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### Occupation titles

#### Skill level 2:

- office manager
- dental office manager
- legal practice manager
- medical office manager

#### Skill level 3:

- personal assistant
- secretary
- court clerk

#### Skill level 4:

- bank worker
- bookkeeper
- receptionist
- customs officer

#### Skill level 5:

- clerk
- mail inspector
- courier and postal deliverer
- survey interviewer
- switchboard operator

## Notes

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## Retail/Sales workers

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Sales workers sell goods, services and property and provide sales support in areas such as operating cash registers and displaying in demonstrating goods.

- **Sales assistants and salespersons** sell a range of goods and services strictly to the public on behalf of retail and wholesale establishments.
- **Sales support workers** provide assistance to retailers and wholesalers by undertaking support activities such as operating cash registers, buying, promoting and displaying goods.
- **Sales representatives and agents** represent companies in selling goods and services, real estate and other property on behalf of clients.

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### Occupation titles

#### Skill level 3:

- real estate agent
- property manager
- insurance agent

#### Skill level 4

- retail supervisor
- motor vehicle parts and accessories sales assistant
- window dresser or merchandiser

#### Skill level 5:

- pharmacy sales assistant
- clothing sales assistant
- fast food sales assistant
- service station attendant
- telemarketer
- ticket seller
- checkout operator

## Notes

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## Machinery operators and drivers

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Machinery operators and drivers operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move material and transport passengers and freight.

- **Machine and stationary plant operators** operate stationary machines to process, manufacture and perform activities such as extracting, loading, unloading, moving and measuring materials and equipment.
- **Mobile plant operators** operate machinery to clear and cultivate land, harvest crops, fell trees, move and excavate rock and soil and lay roads and railway tracks.
- **Road and rail drivers** drive cars, buses, coaches, trains, trams, vans and trucks to transport passengers and freight.
- **Storepersons** receive, handle and dispatch goods to stores and warehouses.

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### Occupation titles

#### Skill Level 4:

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| <input type="checkbox"/> excavator operator    | <input type="checkbox"/> delivery driver        |
| <input type="checkbox"/> backhoe operator      | <input type="checkbox"/> storeperson            |
| <input type="checkbox"/> grader operator       | <input type="checkbox"/> logging plant operator |
| <input type="checkbox"/> street sweep operator | <input type="checkbox"/> concrete pump operator |
| <input type="checkbox"/> taxi/bus/train driver | <input type="checkbox"/> train controller       |
| <input type="checkbox"/> forklift driver       | <input type="checkbox"/> furniture removalist   |

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## Labourers

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Labourers perform a variety of routine and repetitive tasks using hand and power tools and machines either as an individual or as part of a team assisting more skilled workers such as trades workers and machinery operators and drivers.

- **Cleaners and laundry workers** clean vehicles, commercial, industrial and domestic premises, construction sites and industrial machines, and clothing and other items in laundries and dry-cleaning establishments.
- **Concreters** pour, spread, smooth and finish concrete for structures such as floors, stairs, ramps, for paths and bridges.
- **Factory process workers** perform routine tasks in processing, manufacturing and packaging food, beverages and other products.
- **Farm, forestry and garden workers** perform a variety of routine tasks in cultivating and harvesting crops, plants and forests, breeding and raising of livestock and aquatics stock and the management of pests and weeds.
- **Food preparation assistants** prepare food in fast food establishments, assist to prepare and serve food and clean food preparation and service areas.
- **Freight handlers and shelf fillers** load and unload trucks, containers and railcars, transfer cargo between ships and other forms of transport and storage facilities and fill shelves in stores and supermarkets.

## Occupation titles

### Skill Level 4:

- fencer
- railway track worker
- scaffolder
- abattoir worker

### Skill Level 5:

- packer
- livestock farm worker
- fast food cook
- kitchen hand
- dishwasher

## Notes

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Disclaimer: The content of this workbook is intended as general information only and does not replace professional advice. It is derived from a variety of sources and has been prepared without taking into account your individual objectives, situation or needs. You should consider your personal circumstances, and if appropriate, seek independent legal, financial or other professional advice before acting. The Department has endeavoured to ensure the currency and completeness of the information in this workbook at the time of publication; however, this information may change over time. Provision of links to external websites are provided for convenience only and should not be construed as an endorsement or approval of the third party service or website by the Department. The Department expressly disclaims any liability caused, whether directly or indirectly, to any person in respect of any action taken on the basis of the content of this workbook.