

These guides are a starting point for recently arrived skilled migrants looking for work in their professions. The guides only provide basic details aimed at helping skilled migrants access relevant information. In all instances, prior to making a commitment to any career choice, job seekers must contact the appropriate authorities to determine the exact requirements relevant to their situation.

This resource is broadly available in NSW at Job Network agencies, employment agencies, settlement services and other services.

The guides include an overview of the 14 most popular professions: engineering, law, accountancy, architecture, medicine, information technology, management, nursing, psychology, physiotherapy, nuclear medicine, veterinary science, teaching and social work. The guides include information on the recognition of overseas qualifications and on job markets, as well as advice on looking for work.

The content is from a variety of sources, including websites, reports, articles, the Department of Employment and Workplace Relations' JobOutlook and from consultation with professional associations, TAFE, universities and professionals in the field.

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The guides can be distributed and reproduced freely.



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# Accounting in Australia

Prospects for employment in the accounting profession in Australia are very good. In the last five years, employment has grown by 30,600 or 26.1 percent. According to the Department of Employment and Workplace Relations (DEWR) the number of employed accountants and auditors has increased by 33 percent in the last five years. A recent forecast indicates that this sector will experience high growth for the rest of the decade.

A recent study shows that overseas students trained in Australia are now a major source of growth for new entrants in the accounting workforce. The report confirms however that employers are reluctant to employ migrant accountants from non-English speaking backgrounds. The major barriers appear to be difficulties with English language and lack of Australian professional experience.

## Assessment of qualifications and registration

The Australian accounting profession is largely self-regulated. There is no legislative requirement for registration, except for financial advisors, tax agents, external auditors and liquidators. However employers generally prefer to employ accountants who are members of a professional accounting body. It is advisable for newly arrived overseas-qualified accountants to have their qualifications assessed and gain registration with one of three professional bodies:

1. The National Institute of Accountants (NIA)
2. Certified Practising Accountants (CPA)
3. Institute of Chartered Accountants Australia (ICAA).

All three organisations are authorised to assess overseas qualifications and all three use similar criteria. In order to gain accreditation in Australia, most overseas-qualified accountants are required to have their qualifications assessed by at least one of the above professional bodies and may be required to study extra subjects.

Initially it may be faster and easier to gain accreditation from the NIA, however it is important to gain information from the three bodies, before making a decision.

## The National Institute of Accountants (NIA)

For assessment by the NIA applicants need to submit certified academic awards and details of their degree from an accredited educational institution.

Accountants qualified to join the NIA will also need to study Australian company law and Australian taxation law at TAFE or university. Applicants will need to complete these two subjects before acceptance is granted as a full member, but in the meantime applicants may qualify for associate membership.

There are three types of membership, which depend on the level of qualifications and experience. As well as qualifications, NIA takes into consideration work experience gained overseas.

1. To gain associate membership (ANIA) applicants need to have a degree or advanced diploma in accounting.
2. To become a member (MNIA) applicants need an advanced diploma in accounting and to complete stage 1 of the NIA Postgraduate Education Program (PEP), or a university degree in accounting. All applicants must have three years relevant industry experience.
3. To become a professional national accountant (PNA) applicants must hold a university degree or advanced diploma in accounting and complete stages 1 and 2 of the PEP and the Mentored Experience Program.

Overseas-qualified applicants who have a masters degree in accounting may be granted membership at PNA level.

Overseas-qualified applicants who are members (by examination) of another professional accounting body recognised by the NIA may also be granted membership of one of the NIA levels.

The NIA has education programs, which include PEP and the Mentored Experience Program.

All members of the NIA are required to undertake continuing professional education, 80 hours every two years, to keep up to date on tax, compliance and international accounting standards.

For more information contact the NIA: Level 14, 447 Kent Street, Sydney NSW 2000, or (02) 9283 8244. Website: [www.nia.org.au](http://www.nia.org.au) Email: [natoffice@nia.org.au](mailto:natoffice@nia.org.au), [nswdivn@nia.org.au](mailto:nswdivn@nia.org.au).

## Certified Practising Accountants (CPA)

To have qualifications assessed by the CPA you need to submit the academic awards, academic transcripts and syllabus details of your degree.

An assessment will indicate if your qualifications are comparable to an Australian degree and will list additional studies that must be completed to meet requirements for membership.

This list may include subjects such as taxation, corporations law, commercial law, and company law, which need to be completed at university.

All members at associate level must complete the post-graduate level CPA Program and satisfy the requisite work experience.

The CPA Program includes three compulsory subjects and three elective subjects. The compulsory subjects are: reporting and professional practice, corporate governance and accountability, and business strategy and leadership.

Associate members who enrol in CPA programs must complete the Mentor Program.

For more information contact the CPA: Level 3, 111 Harrington St Sydney NSW 2000, Tel: (02) 9375 6200

Email: [NSW@cpaaustralia.com.au](mailto:NSW@cpaaustralia.com.au) Website: [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)

## Institute of Chartered Accountants Australia (ICAA)

A chartered accountant is a university graduate who after completing a degree is required to pass a postgraduate program, called the CA Program, and complete three years of work experience mentored by a chartered accountant. To retain membership chartered accountants must complete continuing professional education of 120 hours every three years.

If an applicant's overseas degree is equivalent to an Australian bachelor degree then the ICAA can assess the overseas qualifications. Graduate conversion courses are provided for overseas-qualified accountants who don't satisfy the educational requirements for entry to the CA program.

The CA program includes subjects such as strategic business management, taxation and financial reporting.

For more information contact the **ICCA** on Level 9, 37 York St, Sydney NSW 2000. Tel: (02) 9262 4841, or 1300 137 322. Website: [www.icaa.org.au](http://www.icaa.org.au). Email [support@icaa.org.au](mailto:support@icaa.org.au).

## Other professional development

Post-graduate courses: check university websites for lists of post-graduate courses in accounting and business.

There may be bridging courses for overseas-qualified accountants.

Contact Randwick TAFE on (02) 9469 8594. Other relevant courses at TAFE include:

### Advanced Diploma in Accounting

Course number 9266

Covering financial management, auditing, management accounting, taxation, business law and company law. You also learn to produce and analyse reports and financial statements, as well as how to design and implement accounting systems.

### Diploma in Accounting

Course number 9265

Covering basic financial management, costing, taxation law and business law. You also learn to produce and analyse financial reports and develop management techniques for a small team.

### MYOB (Mind your own business) QUICKEN

This is a very useful small-business accounting software package. Courses can be done at TAFE or in private training organisations. Website [www.tafensw.edu.au](http://www.tafensw.edu.au)

### International Accounting Standards/Australian Accounting Standards

They can be viewed at the NIA website. Only members can access the site.

## Courses for Tax Agents

Courses are available at HRBlock for people wanting to become tax agents. They teach how to prepare income tax returns. Classes commence in February each year, throughout Australia. Tel 13 23 25. Website: [www.hrblock.com.au](http://www.hrblock.com.au).

## Certificate of Registration of Tax Agent

This is issued by the Tax Agents Board for accountants who have had their qualifications assessed and are members of one of the three professional associations. There are three types of registration: individual, company and partnership.

For more information visit Website: [www.tabd.gov.au](http://www.tabd.gov.au) and [www.ato.gov.au/taxprofessionals/pathway](http://www.ato.gov.au/taxprofessionals/pathway).

## Accounting Systems Information

FindAccounts.biz contains a wealth of information on accounting systems for Australian users.

Visit TAFE [www.tafensw.edu.au](http://www.tafensw.edu.au)

## Associated Fields

### Teacher/Lecturer

At TAFE contact DET teacher recruitment Tel: 1300 300 498.  
At university visit [www.aanz.org/afaanz\\_jobads.m](http://www.aanz.org/afaanz_jobads.m)

### Accounts Clerk - Accounts Payable, Accounts Receivable.

Without experience in accounting in Australia, it may be easier to gain employment as an accounts clerk and gradually work your way up.

### Financial Adviser

Financial advisers normally work for finance companies, banks and investment companies. Obtaining a job in this area could be a stepping stone, particularly if you speak other languages.

### Registered Tax Agent

To work as a tax agent your qualifications have to be assessed and you have to register with a professional association and obtain a Certificate of Registration of Tax Agent.

## Other Associated Fields

A degree in accounting can be useful for employment in the following fields:

- 1 ACCOUNTS MANAGER
- 2 MARKETING ANALYST
- 3 BUSINESS ANALYST
- 4 BUSINESS ADVISOR
- 5 MANAGER

Additional and specialised training may be needed to enter the above fields. Courses are available at TAFE and university.

## Employment

Accountants are employed across several industries, including legal and accounting services and government administration. According to the Department of Employment and Workplace Relations' Job Outlook, there are 135,500 accountants working in Australia. The vacancy level is moderate. Vacancies arising from job-changing are expected to provide 54 percent of vacancies, compared to 32 percent from job-opening (accountants leaving the occupation) and 14 per cent from new jobs. Earnings are high and unemployment is average.

## Entering the labour market/Work Experience

Work experience involves working normal hours without receiving a salary for a minimum period of two weeks and a maximum of six. Local work experience is a crucial element in adjusting your skills to the Australian environment. It provides an opportunity to interact with other accountants, build professional networks, experience the workplace culture, apply standards, the code of practice and become familiar with the Australian philosophy of service and management. Employers value applicants who have previous work experience in Australia.

It may be difficult to obtain work experience due to the delicate and confidential nature of financial information. Organisations that are usually keen to take people are the government sector: TAFE and universities. It may be more difficult in private companies.

You can contact human resources managers. Personal accident insurance may be required. For insurance contact IC Firth & Associates on (02) 8853 9100.

## Conducting research into field

Prior to seeking employment, overseas-qualified accountants are advised to gain some insight into the accounting field in Australia. Conducting some **basic research** may help you become familiar with the industry, workplace culture, recruitment practices, management practices and job opportunities.

Focus on the companies for which you want to work and identify those that are actively hiring. Keep an eye on professional areas that are in demand.

## Applying for a job

Read through the job description and **selection criteria** carefully to ensure you are qualified. Every position advertised is different so every application will vary. Emphasis needs to be placed on the skills, experience and attributes wanted for each position.

### Addressing the selection criteria

If you are applying for a job as an accountant in a government department or community organisation, there will be a selection criteria. Request the information package. Read it carefully. In a separate document address the advertised selection criteria. This is a list of requirements applicants must meet to be selected for an interview. Applicants must address each criteria directly, giving details of their skills, experience, knowledge and other personal information. Highlight what you did, how you did it and what you achieved.

**Do not assume the person reading your application already knows your abilities.** The reader can only assess this based on the information you give. Demonstrate your knowledge and experience with specific examples.

If no selection criteria is included in the advertisement write a cover letter outlining briefly the skills and experience relevant to the position.

### Sending a good resume

For job applications where no selection criteria are given, the resume will be very important in getting to the interview stage. To prepare a good resume you should consider what the employer really wants and needs and what abilities you have that will make you the perfect candidate. Keep it concise. Customise your resume to address the requirements of the position. Demonstrate your achievements by quantifying experience in areas such as budgets, efficiency improvements and achievement of targets **Don't mass mail a standard resume.**

### Building networks

Make yourself known, join one of the three professional associations outlined above and attend members' events. Some accounting jobs are not advertised, you need to tap into the hidden job market.

### Dealing with competition

There will be many candidates with Australian experience and qualifications, younger than you and with more specific experience and qualifications, so **sell your strengths**, and these may be that you are mature, have a stable work history and bring your life experience to the organisation.

### Planning the interview

**Know the job thoroughly.** Prior to attending the interview conduct **in-depth research** into the company's needs. Visit its website. If you are able to, read the company's annual report, business plans, financial reports and understand the organisational structure and how this job fits in. This will help you to gain a

good understanding of the position and the company's situation: growth levels, challenges it faces, plans for the future, profit levels, financial targets, customer base and so on. This will help you define the type of contribution you could make in terms of ideas and strategies for improvement, which you could mention in the interview.

Prepare for interviews in a structured way. Read through your application and know the reasons you put forward to gain an interview. Know your strengths and weaknesses, develop some possible questions based on the selection criteria and formulate some responses that include references to your skills and abilities and strategies you might use. Prepare responses about policies such as occupational health and safety, your knowledge of standards and modern management practices. Talk to accountants working in the field. Demonstrate expertise with practical examples. Highlight measurable achievements.

During the interview **sell the whole package**. Employers take into consideration not only your skills and knowledge, but also your ability to fit into a team and the culture of an organisation, as well as your attitude, presentation and enthusiasm. Strong communication skills, leadership, initiative, and a commitment to the profession, are also valued, as well as a good understanding of customer service. Applicants also need to demonstrate an ability to work as part of a team and a willingness to learn.

**Working in teams** includes working cooperatively with other co-workers, other units and other companies on joint projects, particularly in roles where large-scale development is required.

**Strong leadership abilities** may include examples where you provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

**Building and maintaining relationships** may include examples of established working relationships within and across disciplines (internal and external) and examples of contributions made through these relationships.

**Effective communication skills** may include both written and verbal. Provide examples of your ability to communicate across all levels of the organisation, with people from different cultural and social backgrounds. Show your understanding of what is effective communication and give examples on how these have been implemented within the workplace. Give examples where you have worked on projects that required a number of different disciplines and relied on your ability to communicate effectively.

## Links

Visit **CPA Careers** Website [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)

MAIN ACCOUNTING FIRMS	
Pricewaterhouse Coopers	<a href="http://www.pwc.global.com">www.pwc.global.com</a>
Ernst & Young	<a href="http://www.ernstyoung.com.au">www.ernstyoung.com.au</a>
KPMG Australia	<a href="http://www.kpmg.com.au">www.kpmg.com.au</a>
Deloitte Touche Tohmatsu Australia	<a href="http://www.deloitte.com.au">www.deloitte.com.au</a>
PKF Australia	<a href="http://www.pkf.com.au">www.pkf.com.au</a>
Howarth Australia	<a href="http://www.howarth.com.au">www.howarth.com.au</a>
H&R Block	<a href="http://www.hrblock.com.au">www.hrblock.com.au</a>
Ferrier Hodgson	<a href="http://www.ferrierhodgson.com">www.ferrierhodgson.com</a>
Bentleys MRI	<a href="http://www.bentleys.com.au">www.bentleys.com.au</a>
HLB Mann Judd	<a href="http://www.hlb.com.au">www.hlb.com.au</a>
Nexia Australia	<a href="http://www.nexia.com.au">www.nexia.com.au</a>
Hall Chadwick	<a href="http://www.hallchadwick.com.au">www.hallchadwick.com.au</a>
Hayes Knight	<a href="http://www.hayesknight.com.au">www.hayesknight.com.au</a>
Sims Partners	<a href="http://www.hayesknight.com.au">www.hayesknight.com.au</a>
BKR Walker Wayland National Association Inc	<a href="http://www.bkr.com.au">www.bkr.com.au</a>
Sothertons	<a href="http://www.sothertons.com.au">www.sothertons.com.au</a>
Bell Partners Accountants and Business Advisors	<a href="http://www.bellpartners.com">www.bellpartners.com</a>
Saccasan Bailey Partners	<a href="http://www.sbp.com.au">www.sbp.com.au</a>

### LINKS FOR EMPLOYMENT

<a href="http://www.mycareer.com.au">www.mycareer.com.au</a>
<a href="http://www.bdo.com.au/hrnew/hr_search.asp">www.bdo.com.au/hrnew/hr_search.asp</a>
<a href="http://www.a-c.com.au">www.a-c.com.au</a>
<a href="http://www.encompassgroup.com.au/employ.php">www.encompassgroup.com.au/employ.php</a>
<a href="http://www.law.com.au">www.law.com.au</a>
<a href="http://www.seek.com.au">www.seek.com.au</a>
<a href="http://www.careerone.com.au">www.careerone.com.au</a>
<a href="http://www.accountantchoice.com.au">www.accountantchoice.com.au</a>
<a href="http://www.tomrecruitment.com.au">www.tomrecruitment.com.au</a>
<a href="http://www.as.com.au">www.as.com.au</a>
<a href="http://www.sec.gov/jobs/jobs_accountants.shtml">www.sec.gov/jobs/jobs_accountants.shtml</a>
<a href="http://www.pva.com.au">www.pva.com.au</a>
<a href="http://www.ptcaccounting.com">www.ptcaccounting.com</a>
<a href="http://www.chandlermacleaod.com">www.chandlermacleaod.com</a>
<a href="http://www.415group.com">www.415group.com</a>
<a href="http://www.mcginty.com.au">www.mcginty.com.au</a>
<a href="http://www.caden.com.au">www.caden.com.au</a>
<a href="http://www.ica.org.au/services/index.cfm">www.ica.org.au/services/index.cfm</a>
<a href="http://www.knightrecruitment.com.au">www.knightrecruitment.com.au</a>

For information on **wages and conditions of employment** for work that is covered by federal awards visit: [www.wagenet.gov.au](http://www.wagenet.gov.au).

### Journals

#### Australian Accounting Review

Website: [www.aaanz.org/afaanz\\_jobads.htm](http://www.aaanz.org/afaanz_jobads.htm)

#### The Australian Journal of Accounting Education

Website: <http://louisewww.mit.csu.edu.au/faculty/commerce/ajae/about.htm>





# Architecture in Australia

Architecture covers a large area of work, with good employment prospects. Architects provide professional services in the areas of planning (establishing clients needs, expectations, project requirements and budgets), design, construction and conservation and in the restoration or alteration of buildings. The demand for architectural services varies with the level of activity in the building industry.

Architects must be multi-skilled. In Australia architectural services include strategic and land-use planning, urban design, provision of preliminary studies, designs models, drawings, specifications, technical documentation, project management, construction economics and contract administration.

Building design today involves working with a team of consultants with a range of experience, designing the building fabric and co-ordinating the input of the specialist consultants in the team. Co-ordination, negotiation and resolution skills are highly valued in architects as well as knowledge of sustainable design.

## Recognition Of Overseas Qualifications

**The Architects Accreditation Council of Australia** (AACA) is the authority that assesses overseas qualifications in architecture.

Assessment of qualifications involves two stages:

Stage 1 – Provisional assessment

Stage 2 – Final assessment - known as the Review of Academic Equivalence, undertaken after arrival in Australia if the applicant wishes to register as an architect here.

If overseas qualifications are assessed as equivalent to the Australian ones, it is then necessary to approach the **NSW Board of Architects** for registration.

If qualifications do not meet the required standards, it may be necessary for the applicant to complete:

- 1 A specified upgrading programme at a recognised school of architecture in Australia, or
- 2 A whole course with exemptions that the school might allow, or
- 3 The AACA National Program of Assessment.

For more information contact the **Architects Accreditation Council of Australia**  
Suite 1, Level 2, Ethos House, 28-36 Ainslie Ave, Civic Square, ACT 2608 Australia  
Tel (612) 6230 0506  
Email: [assistantregistrar@aaca.org.au](mailto:assistantregistrar@aaca.org.au), [registrar@aaca.org.au](mailto:registrar@aaca.org.au)

## Registration as an Architect

Architectural practice is regulated by law on a state-by-state basis. **The Architects Accreditation Council of Australia (AACA)** is a national body made up of representatives from all the state and territory registration boards. The AACA was established to promote and accredit common standards for the registration and education of architects. It is also the authority for assessment of overseas qualifications. Not every architect working in Australia is registered.

**To register** as an architect through the AACA you need:

- 1 An approved qualification from an accredited/recognised course in architecture in Australia/overseas; and
- 2 Two years practical experience working in Australia generally under the supervision of an architect. If you have trained overseas, an Architects Board may vary this depending on the length and type of overseas experience but you will be required to have at least one year's experience in Australia; and
- 3 Pass the AACA Architectural Practice Examination.

**Registration by the AACA is only possible after passing the examination. Contact the NSW Architects Board about the examination.**

The board will require a high degree of knowledge of local conditions of practice, building regulations, contractual practice and the relationships between the various specialists in the building industry.

Those who have practical experience but fall short of the normal academic requirements for registration may obtain registration by completing the AACA National Program of Assessment.

For information visit the website: [www.aaca.org.au](http://www.aaca.org.au), [www.aaca.org.au/internationalissues.html](http://www.aaca.org.au/internationalissues.html)

Email: [assistantregistrar@aaca.org.au](mailto:assistantregistrar@aaca.org.au)

## The Royal Australian Institute of Architects (RAIA)

The institute is a professional organisation that promotes public awareness of the value of architecture. It has a chapter office in every state and provides services to its members:

### Networking and other opportunities

The RAIA website: [www.architecture.com.au](http://www.architecture.com.au) has links to a number of useful resources and event listings that can lead to developing a healthy network base for employment opportunities. These links include: Architecture jobs on line, events, talks, opportunities registration, architects guides, continuing education programs and publications.

Non-members can attend events or functions. Some of these functions are free, others may incur a nominal charge. RAIA NSW is located at 3 Manning St, Potts Point 2011 NSW. Tel (02) 9356 2955.

### Training

Architects need to keep up with changing trends in the construction industry and the community. The RAIA encourages architects to continuously update and broaden their knowledge and skills through

professional development programs. Universities and TAFE as well as programs offered by other allied professions all help to open new doors to wider opportunities for architects and foster lifelong learning.

TAFE offers a number of courses in Architectural CAD Technology, Architectural Technology and other IT packages used in architecture. Web: [www.tafensw.edu.au](http://www.tafensw.edu.au)

Contact RIAA and individual universities for postgraduate courses.

## Searching For A Job In Architecture

Personal requirements: interest in design, a creative flair, the ability to analyse problems logically and good communication skills are some of the attributes sought.

**Prepare a portfolio of the projects you worked on** with detailed information and copies of plans, drawings, sketches and models.

**Build networks.** Get known - join the RIAA and attend members events.

## Conducting research

Prior to seeking employment, overseas-qualified architects are advised to gain some insight into the field of architecture before they seek employment. Conducting some basic research helps in becoming familiar with the sector: location of companies, architectural trends, recruitment practices, management practices and job opportunities. Professional associations, recruitment companies, the Internet, university libraries and business directories can help in this process.

Focus on the companies for which you want to work, identify those that are actively hiring and keep an eye on areas in demand.

## Applying for a job

Read the job description and selection criteria carefully to ensure you are qualified. Every position advertised is different so every application will vary. Emphasis needs to be placed on the required skills, experience and attributes.

**Addressing the selection criteria.** If you are applying for a job in government (Heritage Office, Department of Commerce) there will be a selection criteria. Ask for the information package. Read it carefully. In a separate document address the advertised selection criteria. This is a list of requirements applicants must meet in order to be selected for an interview. Applicants must address each criteria in a precise way, giving details of their skills, experience, knowledge and other personal information. Highlight what you did, how you did it and what you achieved. It is not just your technological skills and experience that are important, business knowledge and acumen are also important.

**Send a cover letter.** If the position does not include a selection criteria then write a cover letter stating the experience and knowledge relevant to the position.

**Sending a good resume.** If no selection criteria is required the resume will be very important in getting to the interview stage. To prepare a good resume consider what the employer really wants and needs and what abilities you have that will make you a perfect candidate and how you can be of benefit to the organisation. Keep it concise. Customise your resume to address the requirements of the position. If it is a design position put your design experience and training up front. Also, demonstrate your achievements by quantifying your

experience in areas such as financial management, and technical achievements. Demonstrate in your resume how you have used your project management skills. **Don't mass mail a standard resume.**

**Dealing with competition.** You will undoubtedly be under strong competition when applying for jobs. There will be many candidates with Australian experience and qualifications, who are younger than you and with more specific experience and qualifications, so sell your strengths. These may be, for instance, that you are mature, have a stable work history and bring life experience to the job. Outline the contribution you could make to the company.

**Planning the interview.** Know the job thoroughly. Prior to attending the interview conduct in-depth research into the company's needs. Visit its website. Where possible read the company's annual report, business plans, current operational plans and find out about the organisational structure and how this job fits in and relates to other parts of the organisation. This will help you to understand the position and the company: growth levels, challenges it is facing, plans for the future, profit levels, customer base and so on. This also will help you to define the type of contribution you could make - for instance, in terms of improvements and ideas, to which you could make reference during the interview process.

Prepare for interviews in a structured way. Read through your application and know the reasons you stated to gain an interview. Know your strengths and weaknesses and address likely questions based on the selection criteria and formulate some responses that incorporate your skills and abilities. Consult with someone already working in the field. Address questions about policy, such as occupational health and safety, Australian and international standards, trends and modern management practices (best practice, benchmarking, etc). Demonstrate expertise in these areas with practical examples. Always highlight measurable achievements. Demonstrate your experience in all project phases (initiation, design and development, construction and post-construction) and in continuous improvement strategies used.

As well as technical knowledge, employers will be looking for other attributes.

**Strong leadership abilities.** Include examples where you provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

**Building and maintaining relationships.** Include examples of established working relationships within and across disciplines (internal and external). Examples of contributions made through these relationships.

**Effective communication skills.** Include both written and verbal skills. Provide examples of your ability to communicate across all levels of the organisation, with people from different cultural and social backgrounds. Your understanding of what is effective communication and examples on how these have been implemented within the workplace. Examples where you have worked on projects that required a number of different disciplines and that have relied on your ability to communicate effectively.

**Financial management.** Managing your own budget, with examples of meeting budget targets and planning budgetary needs.

**Working in teams.** Include examples of working cooperatively on joint projects with other workers, other units or other companies, particularly in roles where large-scale development is required.

Apart from your architectural skills, demonstrate your ability to service the business side of the project and your management skills.

**Consider working in associated fields.** Initially it may be difficult to work as an architect, there are positions as architectural draftspersons and assistants that could serve as a starting point. (See list of associated fields below).

## Work Experience

Work experience involves working normal hours without receiving a salary in a particular job or industry for a minimum period of two weeks and a maximum of six. Gaining local work experience can be a crucial element in adapting overseas skills to the Australian context. It provides an opportunity to interact with other professionals, build professional networks, experience the workplace culture and observe cultural difference, as well as apply standards, the code of practice and become familiar with the Australian philosophy of service and management. Employers value applicants who have work experience in Australia.

Organisations that are usually keen to take people on work experience are the government sector: Dept of Commerce, Heritage Office and universities. It may be difficult to obtain work experience in private companies but some do take volunteers.

You need to make contact with human resources managers, either by telephone or in writing. You may need to purchase personal accident insurance. For insurance information you can contact IC Firth & Associates on (02) 8853 9100.

## Related occupations

Architects are not only involved in architectural practice but are working increasingly in a wide variety of occupations ranging from urban planning and property development to teaching, furniture design and disaster relief.

Architecture skills and training are so broad that there are many opportunities outside mainstream architecture practice.

These include opportunities in urban planning, asset management, environmental design, industrial design, landscape architect, construction law, international aid, urban design, project management, construction management, teaching, conservation, property development, interior design, furniture design, research and disaster relief, or as an architectural draftsman. You may need to undertake further training for these fields.

Additional training in the above areas can be obtained at universities and TAFE. Visit university website:s for postgraduate courses and [www.tafensw.edu.au](http://www.tafensw.edu.au)

## Links

### NSW Architects Registration Board

Level 2, 156 Gloucester St, Sydney NSW 2000

Tel: 9241 4033, 9241 6144

Email: [mail@architects.nsw.gov.au](mailto:mail@architects.nsw.gov.au)

Website: [www.architects.nsw.gov.au](http://www.architects.nsw.gov.au)

### Royal Australian Institute of Architects

is a national body with programs in many areas related to architecture.

Website: [www.architecture.com.au](http://www.architecture.com.au)

### Association of Consulting Architects

helps architects do business. The primary role for the ACA is to assist members navigate their way through employment processes including wages, awards, conditions of employment and represent them in industrial matters.

Tel: (03) 9650 8577

Website: [www.aca.org.au](http://www.aca.org.au)

### The Australian Directory of Architects, Builders, Designers and Interior Designers

is a comprehensive listing of architectural firms from sole practices to multidisciplinary teams in all states. It is a complete guide for construction companies, developers and clients, suppliers and government.

Website: [www.architectsdirectory.com.au](http://www.architectsdirectory.com.au)

### The Australian Institute of Builders

is a professional body representing the managers of building and construction firms.

Website: [www.aib.org.au](http://www.aib.org.au)

### Master Builders Australia

is a major building and construction industry association.

Website: [www.masterbuilders.com.au](http://www.masterbuilders.com.au)

### Department of Public Works

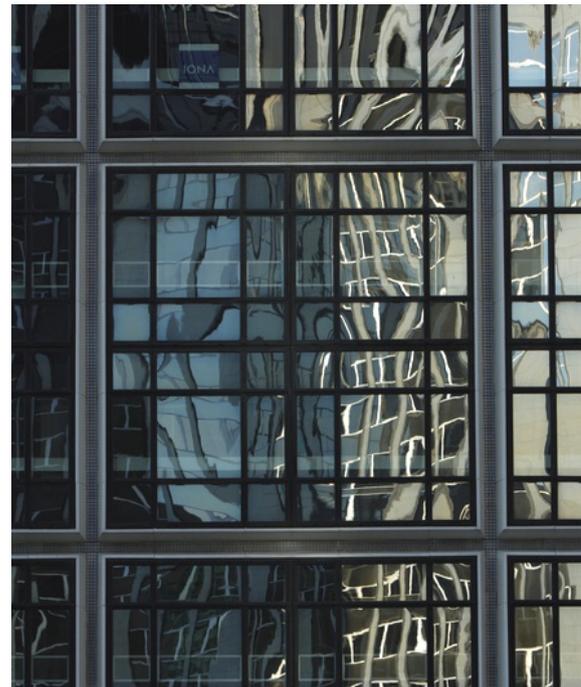
Website: [www.commerce.nsw.gov.au](http://www.commerce.nsw.gov.au)

### National Office of Overseas Skills Recognition

(NOOSR) at GPO Box 1407, Canberra ACT 2601

Tel: 1800 020 086 or (02) 6240 7636

Website: [www.dest.gov.au](http://www.dest.gov.au)



## LINKS TO EMPLOYMENT

[www.bojob.com.au](http://www.bojob.com.au)

[www.byron.com.au](http://www.byron.com.au)

[www.careerjet.com.au](http://www.careerjet.com.au)

[www.chandlermacleod.com.au](http://www.chandlermacleod.com.au)

[www.drakeintl.com](http://www.drakeintl.com)

[www.employment.com.au](http://www.employment.com.au)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.seek.com.au](http://www.seek.com.au)

[www.myfuture.edu.au/services](http://www.myfuture.edu.au/services)

[www.jobsearch.gov.au](http://www.jobsearch.gov.au)

[www.jobserve.com.au](http://www.jobserve.com.au)

[www.infolink.com.au](http://www.infolink.com.au)

[www.cracker.com.au](http://www.cracker.com.au)

[www.butterpaper.com](http://www.butterpaper.com)

[www.aila.org.au](http://www.aila.org.au)

[www.bangitup.com.au](http://www.bangitup.com.au)

[www.NowHiring.com.au](http://www.NowHiring.com.au)

[www.go4constructionjobs.com](http://www.go4constructionjobs.com)

[www.abc.net.au](http://www.abc.net.au)

[www.gumtree.com.au](http://www.gumtree.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

[www.bloomfieldtremayne.com.au](http://www.bloomfieldtremayne.com.au)

[www.employment.byron.com.au](http://www.employment.byron.com.au)

[www.search.oznetwork.com.au](http://www.search.oznetwork.com.au)

<b>MAJOR ARCHITECTURAL PRACTICES - Metropolitan Area of Sydney</b>	
<b>Noel Bell Ridley Smith &amp; Partners</b> Interiors, Landscape, Restoration	Phone 9922 2344 Email architects@nbsrap.com.au
<b>Hely Horne Perry Medcalf Architects</b>	Phone 9922 6411
<b>Harry Seidler &amp; Association</b>	Phone 9922 1388 Email has@seidler.net.au
<b>Leffler Simes Pty Ltd</b>	Phone 9909 3344 Email isa@lefflersimes.com.au
<b>Woods Bagot Pty Ltd</b>	Phone 9957 5919 Email earle.arney@woodsbagot.com.au
<b>Jahn Associates</b>	Phone 9211 2191 Email jahnarch@ozemail.com.au
<b>Brown Brewer &amp; Gregory</b>	Phone 9460 1399 Email libbg@ozemail.com.au
<b>Curtin Bathgate &amp; Sommers Pty Ltd</b>	Phone 9437 1111 Email curtain@enternet.com.au
<b>EGO Group Pty Ltd</b>	Phone 9267 5377 Email ego@egogroup.com
<b>Straesser Architects</b>	Phone 9810 7466 Email straesser@jakren.com.au
<b>Rice Daubney Group</b>	Phone 9956 2666 Email rd@ricedaubney.com.au
<b>Scott Carver Pty Ltd</b>	Phone 9957 3988 Email mail@scottcarver.com.au
<b>Design Inc</b>	Phone 9957 5401 Email sjph@designinc.com.au
<b>Michael Standley &amp; Associates Pty Ltd.</b>	Phone 9957 4966 Email msasyd@ozemail.com.au
<b>Collard Group Pty Ltd.</b>	Phone 9955 0637 Email architects@collard.com.au
<b>DEM Design Pty Ltd</b>	Phone 9958 2388 Email demaust@dem.com.au
<b>Stanic Harding Architects</b>	Ph 9211 6710 Email architects@stanicharding.com.au
<b>Stanisic Associates Architects</b>	Ph 9299 7871 Email fstanisic@stanisic.com.au
<b>Vivian Fraser &amp; Associates (NSW) Pty Ltd.</b>	Phone 9211 9464 Email
<b>Form Architects (Aust) Pty Ltd</b>	Phone 8765 9266 Email formher@ozemal.com.au
<b>Suters Architects</b>	Phone 9279 2280 Email Sydney@satursarchitects.com.au
<b>Suters Architects (Parramatta)</b>	Phone 9635 3800 Email parramatta@satursarchitects.com.au
<b>FMJM Partnership Pty Ltd</b>	Phone 9557 8977 Email
<b>Allen Jack &amp; Cottier</b>	Phone 9699 9611 Email ajcarch@ajcarch.com.au

<b>McConnel Smith &amp; Johnson Pty Ltd</b>	Phone 8353 8888 Email msjarchitects@msjgroup.com.au
<b>Hassell Architects Pty Ltd (NSW)</b>	Phone 9273 2300 Email sydney@hassell.com.au
<b>Insite Architecture &amp; Design Pty Ltd Sydney NSW 2000</b>	Phone 9251 3099 Email insitead@ozemail.com.au
<b>Reid Campbell Architects Pty Ltd (NSW)</b>	Phone 9954 5011 Email Website: www.reidcampbell.com
<b>Leighton Irwin</b>	Phone 9816 2400 Email libbg@ozemail.com.au
<b>Gordon &amp; Valich Pty Ltd 105 Reservoir Street, Surry Hills NSW 2010</b>	Phone 9212 1599 Email gvarch@ozemail.com.au
<b>Lippmann Association</b>	Phone 9318 0844 Email lippmann@sydney.net
<b>Stephenson &amp; Turner International Pty Ltd</b>	Phone 9957 5500 Email sandti@bigpond.com.au
<b>Minnett Cullis Hill Peterson Pty Ltd</b>	Phone 9436 2222 Email architects@mchp.com.au
<b>Clive Lucas Stapleton &amp; Partners</b>	Phone 9357 4811 Email clsp@ozemail.com.au
<b>Hoffer Reid &amp; Coombs</b>	Phone 9907 6622 Email
<b>Kann Finch &amp; Partners Pty Ltd</b>	Phone 9299 4111 Email
<b>FJMT Architects (NSW)</b>	Phone 9251 7077 Website: www.fjmt.com.au
<b>Tanner &amp; Assoc</b>	Phone 9281 4399 Email htanner@tannerarchitects.com.au
<b>Alexander Tzannes Assoc</b>	Phone 9319 3744 Email tzannes@ozemail.com
<b>Bligh Voller Nield</b>	Phone 9252 1222 Email sydney@bvn.com.au
<b>Ancher Mortlock &amp; Woolley Alexander &amp; Lloyd Australia Pty Ltd</b>	Phone 9211 4466 Phone 9958 7944 Email alexanderandlloyd@compuserv.com
<b>Flower &amp; Samios Pty Ltd</b>	Phone 9660 9977 Email email@flowerandsamios.com
<b>HBO + EMTB</b>	Phone 8226 2000 Email mail@hboemt.com.au
<b>Tonkin Zulaikha Architects Pty Ltd</b>	Phone 9215 4900 Email info@tza.com.au
<b>Daryl Jackson Robyn Dyke Pty Ltd</b>	Phone 9319 2955 Email office@djrd.com.au
<b>Perumal Pedavoli Pty Ltd</b>	Phone 9282 1988 Email enquiries@pp-a.com.au
<b>Nettleton Tribe Partnership Pty Ltd</b>	Phone 9929 5222 Email sydney@ntp.com.au

<b>Woodhouse &amp; Danks Pty Ltd</b>	Phone 9299 4495 Email admin@woodhousedanks.com.au
<b>Johnson Pilton Walker</b>	Phone 9232 7977 Email jpw@jpw.com.au
<b>Sawdy &amp; Black Sydney</b>	Phone 9252 2657 Email sbarch@ozemail.com.au
<b>Cox Richardson Architects &amp; Planners</b>	Phone 9267 9599 Email sydney@cox.com.au
<b>Crone Nation Architects</b>	Phone 8295 5300 Email syd@cronenation.com
<b>Michael Dysart &amp; Partners Pty Ltd</b>	Phone 9247 7641 Email
<b>Dino Burattini &amp; Association Pty Ltd</b>	Phone 9223 7722 Email
<b>Byrnes &amp; Association</b>	Phone 9299 2699 Email byrnestp@ozemail.com.au
<b>PTW Architects</b>	Phone 9232 5877 Email Website: www.ptw.com.au
<b>Conybeare Morrison &amp; Partners</b>	Phone 9380 8811 Email mail@cmpi.net
<b>Jackson Teece Chesterman Willis</b>	Phone 9290 2722 Email jtcwhome@jtcw.com.au
<b>Kennedy Associates</b>	Phone 9557 6466 Email mail@kennedyassociates.com.au
<b>Snell Architects</b>	Phone 9332 1111 Email snell@bigpond.com
<b>Caroline Pidcock Architects</b>	Phone 9357 1366 Email caroline@CPArch.com.au
<b>Tropman &amp; Tropman Architects</b>	Phone 9251 3250 Email tropman@bigpond.com
<b>Bovis Lend Lease</b>	Phone 9237 5050 Website: www.lendlease.com.au
<b>Campbell Luscombe Associates Pty Ltd</b>	Phone 9310 4211 Email info@campbell-luscombe.com.au
<b>Engelen Moore</b>	Phone 9380 4099 Email architects@engelenmoore.com.au
<b>LFA (Pacific) Pty Ltd</b>	Phone 9327 6822 Email LFA@zip.com.au
<b>Baker Kavanagh Architects</b>	Phone 9318 9200 Email jb@bka.com.au
<b>Design 5 Architects</b>	Phone 9319 1855 Email design5@design5.com.au
<b>Morris Bray Architects Pty Ltd</b>	Phone 9439 6622 Email MBAGroup@morrisbray.com.au
<b>Architectural Projects</b>	Phone 9319 1122 Email architects@arch-projects.com.au

## Employment Agencies

### **Techstaff Recruitment Specialists**

Level 5, 657 Pacific Highway  
St Leonards NSW 2065  
Tel (02) 9432 3333  
jobs@techstaff.com.au  
Website: www.techstaff.com.au

### **Constructive Recruitment**

Tel (02) 9929 3000  
Fax (02) 9929 3222  
Website: www.constructive.net.au

### **Hays Montrose**

Tel (02) 9249 2270  
Website: www.hays.com.au

### **TMP Worldwide**

Tel (02) 9256 0333  
Website: www.eresourcing.tmp.com  
ersydapply@tmp.com

### **Jobs Technical**

Tel (02) 9955 6655  
jobs@jobstechnical.com.au

### **Avdiev**

Tel (02) 9252 4622  
Website: www.avdiev.com.au

### **Atria Group**

Tel (02) 9901 9111  
Website: www.atria.com.au

## Publications

### **Architecture Magazine**

Website: www.architecturemag.com/  
architecture/index.jsp

### **Architecture Media**

Website: www.archmedia.com.au

### **Architectural Science Review**

### **Architectural Record**

### **Journal of Architectural Research and Planning**

### **Monument Architecture Quarterly**

### **RIBA Journal**

### **Architectural Design**

### **Architecture Australia**

### **Journal of Architectural Planning and Research**

### **Architectural Review**

### **The Competency Standards Booklets**

### **Standards Australia**



# Engineering in Australia

Engineers are involved with the research, design, construction, operation of everything from bridges, buildings, machines, to computer chips. There are nearly 20 areas of specialisation in engineering. In Australia engineers need to be at the forefront of innovation, but must also be good team players since many specialities of engineering join together to create a major project.

Engineering is a self-regulated profession. The profession is responsible for overseeing the conduct of its members and of establishing practice guidelines, professional standards and a code of ethics for engineers to follow.

To become a professional engineer in Australia it is necessary to complete a Bachelor of Engineering degree at a university. It is also possible to qualify as an Engineering Technologist via a 3 year Bachelor Degree, or an Engineering Associate through completing an advanced diploma course at a TAFE college.

Engineers Australia (EA) has three classifications for the Engineering profession:

1. **Professional Engineer** (four year Bachelor Degree in Engineering)
2. **Engineer Technologist** (three year Bachelor Degree in Engineering)
3. **Engineer Associate or Engineer Officer** (two year advanced diploma in Engineering)

**Engineers Australia (EA)** is a national forum for the advancement of engineering and the professional development of its members. It embraces all disciplines of engineering and engineering leadership and management.

It is important that overseas-qualified engineers join EA since they will receive status and recognition, professional development, access knowledge of the labour market, engineering standards, codes of practice and the possibility of building professional networks.

**EA provides counselling and advice to in relation to overseas qualifications recognition, gaining Chartered Status and may be able to direct you to any additional courses. See address below.**

## Recognition of Qualifications

Following an Educational Assessment of your qualifications by the National Office of Overseas Skills Recognition (NOOSR) or Department of Employment and Training (DET), it is recommended that newly arrived overseas-qualified engineers make contact with EA. An Educational Assessment on your overseas qualification will indicate if these are comparable to an Australia degree, or an Australian diploma. As an engineer you can seek employment, however it is advisable that you explore options for gaining chartered status.

## Gaining Chartered Status

If you become a financial member of EA, upon request, copies of your qualifications and of your Educational Assessment will be seen by the EA Articulation Committee. They can help you find a pathway to professional engineer recognition.

Chartered Status is obtained when you have practiced engineering and achieved competencies. Chartered Status is a credential that affords you certification that you are competent to practice and exercise leadership within an engineering team. Competency is the ability to perform activities within an occupation to standards expected and recognised by employers and the community. Your working experiences and examples are what you use to write reports that will form your Engineering Practice Report – which is then assessed and if accepted, you progress to a professional interview with your peers.

Gaining Chartered Status is important for overseas-qualified engineers, as they will be recognised as experienced competent members of the engineering team. It may also bring rewards of remuneration, promotion status and international portability of skills.

## Professional Development for overseas-qualified engineers

In Australia, academic qualifications are only the beginning of a career in engineering and continuing professional development is the key to maintaining knowledge after the initial education has been completed.

Different engineers from different countries have different training needs, depending on the university they attended, the country they come from and their level of English. Some of the courses recommended are:

1. Presentation and Communication Skills
2. Job seeking Skills (Skillmax)
3. Advanced Computer Skills
4. Computer Aided Design (CAD)

## TAFE Courses

These courses are practical and may be useful to become familiar with the Australian engineering context. Courses recommended for overseas-qualified engineers:

### Graduate Certificate in IT for Business

Course number: 3716 (250 hours. Minimum 108 hours)

This course is designed for people who require information technology (IT) skills and knowledge to complement their professional work. It covers IT planning and its use in business as part of a strategic management tool. You will learn about the components of an IT system, the integration of IT technologies into business operations, vendor relationships, legal issues in IT, Internet research and project management.

You will develop the knowledge and skills to be able to evaluate business solutions requirements, understand IT technology applications, identify IT projects of high value to the business, plan and manage projects and implement change management processes, not as IT professionals, but as users of IT in a business context.

### Project Management Course

Course number: 21233. (36 hours)

It will introduce you to the project management fundamentals, to more complex human resources and risk management issues. It includes the legal aspects of contract management, standards etc.

### Mechanical Maintenance Management Course

Course number: 9878 (180 hours)

This is for mechanical engineers wanting to learn about maintenance management. The course is flexible and it is possible to choose modules, which best suit your area of specialisation.

### Electrical Wiring

Course number 9968 (720 hours)

This course provides access to further training for people with relevant electrical trade recognition or electrical engineering qualifications, who are seeking a Qualified Supervisors Certificate – Electrical (A Grade Electricians Licence) from the NSW Department of Fair Trading.

For more information on TAFE courses visit [www.tafe.nsw.edu.au](http://www.tafe.nsw.edu.au)

### Special Purpose Courses for NESB

Sometimes this list includes bridging courses. It can be accessed at [www.standards.com.au](http://www.standards.com.au)

### English courses

English for Academic Purposes and English for Further Studies are recommended for students with an advanced level of English.

NSW AMES offers Skillmax courses for overseas-qualified professionals. These courses include job search skills and may also include work experience.

### Australian Standards

Provides a number of nationally recognised courses in a variety of areas [www.standards.com.au](http://www.standards.com.au)

Engineering courses currently offered in Australia can be found in the student section of [www.gradlink.edu.au](http://www.gradlink.edu.au) under the heading "Campus Contacts".

**Engineering Education Australia** Tel (03) 9326 9777 [www.ee Aust.com.au](http://www.ee Aust.com.au).

**Centre for Engineering Leadership and Management** [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)

**Toastmasters** is a training organisation specialising in teaching public speaking.

### Employment in Engineering

According to EA experienced engineers in the structural and mining sector was heading the list for engineers in high demand in 2005.

## Civil Engineering

According to the Job Outlook, Job prospects are good. Employment in civil engineering to 2009-10 remains steady. Employment in this occupation fell slightly in the past five years and in the long term (ten years). Civil engineers have a very large proportion of full time jobs, the average weekly hours are 44 and earnings are high. Unemployment is below average. The vacancy level for civil engineers is average. Vacancies arising from job changing are 34 percent compared with 65 per cent from job openings (engineers leaving the occupation) and 1 per cent from new jobs.

Civil engineers are employed across several industries. According to Engineers Australia, Local and State governments are the major employers of civil and infrastructure engineering. Also, public works and construction companies, who win tenders from the government to carry out infrastructure projects.

You may consider seeking employment in regional areas initially, as there is much infrastructure needing maintenance and upgrading there and there is a shortage of engineers.

Knowledge of the Engineering Standards, Code of Practice and the Local Government Act are vital for civil engineers wanting to enter the labour market as well as having acquired some local work experience in Australia.

## Mechanical Engineering

Since manufacturing in Australia has been in decline for some time due to overseas competition there are few employment prospects in this field of engineering. According to the Job Outlook job prospects are average, employment to 2009-10 is expected to decline. Employment rose slightly in the last 5 years and fell slightly in the long term (ten years). Most jobs are full time, earnings are high and unemployment is low.

Mechanical engineers work in technical services, motor vehicle and part manufacturing, industry machinery and equipment, machinery and equipment wholesaling. According to Engineers Australia, most mechanical engineers end up working in small manufacturing, pharmaceutical, food, cosmetics, light equipment and lighting industry areas.

Many engineers have recently moved into building services, air conditioning, and have become superintendents and are working in building management. Mechanical engineers have been also employed at airports servicing planes. The Sydney airport is a big employer of mechanical engineers.

Areas of Sydney where most relevant mechanic engineering industries are located are: Silverwater, Rhodes, North Ryde, Alexandria and Smithfield, as well as Newcastle.

## Electrical and Electronic Engineering

Job prospects are average. Employment to 2009-10 is expected to grow slightly. Employment in this occupation fell slightly or remained steady in the past five years. Earnings are high and unemployment is below average. The vacancy level is low.

Electric and electronic engineers are employed across several industries including technical services, electricity supply, telecommunications services and electronic equipment manufacturing. According to Engineers Australia, many electrical engineers work in the field of telecommunications in companies such as Telstra, Alcatel, Optus and Vodafone. They concentrate on areas of specialisation such as network cabling, data, voice etc.

Electrical engineering has remained stagnant in Australia except for building services. Companies that employ engineers in power supply are AGL, Integral and Energy. There is also employment in mechatronics and robotics and these areas can link into computers worldwide.

## Chemical Industrial and Aeronautical Engineering

According to the Job Outlook, employment prospects are good. Employment growth to 2009-10 is expected to be slight. Employment rose slightly in the past five years and rose moderately in the long term (ten years). Engineers in these fields have a very high proportion of full time jobs, weekly hours of work are 42, earnings are high and unemployment is average. The vacancy level is average. Chemical, Industrial and Aeronautical Engineers are employed across several industries including: technical services, other chemical product manufacturing, other transport equipment manufacturing and scientific research.

According to Engineers Australia, a demand for chemical engineers exists in Western Australia. There is little demand for them in the other states. Chemical engineers in NSW tend to work in a variety of areas that include cosmetics, pharmaceuticals, food technology, etc. Others work with chemical products such as fertilisers, medium term production. Although demand for labour exists within the petrochemical field there are few jobs in Sydney.

Many overseas-qualified chemical engineers have also found employment conducting research at universities and at the CSIRO.

**Knowledge of sustainability and renewable energy are highly recommended in the above engineering fields, as well as knowledge of modern management concepts.**

## Associated engineering fields

### Teaching

There is a shortage of science and engineering teachers in high schools and TAFE. DET teacher recruitment number is 1300300498. If you are interested, send academic transcripts and diploma.

### Recruitment

Some engineers have entered into the Human Resources area (within companies). Many are also working for recruitment agencies. This can have great advantages for employers looking for staff as the recruiter can test both the technical and interpersonal skills of candidates.

### Technical writing

Writing technical reports for companies and commentary on software packages for example are also a source of alternative employment for engineers.

### Drafting

Using computer aided drafting (CAD), working in design is also an option for newly arrived engineers who are preparing to seek employment in engineering.

## Assistant Engineer

Initially it may be easier to find employment as an Assistant Engineer or Technician when entering the labour market for the first time in Australia.

## Entering the labour market

### Conducting research into your professional field

Prior to seeking employment, overseas-qualified engineers are advised to gain some insight into the engineering field or sector in which they intend to seek employment. Conducting some basic research may help you become familiar with the characteristics of the sector: location of industries, recruitment practices, management practices, patterns and job opportunities. Professional associations, recruitment companies, the Internet, university libraries and business directories can help in the process.

Focus on the companies you want to work, identify those who are actively hiring, keep an eye on professional areas in demand.

## Applying for a job

Read through the **job description and selection criteria** carefully to ensure you are qualified to apply. Every position advertised is different so the application will vary. Emphasis needs to be made on the skills, experience and attributes wanted for each position.

### Addressing the selection criteria

If you are applying for a job in government there will be a *selection criteria*. It is possible to obtain a package of information about the position. Read it carefully. In a separate document address the advertised selection criteria. This is a list of requirements applicants must meet in order to be selected for an interview. Applicants must address each criteria in a precise way, giving details of their skills, experience, knowledge and other personal information. Highlight what you did, how you did it and what you achieved. It is not just your technological skills and experience, that are important, business knowledge and acumen are also important.

Do not assume the person reading your application already knows your abilities. The reader can only make this type of assessment based on the information contained in the selection criteria. Demonstrate your knowledge and experience with specific examples wherever possible.

### Sending a good resume

In the case of job applications where no selection criteria is required, the resume will be very important to get to the interview stage, so you should give it the attention it deserves. To prepare a good resume you should consider what does the employer really want, need, what abilities do you have that will make you a perfect candidate and how can you be of benefit to the organisation. **Keep it concise.**

**Customise your resume to address the requirements of the position you applied for.** If it is a building services position put your building services experience and current training up front. **Also, demonstrate your achievements** by quantifying your experience in areas such as budgets, efficiency improvements, technical achievements, outcomes etc. Demonstrate in your resume how you have used your **project management skills** over the last 10 years. The sequence of sections should show your greatest strengths, qualifications and achievements first, followed by other information. **Don't mass mail Standard CV.**

### Building your networks

Get yourself known, join Engineers Australia and attend its members' events. Some engineering jobs are not advertised, you need to tap into the hidden job market.

### Focus on what you want to ideally do

If you are passionate about something you tend to be good and successful at it by default

### Dealing with competition

You will undoubtedly be under strong competition when applying for jobs –there will be many candidates with Australian experience and qualifications, younger than you with more specific experience and qualifications, **sell your strengths**, and one of those is that you are mature, have a stable work history and bring your life experience.

## Planning the interview

Know the job thoroughly. Prior to attending the interview conduct in depth research into a company's needs. Visit its website. If you are able to, read the company's Annual Report, business plans, current operational plans, understand the organisational structure and how this job fits in, the links to other parts of the organisation and how they work. This will help you to gain a good understanding of the scope of the position and the situation the company is in: **growth levels, challenges it is facing, plans for the future, profit levels, customer base** etc. This will help you to define the type of **contribution** you could make, if you were employed, in terms of improvements, ideas etc, which you could make reference to during the interview process.

Keep your sights firmly on **preparing yourself for interviews in a structured way**. Read through your application and know the content you have put forward to gain an interview. Your **strengths, weaknesses, develop some possible questions** based on the selection criteria and **formulate some responses** using your own skills and abilities. Consult with someone already working in the field. Including questions about policy such as Occupational Health and Safety, your knowledge of Australian and international standards etc and modern management practices (best practice, benchmarking etc). It is important that you demonstrate expertise in these areas with practical examples. Always highlight measurable achievements.

Apart from the technical knowledge, other attributes will be sought.

During the interview you need to sell the whole package of you rather than just having the qualifications to do the job. Employers will take into consideration not only your skills and knowledge, but also your ability to fit into the team and the culture of the organisation, as well as your attitude, presentation and your enthusiasm. Strong communication skills, leadership, initiative, and a commitment to the profession, are also valued as well as a good understanding of the customer service. Applicants also need to demonstrate an ability to work as part of a team and a willingness to learn.

**Working in teams** may include working cooperatively with other co-workers, other units and other companies on joint projects, particularly in roles where large-scale development is required.

**Strong leadership abilities** may include examples where you provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

**Building and maintaining relationships** may include examples of established working relationships within and across disciplines (internal and external). Examples of contributions made through these relationships.

**Effective communication skills** may include both written and verbal. Provide examples of your ability to communicate across all levels of the organisation, with people from different cultural and social backgrounds. Your understanding of what is effective communication and examples on how these have been implemented within the workplace. Examples where you have worked on projects that required a number of different disciplines and have relied on your ability to communicate effectively.

**Financial Management:** managing your own budget, examples of meeting budget targets and planning budgetary needs.

Apart from your technical skills, demonstrate your ability to service the business side of the project management skills.

## Work Experience

Gaining local work experience will be a crucial element in the process of adjusting your skills into the Australian context for it provides an opportunity to interact with other professionals, build professional networks, experience the workplace culture, observe cultural difference, apply standards, the code of practice and become familiar with the philosophy of service and management styles. Employers value applicants who have previous work experience in Australia. Work experience involves working normal hours in a particular job or industry for a minimum period of two weeks and a maximum of six, without receiving a salary.

Organisations that are usually keen to take people on work experience are the government sector: local government, TAFE and universities. It may be difficult to obtain local work experience in private companies.

You may need to make contact with Human Resources managers, either on the phone or in writing. Personal Accident Insurance may need to be purchased by you. You can contact **IC Firth & Associates** on (02) 8853 9100.



## Links

### Engineers Australia (EA) - Sydney division

Level 1, 118 Alfred Street Milsons Point NSW 2061  
Tel (02) 8923 7100

Email [library@engineersaustralia.org.au](mailto:library@engineersaustralia.org.au)

Publications at: [engineers media on line.](http://engineersmediaonline.com)

Website: [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)

For assessments to gain competencies in any engineering field read: the Overseas Qualifications Assessment Kit.

A comprehensive library about all subjects related to engineering can be accessed on Website: [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)

"Applicant's Handbook for Chartered Professional Engineers. Chartered Engineering Technologist and Chartered Engineering Officer 2004" by Engineers Australia.

Information on professional attributes, principles of sustaining development and managing information and documentation can be found at Engineers Australia.

Engineers Australia is not a recruitment agency, but the organisation has an employment database (NEED) and a comprehensive directory of employment advice and job search strategies listed on [engineer.career](http://engineer.career), which is a member's only section of the Engineers Australia website. You can access the site by logging on to the Members Zone at Website: [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au). If you have not accessed the Members Zone before you will have to register. This can be done online at the same address. It will take 24 hours to process your application in most cases.

State Recognition Body: NSW DET:  
Website: [www.osas.det.nsw.edu.au](http://www.osas.det.nsw.edu.au) Tel (02) 9269 3500. National Office of Overseas Skills Recognition (NOOSR) Telephone Hotline Information Service 1800 020 086 [noosr@dest.gov.au](mailto:noosr@dest.gov.au)

For salary and labour market information for TAFE graduates visit [www.ncver.edu.au](http://www.ncver.edu.au)

The Association of Professional Engineer, Scientist and Managers, Australia is the largest national non-profit organisation representing professional

employees in various management fields including engineering. The website features a searchable job database [www.apesma.asn.au](http://www.apesma.asn.au)

For information about the starting salaries and destinations of engineering graduates, please visit Gradlink: [www.gradlink.edu.au/grads](http://www.gradlink.edu.au/grads). Gradlink provides state by state and gender breakdown of engineering industry activity, five year trends in graduate salaries and activities and salary comparisons with other fields of study.

### LINKS TO EMPLOYMENT

[www.gradlink.edu.au/gradsonline](http://www.gradlink.edu.au/gradsonline)

[www.ncver.edu.au](http://www.ncver.edu.au)

[www.careerone.com.au](http://www.careerone.com.au)

[www.seek.com.au](http://www.seek.com.au)

[www.defencejobs.gov.au](http://www.defencejobs.gov.au)

[www.engineeringjobs.net.au/index.html](http://www.engineeringjobs.net.au/index.html)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.adecco.com.au](http://www.adecco.com.au)

[www.gotachance.com](http://www.gotachance.com)

[www.ambitengineering.com.au](http://www.ambitengineering.com.au)

[www.titan.net.au/tr/index.asp](http://www.titan.net.au/tr/index.asp)

[www.alphawest.com.au](http://www.alphawest.com.au)

[www.engcen.com](http://www.engcen.com)

[recruitment@csiro.au](mailto:recruitment@csiro.au)

[www.epcjobs.com](http://www.epcjobs.com)

[www.aaai.com.au](http://www.aaai.com.au)

[www.meridianconsulting.com.au](http://www.meridianconsulting.com.au)

[www.capablestaff.com.au/jobs/engineering.htm](http://www.capablestaff.com.au/jobs/engineering.htm)

[www.sanzaengineers.com/jobs.html](http://www.sanzaengineers.com/jobs.html)

[www.smec.com.au](http://www.smec.com.au)

[www.provisionengineers.com/jobs/jobs/asp](http://www.provisionengineers.com/jobs/jobs/asp)

[www.cracker.com.au](http://www.cracker.com.au)

[www.webfirm.com.au](http://www.webfirm.com.au)

[www.forums.whilpool.net.au](http://www.forums.whilpool.net.au)

[www.employment.byron.com.au](http://www.employment.byron.com.au)

### Other useful websites

**Australian Academy of Technological Science and Engineering** Website: [www.atse.org.au](http://www.atse.org.au)

[www.wagenet.gov.au](http://www.wagenet.gov.au) provides information on wages and conditions of employment in Australia for work that is covered for federal awards.

Engineers Australia's National Engineering Employment Database regularly lists about 100 vacant engineering positions, it is accessible through the members Zone of Engineers Australia: [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)



# Information Technology in Australia

Although market demand for IT professionals tends to fluctuate, in mid-2005 a bi-annual review of the IT jobs market showed there was a substantial increase, of 73 percent, in the number of positions advertised. The industry is fast-growing and ever-changing, with salaries increasing.

On average, **30,000 vacancies are advertised a year**, with 680,000 people employed in IT and related support jobs. There are 235,000 in the information communication technology (ICT) producing industry, 235,000 in other industries and 210,000 in support jobs. About 41.6 percent of IT jobs are located in NSW.

In Australia IT jobs are concentrated in service-oriented sectors such as telecommunications, finance and insurance. The use of computer technology is about the highest in the world, with Australian business investment in computer-related equipment growing rapidly since the early 1990s.

Australia does not have many specific high-tech firms and manufacturing of high-tech products is limited. However it is among the world's heaviest users of high-tech products. The use of new consumer electronic devices, most notably phones, is high by world standards. Australia has experienced significant output growth in computer-use and has benefited from technological advances in the sector through lower prices passed on to users.

## Employment in the IT Sector

The majority of employment opportunities involve the use of computers to create business information systems. About 80-90 percent of positions will be in this area. Because IT professionals are concerned with business systems, it is highly desirable that they also have a background in accountancy or management.

**Demand is growing rapidly for computer systems engineers**, who specialise in the application of computers in a wide range of industrial areas, such as computer-integrated manufacturing and the control of operations in a steel mill, oil refinery or an electricity distribution centre.

Computer systems engineers do research into the design of specialised hardware and software. They develop techniques to effectively use computer technology. Because of the importance of information and the crucial role it plays in many companies, it is advisable that computer professionals understand the day-to-day operations of a company. This, together with training, makes them good candidates for management positions at later stages in their careers.

Job opportunities exist in programming, systems analysis, computer engineering, marketing, education projects, multimedia development, database management, networking and software engineering.

Many IT professionals work as consultants offering support services to small businesses.

## Recognition Of Overseas Qualifications

In Australia the IT profession is not regulated by law. There are no formal minimum requirements for employment. Employers generally make their own assessment of qualifications and experience, although membership of a professional organisation will count with some employers.

In Australia one becomes an IT professional by completing an approved higher-education course in IT or by gaining an approved IT qualification through the **Vocational Education and Training (VET) system**.

Overseas qualifications should be submitted to the **National Office of Overseas Skills Recognition (NOOSR)** for an educational assessment and also to the **Australian Computer Society (ACS)** to certify their comparability to Australian qualifications.

Those with few qualifications but extensive work experience in the IT industry may still apply to the ACS for Recognition of Prior Learning (RPL).

RPL means that an overseas-qualified IT professional would be granted credit or partial credit towards a qualification in recognition of his/her skills and knowledge gained either through work experience or formal and informal training. The applicant must be deemed competent within industry competency standards or as specified in Australian Qualifications Framework accredited courses.

The ACS's Procedures Information Manual provides information on the recognition of qualifications. ACS website [www.acs.org.au](http://www.acs.org.au).

ACS helps members keep knowledge up to date, gain practical new skills, explore ideas and concepts, and engage in professional networking.

To join ACS [www.acs.org.au/membership.htm](http://www.acs.org.au/membership.htm)  
ACS is on Level 3, 160 Clarence St, Sydney. Tel (02) 9299 3666.

## Skills In Demand

According to the Department of Employment and Workplace Relations' Job Outlook, prospects for IT professionals are good and employment growth is expected to be strong. According to the ACS an upturn in the ICT sector, combined with the impending retirement of thousands of experienced developers and other ICT professionals, will increase opportunities for qualified programmers with practical experience in popular technologies such as .NET and Java.

The latest ACS employment survey, released in May 2005, recorded a strong increase in the number of unemployed respondents who listed programming as their key responsibility, up from almost 18 percent the previous year. This is despite jobs becoming more plentiful as business and government customers embark on new and larger projects.

Recent research shows that demand for ICT professionals is the highest it has been for the past four years. ICT salaries across the board increased by 7.9 percent during the first half of 2005, reflecting increased employer demand and reduced candidate supply.

Skills in high demand included J2EE, .NET, Citrix, Windows 2000?NT/XP, Novell and Unix. Also finding a welcome market are softer skills in business communications, relationship-building, teamwork and multi-lingual skills.

One predicted shortage, for which employers will have to prepare, is the loss of mainframe knowledge and skills as many of these specialists leave the industry after many years of service. Finding younger professionals willing to train and work with these older technologies will require a specific focus from the many corporations still dependent on mainframe systems, particularly in the finance sector.

Consultants and contractors are expected to keep their skills up to date and relevant to market requirements. This means staying abreast not only with technical skills, but also training in the softer skills that are increasingly being included in job descriptions. Your ability to offer additional business and communication skills will make you far more attractive to an employer.

## Training

To remain employable it is advisable to upgrade skills regardless of the country in which you studied or worked, or the industry.

It is easy to equate lifelong learning with on-going formally structured education, such as courses, seminars and university qualifications, but it fails to recognise that learning takes place in many contexts outside a structured environment. It takes place in the workplace, through social and professional networking, through discussion with peers and those working outside your own areas or industry. And it takes place through reading, observation, mentoring and being mentored.

**It is important to assess your own knowledge and where to focus your learning and to have a plan to achieve it.**

**Project Management courses** are important because there is a high demand for project managers. There are a number of courses that can be accessed through TAFE at [www.tafensw.gov.au](http://www.tafensw.gov.au). Check with ACS for professional development courses and with individual universities for postgraduate courses.

## Searching for a job

Prior to applying for jobs it is important to acquire some knowledge of the industry and the employment market. Search for information on the type of organisations for which you want to work, identify those that are actively hiring, keep an eye on the areas that are in demand and contact recruitment companies. It is helpful to identify trends, recruitment practices, management practices and job opportunities. It is not just technological skills and experience that are important, but also business knowledge and acumen. Large multinationals often look for candidates with international experience.

It is important to do a daily search for jobs on the Internet, newspapers, apply to recruitment agencies and keep in touch with them, and look for jobs daily on the touch screens either at Centrelink or at the local Job Network Provider.

**Customise your resume** to address the requirements of the position for which you are applying. If it is a network position put your network experience and current training up front. People who read resumes are not going to search too deeply in the culling process.

**Build networks.** Make yourself known, join the Australian Computer Society and attend members events. About 70 per cent of ICT jobs are not advertised, you need to tap into the hidden job market. Join other professional associations, special interest groups, business groups and start networking. The more people who know you the more opportunities will arise.

Focus on what ideally you want to do because if you are passionate about something you tend to be good and successful at it.

**Deal with competition.** There are many candidates with Australian experience and qualifications, younger than you and with more specific experience and qualifications, so **sell your strengths** - these may be that you are mature, have a stable work history and bring life experience to the job.

**Address the selection criteria.** When applying for a government job you can request a package of information about the position. Read it carefully. Address the selection criteria, which is a list of requirements applicants must meet in order to be selected for an interview. Applicants must address each criteria, giving details of their skills, experience, knowledge and other personal information. If there is no selection criteria then send a simple cover letter.

**Send a good resume.** A resume has one single purpose and it is to secure an interview, so give it the attention it deserves. The person who will hire you is working long hours. It is likely that he or she will spend 20-30 seconds to review your resume, so to prepare a good resume consider what the employer really wants, needs and what abilities you have that will make you the perfect candidate. Show how you can benefit the organisation. Keep the resume concise. Highlight what you did, how you did it and what you achieved. **Demonstrate your achievements** by quantifying your experience in areas such as budgets, improvements in efficiency, technical achievements and so on. You can use project work to demonstrate, especially if it has been put into practice. **Don't mass mail a standard resume.**

**Plan the interview.** Know the job thoroughly. Prior to attending the interview conduct in-depth research into the company's needs. Visit its website. Where possible read the company's annual report, business plans, current operational plans and find out about the organisational structure and how this job fits in and relates to other parts of the organisation. This will help you to **understand the position and the company**: the business, growth levels, challenges it is facing, plans for the future, profit levels, customer base and so on. This also will help you to define the type of contribution you could make - for instance, in terms of improvements and ideas, to which you could make reference during the interview process.

Prepare for interviews in a structured way. Read through your application and know the reasons you stated to gain an interview. **Know your strengths and weaknesses and address likely questions** based on the selection criteria and formulate some responses that incorporate your skills and abilities. Consult with someone already working in the field. Address questions about policy, such as occupational health and safety, Australian and international standards and modern management practices (best practice, benchmarking, etc). Demonstrate expertise in these areas with practical examples. Always highlight measurable achievements. Talk with another IT professional already working in the field.

As well as technical knowledge, employers will be looking for other attributes:

**Strong leadership abilities.** Include examples where you provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

**Building and maintaining relationships.** Include examples of established working relationships within and across disciplines (internal and external). Examples of contributions made through these relationships.

**Effective communication skills.** Include both written and verbal skills. Provide examples of your ability to communicate across all levels of the organisation, with people from different cultural and social backgrounds. Your understanding of what is effective communication and examples on how it can be implemented in the workplace. Examples where you have worked on projects that required a number of different disciplines and that have relied on your ability to communicate effectively.

**Financial management.** Managing your own budget, with examples of meeting budget targets and planning budgetary needs.

**Working in teams.** Include examples of working cooperatively on joint projects with other workers, other units or other companies, particularly in roles where large-scale development is required. Show effective communication skills, business acumen, leadership qualities and the ability to relate to customers. These aspects are highly valued in Australia.

**Business skills.** Apart from your technical skills, demonstrate your ability to service the business side of ICT and your project management skills.

## Work Experience

Work experience involves working normal hours without receiving a salary for a minimum period of two weeks and a maximum of six. Gaining local work experience can be **a crucial element in adapting overseas skills to the Australian context**. It provides an opportunity to interact with other professionals, build professional networks, experience the workplace culture and observe cultural difference, as well as apply standards, the code of practice and become familiar with the Australian philosophy of service and management. Employers value applicants who have work experience in Australia.

Organisations that are usually keen to take people on work experience are the government sector: local government, TAFE and universities. It may be difficult to obtain work experience in private companies.

You need to make contact with human resources managers, either by telephone or in writing. You may need to purchase personal accident insurance. For insurance information contact **IC Firth & Associates** on (02) 8853 9100.

## Links

### JobSearch It – careers

job vacancies in ICT are in the IT career section of JobSearch.

### Ambition

is a specialist recruitment website for the IT and finance industries.

### Techwriter Placement Services

is a NSW-based specialist recruitment agency.

### JobNet.

The career centre for IT.

### ACT IT careers portal

aims to improve access to information about IT-related courses and careers for people either within or outside the industry who are considering a career change.

### IT Jobs

is a listing from Australia's top IT recruitment agencies as well as from Fairfax publications including The Age and The Sydney Morning Herald.

### NSW Government Portal

Your Career NSW has information on careers in the NSW public service.

Website: [www.nsw.gov.au/employment.asp](http://www.nsw.gov.au/employment.asp)

## Other Links

Website: [www.jobserve.com.au](http://www.jobserve.com.au)

has international links and will email the latest jobs in IT. It advertises 2.5 million jobs a year. Tel (02) 9959 8600

Website: [www.acs.org.au/ictcareers/careers/jobsties.htm](http://www.acs.org.au/ictcareers/careers/jobsties.htm)

Website: [www.jobnet.au](http://www.jobnet.au)

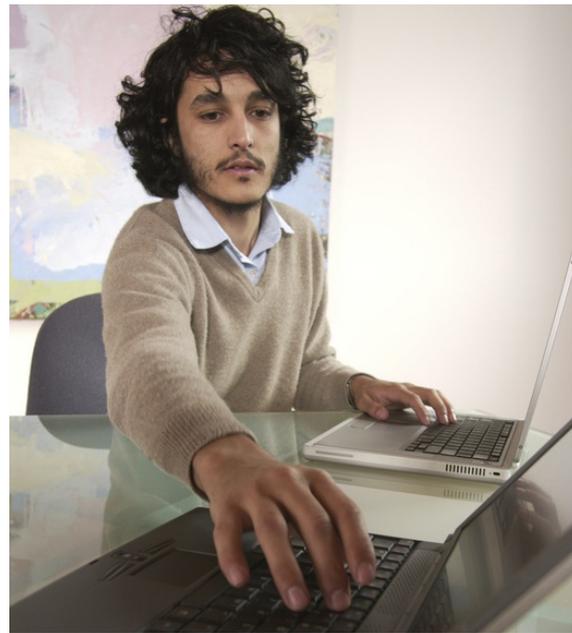
The largest website in Australia, with many permanent contracts and consulting positions available for the IT profession.

Website: [www.zdnet.com.au/jobs](http://www.zdnet.com.au/jobs)

Local site that provides job-search services, topical features and career resources.

Website: [www.itcra.com/aboutmembers.jsp](http://www.itcra.com/aboutmembers.jsp)

Contains a list of members of the IT Contract and Recruitment Association.



## LINKS FOR EMPLOYMENT

[www.seek.com.au](http://www.seek.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

[www.greythorn.com](http://www.greythorn.com)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.execom.com.au](http://www.execom.com.au)

[www.employmentguide.com.au/sitemap](http://www.employmentguide.com.au/sitemap)

[www.recruitasp.com/about/shy\\_asp](http://www.recruitasp.com/about/shy_asp)

[www.catalystrecruitment.com.au/cr/index.c/m](http://www.catalystrecruitment.com.au/cr/index.c/m)

[www.careers.unsw.edu.au/student/usefulLinks/recruitment/Agencies.aspx](http://www.careers.unsw.edu.au/student/usefulLinks/recruitment/Agencies.aspx)

[www.employment.byron.com.au](http://www.employment.byron.com.au)

[www.job.yahoo.com.au](http://www.job.yahoo.com.au)

[www.ibm.com](http://www.ibm.com)

[www.justrail.net/rail-jobs/information-technology-jobs.asp](http://www.justrail.net/rail-jobs/information-technology-jobs.asp)

[www.seedsofchange.com.au/information-technology-jobs.asp](http://www.seedsofchange.com.au/information-technology-jobs.asp)

[www.defencejobs.com/defence-jobs/information-technology-jobs.asp](http://www.defencejobs.com/defence-jobs/information-technology-jobs.asp)

[www.top-information-technology-jobs.com](http://www.top-information-technology-jobs.com)

[www.itskillshub.com.au/information-technology/it-jobs-australia.html](http://www.itskillshub.com.au/information-technology/it-jobs-australia.html)

## Useful References

- 1 The Journal of Research and Practice in IT
- 2 Australian Computer Journal
- 3 The Core Body of Knowledge
- 4 Recognition of Prior Learning Guidelines
- 5 Recognition of Prior Learning Package.



# The Legal Profession in Australia

Job prospects for lawyers in Australia are very good. According to the Department of Employment and Workplace Relations' JobOutlook, employment growth is expected to be strong. Employment in this occupation rose slightly in the past five years.

There are about 48,800 legal professionals working in Australia. They mostly work full-time. The average weekly hours are 42.1. Earnings are high. Unemployment is below average. Legal professionals are employed across several industries including legal and accounting services and government administration.

Lawyers working in Australia must hold a **law degree** or approved diploma course and must have completed **a course of practical legal training**. Combined degrees such as arts/law or economics/law are also acceptable.

## Recognition Of Overseas Qualifications

Admission to the **Legal Profession Admission Board** as a legal practitioner is essential to practise in NSW. Overseas-qualified lawyers must have their qualifications assessed by the Legal Profession Admission Board. This is a body created by legislation responsible for making rules for, and approving, the admission of legal practitioners.

All applicants for admission are required to have completed **a tertiary academic course in Australia** with the equivalent of not less than three years full-time study, which includes 11 compulsory courses. The 11 subjects are: Criminal law and procedures, torts, contracts, property (both real and personal), equity, administrative law, federal and state constitutional law, civil procedure, evidence, company law, and professional conduct.

### For applicants who have not completed the academic stage of qualification in their home jurisdiction

Any application made for exemptions from required academic subjects forming part of the board's examination requirements are treated under Rule 97 (2) (b). Under that rule, exemption assessment is by comparing each individual subject studied with those required to be studied in the board's examinations, i.e. assessed on a subject by subject basis.

Applicants are likely to receive only limited exemptions given that the board's examinations comprise 20 subjects. Furthermore, some of the subjects previously studied may not have a board examination equivalent, e.g. the study of constitutional law from a home jurisdiction will not exempt an applicant from studying Australian constitutional law.

## For applicants who have completed the academic stage of qualification in their home jurisdiction

Those applicants will be assessed under different criteria. For those who have not been admitted to practise law, they will be assessed under Rule 97(2)(c). For those who have been admitted but who have not practised, they will be assessed under Rule 97(2)(d). For applications who have been admitted and who have practised, they will be assessed under Rule 97(2)(e).

The board's website gives guidance as to the likely level of exemption for certain jurisdictions. A person who has successfully completed the academic stage of qualification in their home jurisdiction may be required to study a maximum of 13 of the board's one semester subjects. This total will be less if the **Academic Exemptions Sub-Committee** determines that exemptions can be awarded for one or more of these 13 subjects. In particular, applicants who have evidence of at least five years post-admission legal experience of a sufficiently general nature may gain a further exemption from studying Australian constitutional law.

## Studying Required Subjects

Upon a determination by the Academic Exemptions Sub-Committee, any subject that is to be satisfactorily completed may be studied through the Law Extension Committee of the University of Sydney (LEC). If study is not possible through the LEC there are alternative study options available with other legal education providers.

## Practical Legal Training Requirement

To fulfil the practical training requirement an applicant must have completed a practical legal training course accredited by the board. Applications for exemption from this requirement should be made to the **Practical Training Exemptions Sub-Committee**. Exemptions are only given where the applicant has shown that they had gained competencies substantially equivalent to those expected of a person who has successfully complete a practical legal training programme accredited by the board.

**Upon successful completion of these requirements, the Board will recommend to the Supreme Court of NSW admittance as a legal practitioner. All legal practitioners are sworn in by the court before being able to practise.**

Once admission has been granted an overseas-qualified lawyer can elect to practise as a **solicitor** or a **barrister**. In Australia, lawyers wishing to practise as a solicitor need to apply to the **Law Society of NSW** to be issued with a **practising certificate** as a solicitor. Additional training may be needed.

Lawyers wishing to practise as a barrister need to apply to the **NSW Bar Association** to be issued with a **practising certificate** as a barrister. They will be required to complete the **Bar Reading Program** offered by the NSW Bar Association before being issued with a practising certificate. Additional training may be needed.

Neither the Law Society of NSW nor the NSW Bar Association plays a part in admission matters.

### THE STEPS

1. Apply for academic exemptions to the Legal Profession Admission Board
2. Enrol for and undertake the required academic subjects
3. Apply for exemptions from practical training or complete a training course
4. Apply for admission to the Legal Profession Admission Board
5. Apply to the Law Society of NSW to practise as a solicitor, or  
Apply to the NSW Bar Association to practise as a barrister
6. Seek employment

## Areas of Specialisation

- Administrative law (includes human rights and immigration)
- Children's legal issues
- Family law
- Property law (environmental, planning/local government)
- Medico-legal law
- Employment and industrial law
- Criminal law
- Alternative dispute resolution
- Business law
- Personal injury
- Taxation law
- Wills and estate

## Employment

A law degree opens up the possibility of many varied careers:

### Government legal officer

All state and federal government departments employ lawyers for legal and policy work, such as the Attorney Generals Department, Foreign Affairs, Department of Justice, Department of Human Services, Premier and Cabinet.

### Statutory bodies

There are also a number of statutory bodies which deal with a range of issues that employ qualified lawyers, such as the Australian Securities and Investments Commission, Human Rights and Equal Opportunities Commission and the Australian Law Reform Commission.

## Advocacy and community sector work

For lawyers with an interest in defence and advocacy work there are a number of advocacy bodies established under statute and in the community sector, which provide opportunities for employment.

## An associateship

An option that may be suited to lawyers thinking of a career as a barrister is to work as an associate to a judge in either the High Court, Federal Court or Supreme Court. These positions normally last for 12 to 18 months and provide lawyers with a good insight into how the law operates in practice, exposing them to court proceedings and also the advocacy skills required to be a barrister. Contact the courts for more information (see details below).

## International opportunities

All large commercial law firms have overseas offices, which provide opportunities to work overseas.

The United Nations system and its various agencies provide opportunities in a variety of fields, as well as non-government organisations, Amnesty International, Human Rights Watch and the International Committee of the Red Cross.

## Paralegal professions - law clerk, legal assistant, legal executive, litigation, settlements officer

Paralegal professionals work under the supervision of lawyers in the private and public sectors. Paralegals work closely with lawyers, judges and prosecutors. While lawyers assume the ultimate responsibility for legal work, paralegals assist in all phases of case management and trial preparation.

This option can offer some opportunities for overseas-qualified lawyers to gain some local experience.

## Work experience

Work experience involves working normal hours without receiving a salary for a short period. Gaining local work experience in a legal firm or a community legal centre can be a crucial element in adjusting to the Australian context, as you will gain an insight into how the law operates in practice, exposing you to court proceedings, trial preparation, application of the law and work practices. Work experience is ideal to build professional networks, experience the workplace culture, and become familiar with Australian management styles. Approach community legal centres, they may be more open to such initiatives than private legal practices.

You may need to purchase personal accident insurance. For insurance you can contact **IC Firth & Associates on (02) 8853 9100**.

**Volunteer Match** is a service that specializes in placing skills professional volunteers in not-for-profit organizations. Website: [www.volunteermatch.com.au](http://www.volunteermatch.com.au).

## Looking For Work

Prior to applying for jobs get to know the legal sector, search the job market, the type of organisations you want to work, identify those who are actively hiring, keep an eye on professional areas in demand, identify trends, recruitment practices and job opportunities.

**Customise your resume** to address the requirements of each position you apply for. If it is related to family law for instance, outline your family law experience and current training up front. People who read resumes are not going to search too deeply in the culling process.

**Build your networks.** Make yourself known, for example join professional associations, special interest groups, business groups and start networking. The more people who know you the more opportunities will follow.

**Focus on what you want** ideally want to do because if you are passionate about something you tend to be good and successful at it.

**Deal with competition.** You will undoubtedly be under strong competition when applying for jobs – there will be many lawyers with Australian experience and qualifications, younger than you and with more specific experience and qualifications, **so sell your strengths**, and these may include that you are mature, have a stable work history and can bring your life experience to the job.

**Address the selection criteria.** When applying for government positions you can request an information package about the position. Read it carefully. Normally, you will need to address the selection criteria, which are requirements applicants must meet to be selected for an interview. Applicants must address each criterion in a precise way, giving details of their skills, experience, knowledge and other personal information.

**Send a good resume.** In the case of job applications where no selection criteria is given, the resume will be very important to get to the interview stage. Keep it concise. Customise your resume to address the requirements of the position for which you are applying.

Every position advertised is different so every application should vary. Emphasis needs to be made on the expertise and experience and attributes wanted for each position.

**Plan the interview.** Know the job thoroughly. Prior to attending an interview conduct in-depth research into the law firm. Visit its website. If you are able to, read an annual report. Understand the organisational structure and how this job fits in, the links to other parts of the organisation and how they work. This will help you to gain a good understanding of the scope of the position and the situation the firm, such as challenges it is facing, areas of specialisation, future direction and client base. This will help you to define the type of contribution you could make if you were employed, in terms of improvements, ideas and attracting clients, to which you could make reference during the interview process. Use examples where possible.

Prepare for interviews in a structured way. Read through your application and know the reasons you gave to gain an interview. Know your strengths and weaknesses, prepare for possible questions based on the selection criteria or the advertisement, and formulate some responses that highlight your own expertise and experience.

Apart from the legal knowledge, other attributes will be sought, such as strong leadership abilities. You could include examples where you provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

You could include examples of building and maintaining relationships and of establishing working relationships within and across disciplines (internal and external).

**Demonstrate your experience in working in legal teams**, of working cooperatively with other workers, other units and other organisations on joint projects.

## Links

### Legal Practitioners Admissions Board

Level 4, 37 Bligh Street Sydney NSW 2000  
Tel: (02) 9338 3500 Fax: (02) 9338 3555  
Website: [www.lawlink.nsw.gov.au/lpab](http://www.lawlink.nsw.gov.au/lpab)

### The Law Society of NSW

170 Phillip Street, Sydney NSW 2000  
Tel: 02 9926 0333 Fax: (02) 9231 5809  
Website: [www.lawsociety.com.au](http://www.lawsociety.com.au)

### NSW Bar Association

174 Phillip Street, Sydney NSW 2000  
Tel: 02 9232 4055 Fax: 02 9221 1149  
Website: [www.nswbar.asn.au](http://www.nswbar.asn.au)

### Australian Law Online

Website: [www.law.gov.au](http://www.law.gov.au)

### University of Sydney's law library

Website: [www.library.usyd.edu.au/libraries/law](http://www.library.usyd.edu.au/libraries/law)

### The Justice Foundation of NSW

Website: [www.lawfoundation.net.au/links/weblaw.html](http://www.lawfoundation.net.au/links/weblaw.html)

### Law Council of Australia

Website: [www.lawcouncil.asn.au](http://www.lawcouncil.asn.au)

### Legislation of the Commonwealth and non-selfgoverning territories

Website: <http://scaleplus.law.gov.au>

### Government of NSW legislation

Website: [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

### Links to legal professionals and legal resources

Website: [www.findlaw.com.au](http://www.findlaw.com.au)

### Legal news and legal products

Website: [www.thompson.com.au](http://www.thompson.com.au)

### Court cases, news, conferences, workshops

Website: [www.lexisnexis.com.au](http://www.lexisnexis.com.au)

### Supreme Court of NSW

Website: [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au)

### Federal Court

Website: [www.federalcourt.gov.au](http://www.federalcourt.gov.au)

### High Court of Australia

Website: [www.highcourt.gov.au](http://www.highcourt.gov.au)



## LINKS FOR EMPLOYMENT

[www.lawyerweekly.com.au/jobs.asp](http://www.lawyerweekly.com.au/jobs.asp)

[www.careerone.com.au/jobs](http://www.careerone.com.au/jobs)

[www.sec.gov/jobs.lawyers.htm](http://www.sec.gov/jobs.lawyers.htm)

[www.findlawjob.com](http://www.findlawjob.com)

[www.employment.byron.com.au/legal.html](http://www.employment.byron.com.au/legal.html)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au)

[www.cracker.com.au/sydney/jobs/legal/search](http://www.cracker.com.au/sydney/jobs/legal/search)

[www.hays.com.au](http://www.hays.com.au)

[www.seek.com.au](http://www.seek.com.au)

[www.nowhiring.com.au](http://www.nowhiring.com.au)

[www.occupationpro.com](http://www.occupationpro.com)

[www.jobserve.com.au](http://www.jobserve.com.au)



# Management in Australia

According to the Australian Institute of Management, managers are found in all industries and at all levels of an organisation. There are different types of managers, company executives, senior managers and general managers. There are also functional managers who are responsible for specific project functions, products or service lines. However no matter what level of responsibility, management remains the same, albeit with different challenges.

Employers are increasingly seeking managerial staff with tertiary qualifications in fields such as finance, accounting and personnel management. Specialist managers require qualifications and substantial experience in their field. Senior managers often do a Master of Business Administration (MBA), although this is not essential. In some cases managers need to apply modern management concepts such as best practice, benchmarking and corporate governance.

Apart from business or management skills, much emphasis is placed on non-technical areas such as leadership, communication, conflict resolution, fostering creativity and innovation, and managing change. Managing change can include organisational restructuring, introducing new management structures, reorganising departments, re-allocating staff or overseeing changes to accountability reporting.

As a result of constant change, management is always evolving and managers constantly strive to keep up to date with current management theory and practice. The advent of new technologies, globalisation and continual change mean that management continues to evolve.

## Different management styles

The culture of the organisation and the business environment can affect management practices. In Australia a manager is expected to have an intimate knowledge of the business and an understanding of the business strategy and corporate priorities. However he or she is also expected to display leadership and vision, and be innovative in taking the organisation in new directions.

Different companies use different management styles. The old management style, which could be defined as authoritarian, hierarchical, control driven and top down, where the manager works out solutions, delegates little, controls and gives orders, is now perceived by some employers as limiting. In some cases this traditional style is being replaced by a more progressive management style where the manager guides staff by empowering them to contribute with their own ideas to business improvement, by guiding, mentoring, rewarding and motivating them.

## Recognition of Overseas Qualifications

It is possible to apply directly to employers for a job, as there are no formal requirements for managers. However, overseas-qualified managers need to up-grade their skills and expertise, as management practices may be different in Australia. They should join the Australian Institute of Management, or other specialist professional associations.

## Employment

Job prospects vary depending on the industry. According to the Department of Employment and Workplace Relations' Job Outlook, job prospects for general managers are good. Employment growth is expected to be strong. Employment rose strongly in the past five years. Average weekly hours are 49.5. Earnings are high. Unemployment is below average.

General managers are employed across most industries. For information about job prospects in specific areas visit [www.workplace.gov.au/joboutlook](http://www.workplace.gov.au/joboutlook).

## Work Experience

Work experience involves working normal hours without receiving a salary for a given period. Gaining local work experience in the area in which you want employment is a crucial element in adapting to the Australian context. You will gain an insight into how managers operate, exposing you to their management style and practices. Work experience also is ideal for building professional networks, experiencing the work culture, and becoming familiar with business operations. Community organisations and government departments are more open to providing work experience than are private companies.

You may need to have personal accident insurance. For insurance information contact IC Firth & Associates on (02) 8853 9100.

Volunteer Match is a service that helps place skilled professional volunteers in not-for-profit organisations. Website: [www.volunteermatch.com.au](http://www.volunteermatch.com.au).

## Job Search

Prior to applying for jobs get to know the industry sector in which you want employment and the type of organisations for which you want to work, search the job market, identify companies that are actively hiring, keep an eye on areas where there is high demand and identify trends and recruitment practices.

## Applying for a job

Read through the job description and selection criteria carefully to ensure you are qualified. Every position advertised is different so every application should be different.

**Address the selection criteria.** If you are applying for a job in government or a community organisation, there will be selection criteria. Ask for the information package about the position. Read it carefully. In a separate document address the selection criteria. This is a list of requirements applicants must meet in order to be selected for an interview. Applicants must address each criterion, giving details of their skills, experience, knowledge and other personal information. Highlight what you did, how you did it and what you achieved.

**Send a cover letter.** When there is no selection criteria send a cover letter applying for the position and outlining your relevant experience and achievements.

**Send a good resume.** Where no selection criteria are given, the resume will be very important in getting to the interview stage. You should consider what the employer wants and needs and what abilities you have that make you a perfect candidate and how you can be of benefit to the organisation. Keep it

concise. Customise your resume to address the requirements of the particular position. For instance if they advertise for a project manager, write about your experience in project management up front. Also, demonstrate your achievements by quantifying your experience in areas such as budgets, efficiency improvements, achievement of targets, strategies used and so on. **Don't mass mail standard resumes.**

**Build networks.** Make yourself known, join a professional association and attend events. Some jobs are not advertised so you need to tap into the hidden job market.

Focus on what ideally you want to do because if you are passionate about something you tend to be good and successful at it.

**Deal with competition.** There will be many candidates with Australian experience and qualifications, who are younger than you and with more specific experience and qualifications so sell your strengths, which may be that you are mature, have a stable work history and bring your life experience to the organisation.

**Plan the interview.** Find out as much as possible about the job. Prior to an interview conduct in-depth research into the organisation's needs. Visit its website. If you are able to, read the company's annual report, business plans, operational plans, financial reports and understand the organisational structure and how the job fits in to this. This will help you understand the position and the company, its business, its management style, philosophy of service, growth levels, challenges, plans for the future, profit levels, financial targets, customer base and so on. It will help you gauge the type of contribution you could make. You could make reference to your ideas and strategies for improvements during the interview.

**Prepare for interviews.** Prepare in a structured way. Read through your application and know the reasons you stated to gain an interview. Know your strengths and weaknesses, prepare possible questions based on the selection criteria and formulate some responses showing your skills and abilities, management style and the strategies you might use. Prepare possible responses on policy in areas such as occupational health and safety, industry standards and modern management practices, such as best practice and benchmarking. Talk with people working in a similar areas. Demonstrate expertise with practical examples. Always highlight measurable achievements.

During the interview you need to **sell the whole package** not just your qualifications. Employers will consider not just your management style, skills and knowledge, but also your ability to fit into a team and the culture of the organisation, as well as your attitude, presentation and enthusiasm. Also valued are strong communication skills, leadership, initiative and a commitment to the profession, as well as a good understanding of customer service and the business processes. Applicants also need to demonstrate an ability to work as part of a team and a willingness to learn.

**Working in teams.** Include examples of working with co-workers, other units and other companies, on joint projects.

**Strong leadership abilities.** This may include examples where you provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

**Building and maintaining relationships.** This may include examples of working relationships within and across disciplines (internal and external) and examples of contributions made through these relationships.

**Effective communication skills.** This may include both written and verbal. Provide examples of your ability to communicate across all levels of the organisation and with people from different cultural and social backgrounds. Show your understanding of what is effective communication and how it has been implemented within the workplace. Give examples of where you worked on projects that required a number of different disciplines and relied on your ability to communicate effectively.

## Links

### Australian Institute of Management (AIM)

AIM is the largest professional body for managers. It encourages management and leadership excellence by promoting, supporting and developing management in all its forms.

AIM is best known as the largest private provider of management training and consultancy services. It is also a source of applied-management information through its national network of bookshops and libraries. It also provides a membership service to managers.

215 Pacific Hwy, North Sydney NSW 2060

Tel: (02) 9956 3030

[www.aim.com.au/membership/default.html](http://www.aim.com.au/membership/default.html)



### LINKS TO EMPLOYMENT

[www.seek.com.au](http://www.seek.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

[www.apsc.gov.au](http://www.apsc.gov.au)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.employmentguide.com.au/sitemap](http://www.employmentguide.com.au/sitemap)

[www.recruitasp.com.au](http://www.recruitasp.com.au)

[www.catalystrecruitment.com.au](http://www.catalystrecruitment.com.au)

[www.davidsonrecruitment.com.au](http://www.davidsonrecruitment.com.au)

[www.employment.byron.com.au](http://www.employment.byron.com.au)

[www.job.yahoo.com.au](http://www.job.yahoo.com.au)

[www.galaxyrecruitment.com.au](http://www.galaxyrecruitment.com.au)

[www.ppoynting.com.au](http://www.ppoynting.com.au)

[www.charterhousepartnership.com.au](http://www.charterhousepartnership.com.au)

[www.logisticsrecruitment.com.au](http://www.logisticsrecruitment.com.au)

[www.franchisecareers.com.au](http://www.franchisecareers.com.au)

[www.abitgroup.com.au](http://www.abitgroup.com.au)

[www.performancefit.com.au](http://www.performancefit.com.au)

[www.advconsulting.com.au](http://www.advconsulting.com.au)

## Policies and Practices of Modern Management

Corporate governance is about management with integrity, accountability and transparency, and about ethical decision-making. The Australian Stock Exchange defines corporate governance as “a system by which companies are directed and managed. It influences how objectives of the company are set and achieved, how risk is monitored and assessed and how performance is optimised”. A set of 10 principles can be found at the stock exchange website: [www.asx.com.au](http://www.asx.com.au).

### Benchmarking

Benchmarking is the search for industry best practices that lead to superior performance. It is possible to benchmark performance indicators, usually expressed in numbers, such as profit margins, return on investment, cycle times, percentage defects, sales and cost of production. It is also possible to benchmark business processes that drive performance indicators, such as how one develops a new product or service, manages to meet customer orders and responds to an enquiry.

### Best Practice

The term best practice is widely used but often means different things to different people. Best practice is a moving target, as leading organisations continue to improve.

Best practice is doing whatever will provide the best overall outcome for a particular enterprise, given the unique combination of values, purpose, vision, resources and environment.

The principles and philosophy behind best practice are:

- Only customers determine value.
- Innovation and continuous improvement are essential and require continuous learning.
- Worthwhile things only happen through people and their relationships.
- The system is the primary determinant of people's behaviour and performance.
- Effective organisations truly understand people, systems and their interaction.
- There is much waste that can be eliminated by understanding and reducing variation and its effects.
- Decisions based on facts, data and human values tend to be more effective.

### Equal Employment Opportunity (EEO)

In an effort to achieve equality, all government departments and a number of private companies have adopted EEO programs.

EEO policies help protect groups considered disadvantaged, such as women, members of minority groups, people with a disability and Aboriginals - who tend to be either unemployed or working in low-paid jobs.

EEO policies are an integral part of recruitment, selection and promotion practices. EEO policies also promote:

- Respect for the social and cultural backgrounds of all employees and customers.
- Access to training and professional development opportunities for everyone.
- Flexible work arrangements.
- Grievance handling procedures accessible to all employees.

## Productive Diversity Principles

In Australia, about 43 percent of citizens were either born overseas or had at least one parent born overseas. About 25 percent of workers were born in another country. Many of these citizens speak other languages and have knowledge of overseas markets and the business culture of their country of origin. Productive diversity principles seek to capitalise on that knowledge and resources in an effort to open up overseas markets, increase trade and share knowledge about business practices in other countries.

They also seek to value the diversity of languages and cultures in the Australian community, recognising and utilising skills and qualifications obtained overseas.

Productive diversity is perceived as a positive force for business because it has the potential to improve productivity, marketing, quality and innovation.

## Occupational Health and Safety (OH&S)

In Australia all employers have a duty of care towards employees. They have a moral duty to anticipate possible causes of injury and illness in the workplace and do everything possible within their power to prevent accidents.

The Occupational Health and Safety Act contains the legal obligation to exercise a 'duty of care' in relation to the health and the safety of employees in the workplace.

Employers and other persons in charge of workplaces must ensure:

- 1 Safe property (premises, equipment, etc).
- 2 Safe systems of work (work practices, manufacturing processes, procedures, etc).
- 3 Safe people (providing suitable information, instruction, training and supervision to workers).

Occupational Health and Safety committees are established within the workplace to make recommendations to management on safety issues. Training on OH&S may be provided.

## Principles of a Multicultural and Diverse Society

Jobseekers interested in applying for positions in the public service will need to become acquainted with the seven principles of a multicultural and diverse society: access, equity, communication, responsiveness, effectiveness, efficiency and accountability.

Such principles exist to ensure that clients from diverse linguistic and cultural backgrounds don't face barriers to receiving government services, are treated fairly and are given clear information about their entitlements and obligations.

The principles serve as a guide for government agencies to integrate cultural diversity considerations into their corporate management processes, so their services are culturally appropriate, effective and accessible to all.

## Links

### Equal Employment Opportunity

**Office of the Director of Equal Employment Opportunity in Public Employment**

Website: [www.eeo.nsw.gov.au](http://www.eeo.nsw.gov.au)

**Equal Opportunity for Women in the Agency (EOWA)**

Website: [www.eowa.gov.au/](http://www.eowa.gov.au/)

**Workplace Info**

Website: [www.workplaceinfo.com.au](http://www.workplaceinfo.com.au)

### Production Diversity

**Centre for Workplace Communication and Culture**

Website: [edoz.com.au/cwcc/docs/cwcc/diversity.html](http://edoz.com.au/cwcc/docs/cwcc/diversity.html)

**AGSM – Ideas and productive diversity**

Website: [www2.agsm.edu.au/agsm/web.nsf/Content/AGSMMagazineOnline-CorporatePartners](http://www2.agsm.edu.au/agsm/web.nsf/Content/AGSMMagazineOnline-CorporatePartners)

**Productive Diversity Homepage**

Website: [www.mrcnh.org/pdw.htm](http://www.mrcnh.org/pdw.htm)

**Department of Immigration and Multicultural and Indigenous Affairs**

Website: [www.immi.gov.au/facts/07productive.htm](http://www.immi.gov.au/facts/07productive.htm)

**Labour Council of NSW**

Website: [council.labor.net.au/community/public/PDFS120001127.html](http://council.labor.net.au/community/public/PDFS120001127.html)

### Occupational Health and Safety

**National Occupational Health and Safety Commission**

Website: [www.eepnsw.gov.au](http://www.eepnsw.gov.au)

**NSW Workcover Authority**

Website: [www.workcover.nsw.gov.au/default.htm](http://www.workcover.nsw.gov.au/default.htm)

**Comare**

Website: [www.comcare.gov.au/](http://www.comcare.gov.au/)

**Australian Occupational Health and Safety Index**

Website: [natiindex.nohsc.gov.au/](http://natiindex.nohsc.gov.au/)

### Principles of a Culturally Diverse Society

Website: [www.immi.gov.au/multicultural\\_inc/publications/charter.htm](http://www.immi.gov.au/multicultural_inc/publications/charter.htm)

### Benchmarking

**Australian Benchmarking Group**

Website: [www.australianbenchmarking.com.au/](http://www.australianbenchmarking.com.au/)

**Benchmarking Plus**

Website: [www.benchmarkingplus.com.au/](http://www.benchmarkingplus.com.au/)

**Productive Solutions**

Website: [www.productivesolutions.com.au/benchmarking.htm](http://www.productivesolutions.com.au/benchmarking.htm)



# Medicine in Australia

There is a shortage of doctors worldwide and Australia is no exception. In Australia, there is a shortage of doctors and specialists in rural areas and in some specialities in the public hospital system in metropolitan areas.

According to the Australian Health Review, a number of factors have contributed to the doctor shortage. Prominent among these was federal government policy in the 1990s, which limited the number of places at medical schools. Five new medical schools have recently been established and the number of bonded medical places in existing medical schools has been increased by 234. The projected outcome of these initiatives is that the number of medical graduates will increase from about 1,200 in 2004 to about 2,200 in 2014.

It is difficult to tell if these will meet society's demands a decade from now, but one thing is certain: Australia's healthcare will be dependent on overseas-trained doctors for some time. They are already making a valued and essential contribution to the provision of healthcare.

## Recognition of Qualifications and Registration

Medicine is regulated by law. Rules for medical registration of overseas-qualified doctors differ depending on the type of visa and the requirements of the state or territory in which a doctor intends to practice.

A recognised medical degree and a one-year post-degree internship are essential to practise in NSW. Registration with the NSW Medical Board also is required.

Some overseas-qualified doctors are recruited directly from abroad by recruitment agencies. These doctors must meet immigration and Medicare requirements and be assessed for registration. If successful they are provided with a temporary visa and conditional registration to work in 'areas of need'.

Temporary/conditional registration is also available to overseas-qualified doctors who have a permanent resident visa. However, if they wish to gain general/unconditional registration then their qualifications must be assessed by the Australian Medical Council (AMC).

Assessment is based on examinations administered by the AMC. If doctors pass the examinations they then need to complete a year of supervised training.

Once doctors are registered with the NSW Medical Board, they can obtain a provider number from Medicare Australia that enables them to prescribe pharmaceuticals, order diagnostic tests and refer patients to other doctors. A Medicare number allows doctors to provide services that attract Medicare benefits.

## General/unconditional registration - NSW Medical Board

To gain general/unconditional registration in NSW, overseas-qualified doctors with permanent residency are required to:

1. Satisfy an initial assessment of qualifications by the AMC
2. Pass the Occupational English Test (OET)
3. Pass the Multiple Choice Question (MCQ) Examination, conducted by the AMC
4. Pass a clinical examination also conducted by the AMC, and
5. Undertake a year of supervised training (similar to an internship).

The AMC is a national standards and examinations body, responsible for the assessment of overseas doctors' qualifications for non-specialist registration and for administering the national examinations for overseas-qualified medical practitioners.

The AMC examinations assess, for registration purposes, the medical knowledge and clinical skills of overseas-qualified doctors, whose qualifications are not recognised by the medical boards of Australian states and territories - that is, doctors trained in medical schools that have not been formally accredited by the AMC.

To conduct an Initial Assessment of Qualifications, a Primary Source Verification of Medical Qualifications is now required. This is done through the International Credential Service of the Educational Commission for Foreign Medical Graduates of the USA. A fee is charged.

For information on Occupational English Test examinations, including fees and examination dates, contact Language Australia, Level 4, 51 Queen St, Melbourne VIC 3000. Tel: (03) 9612 2600 or Fax (03) 9612 2601. Email: oet@languageaustralia.com.au. Website: www.oet.com.au.

The Multiple Choice Question (MCQ) Examination tests the principles and practice of medicine in the fields of internal medicine, paediatrics, psychiatry, surgery, obstetrics and gynaecology. A number of questions in each discipline also focus on general practice. The MCQ is done on computer and is in two parts (morning session and afternoon session), each of three hours duration. Each part contains 125 questions. The MCQ examination is normally held over one day.

After passing the MCQ examination candidates can proceed to the clinical examination.

The clinical examination evaluates clinical competency in terms of medical knowledge and clinical skills as well as professional attitudes towards the safe-and-effective practice of medicine in the community. The examination consists of a multi-station structured clinical assessment of clinical skills. Disciplines covered include medicine and surgery, obstetrics and gynaecology, paediatrics and psychiatry. Candidates are scheduled for a single morning or afternoon examination.

The examinations are designed to be a comprehensive test of medical knowledge, clinical competency and performance. Both the MCQ and clinical assessments are multidisciplinary and integrated. The computer MCQ examination focuses on essential medical knowledge, involving understanding of the disease process, clinical examination, diagnosis, investigation, therapy and management, as well as on the candidate's abilities in judgement and reasoning that enable him/her to distinguish between the correct diagnosis and plausible alternatives. The range of topics covered is based on the clinical curricula of Australian medical schools with an emphasis on common conditions in the Australian community

The clinical examination also assesses the candidate's capacity to communicate with patients, patients' families and other health workers.

On passing the clinical section, a candidate will be awarded an AMC Certificate. This entitles an overseas-qualified doctor to apply to the NSW Medical Board for conditional registration, which allows the doctor to complete the required one-year supervised training

For information about fees, examination dates, contact AMC: PO Box 4819, Kingston Act 2604, Tel (02) 62709777. Email: [amc@amc.org.au](mailto:amc@amc.org.au). Websites: [www.amc.org.au](http://www.amc.org.au),

[www.amc.org.au/datesfees.asp](http://www.amc.org.au/datesfees.asp), [www.amcexams.com](http://www.amcexams.com), [www.amc.org.au/assess.asp](http://www.amc.org.au/assess.asp) (clinical examinations), [www.amc.org.au/elp.asp](http://www.amc.org.au/elp.asp) (English test). To obtain conditional registration: [www.amc.org.au/board.asp](http://www.amc.org.au/board.asp).

NSW Medical Board: Website: [www.nswmb.org.au](http://www.nswmb.org.au). Tel (02) 9879 2296.

For the one-year supervised training, the Postgraduate Medical Council of NSW allocates AMC graduates to positions in NSW hospitals. The clinical year generally commences in the second week of January.

AMC graduates are not interns, although their supervised training commences at a level equivalent to that of an intern. On successfully completing the year doctors are eligible to apply for general registration. For more information visit [www.medeserv.com.au/pmc](http://www.medeserv.com.au/pmc).

An alternative to the AMC examination for overseas doctors interested in general practice, is for doctors with qualifications equivalent to those of the Royal Australian College of General Practitioners (RACGP) to apply for conditional registration limited to general practice. To obtain conditional registration as an overseas trained general practitioner, a doctor must be granted Fellowship of the Royal Australian College of General Practitioners (FRACGP). Doctors should approach the NSW Medical Board before embarking on this option. Obtaining fellowship or conditional registration for general practice does not exempt a doctor from Medicare provider number restrictions.

To qualify for FRACGP, overseas-qualified general practitioners must have five years general practice experience, including at least one year in Australia, and must pass the RACGP examination. The overseas experience has to be equivalent to Australian general practice and it has to be within the last 10 years. A practice-based assessment is also available as an alternative to the examination. For more information contact RACGP on Tel: (03) 8699 0414.

## Overseas-Trained Medical Specialists

Overseas-trained medical specialists seeking recognition in their area of expertise are referred, by the AMC, to the relevant specialist college for assessment of their eligibility for admittance as a fellow of the particular college.

The college may have additional requirements before acceptance of an application. The training and experience of applicants is assessed against the training and examination programs of the relevant college and the standards required for admission to fellowship of that college.

If overseas-trained specialists are assessed as competent to practice in Australia as specialists by the relevant college, they are granted formal recognition. Eligibility for registration (limited to the designated field of specialty) in any state or territory is confirmed with the NSW Medical Board, by the AMC.

See list of specialist medical colleges: [www.amc.org.au/colleges.asp](http://www.amc.org.au/colleges.asp).

## Obtaining a Medicare Provider Number

Access to Medicare rebates is not automatic as there is legislation that restricts access. Most overseas-qualified doctors will need exemptions from the legislation in order to obtain a Medicare provider number.

Medicare Australia is the main contact for provider number information. [www.health.gov.au/workforce/general.htm](http://www.health.gov.au/workforce/general.htm)

If a doctor needs an exemption to Section 19AB of the Health Insurance Act, contact the Workforce Distribution Section of the Commonwealth Dept of Health and Ageing (DoHA). Tel: (02) 6289 5903.

## 'Area-of-Need' Program

An area of need is any area in which there is a lack of specific medical practitioners, or where there are medical positions that remain unfilled even after recruitment efforts.

Area of need is a term that applies to a medical position, not a geographical area, with a specific category of medical registration. Area-of-need positions, which cover both the public and private sectors, are usually located in rural and remote parts of NSW, where access to medical services and other health services is limited. They are mostly general-practice positions. In urban areas specialist and non-specialist hospital positions are more common.

Areas of need are determined by each state and territory - and the methods of defining them vary.

The program enables the recruitment of suitably qualified overseas doctors into declared areas of need positions, on a temporary basis, while efforts continue to attract medical practitioners with general registration on a permanent basis. Area-of-need approvals are also granted for hospital-based general and specialist positions in regional and metropolitan centres.

Conditional registration is required and may be granted by the NSW Medical Board following an interview and assessment by a clinical panel (see below). Conditional registration is the only category of registration available to doctors who don't qualify for general or specialist registration.

Positions that have been declared as areas-of-need positions are advertised on the Department of Health website. See [www.health.nsw.gov.au/ptj](http://www.health.nsw.gov.au/ptj), or for contacts <http://www.health.nsw.gov.au/othp/employerinfo.html>.

## Applying for Provisional/Conditional Registration to Work in Area-of-Need (AON) positions

### Applying for AON positions:

Applications for AON positions should follow the directions in the AON advertisements and address the selection criteria.

If selected for a position, the employer (hospital, general practice) will submit the first stage of the application for assessment and registration of the applicant to the NSW Medical Board or the relevant specialist college.

The employer must submit, to the NSW Medical Board, an Assessment of Suitability Registration Form, the applicant's resume, the Area of Need Certification letter provided by the NSW Department of Health, a detailed position description and two professional references for the applicant that are not more than two years old.

The Board will appoint an assessment panel to interview the applicant and advise the Board on the applicant's suitability. The Board will advise the employer of the outcome.

Assessment of suitability for the position does not constitute registration. Registration is not finalised until the doctor attends the board in person to complete the registration process with a completed Application for Registration for International Medical Graduate Form and all documents as listed on the form.

Conditional registration will be granted when all criteria is met.

Conditional registration to work in an approved AON position and location is granted for a period of 12 months but can be renewed, after demonstrated satisfactory performance and provided the position retains its AON status and the conditions of registration are still met. An English (IELTS) test or OET test is required before an application will be considered by the Board. The English-language requirements are the same for all categories of registration.

### Applying for specialist AON positions

The employer must apply through the Australian Medical Council. The AMC and the relevant specialist college will conduct an assessment in parallel to confirm the practitioner's suitability.

The employer must also submit to the NSW Medical Board a completed Application for Assessment of Suitability for Registration, a resume, Area of Need Certification letter, position description and references.

Upon completion of an assessment, the AMC advises the NSW Medical Board of the college's recommendation. The Board will then notify the employer of its decision regarding registration. The practitioner is then required to attend the Board in person to lodge a completed Application for Registration for International Medical Graduates and the remaining documents as specified in the form. An English IELTS or OET test is required.

## Courses and Resources

### Exam preparation

There are several courses at TAFE and universities that help candidates prepare for English-language proficiency tests:

- 1 The Institute of Languages, University of NSW, in Building 1, 22-32 King Street, Randwick. Tel: 9385 0379.
- 2 Meadowbank TAFE at See Street, Meadowbank. Tel: 9942 3616.
- 3 Ultimo TAFE at Mary Ann Street, Ultimo. Tel: 9217 3293.
- 4 St George TAFE at Princess Hwy and President Avenue, Kogarah. Tel: 9598 6251.

For information on the International English Language Test Services (IELTS) telephone (02) 6285 8222.

The University of NSW South - Western Sydney Area Clinical School conducts bridging programs for overseas-trained medical practitioners. For details telephone: (02) 9828 3238.

General Practice Education Australia offers two clinical bridging courses covering stages 1 and 2 of the AMC clinical examination. For information telephone: 1800 284 732. For application forms and information see [www.gpea.com.au/other\\_education/amc/index.html](http://www.gpea.com.au/other_education/amc/index.html)

There are study aids to assist with the preparation for the MCQ Examination. This includes the Annotated Multiple Choice Question – AMC Booklet. This book is a valuable guide and self-assessment tool. To get a copy telephone Backwell Science Pty Ltd on (03) 9347 0300.

## Medical Libraries

**The University of Sydney Medical Library** Tel: 9351 2413

**The University of NSW Medical Library** Tel: 9385 2648

**The University of Newcastle Medical Library** Tel: 4921 5844.

**Westmead Hospital Library** [www.wsahs.nsw.gov.au/services/medical\\_library/index.htm](http://www.wsahs.nsw.gov.au/services/medical_library/index.htm)

The CHECK Program is a self-education program for general practitioners. It is a quality assurance and continuing development course. The program is offered at a greatly reduced rate to overseas-trained doctors studying for the AMC Examinations.

The CHECK Journal is written by experts in various fields of medicine. Each year the December TEST issue includes 100 multiple-completion questions and relationship-analysis questions. Candidates can submit completed tests for assessment.

All CHECK programs are available as journals. For information telephone the Royal Australia College of Medical Practitioners on (03) 8699 0414, or email: [check@racgp.org.au](mailto:check@racgp.org.au)

GP Learning is an interactive online education service useful to overseas-trained doctors. For information on courses in exam preparation visit: [www.gplearning.gpa.com.au/other\\_education/amc/index.htm](http://www.gplearning.gpa.com.au/other_education/amc/index.htm)

For links to medical dictionaries, medical resources, medical journals and medical atlases, visit [www.health.nsw.gov.au/pubs/a/pdf?assess\\_dpacs/pdf](http://www.health.nsw.gov.au/pubs/a/pdf?assess_dpacs/pdf)  
[www.healthinsite.gov.au/content/external/page.cfm?ObID](http://www.healthinsite.gov.au/content/external/page.cfm?ObID)

## Financial Support

The Assessment Fees Subsidy for Disadvantaged Overseas Trained Australian Residents (ASDOT) Scheme. For details contact National Office of Overseas Skills Recognition on 1800 020 086 or visit: [www.dest.gov.au/noosr.leaflets.noosr\\_guide3.htm#assessment-feesubsidy](http://www.dest.gov.au/noosr.leaflets.noosr_guide3.htm#assessment-feesubsidy)

A Commonwealth loan scheme: FEE-HELP is now available to Australian citizens and permanent-resident doctors who wish to enrol in AMC bridging courses. The scheme covers the full fees for bridging courses. For information email: [gpeducation@racgp.org.au](mailto:gpeducation@racgp.org.au) or telephone 1800 284 732.

## Links

The NSW Medical Board is a statutory authority under the Medical Practice Act. It is responsible for the registration of medical practitioners and administers complaints and disciplinary provisions under the legislation.

Address: PO Box 104, Gladesville NSW 1675. Tel: (02) 9879 2200. Website: [www.nswmb.org.au](http://www.nswmb.org.au)

The Australian Medical Association (AMA) is a political association, a union, an independent organisation that represents more than 27,000 doctors, whether salaried or in private practice, it is a health advocacy organisation that aims to advance the professional interests of doctors and the health of the community. Tel: (02) 6270 5400. Website: [www.ama.com.au](http://www.ama.com.au). Email: [ama@ama.com.au](mailto:ama@ama.com.au).

The Royal Australian College of Medical Practitioners has produced a range of resources aimed at overseas-trained doctors who are considering practicing in Australia. Tel: (03) 8699 0414. Website: [www.racgp.org.au/protd](http://www.racgp.org.au/protd).

The NSW Rural Doctors Network (RDN) is a non-government organisation that assists with the recruitment and retention of general practitioners in rural NSW. It is happy to receive applications from overseas-qualified doctors who are permanent residents and who have the necessary skills and experience and want to work in general practice in rural and remote areas of NSW. The RDN will assess applications and if they feel applicants are likely to be registered, the RDN will provide practical and financial assistance to help find a suitable position.

The Rural Locum Relief Program administered by rural workforce agencies in each state and territory supports permanent-resident doctors who are not otherwise eligible to attract Medicare benefits. NSW Rural Doctors Network Ltd, Tel: (02) 9314 5955, Website: [www.nswrdn.com.au](http://www.nswrdn.com.au).

The Australian Doctors Trained Overseas Association is the peak national body in Australia representing overseas-trained doctors who are permanent residents and citizens.

Address 141/125 Oxford St, Bondi Junction NSW 2022. Tel: 0401 429 882. Email: [adtoa@adtoa.org](mailto:adtoa@adtoa.org)

### **Commonwealth Department of Health and Ageing**

Website: [www.health.nsw.gov.au/pubs/a/pdf.assess\\_docs.pdf](http://www.health.nsw.gov.au/pubs/a/pdf.assess_docs.pdf)

**DoctorConnect** provides workforce advice to medical practitioners, information for overseas-trained doctors and access to Medicare. Tel: (02) 6289 590. Website: [www.doctorconnect.gov.au](http://www.doctorconnect.gov.au).

**Medicare Australia** [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)

**Rural Doctors Workforce Agency** [www.ruraldoc.com.au/Locums/locums.htm](http://www.ruraldoc.com.au/Locums/locums.htm)

**The doctors reference site** [www.drsref.com.au.otd.htm/](http://www.drsref.com.au.otd.htm/) Tel: (02) 4929 1811.

## Employment

According to the Department of Employment and Workplace Relations' Job Outlook employment growth for general practitioners (GPs) to 2009-10 is expected to be moderate. Employment in this very large occupation (31,800 in February 2005) fell in the past five years and rose slightly in the past 10 years.

GPs have an above-average proportion of full-time jobs (81 percent). The average weekly hours are 48.2 and earnings are high – in the ninth decile. Unemployment is low.

The vacancy level for GPs is high. Vacancies arise from job changing (GPs changing employers) are expected to provide 72 per cent of vacancies, compared to 24 per cent from job openings (GPs leaving the occupation) and four per cent from new jobs.

## Practising Medicine in Australia

Becoming familiar with the Australian health system, the philosophy of service and workplace culture, are important steps for overseas-qualified doctors entering the health system in Australia.

Australia is a multicultural society so awareness of cultural diversity is also vital. Practitioners need to be aware of their own cultural assumptions as well as the culture of the hospitals and health care here. They must consider the impact of the health culture on patients for whom a hospital or other health-care setting is an unfamiliar environment. Concepts such as healing and care, attitudes to disability and rehabilitation, attitudes to dress and undress, preparation for death, the role of client and extended family may be totally different for different cultures.

## Applying for Jobs

**Research the organisation** you are applying to for a job. Find out about the patient base and the team you will work with. Talk to other doctors in similar positions elsewhere to find out about the role and expectations for this position.

**Review the selection criteria.** The selection criteria are part of the job application process, predominantly used by public-sector employers as an initial screening tool when deciding whom to interview. It is a list of requirements applicants must meet to be considered for the position. Your selection criteria response is your first chance to create a good impression, to sell yourself and your skills to the selection committee.

**To address the selection criteria** you must respond to the requirements of each criterion and match your qualifications, skills and interests to these. State your relevant skills, knowledge, abilities and achievements. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document.

**Include a resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position and keep the format simple. It is likely that a number of people have applied for the position so your resume needs to be easy to read. Include undergraduate and post-graduate medical qualifications, recent clinical experience relevant to the position and any assessments, examinations completed in Australia provided they are relevant. It is not generally appropriate to include copies of qualifications and certificates. Employers may not be interested in reading much detail about positions held in the past. If the positions are not self-explanatory then an explanation is warranted but try to limit the application to a few pages.

The interview is the opportunity to sell your skills so practise the interview. Questions will be asked about your personality, your strengths, weaknesses, education, experience, future plans, goals, salary and so on. Demonstrate as much as possible by giving examples of how you have applied skills/knowledge in your previous position. In the interview demonstrate your experience working in multidisciplinary teams, working collaboratively with other health professionals, patients and other sections. Demonstrate you have effective communication skills, leadership qualities, the ability to work in a culturally diverse environment and relate to the client groups. It is important you know the standards and performance measures relevant to the position for which you have applied.

**Prepare some questions of your own.** Ask about the medical practice or hospital - such as what learning opportunities are available. Confirm which award or agreement will cover the position, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contribution, initial training required and performance expectations and procedures.

During the interview you need to sell the whole package not just your qualifications. Hospitals and medical practices will consider not only your knowledge and experience, but also your ability to fit into a team and the culture of the organisation, as well as your attitude, presentation and enthusiasm. Strong communication skills, initiative and a commitment to the profession, are also valued, as well as a good understanding of patients.

## Alternatives to Practising Medicine in Australia

### Health Promotion

Jobs within the Department of Health can be found in health-promotion programs run by Community Health Centres. Such programs seek to improve health by making changes in modifiable risk-factors or risk-conditions. Risk-factor programs include those directed at changing individuals' behaviour or environmental exposures, such as smoking or attending health screening.

Gaining a Masters Degree in Public Health might benefit overseas-qualified doctors wishing to pursue a career in this field.

### Non-clinical Careers

Other specific careers options exist for doctors, such as consulting, education, management, biotechnology, the public service, insurance, utilisation review, forensic examinations and occupational health. Additional studies or training is normally needed.

It is important to contemplate all options. Particularly for overseas-qualified doctors who find it difficult to obtain medical registration because they have been trained in countries that are clinically different to Australia.

Finding a new career may be the most difficult part of a change. It is important to determine what career options are available to a doctor in accordance with his/her preferences, values and skills. It may be important to form an action plan, build a network and articulate confidently how some skills can be transferred to the new positions.

## The Australian Health System

The Australian government through the Department of Health and Ageing sets national health policies and subsidises the health services delivered by state and territory governments and the private sector.

The government funds almost 70 percent of the total health expenditure in Australia. This includes three major national subsidy schemes: Medicare, the Pharmaceutical Benefit Scheme (PBS) and the 30-percent Private Health Insurance Rebate.

Medicare and the PBS cover all Australians and subsidise their payments for private medical services, which are provided free of charge to people who choose to be treated as public patients.

Australian government funding of the 30-percent rebate and other key incentives support people's choice to have private health insurance.

People make their contributions to the health care system through taxes and the Medicare levy, based on their income and through private financing such as private health insurance. The total health expenditure in 2001-02 was \$66.6 billion - 9.4 percent of gross domestic product.

The Commonwealth government currently has a leadership role in policy-making, particularly in national issues like public health, research and national information management. The states and territories are not only responsible for the delivery and management of public and community health services, but also for the regulation of health professionals.

There are eight Area Health Services in NSW. These organisations plan, deliver and coordinate local health services. They are responsible for providing services such as public and community health, public hospitals, psychiatric hospitals, emergency transport, rehabilitation, counselling and community support programs.

The majority of doctors are self-employed. A small proportion consists of salaried employees of Commonwealth, state and local governments. Salaried specialist doctors in public hospitals often have the right to treat some patients in these hospitals as private patients, charging fees to those patients and usually contributing some of their fee income to the hospital. Other doctors may have a contract with public hospitals to provide medical services.

Visits to dentists and other private-sector health professionals such as physiotherapists, chiropractors and natural therapists are usually paid for by the patients or with the support of private health insurance.

Private hospitals are owned by for-profit and not-for-profit organisations such as large corporate operators and religious operators.

Patients can choose their own General Practitioner (GP) and are reimbursed for all or part of the GP's fees by Medicare, depending on the GP's billing arrangements.

The aim of the national health-care system is to give all Australians, regardless of their personal circumstances, access to health care at an affordable cost or at no cost, while allowing choice for individuals through substantial private-sector involvement, delivery and financing.

## Links

### Publications

**Australian Doctor**

Website: [www.australiandoctor.com.au](http://www.australiandoctor.com.au)

**Australian Prescriber**

Website: [www.australianprescriber.com](http://www.australianprescriber.com)

**Medical Journal of Australia**

Website: [www.maja.com.au](http://www.maja.com.au)

**Medical Observer**

Website: [www.medical.observer.com.au](http://www.medical.observer.com.au)

**Therapeutic Guidelines**

Website: [www.tg.co.au](http://www.tg.co.au)

**Medicine Australia**

Website: [www.medicine.au.net.au](http://www.medicine.au.net.au)

**GP Network News**

Website:

**NSW Public Health Bulletin**

Website: [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

### Recruitment Agencies

**Australian Locum Medical Services**

Tel: (03) 8341 1200

**Australian Outback Medical Services**

Tel: (03) 6243 7555

**International Medical Recruitment**

Tel: (03) 9421 3033

**Latitudes Medical Recruitment**

Tel: (07) 3854 2777

Website: [www.latitudes.com.au](http://www.latitudes.com.au)

**NSW Rural Doctors' Network**

Tel: (02) 4929 1811

Website: [www.nswrdn.com.au](http://www.nswrdn.com.au)

**Quantum Recruitment**

Tel: (02) 9908 7600

Website: [www.qhr.com.au](http://www.qhr.com.au)

**Recruit a Doctor**

Tel: (08) 8332 4077

Website: [www.recruitadoc.com](http://www.recruitadoc.com)

**Rural Doctors Workforce Agency**

Tel: (08) 8357 7444

Email: [ruraldoc@ruraldoc.com.au](mailto:ruraldoc@ruraldoc.com.au)



**Tasmania General Practice Division**

Tel: (03) 6334 2355

Website: [www.tgpd.com.au](http://www.tgpd.com.au)

**Global Medical Staffing**

Tel: 1800 121 719

Website: [www.gmedical.com](http://www.gmedical.com)

**Health Workforce Queensland**

Tel: (07) 3105 7800

Email: [recruitment@healthworkforce.com.au](mailto:recruitment@healthworkforce.com.au)

### LINKS FOR EMPLOYMENT

[www.jobobserve.com.au](http://www.jobobserve.com.au)

[www.latitudes.com.au](http://www.latitudes.com.au)

[www.myfuture.educ.au](http://www.myfuture.educ.au)

[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

[www.healthcarejobbank.com](http://www.healthcarejobbank.com)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.mental-health.com.au/classified/employment/medicalpractitioner/](http://www.mental-health.com.au/classified/employment/medicalpractitioner/)

[www.chandlermacleod.com/medical](http://www.chandlermacleod.com/medical)

[www.skilledmedical.com.au](http://www.skilledmedical.com.au)

[www.jobs.Yahood.com.au](http://www.jobs.Yahood.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

[www.ansearch.com.au](http://www.ansearch.com.au)

[www.healthstaffrecruitment.com.au/doctors\\_au.htm](http://www.healthstaffrecruitment.com.au/doctors_au.htm)

[www.doctos-jobs.info](http://www.doctos-jobs.info)

[www.healthwork.com.au](http://www.healthwork.com.au)



# Nuclear Medicine in Australia

**Nuclear medicine** is a medical specialty that uses radioactive chemicals (radiopharmaceuticals) for diagnostic and therapeutic purposes. **Diagnostic nuclear medicine** investigates the function of the human body using gamma camera imaging or tracer techniques. **Nuclear medicine therapy** delivers measured doses of radiation to chemically targeted tissues.

**Nuclear medicine scientists** are primarily responsible for the preparation and administration of radiopharmaceuticals. They perform patient imaging procedures and digitally analyse the images, using radionuclides, radiation detectors, scanning apparatus and related equipment.

In most cases, the information enables physicians to provide a quick, accurate diagnosis of certain conditions. In some cases, radiation is used to treat the condition.

Nuclear medicine scientists are employed in medical laboratories and clinics in public and private medical imaging practices.

There is a strong demand for nuclear medicine scientists in Australia, in both the public and private sectors. To become a nuclear medicine technologist it is necessary to have a science degree specialising in nuclear medicine technology. Graduates are required to complete an internship in a hospital that has an accredited department of nuclear medicine before being eligible for accreditation with the **Australian and New Zealand Society of Nuclear Medicine**.

## Recognition of Qualifications

Radiography, radiation therapy and ultrasound qualifications obtained outside Australia are not immediately recognised in Australia. The **Australian Institute of Radiography (AIR)**, through its Overseas Qualifications Assessment Panel, assesses qualifications obtained overseas.

Assessments are based on equivalency with the Australian Standard for undergraduate academic and clinical levels. Postgraduate education and clinical experience may be taken into consideration.

To apply for assessment you need to submit a completed **Application for Assessment Form** along with **supporting documents** as indicated on the form. Documentation is required on the course completed by the applicant, as well as information from past and present employers, giving specific details of the applicant's post-qualification clinical experience.

Recognition is in the form of:

1. A statement of accreditation in diagnostic radiography, or
2. A statement of accreditation in therapy, or
3. A certificate of recognition in ultrasound.

Once documents have been submitted to the panel and the accreditation process has been completed, the panel will make a decision that could result in:

**Unconditional recognition** - with the issue of an AIR Statement of Accreditation in either diagnostic radiography or radiation therapy.

**Conditional rejection** – until evidence is produced of successful completion of a period of approved further training.

**Rejection** – until evidence is produced of successful completion of an accredited medical radiations science course that meets the Australian Standards.

### Evidence of understanding and speaking English

This is required either through the **International English Language Testing Services** (IELTS) or the Occupational English Test (OET). For information visit: [www.ielts.org](http://www.ielts.org) or [www.oet.com.au](http://www.oet.com.au).

### Exception to assessment by the Overseas Qualifications Assessment Panel

Graduates who have completed a degree program accredited by the AIR (Accredited Courses) and who fulfil the criteria as stated on the relevant application form may apply for a Statement of Accreditation.

For information contact the **Australian Institute of Radiography**  
32 Bedford St, Collingwood VIC 3066. Tel: (03) 9419 3336 Website: [www.a-i-r.com.au](http://www.a-i-r.com.au)

### Nuclear medicine qualification

Enquiries should be directed to the **Australian and New Zealand Society of Nuclear Medicine**,  
PO Box 7108, Upper Ferntree Gully, VIC 3156. Tel: (03) 9756 0128 Website: [www.anzsnm.org.au](http://www.anzsnm.org.au).

### Medical physics qualification

Enquiries should be directed to the **Australasian College of Physical Scientists and Engineers Medicine**.  
C/o Department of Radiation Oncology Royal North Shore Hospital Pacific Hwy St Leonards NSW 2065.  
Tel: (02) 9926 7343 Website: [www.acpsem.org.au](http://www.acpsem.org.au).

### Industrial radiography qualification

Enquiries should be directed to the certification board of the **Australian Institute for Non Destructive Testing** (AINDT), PO Box 962 Balgowlah NSW 2093. Tel: (02) 99949 8572 [nswbranch@aindt.com.au](mailto:nswbranch@aindt.com.au)  
Website: [www.aindt.com.au](http://www.aindt.com.au)

## Financial Assistance

### Fees help

The FEE HELP loan scheme is available for courses that have been recommended by an assessing authority for the recognition of your profession abilities.

FEE HELP is a government loan scheme to pay fees for bridging courses or study that enables overseas-trained professionals to meet the requirements for entry into their profession in Australia.

To be eligible, an overseas-trained professional must fulfil certain residency and other requirements. Visit: [www.goingtouni.gov.au](http://www.goingtouni.gov.au) or contact the FEE HELP hotline on 1800 020 108.

## State Legislation and Licensing Requirements

Australian states and territories have individual registration and/or licensing requirements for radiographers and radiation therapists, separate from the AIR's accreditation process.

Once qualifications have been assessed and recognised, applicants should contact the **NSW Department of Environment and Conservation** PO Box 136, Regents Park NSW 2143, Tel: 9995 5959. Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

## Employment

Nuclear medicine is a growing occupation with very good employment prospects. Employment growth in the next few years is expected to be moderate. Medical imaging professionals have an average proportion of full-time jobs (77 percent) and work an average of 35.3 hours a week. Earnings are average. Unemployment is low. They are employed across several industries, including in hospitals, nursing homes, medical and dental services, and other health services. However, employment is concentrated in larger centres due to the specialist nature of this branch of medicine. Although nuclear medicine technologists usually work in city-based hospitals, there is an increasing trend towards private centres, which provide greater employment opportunities.

The vacancy level for medical imaging professionals is average. Vacancies arising from job-changing (medical imaging professionals changing employers) are expected to provide 59 percent of vacancies, compared with 34 percent from job-openings (professionals leaving the occupation) and seven per cent from new jobs (employment growth).

According to an article published in the Sydney Morning Herald, there is a shortage of practitioners, many leaving the profession in just their fourth year on the job after reaching the top standard pay scale. In radiation therapy alone there is a 20 percent vacancy rate. According to the article "a flat career structure, lack of autonomy and the opportunity to diversify into other higher paid professions, contribute to the attrition rate". There are specialist and consultant positions in this field, but these are few as there is little funding available to sustain them.

There is a concern in Australia that with an ageing population there is going to be a growing need for medical radiation treatments. Without adequate staffing, waiting lists will get longer or treatments more expensive if patients have to turn to private clinical services. With Australia's rate of medical imaging four times that of Britain's, demand isn't likely to ease.

## Looking for a Job

Networking is of vital importance when looking for a job as approximately 45 percent of people find jobs through personal networks. Also, having access to a mentor (another nuclear medicine scientist already working in Australia) can make a difference.

## Applying for a job involves the following steps

**Research the organisation** to which you are applying for a job. Find out who makes up the patient base and the team you will be part of. Talk to people in similar positions elsewhere to find out about the role and expectations for this position.

**Review the selection criteria.** The selection criteria are part of the job application process, predominantly used by the public sector as an initial screening tool when deciding whom to interview. Your response to the selection criteria is your first chance to create a good impression, to sell yourself and your skills to the selection committee.

**To address the selection criteria** you must respond to the requirements of each criterion and match your qualifications, skills and interests to them.

State your abilities and achievements that are relevant to the criteria. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document.

**Include the resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position, keep the format simple, it is likely that a number of people have applied for the position so your resume needs to be easy to read.

**The interview** is an opportunity to sell your skills so practise the interview. Questions will be asked about your personality, your strengths, weaknesses, education, experience, future plans, goals and salary. Demonstrate as much as possible by giving examples of how you have used techniques, skills and knowledge in previous positions.

**Prepare some questions** of your own. For example, ask about the nuclear medicine practice, such as what learning opportunities are available.

Confirm which award or agreement you will be covered by, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contributions, initial training required, performance expectations and performance review procedures.

During the interview you need to sell the whole package not just your qualifications. Employers will take into consideration not only your skills and knowledge, but also your ability to fit into a team and the culture of the organisation, as well as your attitude, presentation and enthusiasm. Strong communication skills, initiative, a commitment to the profession, are also valued, as well as a good understanding of customer service. Nuclear medicine applicants also need to demonstrate an ability to work as part of a team and a willingness to learn.

## Links

**The Australian New Zealand Society of Nuclear Medicine Accreditation Board**

Tel (03) 9756 0128

Email: anzsnm@21centuryl.com.au

**Clinical Nuclear Medicine**

Website: [www.nuclarmed.com](http://www.nuclarmed.com)

**Journal of Nuclear Medicine Technology**

Website: [www.snmjournals.org](http://www.snmjournals.org)

**Medical Journal of Australia**

Website: [www.mja.com.au](http://www.mja.com.au)

**Australia Department of Health and Age Care**

Website: [www.health.gov.au](http://www.health.gov.au)

**Health Services Union – Health Professionals**

Website: [www.hsvic.asn.au](http://www.hsvic.asn.au)



### LINKS FOR EMPLOYMENT

[www.health.nsw.gov.au/jobs/index.html](http://www.health.nsw.gov.au/jobs/index.html)

[www.hoslink.com/radiology.htm](http://www.hoslink.com/radiology.htm)

[www.seek.com.au](http://www.seek.com.au)

[www.acpeople.com.au](http://www.acpeople.com.au)

[www.nuclearmedicinejobs.com](http://www.nuclearmedicinejobs.com)

[www.healthposts.com.au/job/nuclear-medicine](http://www.healthposts.com.au/job/nuclear-medicine)

[www.hnehealth.nsw.gov.au](http://www.hnehealth.nsw.gov.au)

[www.skilledmedical.com.au](http://www.skilledmedical.com.au)

[www.mja.com.au/classified](http://www.mja.com.au/classified)

[www.bmgassociates.com.au/nuclear.asp](http://www.bmgassociates.com.au/nuclear.asp)

[www.newscientistjobs.com](http://www.newscientistjobs.com)

[www.ansto.gov.au](http://www.ansto.gov.au)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.healthwork.com.au](http://www.healthwork.com.au)

[www.healthstaffrecruitment.com.au](http://www.healthstaffrecruitment.com.au)



# Nursing in Australia

Nursing offers many career opportunities in Australia and can be many careers in one due to the variety of clinical specialties, of which there are about 30, and the diversity of the work environment.

Nurses are at the frontline of the provision of health care and provide an important and valuable service to the community. Nurses work in many different settings including private and public hospitals, day surgeries, aged-care facilities, disability services, the defence forces, prisons, detention centres, the community and industry.

There are many areas of specialisation for nurses, including mental health, community health, critical care, emergency care, geriatric care, paediatrics, orthopaedics, neurology, rehabilitation, general medicine, surgery and many more. Postgraduate education is usually available for nurses wishing to specialise in particular areas.

Nurses work in teams of highly skilled professionals, supporting one another with their areas of knowledge. The huge advances in medical technology and therapy, has meant that nurses' skills must reflect the ever-changing and developing world around them.

There are more than 225,000 nurses employed across Australia, with 50 percent working part-time. It is a flexible industry and many nurses are able to negotiate the hours they want to work. The majority of nurses work in acute-care hospitals: 63.7 percent, with 14.6 percent working in residential aged care and 6.6 per cent in community care. Of all licensed nurses, 91.6 percent are women and only 8.4 percent are men. According to the Australian Institute of Health and Welfare, nurses are the largest group of health care providers and make up 44 percent of the health workforce.

## Two types of nurses

Australia has two types of licensed nurse, registered nurse and enrolled nurse, with 80 percent of all nurses registered and 20 per cent enrolled. The main differences between an enrolled and a registered nurse are the levels of study required and responsibilities undertaken. Registered nurses complete a university degree and practise in a variety of roles, performing general, specialist and advanced nursing duties. Enrolled nurses complete a 12-18 month course at TAFE and practise under the supervision of a registered nurse.

Following completion of their course, registered nurses usually work in a graduate transition program. This provides opportunities to work in several different areas, for a few months, and to become familiar with the diverse areas of nursing.

## Home nursing

Because of different health-care needs in communities, home nursing operates under the auspice of different groups, such as hospitals, voluntary bodies and local government. Nurses working in these organisations provide quality care in the community.

## Midwifery

In Australia, a midwife is a specialist registered nurse. The Australian Nursing and Midwifery Council has developed national standards. Visit [www.anmc.org.au](http://www.anmc.org.au).

## Recognition of Overseas Qualifications – Registration

Every nurse and midwife must be registered and maintain a current practising licence.

To work in the State of NSW, you need to be registered as a nurse with the Nurses and Midwives Board NSW, which is the statutory authority responsible for the registration and enrolment of nurses and midwives. You cannot work as a nurse until you are registered.

The board makes decisions on eligibility for registration, authorisation and enrolment in accordance with the provisions of the Nurses Act 1991. Assessment of qualifications to practise as a registered nurse, certified midwife or enrolled nurse, is undertaken by comparing the education attained overseas against the education required in NSW.

Applicants may be required to attend an interview with the nursing officer and submit documents regarding education, registration and professional experience.

The board may require an applicant to undertake an assessment program to check their understanding of safe practice and their competency prior to giving accreditation as a registered nurse, certified midwife or enrolled nurse.

## Steps for recognition of qualifications

**Situation 1** - If you are qualified as a nurse in a country that the Nurses and Midwives Board recognises you can get immediate registration. Once registered you can seek employment.

**Situation 2** - If your qualifications are not considered to be of the required standard, the board may require applicants to undertake a clinical assessment to demonstrate their abilities as a registered nurse. It is not possible to anticipate the particular requirements for an individual applicant until all the documents have been submitted. In some instances it may be necessary for applicants to attend a personal interview.

The board may require an applicant to do an approved assessment program for overseas-qualified nurses. Pre-registration assessment programs are conducted by the College of Nursing.

An Occupational English Test (OET) or International English Language Testing System (IELTS) exam may be required.

Applicants who are required to undertake an assessment will be issued with a letter stating the requirements and it must be submitted to the College of Nursing.

For information on assessment programs visit [www.nursing.aust.edu.au/QN/](http://www.nursing.aust.edu.au/QN/)

## Temporary Registration

Overseas-qualified nurses and midwives who are required to complete an assessment to demonstrate competency and safe practice, but who are not able to do so, may apply to the board for temporary registration.

## Main Areas of Specialisation

There is high demand for specialist nurses. For most of the specialist areas postgraduate studies, further training or extensive experience, is needed.

- Acute care nurse
- Geriatric nurse (a growing specialisation)
- Clinical nurse consultant (one of the highest positions in nursing)
- Clinical nurse specialist (must have postgraduate studies)
- Community nurse (must have hospital experience)
- Paediatrics nurse
- Remote rural area nurse
- Psychiatric nurse

Nurses aids and personal care assistants assist nurses in caring for patients in hospitals, nursing homes, clinics and institutions for the aged and the disabled.

## Further Training

Once the Nurses and Midwives Board NSW assesses your qualifications, the board will advise you on any additional training you are required to do to register as a nurse. **Relevant courses include:**

### Nursing – Bridging for Enrolled Nurses

Australian Catholic University, (course number 3221)  
 University of Western Sydney (courses number 3267)  
 University of Wollongong (1331).

This course is for enrolled nurses with a Certificate IV in Nursing (Enrolled Nurse) or equivalent. It will prepare you for a Bachelor of Nursing program at university.

### Nursing (Enrolled Nurse) Certificate IV

This TAFE course is for people who want to train as an enrolled nurse.

## Employment

According to Department of Employment and Workplace Relations' Job Outlook, the job prospects for enrolled nurses, psychiatric nurses, nurse educators and nurse researchers are good.

The job prospects for registered nurses and registered midwives are very good and employment is expected to be strong over the next four years. Job prospects for nurses aids and personal care assistants are very good and employment growth is expected to be strong.

Nursing is a flexible industry where in most cases nurses are able to negotiate their hours of work. Many nurses work for agencies and most work day and night shifts.

## Searching for a Job

Jobs are normally advertised in the newspaper. Advertisements include selection criteria, which the applicant must address. Hospitals or medical centres advertising positions may provide an information package. Read it carefully and visit the relevant website.

## Applying for a job involves the following steps

**Research the organisation.** Find out who makes up the patient base and the team you will be part of. Talk to people in similar positions elsewhere to find out more about the workplace culture, the role and expectations for this position.

**Review the selection criteria.** The selection criteria are part of the job application process, predominantly used by health employers as an initial screening tool when deciding whom to interview. Your response to the selection criteria is your first chance to create a good impression and to sell yourself and your skills.

To address the selection criteria you must respond to each criterion and match your qualifications, skills and interests to these.

**State your relevant skills,** knowledge, abilities and achievements. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document.

**Include a resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position and keep the format simple. It is likely that a number of people have applied for the position so your resume needs to be easy to read.

The interview is an opportunity to sell your skills so practise the interview. Questions will be asked about your personality, your strengths, weaknesses, education, experience, future plans, goals, salary and so on.

Demonstrate as much as possible by giving examples of how you have applied techniques, skills or knowledge in your previous position, including in policy areas such as occupational health and safety, EEO and so on.

**Prepare some questions.** For example, ask about the nursing department, such as what learning opportunities are available.

Confirm which award or agreement you will be covered by, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contribution, initial training required and performance expectations.

Be passionate about the work you want to do because if you are passionate about something you tend to be good and successful at it. It will be expected that you demonstrate personal commitment to patients and that your ideology is similar to the organization's philosophy of service.

During the interview you need to **sell the whole package** not just your qualifications. Employers will take into consideration not only your skills and knowledge, but also your ability to fit into the team and the culture of the organisation, as well as your attitude, presentation and enthusiasm. Strong communication skills, initiative, a commitment to the profession, are also valued, as well as a good understanding of customer service. Nursing applicants also need to demonstrate an ability to work as part of a team, to relate to patients and a commitment to continuous professional development.

## Links

### **Nurses and Midwives Board of NSW**

Level 6, North Wing  
477 Pitt Street, Haymarket NSW 1238  
Sydney NSW 2000  
Tel: (02) 9219 0222  
Fax: (02) 9281 2030  
Email: [mail@nmb.nsw.gov.au](mailto:mail@nmb.nsw.gov.au)  
Website: [www.nmb.nsw.gov.au/overseas.htm](http://www.nmb.nsw.gov.au/overseas.htm)

### **The Australian Electronic Journal of Nursing Education**

Website: [www.scu.edu.au](http://www.scu.edu.au)

### **Australian Nursing Federation**

Website: [www.anf.org.au](http://www.anf.org.au)

### **Australian Journal of Advanced Nursing**

Website: [www.anf.org.au](http://www.anf.org.au)

### **Royal College of Nursing**

Website: [www.rcna.org.au](http://www.rcna.org.au)



## LINKS TO EMPLOYMENT

[www.nursingagency.com.au](http://www.nursingagency.com.au)  
[www.mycareer.com.au](http://www.mycareer.com.au)  
[www.wagenet.gov.au/WageNet/HomePage](http://www.wagenet.gov.au/WageNet/HomePage)  
[www.nswnurses.asn](http://www.nswnurses.asn)  
[www.apaonline.asn.au](http://www.apaonline.asn.au)  
[www.CollegeBoard.Com](http://www.CollegeBoard.Com)  
[www.nursing-in-australia.com](http://www.nursing-in-australia.com)  
[www.jobs.yahoo.com.au](http://www.jobs.yahoo.com.au)  
[www.health.nsw.gov.au/nursing/recruit.html](http://www.health.nsw.gov.au/nursing/recruit.html)  
[www.seek.com.au](http://www.seek.com.au)  
[www.ozcare.org.au/employment.asp](http://www.ozcare.org.au/employment.asp)  
[www.cracker.com.au](http://www.cracker.com.au)  
[www.careerone.com.au](http://www.careerone.com.au)  
[www.sccs-inc.com](http://www.sccs-inc.com)  
[www.ansearch.com.au](http://www.ansearch.com.au)  
[www.aushealthcare.com.au](http://www.aushealthcare.com.au)  
[www.careerjet.com.au](http://www.careerjet.com.au)  
[www.employment.byron.com.au](http://www.employment.byron.com.au)  
[www.healthwork.com.au](http://www.healthwork.com.au)  
[www.gumtree.com.au](http://www.gumtree.com.au)  
[www.healthstaffrecruitment.com.au/jobs](http://www.healthstaffrecruitment.com.au/jobs)  
[www.nowhiring.com.au](http://www.nowhiring.com.au)  
[www.nursingaustralia.com.au](http://www.nursingaustralia.com.au)  
[www.rcna.org.au/content/nigp.pdf](http://www.rcna.org.au/content/nigp.pdf)



# Physiotherapy in Australia

Physiotherapists assess and treat disorders of movement caused by injury or disease. The three main types of physiotherapy are musculo-skeletal, cardiothoracic and neurological. The practice of physiotherapy in Australia is based on a clinical reasoning process. It encompasses a diversity of clinical specialties to meet the needs of different groups. Physiotherapists use physical intervention, exercise regimes and/or electrophysical treatments.

There are about 5,748 registered therapists in Australia. To train as a physiotherapist requires a four-year university degree. All courses include a mandatory supervised practice component in a clinical setting. Registration with the Physiotherapists Registration Board is essential to practice as a physiotherapist in NSW.

## Recognition of Overseas Qualifications - Registration

Each Australian state and territory has separate laws covering physiotherapists and recognition of their qualifications. Each state has its own government-appointed physiotherapy board responsible for registration, in accordance with their Physiotherapy Registration Act.

The **Australian Council of Physiotherapy Regulating Authorities (ACOPRA)** advises, investigates, accredits and makes recommendations on registration, standards of education, competency and the practice of physiotherapy.

To obtain registration with ACOPRA, overseas-qualified physiotherapists need to have their qualifications assessed and pass examinations.

The **Australian Examining Committee for Overseas Physiotherapists (AECOP)**, which is part of ACOPRA, is responsible for assessing the clinical competence of overseas-qualified physiotherapists, at the standard required of an Australian-trained entry-level physiotherapist who has completed an ACOPRA accredited program at an Australian university.

Once the assessment process has been finalised overseas-qualified physiotherapists will be awarded the AECOP Final Certificate. The AECOP Final Certificate is recognised by state and territory physiotherapists registration boards as an indication that the overseas-qualified physiotherapist has demonstrated knowledge, skills and competence of a standard equivalent to that required of graduates from an ACOPRA accredited entry-level program.

## The assessment of overseas qualifications includes

1. **An English test: Occupational English Test (OET), or International English language Testing System (IELTS)**
2. **An AECOP eligibility assessment**
3. **An AECOP written examination**
4. **An AECOP clinical examination**

1. English language is tested through the IELTS or OET. For information on OET examinations, including fees and examination dates, contact  
Language Australia, Level 4, 51 Queen St, Melbourne VIC 3000.  
Tel (03) 9612 2600 or Fax (03) 9612 2601. Email oet@languageaustralia.com.au  
Website www.oet.com.au

For information on the IELTS Australia Tel (02) 6285 8222.

2. To complete the AECOP Eligibility Assessment overseas-qualified physiotherapists must submit a completed Eligibility and Skills Assessment Form (1249) and certified copies of specified documents.

If the assessment determines that the applicant satisfies the AECOP eligibility criteria, the applicant is invited to register as a candidate for the AECOP written exam. If the applicant passes the written exam then he or she will need to pass the clinical exam.

3. The Written Exam is a comprehensive test of knowledge in the principal field of physiotherapy, as it is practiced in Australia. It comprises one paper in two sessions, each of 60 multiple-choice questions.
4. In the Clinical Exam the candidate will be examined by three experienced AECOP examiners on patients that have acute, sub-acute or chronic conditions in the cardio-respiratory, musculo-skeletal and neurological areas. They evaluate competence in patient assessment, interpretation and diagnosis, intervention planning and implementation and communication.

**The standard an AECOP candidate is expected to attain is the same as a final-year physiotherapy student graduating from an Australian university. Supervised clinical practice is optional, although strongly recommended prior to attempting the clinical examination. An AECOP coordinator can provide advice regarding placement. An interim certificate allows registration if required or some form of permission to work under supervision from the NSW Physiotherapists Registration Board.**

For information contact the **Australian Examining Committee for Overseas Physiotherapists (AECOP)**, Tel (02) 6262 6029.

## Registration

**Full registration** is granted to graduates of Australian physiotherapy schools and those who hold an AECOP Final Certificate

**Provisional registration** is granted to physiotherapists who have submitted a complete application while waiting for the board's approval. This applies to overseas-qualified physiotherapists from some English-speaking countries.

**Temporary registration** enables physiotherapists to do a period of clinical practice under supervision.

## Employment

Physiotherapists are employed across several industries, including health organisations, private practices, at schools, in the community, and in sports and workplace settings.

Jobs are available in private practice as well as in private and public hospitals.

According to the Department of Employment and Workplace Relations' Job Outlook, job prospects are very good. Employment growth for physiotherapists is expected to be moderate. Employment rose strongly in the past five years. Physiotherapists have a below-average proportion of full-time jobs (66 percent). Earnings are high and unemployment is low. The vacancy level is moderate. Vacancies arising from job-changing are expected to provide 60 percent of vacancies compared with 31 percent from job-openings (physiotherapists leaving the occupation) and nine percent from new jobs (employment growth).

## Practicing Physiotherapy in Australia

Becoming familiar with the Australian health system, the philosophy of service and workplace culture are important steps for overseas-qualified physiotherapists entering the labour market in Australia.

Australia is a multicultural society so awareness of cultural diversity is also vital. Practitioners need to be aware of their own cultural assumptions as well as the culture in Australian hospitals and health-care. Physiotherapists must consider the impact of the health culture on people for whom a hospital or other health-care setting is an unfamiliar environment. Concepts such as healing and care, attitudes to disability and rehabilitation, attitudes to dressing and undressing, preparation for death, the situation of the client and extended family, may be totally different to how they are in other cultures.

## Looking for a job

Networking is of vital importance when looking for a job as about 45 percent of people find jobs through personal networks. Also, having access to a mentor (another physiotherapist already working in Australia) can make a difference.

Applying for a job involves the following steps:

**Research the organisation.** Find out who makes up the patient base and the team you will be part of. Talk to people in similar positions elsewhere to find out about the role and expectations for this position.

**Review the selection criteria.** The selection criteria are part of the job application process, predominantly used by public-sector employers as an initial screening tool when deciding whom to interview. Your response to the selection criteria is the first chance you have to create a good impression, to sell yourself and your skills to the selection committee.

To **address the selection criteria** you must respond to the requirements of each criterion and match your qualifications, skills and interests to these. State the relevant skills, knowledge, abilities and achievements. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document.

**Include a resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position, keep the format as simple as possible, it is likely that a number of people have applied for the position so your resume needs to be easy to read.

**The interview** is the opportunity to sell your skills so practise the interview. Questions will be asked about your personality, your strengths, weaknesses, education, experience, future plans, goals, salary and so on.

Demonstrate as much as possible by giving examples of how you have applied techniques, skills and knowledge in your previous position.

**Prepare some questions** of your own ask about the physiotherapy department - such as what learning opportunities are available.

Confirm which award or agreement you will be covered by, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contribution, initial training required and performance expectations.

**During the interview you need to sell the whole package not just your qualifications.** Employers will take into consideration not only your skills and knowledge, but also your ability to fit into a team and the culture of the organisation, as well as your attitude, presentation and your enthusiasm. Strong communication skills, initiative, a commitment to the profession, are also valued, as well as a good understanding of customer service. Physiotherapy applicants also need to demonstrate an ability to work as part of a team and a willingness to learn.

### Courses and Resources

<b>English for health professionals</b> Preparation for the Occupational English Test is normally held at	<b>the Institute of Languages, University of NSW</b> Tel: (02) 9385 0339
<b>For graduate and post graduate courses in physiotherapy contact</b>	<b>The School of Physiotherapy, University of Sydney</b> <a href="http://www.usyd.edu.au">www.usyd.edu.au</a> <b>The Faculty of Health, University of Newcastle</b> <a href="http://www.newcastle.edu.au">www.newcastle.edu.au</a> <b>Charles Sturt University</b> <a href="http://www.csu.edu.au">www.csu.edu.au</a>
<b>Other resources on line</b> Lists of publications relating to physiotherapy	<a href="http://www.health.nsw.gov.au/health-public-affairs/mhcs/publications">www.health.nsw.gov.au/health-public-affairs/mhcs/publications</a>
NSW health resources for patients	<a href="http://www.mhcs.health.nsw.gov.au/health-public-affairs/mhcs/publications">www.mhcs.health.nsw.gov.au/health-public-affairs/mhcs/publications</a>
University libraries:	<a href="http://www.library.jcu.edu.au">www.library.jcu.edu.au</a> <a href="http://www.library.usyd.edu.au">www.library.usyd.edu.au</a>
	<a href="http://www.physiobase.com">www.physiobase.com</a> <a href="http://websites.golden-orb.com/pain-education/100195/php">http://websites.golden-orb.com/pain-education/100195/php</a>

## Links

### Australian Examining Committee for Overseas Physiotherapists (AECOP)

Level 2, 19 Barry Drive, Turner ACT 2612  
 Tel (02) 6262 6029  
 Email [acopra@acopra.com.au](mailto:acopra@acopra.com.au)  
 Email [accreditation@acopra.com.au](mailto:accreditation@acopra.com.au)  
 Website: [www.acopra.com.au/eligibility](http://www.acopra.com.au/eligibility)

### Physiotherapists Registration Board of NSW

Level 6, 477 Pitt Street, Sydney NSW 2001  
 Tel (02) 9281 2030  
 Email [physioreg@doh.health.nsw.gov.au](mailto:physioreg@doh.health.nsw.gov.au)

### University of Sydney School of Physiotherapy

PO Box 170, Lidcombe NSW 1825  
 Tel (02) 9351 9630  
 Website: [www.chs.usyd.edu.au](http://www.chs.usyd.edu.au)

### The Australian Physiotherapy Association (APA)

formulates ethics and policies for the profession and makes representations on its behalf to governments and other bodies at national and state levels.

It provides professional development, continuing education, special clinical groups, congresses and conferences. Membership is open to physiotherapists eligible for registration.

PO Box 6465, St Kilda, Central VIC 8008  
 Tel (03) 9534 9400  
 Website: [www.physiotherapy.asn.au](http://www.physiotherapy.asn.au)

### Physiotherapy Research Foundation

Website: [http://aca/advsol.com.au/physio\\_and\\_health/research/prf/overview.sfm](http://aca/advsol.com.au/physio_and_health/research/prf/overview.sfm)

**Australian Journal of Physiotherapy** is a quarterly scientific journal published by the APA.

### Insurance

It is recommended that indemnity insurance be obtained before commencing employment.  
 Tel 1800 810 213.

### AEI National Office of Overseas

#### Skills Recognition

Tel 1800 659 579 Email [noosr@dest.gov.au](mailto:noosr@dest.gov.au)  
 Website: <http://aei.dest.gov.au/AEI/QualificationsRecognition/default.htm>



## LINKS FOR EMPLOYMENT

- [www.mycareer.com.au](http://www.mycareer.com.au)
- [www.wagenet.gov.au/WageNet/HomePage](http://www.wagenet.gov.au/WageNet/HomePage)
- [www.health.nsw.gov.au/iasd/areas](http://www.health.nsw.gov.au/iasd/areas)
- [www.apaonline.asn.au](http://www.apaonline.asn.au)
- [www.apoinline.asn.au/classifieds/](http://www.apoinline.asn.au/classifieds/)
- [www.seek.com.au](http://www.seek.com.au)
- [www.ausport.gov.au](http://www.ausport.gov.au)
- [www.NowHiring.com.au](http://www.NowHiring.com.au)
- [www.cracker.com.au](http://www.cracker.com.au)
- [www.haloemployment.com](http://www.haloemployment.com)
- [www.wave.com.au](http://www.wave.com.au)
- [www.redcentrerecruitment.com.au](http://www.redcentrerecruitment.com.au)
- [www.jobserve.com.au](http://www.jobserve.com.au)
- [www.sportstherapy.edu.au](http://www.sportstherapy.edu.au)
- [www.skilledmedical.com.au](http://www.skilledmedical.com.au)
- [www.naturaltherapypages.com.au](http://www.naturaltherapypages.com.au)
- [www.physiobase.com/work](http://www.physiobase.com/work)
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.jobsearch.gov.au/JobOutlook](http://www.jobsearch.gov.au/JobOutlook)
- [www.alliedhealth.com.au/physiotherapy\\_employment\\_Australia.htm](http://www.alliedhealth.com.au/physiotherapy_employment_Australia.htm)
- [www.employment.byron.com.au](http://www.employment.byron.com.au)
- [www.rsgaustralia.com.au/physiotherapy.html](http://www.rsgaustralia.com.au/physiotherapy.html)
- [www.healthsiterecruitment.com/physio.html](http://www.healthsiterecruitment.com/physio.html)



# Psychology in Australia

Psychology encompasses the study of cognitive, social, developmental, behavioural and physiological processes. In Australia, psychologists assess, diagnose, prevent and treat problems. Psychologists work in diverse areas from universities and government to community health centres and welfare organisations. They also practise in a range of specialist areas.

To work as a psychologist in Australia you must be registered. Different Australian states have different requirements. To practise in NSW you must be registered with the **NSW Psychologists Registration Board**.

## Recognition of Overseas Qualifications

An educational assessment of your qualifications by the National Office of Overseas Skills Recognition (NOOSR) or Department of Education and Training (DET) is necessary before approaching the NSW Psychologists Registration Board. The educational assessment will establish whether your qualifications are equivalent to an Australian degree.

### To gain registration you will need to have completed

- Four full-time years of academic study in psychology
- Two additional full-time years of either postgraduate training in psychology or supervised workplace experience as a probationary conditional registered psychologist
- A degree comparable to an Australian degree

Registration is necessary to work legally as a psychologist. It provides a method of protecting the public from unqualified psychologists and provides an avenue of complaint against registered practitioners. The Psychologists Act allows the board to determine minimum standards of education and training. A code of conduct provides guidelines and minimum standards that should be observed by registered psychologists.

### The Australian Psychological Society (APS)

The APS is the peak national body for the profession. It represents the interests of the profession at a national level. It provides professional development for psychologists. The APS has established a level of skills that members must meet to ensure an effective and competent profession. For information visit the APS website [www.psychology.org.au/psych/qualifications/competencies\\_of\\_aps\\_psychologists.pdf](http://www.psychology.org.au/psych/qualifications/competencies_of_aps_psychologists.pdf)

## Additional Skills in Demand

- Communication and analytical skills
- Problem-solving skills
- Transcultural skills
- Interpersonal skills (including negotiation skills and self-management)
- Technical skills (computer skills)
- Company specific skills

## Types of Psychologists

**Clinical psychologists** work to promote optimal levels of psychological functioning and to decrease levels of psychological distress. They treat emotional problems such as anxiety, depression, stress, trauma, and other mental illnesses such as schizophrenia, substance addiction and abuse, behavioural problems, adjustment to physical illness, relationship difficulties and learning disabilities.

Some clinical psychologists are generalists who work with a wide variety of people, while others work with specific groups like children, the elderly, or those with specific disorders (e.g. schizophrenia). They normally hold a Masters Degree in Clinical Psychology. They may be found working in academic settings, hospitals, community health centres or private practice.

**Counselling psychologists** do many of the same things that clinical psychologists do, however they tend to focus more on people with adjustment problems, helping to resolve a range of social and emotional issues that are related to a person's general well-being, such as bereavement, relationships, work, recreation, health and crisis managements, rather than with people suffering from severe psychological disorders. They work in community health centres, welfare agencies, schools and private practice.

**Occupational psychologists** are concerned with how organisations work and how individuals and groups, and organisations themselves, can become more effective. They aim to increase effectiveness, efficiency and satisfaction. They are able to help individuals and organisations in areas such as personnel selection, training and development, motivation, career counselling, job and work design, and organisational development.

**Neuropsychologists** are involved in the assessment, diagnosis, treatment, management and rehabilitation of clients with brain damage, as a result of brain injury, brain disorders (Alzheimer's Disease, traumatic brain injury, stroke, etc), neurological diseases, alcohol and substance abuse and developmental disability. Their main aim is to treat and improve the quality of life of these people. They work with health and rehabilitation services.

**Forensic psychologists** are involved in analysing crime evidence and aiding law enforcement agencies in criminal investigations. They conduct research, assessment and intervention, in the legal and criminal justice system, community services, the police force and prison system.

Forensic psychologists work in areas such as child protection services, probation and parole systems, statutory review tribunals, worker compensation, licensing, community services, public policy and legislative review.

They have expertise in areas such as child abuse, criminal behaviour and custody disputes. They conduct assessment and rehabilitation of offenders and develop policies in offender welfare. They investigate work on crime detection and offender profiling.

**Organisational psychologists** are primarily concerned with the relationships between people and their work environments. They develop ways to increase productivity, performance and the well-being of employees, groups and organisations. They work in business, government and academia. They work in areas such as human resources - in assessment, recruitment and selection, training, job design, employee and team development, and management. They may also work in career planning and development, and assist organisations in strategic planning and in changing management practices. They may work as consultants on projects within organisations.

**Developmental and educational psychologists** are involved in enhancing the development of students. They assess children's psycho-educational abilities and recommend ways of facilitating learning. They conduct research into physiological, behavioural, cognitive and social development, as well as into developmental disabilities and their effects. They administer psychological tests.

**Sport psychologists** help improve sporting performance, by providing assistance in preparing, monitoring and evaluating athletic performance. They conduct applied research into sport and may be involved in the training and education of athletes and coaches, so as to enhance personal development and well-being.

**Research psychologists** conduct experimental research in a variety of areas. They evaluate the effectiveness of programmes and campaigns and contribute towards the improvement of services.

**Academic psychologists** work in tertiary institutions, doing research and teaching students. They supervise postgraduate students, develop curriculum and organise seminars. A PhD qualification is the minimum level required to work in academia.

## Associated Professions

An undergraduate degree in psychology can be useful in a variety of people-orientated careers, counselling being one of them. Psychotherapy connotes something deeper than counselling, but in common usage, the terms have become synonymous. Tertiary qualifications are not strictly required to be able to work as a counsellor and there are no legal restrictions on people using the title 'counsellor'. Most counselling courses include psychotherapy. Counsellors assist people with personal, family, educational, mental health and career decisions and problems.

### Vocational counsellors

Vocational counsellors, who provide mainly career counselling outside the school setting, are also referred to as employment counsellors or career counsellors. Their chief focus is helping individuals with their career decisions. Vocational counsellors explore and evaluate a person's education, training, work history, interests, skills and personality traits, and arrange for aptitude and achievement tests to assist in making career decisions.

### School counsellors

School counsellors provide counselling to students including those considered to be at risk and those with special needs. They work as advocates for students and work with individuals and organisations to promote their academic, career, personal and social development. They help students evaluate their abilities, interests, talents and personality characteristics so they can develop realistic academic and career goals.

**Rehabilitation counsellors** help people with disabilities, such as those from birth defects, illness, disease, accidents, or the stress of daily life. They evaluate an individual's strengths and limitations, provide personal and vocational counselling, and arrange for medical care, vocational training and job placement.

**Drug and alcohol counsellors** help people who have problems with alcohol, drugs, gambling and eating disorders to identify behavioural and other problems related to their addiction.

**Marriage and family counsellors** apply principles, methods and therapeutic techniques to individuals, family groups, couples and organisations for the purpose of resolving emotional conflicts.

**Mental health counsellors** work with individuals, families and groups to address and treat mental and emotional disorders and promote an optimum mental health. They are trained in a variety of therapeutic techniques used to address a wide range of issues, including depression, addiction, substance abuse, suicidal impulses, stress and problems with self esteem.

## Other Associated Professions

- Community workers
- Human resources consultants
- Employment relations officers
- Researchers
- Managers
- Health promotions officers
- Developmental care workers
- Market research analysts
- Training development officers
- Career counsellors

Additional training may be necessary to work in the above areas. Contact TAFE NSW. Website: [www.tafensw.gov.edu.au](http://www.tafensw.gov.edu.au)

## Employment

According to the Department of Employment and Workplace Relations' Job Outlook, job prospects for psychologists are very good and employment growth is expected to be strong. 67 percent of jobs are full-time, the average weekly hours are 39.2 and earnings are above average. The vacancy level for psychologists is very high. Vacancies arising from job-changing (psychologists changing employers) are expected to provide 72 percent of the vacancies compared with 21 percent from job-openings (psychologists leaving the occupation) and seven percent from new jobs (employment growth).

Employment prospects for overseas-qualified psychologists will vary according to their level of qualifications, their specialised field and experience.

Psychologists work in the department of Community Services, Centrelink, Job Network, NSW Service for the Treatment of Torture and Trauma Survivors (STARTTS), Transcultural Health, Commonwealth Rehabilitation Service (CRS), Relationships Australia, community organisations, community health centres, hospitals, rehabilitation services, prisons, nursing homes, schools, private companies and medical practices. Psychologists also work in private practice.

## Work Experience

Work experience involves working normal hours without receiving a salary for a short period. It is an ideal way to build professional networks, experience the workplace culture, and become familiar with local management styles. To gain employment as a psychologist you will need extensive knowledge of the Australian health, education and welfare systems. Local work experience helps in the process of adjusting your skills to the Australian context.

You may need to contact the coordinator/manager of an organisation in person. You also may need personal accident insurance. For insurance you can contact IC Firth & Associates on (02) 8853 9100.

Volunteer Match places skilled professional volunteers in not-for-profit organizations.  
Contact: [www.volunteermatch.com.au](http://www.volunteermatch.com.au)

## Searching for a Job

Networking is of vital importance when looking for a job as many psychologists find work through personal networks. Having access to a mentor (another psychologist already working in Australia) also can make a difference. Make yourself known, volunteer in a community organization or join the psychologists board and attend members events.

Conduct some basic research to find out about organisations that employ psychologists, recruitment practices, management practices, trends and job opportunities. Knowledge of how psychology is practised in Australia (such as working with culturally diverse clients, different approaches to therapy, standards and workplace protocols) is essential. Focus on the organisations for which you want to work, identify those that are actively hiring and keep an eye on professional areas in demand.

Be passionate about the work you want to do because if you are passionate about something you tend to be good and successful at it. It will be expected that you demonstrate a personal commitment to the client group and that your ideology aligns the philosophy of service of the organization for which you want to work.

## Applying for a job involves

**Search for jobs in the newspaper.** All advertisements include selection criteria, which the applicant must address. Ask for an information package about the position and read it carefully.

**Research the organisation.** Find out who makes up the client base and the team you will be part of. Talk to people in similar positions elsewhere to find out more about the role and the expectations for the position.

**Review the selection criteria.** The selection criteria are part of the job application process, predominantly used by public-sector employers as an initial screening tool when deciding who to interview. Your response to the selection criteria is your first chance to create a good impression and sell yourself and your skills to the selection committee.

**Address the selection criteria.** You must respond to each criterion and match your qualifications, skills and interests to them.

**State your relevant skills,** knowledge and abilities. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document.

Do not assume the person reading your application already knows your abilities. The reader can only assess this based on the information contained in the selection criteria. Demonstrate your knowledge and experience with specific examples wherever possible.

If no selection criteria is included in the advertisement write a cover letter describing briefly your experience and knowledge relevant to the position.

**Include a resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position and keep the format simple. It is likely that a number of people have applied for the position so your resume needs to be easy to read. Don't mass mail a standard resume.

**Know the job thoroughly.** Prior to an interview conduct in-depth research into the organisation. Visit its website. If you are able to, read the annual report, understand the organisational structure and how the job fits in and links to other parts of the organisation. This will help you gain a good understanding of the position. Questions will be asked about your education, experience, personality, your strengths, weaknesses, future plans, goals and salary. The interview is the opportunity to sell your skills, so practise it.

Consider some possible questions based on the selection criteria and formulate responses that highlight your skills and abilities. Demonstrate as much as possible by giving examples of how you have applied therapeutic skills and knowledge in your previous positions. Include responses to policy questions, such as those relating to occupational health and safety. It is important that you demonstrate expertise in these areas with practical examples. Always highlight measurable achievements. Consult with someone already working in the field.

Working in teams may include working cooperatively with co-workers, other units and other services, on joint projects.

Strong leadership abilities include examples where you have provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

Building and maintaining relationships include examples of established working relationships within and across disciplines (internal and external) and examples of contributions made through these relationships.

Effective communication skills include written and verbal skills. Provide examples of your ability to communicate across all levels of an organisation and with people from different cultural and social backgrounds. Show your understanding of what is effective communication and give examples on how it has been implemented within the workplace.

**Prepare questions of your own.** Such as what learning opportunities are available. Confirm what award or agreement you will be covered by, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contribution, initial training required and performance expectations. You can ask these questions at the end of the interview.

During the interview you need to sell the whole package not just your qualifications. Employers will take into consideration not only your skills and knowledge, but also your ability to fit into a team and the culture of an organisation, as well as your attitude, presentation and enthusiasm. Strong communication skills, initiative, a commitment to the profession, are also valued, as well as a good understanding of customer service. Psychology applicants also need to demonstrate an ability to work as part of a team and a willingness to learn.

## Links

### NSW Psychologists Registration Board

Level 6, 477 Pitt Street, Sydney NSW 2001  
Tel (02) 9219 0211 Fax (02) 9281 2030  
Website: [www.psychreg.health.nsw.gov.au](http://www.psychreg.health.nsw.gov.au)

### The Australian Psychological Society

Tel (03) 8662 3300  
Email [natloff@psychsociety.com.au](mailto:natloff@psychsociety.com.au)  
Website: [www.aps.psychsociety.com.au](http://www.aps.psychsociety.com.au)

**For information on psychology in Australia,** such as job prospects, average weekly earnings and main employment industries see careers [www.jobsearch.gov.au/Joboutlook/default](http://www.jobsearch.gov.au/Joboutlook/default) [www.jobguide.thegoodguides.com.au](http://www.jobguide.thegoodguides.com.au).

## Professional Associations

### Australian Psychological Society

Website: [www.psychology.org.au](http://www.psychology.org.au)

### Australian Association of Cognitive Behaviour Therapy

Website: [www.psy.uwa.edu.au/aacbt](http://www.psy.uwa.edu.au/aacbt)

### Australian Human Resource Institute

Website: [www.ahri.com.au](http://www.ahri.com.au)

### Australian Association of Careers Counsellors

Website: [www.aacc.org.au](http://www.aacc.org.au)

### Australian College of Clinical Psychologists

Website: [www.accp.org.au](http://www.accp.org.au)

### Australian College of Health Service Executives

Website: [www.achse.org.au](http://www.achse.org.au)

### Australian Institute of Management

Website: [www.aim.com.au](http://www.aim.com.au)

### Institute of Management Consultants

Website: [www.imc.org.au](http://www.imc.org.au)

### Psychotherapy in Australia

Website: [www.psychotherapy.com.au](http://www.psychotherapy.com.au)

## Journals

### Australian Journal of Psychology

Website: [www.psychology.or.au/publications/journals/](http://www.psychology.or.au/publications/journals/)



## LINKS FOR EMPLOYMENT

[www.counsellorjobs.com.au](http://www.counsellorjobs.com.au)  
[www.psy.unsw.edu.au/study/careers](http://www.psy.unsw.edu.au/study/careers)  
[www.cot.com.au/op.html](http://www.cot.com.au/op.html)  
[www.etherapy.com.au](http://www.etherapy.com.au)  
[www.psychxchange.com.au](http://www.psychxchange.com.au)  
[www.gradlink.edu.au](http://www.gradlink.edu.au)  
[www.seek.com.au](http://www.seek.com.au)  
[www.careerone.com.au](http://www.careerone.com.au)  
[www.mycareer.com.au](http://www.mycareer.com.au)  
[www.jobs.yahoo.com.au](http://www.jobs.yahoo.com.au)  
[www.BeyondBlue.org.au](http://www.BeyondBlue.org.au)  
[www.truelocal.com.au](http://www.truelocal.com.au)  
[www.NowHiring.com.au](http://www.NowHiring.com.au)  
[www.defence.gov.au/army](http://www.defence.gov.au/army)  
[www.employment.byron.com.au](http://www.employment.byron.com.au)  
[www.jobable.gov.au](http://www.jobable.gov.au)  
[www.community.nsw.gov.au](http://www.community.nsw.gov.au)  
[www.ais.org.au](http://www.ais.org.au)  
[www.psychology.org.au](http://www.psychology.org.au)  
[www.centrelink.gov.au](http://www.centrelink.gov.au)

## For postgraduate courses in psychology

### Macquarie University

Website: [www.psy.mq.edu.au](http://www.psy.mq.edu.au)

### University of Sydney

Website: [www.psych.usyd.edu.au](http://www.psych.usyd.edu.au)

### University of Western Sydney

Website: [www.uws.edu.au](http://www.uws.edu.au)

### University of NSW

Website: [www.unsw.edu.au](http://www.unsw.edu.au)

### University of Wollongong

Website: [www.psy.uow.edu.au](http://www.psy.uow.edu.au)



# Social Work in Australia

The definition of social worker may be different in Australia than in other countries. Australia is a welfare state and the welfare system is broad and complex.

According to the Australian Association of Social Workers (AASW) social work is committed to the pursuit of social justice, enhancement of quality of life and the development of the full potential of each individual, group and community in society. Social workers pursue these goals by working to address barriers, inequities and injustices in society. Social workers have a professional education based on the analysis and understanding of human development and behaviour, and on complex social structures and processes. There is also a strong practical component.

In Australia, work in this field involves a variety of training. Workers include social workers, welfare workers and community workers. While there is some overlap in the tasks they perform and in some areas of employment, social workers must complete a minimum of four years tertiary education at university. If you hold a two-year diploma in welfare from a TAFE (Technical and Further Education) college or a three-year degree in social welfare you can work in a range of small community organisations and some government departments, but you cannot work in positions requiring both a four-year social work degree and admission to the AASW.

While the largest single group of social workers are in the health system (hospitals and community health) they are also found in community centres, neighbourhood centres, migrant-resources centres and in federal and state government departments, such as Centrelink, Department of Community Services, as well as local councils, non-government organisations, ethnic community-based organisations and charitable groups.

Social work involves casework (assessment, advocacy, counselling, referrals and information provision); community development (project work, group facilitation, research and advocacy); and policy development. It is possible to specialise in particular areas, such as ageing, women's health, disability, child and family welfare, migrant/refugee settlement and so on.

Community development is the process of empowering, engaging and developing the capacities of individuals and communities to shape their own lives and make informed decisions.

Most community organisations are managed by a management committee, made up of volunteer community representatives, and receive government funding.

## Recognition of Overseas Qualifications

It is necessary to apply directly to the AASW for assessment of qualifications and for membership. Applicants may be asked to complete additional studies and the AASW can advise on the relevant bridging programs needed to meet the professional/academic requirements for social workers in Australia. The AASW may advise that your qualifications do not meet those needed to be a social worker but they may meet those needed to work as a welfare worker.

## Further Training

Overseas-qualified social workers need to become familiar with the Australian welfare and health systems. This could be done through doing some **work experience** or by completing **postgraduate** studies, or a **TAFE** course.

**For postgraduate courses** you need to check with universities.

University of Sydney: [www.usyd.edu.au](http://www.usyd.edu.au)

University of Western Sydney: [www.uws.edu.au](http://www.uws.edu.au)

University of NSW: [www.unsw.edu.au](http://www.unsw.edu.au)

## TAFE courses

Technical And Further Education (TAFE) colleges: [www.tafensw.edu.au](http://www.tafensw.edu.au)

### Community Services (Alcohol and Other Drugs) Certificate III, Certificate IV and Diploma

These courses are for people who want to work in the area of alcohol and drugs or in related fields, within community services and the health industry.

### Community Services (Community Work) Certificate III

This course provides introductory skills in community development work and knowledge of a range of community services. It enables community workers to gain a national qualification that recognizes their skills and knowledge in consultancy, program development, group work, advocacy, community economic development and cultural development.

### Community Services (Disability Work) Certificates III, IV and Diploma

These courses are for people who work in or want to gain skills in the services-provision area of disabilities work.

### Community Services (Mental Health Work – non-clinical) Certificates III, IV and Diploma

For those who work in, or who want to work in, mental health and related fields as non-clinical workers providing support to clients. It covers interviewing, client-support skills and advocacy skills, as well as preventive, educational and other strategies relevant to work in mental health.

### Community Services (Welfare) Certificates III, IV and Diploma

For people who wish to work in community welfare. It covers crisis intervention, as well as how to develop initiatives and managerial skills.

### Community Services (Youth Work) Certificates III, IV and Diploma

These courses train students to be youth workers and to manage youth services.

## Associated Professions

### Welfare worker/community worker

A welfare worker would normally help clients by assessing their needs, providing information, advocating on their behalf, intervening in a crisis situation and providing practical assistance on a needs-basis as well as referring clients to appropriate services. Welfare workers also facilitate in self-help groups, liaise with government departments and are involved in project development and community management. Welfare workers are usually employed in community-based organisations.

Community development is the process of building communities on a local level with an emphasis on building their economies, forging and strengthening social ties and developing the non-profit sector.

Community development has also been defined as the conception, planning, implementation and evaluation of projects, which improve, or reduce a decline in, people's quality of life within a community.

### Disability worker

A disability worker will interview and assess clients' needs and provide the appropriate services, as well as liaising with other organisations to ensure that the psychological and physical needs of clients are met.

An extensive knowledge of the area of disability is needed to work in this field, as well as an understanding of the current philosophy of service, which includes the integration of disabled people into society.

### Drug and alcohol worker

A drug and alcohol worker normally works for the Department of Health, in drug and alcohol services. They interview, counsel and assess clients, as well as providing services and referring clients to services. They also provide education to help prevent drug or alcohol addiction. They plan, program and network, and provide input on policy and coordinate projects.

### Counsellor

Counsellors are employed by schools, community health-centres, Relationships Australia, big charitable organisations, TAFE and others. Qualifications in counselling, a degree in psychology or social work are useful. Counsellors help clients tap into their own resources to find their own answers. Counsellors do not make judgments on who is right or wrong, they don't tell clients what to do. They work to help them improve relationships, address concerns and difficulties, and deal with the pain when relationships change.

### Youth worker

Youth workers assist young people with whatever difficulties they are facing, and coordinate the development of programs. They act as an advocate for client's on legal matters and provide education programs. Youth workers are employed mainly in community and health centres.

## Employment

According to the Department of Employment and Workplace Relations' Job Outlook, job prospects for social workers are good. Employment growth in the next four years is expected to be moderate. In 2005, there were about 11,500 social workers working in Australia. Social workers have an average proportion of full-time jobs, at 70 per cent. The average weekly hours are 36.9 and earnings are above average. Unemployment for both social workers and welfare/community workers is average.

The vacancy level for welfare/community workers and social workers is moderate. For social workers vacancies arising from job-changing (workers changing employers) is expected to provide 66 percent of vacancies compared with 27 percent from job-openings (workers leaving the occupation) and seven per cent from new jobs (employment growth in this sector).

On the other hand job prospects for welfare and community workers are very good. Employment growth is expected to be strong. There are 31,500 welfare and community workers in Australia. Earnings are above average. Unemployment is average. Vacancies arising from job-changing are expected to provide 39 percent of the vacancies, compared with 50 percent from job-openings and 11 percent from employment growth.

Social and community/welfare workers are employed across several industries including community care services, hospitals, community health centres, migrant resource centres, community and neighbourhood centres and in government departments such as Centrelink and Department of Community Services.

## Work experience

Work experience involves working normal hours without receiving a salary for two to six weeks. Extensive knowledge of the social and welfare systems and some experience working in the area are essential to work in the field. Community centres are open to those willing to do work experience as they are normally under-resourced and want volunteers.

Gaining local work experience is also a crucial element in the process of adjusting your skills to the Australian context. It provides an opportunity to learn about the welfare and health systems here, the philosophy of service, work practices and strategies used. Work experience is ideal to build professional networks, experience the workplace culture, and become familiar with management styles.

You may need to make contact the coordinator/manager of a centre in person. Personal accident insurance may be required. For insurance information contact IC Firth & Associates on (02) 8853 9100.

Volunteer Match specializes in placing skilled professional volunteers in not-for-profit organisations. Website: [www.volunteermatch.com.au](http://www.volunteermatch.com.au)

## Searching For A Job

Networking is of vital importance when looking for a job, as social workers often find work through personal contacts. Having access to a mentor (another social worker already working in Australia) can also make a difference. Make yourself known, for example volunteer in a community organisation or join the AASW and attend members events.

Conduct some basic research into the field of social and community work to find out about organisations that employ social workers, recruitment practices, management practices, trends and job opportunities. Knowledge about how social work is practiced in Australia (working with culturally diverse clients, different strategies and approaches used, standards and workplace protocols) is essential. Focus on the organisations for which you want to work, identify those who are actively hiring and keep an eye on specialist and professional areas in demand.

Be passionate about the work you want to do because if you are passionate about something you tend to be good and successful at it. It will be expected that you demonstrate a personal commitment to the client group and that your ideology is similar to that of the organisation with which you want to work.

## Applying for a job involves the following steps

Search for jobs in the newspaper. All advertisements include selection criteria, which the applicant must address. Ask for an information package about the position, read it carefully.

**Research the organisation.** Find out who makes up the client base and the team you will be part of. Talk to people in similar positions elsewhere to find out about the role and expectations for the position.

**Review the selection criteria.** The selection criteria are part of the job application process, mainly used by public-sector employers as an initial screening tool when deciding who to interview. Your response to the selection criteria is your first chance to create a good impression and to sell yourself and your skills to the selection committee.

**To address the selection criteria** you must respond to the requirements of each criterion and match your qualifications, skills and interests to them.

State your relevant skills, knowledge and abilities. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document.

Do not assume the person reading your application already knows your abilities. The reader can only assess these based on the information contained in the selection criteria. Demonstrate your knowledge and experience with specific examples wherever possible.

**Include a resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position and keep the format simple. It is likely that a number of people have applied for the position so your resume needs to be easy to read. **Don't mass mail standard resumes.**

**Know the job thoroughly.** Prior to the interview conduct in-depth research into the organisation. Visit its website. If you are able to, read the annual report, understand the organisational structure and how the job fits in and links to other parts of the organisation. This will help you to gain a good understanding of the scope of the position.

Questions will be asked about your education, experience and knowledge of the issues faced by the main client groups, as well as about your personality, strengths, weaknesses, future plans, goals and salary expectations. The interview is the opportunity to sell your skills so practise it.

Consider possible questions based on the selection criteria and formulate some responses that highlight your own skills and abilities. Demonstrate as much as possible by giving examples of how you applied skills and knowledge in your previous position, the processes involved in the assessment, implementation and evaluation of projects undertaken, the strategies used. Always highlight measurable achievements. Consult with someone already working in the field. Include responses about policy. It is important you state the contribution you would make should you be employed.

**Working in teams** may include examples of working cooperatively with other workers, other units and other companies on joint projects, particularly where large-scale project-development is required.

**Strong leadership abilities** may include examples where you provided clear direction, motivated staff, proactively sought information and led projects from beginning to end.

**Building and maintaining relationships** may include examples of established working relationships within and across disciplines (internal and external) and examples of contributions made through these relationships.

**Effective communication skills** may include both written and verbal. Provide examples of your ability to communicate across all levels of the organisation, with people from different cultural and social backgrounds. Show your understanding of what is effective communication and give examples of how these have been implemented in the workplace. Examples where you have worked effectively with clients from culturally diverse backgrounds.

**Prepare some questions of your own**, such as what learning opportunities are available. Confirm what award or agreement you will be covered by, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contributions, initial training required and performance expectations. You can ask these questions at the end of the interview.

**During the interview** you need to sell the whole package rather than just your qualifications to do the job. Employers will take into consideration not only your skills and knowledge, but also your ability to fit into the team and the culture of the organisation, as well as your attitude, presentation and enthusiasm. Strong communication skills, initiative and a commitment to the profession are also valued, as well as a good understanding of customer service. Social worker applicants also need to demonstrate an ability to work as part of a team and a willingness to learn.

## Links

### **Australian Association of Social Workers**

Suite 18, 16 National Circuit Barton ACT 2600

Tel: (02) 6273 0199 and 1800 630 124

Fax: (02) 6273 020

Website: [www.aasw.asn.au](http://www.aasw.asn.au)

### **To enquire about overseas accreditation**

in Australia contact the national office and ask for the overseas qualifications officer

The toll free number is 1800 630 124

### **The Australian Association of Social Workers NSW Branch**

PO Box 475, Rozelle NSW 2039

Tel: (02) 9810 5811 Fax: (02) 98105600

### **SACS Award information**

Website: [www.asu.asn.au/sacs/awards](http://www.asu.asn.au/sacs/awards)

### **Australian Services Union**

Website: [www.asuservices.labor.net.au](http://www.asuservices.labor.net.au)

### **Community Builders**

Website: [www.communitybuilders.nsw.gov.au](http://www.communitybuilders.nsw.gov.au)

### **Council of Social Services of NSW**

Website: [www.ncoss.org.au](http://www.ncoss.org.au)



## LINKS FOR EMPLOYMENT

[www.seek.com.au](http://www.seek.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

[wwwsvh.stvincents.com.au](http://wwwsvh.stvincents.com.au)

[www.mycareeer.com.au](http://www.mycareeer.com.au)

[www.jobs.yahoo.com.au](http://www.jobs.yahoo.com.au)

[www.socialworktoday.com](http://www.socialworktoday.com)

[www.wiseemployment.com.au](http://www.wiseemployment.com.au)

[www.dream-group.com/socialwork/overview.asp](http://www.dream-group.com/socialwork/overview.asp)

[www.business.com](http://www.business.com)

[www.search-online.org](http://www.search-online.org)

[www.counsellorjobs.com.au](http://www.counsellorjobs.com.au)

[www.barnardos.org.au](http://www.barnardos.org.au)

[www.allstaff.net.au/health/dapolicy.html](http://www.allstaff.net.au/health/dapolicy.html)

[www.jobsonline.com](http://www.jobsonline.com)

[www.linkme.com.au](http://www.linkme.com.au)

[www.ansearch.com.au](http://www.ansearch.com.au)

[www.hacjobs.com.au](http://www.hacjobs.com.au)

[www.employment.byron.com.au](http://www.employment.byron.com.au)

[www.workplace.gov.au](http://www.workplace.gov.au)



# Teaching in Australia

In Australian education is the responsibility of the state and territory governments. Australia is governed by a multi-party democratic system and the education philosophy is a reflection of that system. It is based on the principles of participation, equality, respect and leadership. Students are taught public speaking from an early age. They are encouraged to question, debate and express their ideas and opinions on all subjects. Students are required to work cooperatively with others, but they are also encouraged to become independent thinkers.

Teachers, using different teaching methodologies, teach a mandatory curriculum. Students are encouraged to maximise the learning experience by using their creativity and a broad range of resources, such as technology, outdoor education (visits to museums), debates, sports, drama, creative writing, self-directed learning and so on.

Physical disciplinary action is not allowed in Australian schools. It is prohibited by law. All schools have a discipline policy that is reviewed regularly. The policy recognises student's achievements while dealing with unacceptable behaviour. In Australia, teachers need to earn the respect of students and need to know how to get respect and gain credibility from students.

It is important for overseas-qualified teachers to have their qualifications recognised and to familiarise themselves with the Australian education system and with class-management strategies before seeking employment.

## In Australia there are three types of schools

- **Public schools**, which are run and regulated by the government (Department of Education and Training). They include **selective schools** that provide a more advanced curriculum for high-achieving, academically talented students.
- **Catholic schools**, which are run by the Catholic Education Office.
- **Independent schools**, which are run by other religious orders or private organizations. They are regulated by the Association of Independent Schools.

Teachers in Australia are educated at universities. Programmes usually require four years of full-time study and include at least one year of professional pre-service teacher education. Alternatively, there is a three-year degree followed by a Graduate Diploma in Education.

Each state and territory has its own requirements and procedures for the recognition of qualifications and the recruitment of teachers.

## Teaching In Public Schools

For an overseas-qualified teacher to work in a public primary or secondary school it is necessary to:

- Get an **educational assessment** of overseas qualifications from the National Office of Overseas Skills Recognition (NOOSR). This assessment will indicate if the qualifications are comparable to an Australian degree. If that is the case it is then necessary to,
- Have the **qualifications assessed** by the Department of Education and Training (DET). Copies of qualifications and other supportive evidence must be sent to DET
- If the qualifications are accepted by DET, then you must demonstrate, at a **interview with DET**, your personal suitability and commitment to teaching
- Be competent in English language. All teachers wanting to work in the public system must complete an **English-language assessment** called the Professional English Assessment for Teachers (PEAT) (in reading, writing, listening and speaking)
- If you pass this examination, you will need to undertake an **orientation program**, which includes practical teaching in a classroom and demonstrating class-management skills.
- If successful, you can register with the NSW Institute of Teachers and seek employment in any public school.

**To work as a teacher** in the public school system in NSW you must be registered with the NSW Institute of Teachers. Registration does not guarantee employment.

For information on recognition of qualifications visit NOOSR on:

Website: [www.detya.gov.au/noosr/leaflets/noosr\\_guides](http://www.detya.gov.au/noosr/leaflets/noosr_guides)

Applications for assessment of overseas qualifications should be made in writing to the Department of Education, Manager, Schools Staffing Unit, 22 Main Street, Blacktown NSW 2148

For registration contact the NSW Institute of Teachers [contatus@nswteachers.nsw.edu.au](mailto:contatus@nswteachers.nsw.edu.au)

For employment in the public sector, contact the Department of Education and Training (DET) on (02) 9836 7851 or 1300 300 498. [www.det.nsw.gov.au](http://www.det.nsw.gov.au)

## Teaching In Catholic Schools

Catholic systemic schools in Sydney educate more than 60,000 students in about 150 schools. There are also about 50 Catholic schools that are independent and not part of the systemic school system. Leadership of the Catholic systemic schools is entrusted to the Sydney Archdiocesan Catholic Schools Board, which is responsible for policy and direction, and to the Catholic Education Office (CEO) Sydney, which is responsible for policy implementation, services and personnel.

Primary teachers in Catholic schools usually teach religious education and need to be accredited to do so. Australian Catholic University campuses provide courses that lead to accreditation to teach religion. Otherwise this can be done through specific courses.

## Employment

Following an educational assessment of your qualifications that indicates they are comparable to an Australian teaching qualification, you need to contact the Catholic Education Office (CEO). An application for teaching needs to be submitted as well as certified copies of all relevant qualifications and passport. The CEO will assess your qualifications and will notify you if any further training is needed. Teachers must comply with the NSW Child Protection Legislation. Classification packages can be requested through email: [classification@ceo.syd.catholic.edu.au](mailto:classification@ceo.syd.catholic.edu.au)

### The Catholic Education Office

38 Renwick Street, Leichhardt NSW 2040. Tel: (02) 9569 6111 Fax: (02) 9550 0052  
Website: [www.ceo.syd.catholic.edu.au](http://www.ceo.syd.catholic.edu.au)

Teachers must apply directly to those catholic schools in which they wish to teach. If successful, they are employed by the principal of the school. Catholic teachers receive the same salaries as teachers in government schools.

For a list of Catholic school vacancies specific to the south-west region of Sydney visit: [www.swsycatholicsschools.net.au](http://www.swsycatholicsschools.net.au) otherwise visit [www.teachers.on.net/sydceo](http://www.teachers.on.net/sydceo)  
Website: [www.ceo.syd.catholic.edu.au/employment/index.asp](http://www.ceo.syd.catholic.edu.au/employment/index.asp)

## Teaching in Independent Schools

The independent school sector makes about a third of the non-government school sector and includes:

- Schools affiliated with smaller and larger Christian denominations
- Islamic schools
- Jewish schools
- Montessori schools
- Rudolf Steiner schools
- Aboriginal community schools
- Schools that specialise in meeting the needs of students with disabilities.

No internal assessment of overseas qualifications may be necessary to be able to teach in independent schools, though an educational assessment of qualifications may be helpful. Independent schools tend to select their own teachers based on the school's specialised teaching. However professional accreditation is now needed in order to gain registration. For information contact Joy by email: [jyeo@aisnsw.edu.au](mailto:jyeo@aisnsw.edu.au)

### The Association of Independent Schools of NSW

Level 4, 99 York Street, Sydney NSW 2000.  
Tel: (02) 9299 2845 Email: [admin@aisn.edu.au](mailto:admin@aisn.edu.au) Website: [www.aisnsw.edu.au](http://www.aisnsw.edu.au).

### The Independent Education Union

The union represents teachers and supports staff in non-government schools.  
176-182 Day Street, Sydney NSW 2000 Tel: (02) 9202 2600 Website: [www.ieu.asn.au](http://www.ieu.asn.au)

## Further Studies For Overseas-Qualified Teachers

### TESOL

Many overseas-trained teachers complete courses in Teaching English to Speakers of Other Languages (TESOL). Contact the nearest university for details. There are graduate and postgraduate courses available. Teachers with TESOL qualifications can work at Technical And Further Education (TAFE) colleges, the NSW Adult Migrant English Service (AMES), evening colleges, WEA, private colleges and as trainers.

### Diploma of Education

If you have a Bachelor of Arts or a Bachelor of Science and want to teach it is necessary to complete a Diploma of Education. This is a requirement for teaching in Australia. Overseas-qualified teachers also will need to pass the Professional English Assessment for Teachers (PEAT ) examination if they want to work in the public-education system.

### Certificate IV in Workplace Training

This short course is useful if you want to work as a trainer. It is appropriate for competency-based training and can be completed in a week. Many private training providers have this course, as well as TAFE.

### Librarianship Courses

Some overseas-qualified teachers want to work in school libraries. There are two courses at TAFE that have proved useful when looking for work in school libraries.

- 1) The Library Information Services Diploma, and
- 2) The Library and Information Services Certificate III.

### Degree in Early Childhood Education

This degree will prepare you for work in childcare centres or pre-schools. There is a shortage of early childhood educators in Australia.

### Diploma in Childcare

This is necessary to work with children aged 0-5. It can be completed at TAFE. There are opportunities for employment in this field. The diploma takes three years to complete but can be done on a part-time basis. Contact TAFE.

### Single Courses

Single courses in education can be done on-line. For information visit the websites of Macquarie University, University of Western Sydney and University of Sydney. A single course may help in understanding the Australian perspective.

## English Courses

- English for Academic Purposes
- English for Further Studies

Both courses are provided by TAFE. There may also be bridging courses for overseas-qualified teachers.

Technical And Further Education (TAFE) colleges	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>
Macquarie University	<a href="http://www.mq.edu.au">www.mq.edu.au</a>
University of Sydney	<a href="http://www.usyd.edu.au">www.usyd.edu.au</a>
University of Western Sydney	<a href="http://www.uws.edu.au">www.uws.edu.au</a>
University of NSW	<a href="http://www.unsw.edu.au">www.unsw.edu.au</a>
University of Wollongong	<a href="http://www.uow.edu.au">www.uow.edu.au</a>

## Associated Fields For Overseas-Qualified Teachers

### Teacher's Aid

Many overseas-qualified teachers initially have found employment as a teacher's aid. Positions are advertised in the local newspapers and the mainstream media. Teacher's aids assist teachers with the administrative tasks and in some cases liaising with parents. Hours are normally flexible. This course may be a good introduction to Australian school life.

### Administrative Assistant

Working as a secretary in a school has been a short-term option for many overseas-qualified teachers to familiarise themselves with the school culture and the Australian education system.

Employment opportunities in this area exist with the Department of Education and Training.

### Teaching In Other Institutions

Overseas-qualified teachers can teach in evening colleges, the NSW AMES, TAFE, Workers Education Association (WEA), universities, evening colleges, private tuition colleges, Australia Centre for Languages (ACL) and private colleges.

It is possible to apply directly to these institutions, which normally offer casual employment.

### School Counsellor

To work as a school counsellor requires a degree in psychology and in teaching. Overseas degrees must be recognised as comparable to Australian degrees.

### Trainer

Opportunities exist for teachers interested in working as trainers. The Job Network, TAFE and private colleges offer all kinds of short-term and long-term training courses. It is necessary to apply directly to these institutions. Completion of the Certificate IV in Workplace Training may be necessary.

## Childcare Worker

This is an option for overseas-qualified teachers who are not interested in working in schools. Some childcare is provided in primary school after school hours, but there are opportunities to work in childcare centres (private and public).

## Employment

According to the Department of Employment and Workplace Relations' JobOutlook job prospects are good for primary school teachers, English teachers, teacher's aids and teachers in kindergartens and pre-schools. Employment growth in these areas is expected to be moderate. Earnings are below average, the vacancy level is low and unemployment is below average.

However, job prospects for secondary school teachers are very good and employment growth is expected to be moderate. The vacancy level is also moderate. Vacancies arising from job-changing are expected to provide 44 percent of vacancies compared to 50 percent from job-openings and six per cent from new jobs.

## Searching For A Job

### Studying, Researching

If your qualifications have been assessed, prior to seeking employment, it is recommended that overseas-qualified teachers familiarise themselves with the Australian education system (the structure of schools, philosophy of education, school policies, forms of assessments, discipline policy, recruitment practices, school-management practices and job opportunities), as well as with the alternative options available for teachers.

Search for jobs in newspapers in the education section. Advertisements include selection criteria, which the applicant must address. Ask for an information package about the position. Read it carefully.

**Find out about the school.** For example, who are the students and the teaching staff with whom you will work. Talk to other teachers in similar positions and find out about the job and expectations for the position.

**Review the selection criteria.** The selection criteria are part of the job application process, mainly used by public-sector employers as an initial screening tool for deciding whom to interview. Your response to the selection criteria is your first chance to create a good impression and to sell yourself and your skills to the selection committee.

To **address the selection criteria** you must respond to the requirements of each criterion and match your qualifications, skills and interests to them.

State your relevant skills, knowledge and abilities. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document.

Do not assume the person reading your application already knows your abilities. The reader can only judge this based on the information in the selection criteria. Where possible demonstrate your knowledge and experience with specific examples.

**Include a resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position and keep the format simple. It is likely that a number of people have applied for the position so your resume needs to be easy to read. **Don't mass mail a standard** resume.

**Prior to attending an interview** find out about the school. Visit its website, read the annual report, find out about the organisational structure and how this job fits in. Become familiar with the syllabus documents. They can be found at the Board of Studies website [www.boardofstudies.nsw.edu.au/syllabus\\_sc/index.html](http://www.boardofstudies.nsw.edu.au/syllabus_sc/index.html)

Read about the teaching strategies that are used in Australia and about class-management approaches. In Australia, teachers need to earn the respect of students and need to know how to create respect and credibility.

Questions will be asked about your education and experience: strategies used to maintain discipline, experience in using different teaching techniques and materials, assessing progress and supervising work in class. You may also be asked about evaluating students' progress and so on. Other questions may focus on your personality, your strengths, weaknesses, future plans, goals and salary.

**The interview** is an opportunity to sell your skills so practise it. Consider possible questions that you may be asked based on the selection criteria and formulate some responses that highlight your own skills and abilities. Demonstrate as much as possible by giving examples. Include responses about policy. It is important that you demonstrate expertise in these areas with practical examples and that you state the contribution you would make should you get the job. Always highlight measurable achievements.

**Prepare some questions** of your own about the job, such as what opportunities there are for professional development. Confirm what award or agreement you will be covered by, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contribution, initial training required, performance expectations and performance review procedures. You can ask these questions at the end of the interview.

During the interview you need to **sell the whole package** not just your qualifications. Employers take into consideration not only your skills and knowledge, but also your ability to fit into a team and the culture of the school, as well as your attitude, presentation and enthusiasm. Strong communication skills, initiative, a commitment to the profession, are also valued, as well as a good understanding of students.

## Work Experience

Work experience involves working normal hours without receiving a salary for a period of two to six weeks. Local work experience is important in the process of adjusting skills to the Australian context. It provides an opportunity for overseas-qualified teachers to interact with other teachers, build professional networks, experience the school culture, become familiar with the Australian philosophy of education and observe class-management. Schools value applicants who have work experience in Australia.

For work experience apply to private and public schools, and TAFE.

You may be required to purchase personal accident insurance. For insurance information contact IC Firth & Associates on (02) 8853 9100.

## Links

### References

**Teaching in Australia, published by the Department of Education, Science and Training (DEST)**  
Website: [www.dest.gov.au](http://www.dest.gov.au)

**Entry of Teachers Educated Outside Australia into the Teaching Profession in Australia**  
Email: [noosr@dest.gov.au](mailto:noosr@dest.gov.au)

**NSW Institute of Teachers**  
Level 6, 15-19 Bent Street, Sydney NSW 2000  
Tel: 1300 739 338  
[contatus@nswteachers.nsw.edu.au](mailto:contatus@nswteachers.nsw.edu.au)  
Website: [www.nswteachers.nsw.edu.au](http://www.nswteachers.nsw.edu.au)

**Board of Studies NSW**  
Website: [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

**Board of Adult and Community Education**  
Website: [www.bace.nsw.gov.au](http://www.bace.nsw.gov.au)

**NSW Board of Vocational Education and Training**  
Website: [www.bvet.nsw.gov.au](http://www.bvet.nsw.gov.au)

**For information on education employment**  
Website: [www.teachers.on.net/syd](http://www.teachers.on.net/syd)

**For teaching materials, lesson plans, distance learning and chat rooms**  
Website: <http://jobs.teachers.net/data/jobscenter>

**For professional development and curriculum design**  
Website: [www.rife.ed.qut.edu.au](http://www.rife.ed.qut.edu.au)

**Resources**  
Website: [www.nswteachers.nsw.edu.au/library](http://www.nswteachers.nsw.edu.au/library)



### LINKS FOR EMPLOYMENT

[www.teachers.on.net](http://www.teachers.on.net)  
[www.careerone.com.au](http://www.careerone.com.au)  
[www.mcareer.com.au](http://www.mcareer.com.au)  
[www.jobsearch.gov.au/JobOutlook](http://www.jobsearch.gov.au/JobOutlook)  
[www.nswff.org.au](http://www.nswff.org.au)  
[www.ansearch.com.au](http://www.ansearch.com.au)  
[www.gumtree.com.au](http://www.gumtree.com.au)  
[www.dest.gov.au/sector/career\\_development](http://www.dest.gov.au/sector/career_development)  
[www.seek.com.au](http://www.seek.com.au)  
[www.nsw.gov.au/employment.asp](http://www.nsw.gov.au/employment.asp)  
[www.teachers-teachers.com/teaching\\_jobs.cfm](http://www.teachers-teachers.com/teaching_jobs.cfm)  
[www.teachers.net/jobs](http://www.teachers.net/jobs)  
[www.jobs.teachers.net](http://www.jobs.teachers.net)  
[www.employment.byron.com/teachers.html](http://www.employment.byron.com/teachers.html)  
[www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au)  
[www.det.nsw.edu.au/employment](http://www.det.nsw.edu.au/employment)  
[www.people.on.line.com.au/jobs](http://www.people.on.line.com.au/jobs)  
[www.aeufederal.org.au](http://www.aeufederal.org.au)



# Veterinary Science in Australia

Veterinary science is a well-established profession in Australia. There are about 8,000 veterinarians (vets) practising here. About 80 percent of them are in private practice, caring for pets and farm animals, as well as racing greyhounds and horses. Some work for governments to control and prevent disease, or in quarantine assessment. Others work as field officers or in medical laboratories or as researchers in the pharmaceutical industry. Some vets work in higher education.

Employment of vets in the public sector has decreased. Also, the 1990s saw more private practices, and larger ones, established in cities and towns to care for a growing number of pets and racing animals. There was also an attempt by private practitioners to boost health programs for farm animals, as well as encourage specialisation and establish specialist registers. There was a push to improve standards in veterinary public health and veterinary preventive medicine.

## Recognition Of Qualifications

The **Australasian Veterinary Boards Council Inc** (AVBC) represents veterinary authorities involved in registration, and administers the National Veterinary Examination.

To have qualifications recognised in Australia it is necessary to pass a series of examinations called the National Veterinary Examination (NVE) conducted by the AVBC.

To undertake the NVE it is necessary to hold a degree recognised as equivalent to an Australian degree and be registered, licensed or eligible to be recognised as a veterinarian of good standing in the country in which you studied or worked.

## The examination procedures include

**An eligibility assessment** – assessment of qualifications and associated documents to determine eligibility to do the NVE

**An English-language requirement** - before proceeding to the NVE preliminary examination

**A preliminary examination** – written multiple-choice question (MCQ) examination

**A final examination** – clinical examination.

For more information contact the National Office of Overseas Skills Recognition (NOOSR) Panel of Veterinary Science on (02) 6240 7611 and the AVBC on (03) 9620 7844. Website: [www.avbc.asn.au](http://www.avbc.asn.au). Email: [avbc@ozemail.com.au](mailto:avbc@ozemail.com.au).

A comprehensive knowledge of English is essential to the practice of veterinary science in Australia. A 'B' pass in all four sections of the **Occupational English Test** (OET) or a score of band 7 in all sections of the academic level of the **International English Language Testing System** (IELTS) will satisfy the requirements.

For information on OET examinations, including fees and examination dates, contact **Language Australia**, Level 4, 51 Queen St, Melbourne VIC 3000 Tel: (03) 9612 2600 Fax: (03) 9612 2601. Email: oet@languageaustralia.com.au. Website: www.oet.com.au.

### **NVE Preliminary Examination (MCQ) (Written)**

This exam consists of three papers of multiple-choice questions. Each of the papers has 100 questions that are designed to test your knowledge across a variety of areas. These areas are explained in the Candidates Information Handbook, which will be sent to you once you have been considered eligible to undertake the NVE. The handbook contains sample NVE questions.

### **NVE Final Examination (Clinical)**

You must pass the English-language requirements and the preliminary examination to be eligible to sit the final examination, which is held over four or five days. The exam is conducted at an Australian veterinary school. You will be examined at the same level as recent graduates from Australian universities. The format of the examination is described in the Candidates Information Handbook.

If you successfully complete the NVE process you will be issued with a certificate. This entitles you to apply for registration with any **Australian Veterinary Surgeons' Registration Board**. The certificate will be sent direct to you. You must present the certificate to the registration board in NSW.

To obtain an application for Skills Assessment and Assessment of Eligibility to Undertake the Professional Examinations in Veterinary Science contact the Australasian Veterinary Boards Council on (03) 9620 7844.

The **Australian Veterinary Association** and the **Australian College of Veterinary Scientists** are the two professional organisations that provide information on a variety of professional matters.

## **Occupational Options**

### **Retraining**

Overseas-qualified veterinary surgeons who do not have their qualifications recognised in Australia will not be able to work as veterinary surgeons and may need to pursue further studies or be retrained to find employment in an associated field.

Areas of alternative employment:

- Laboratory technician
- Research technician
- Veterinary nurse
- Pathology
- Animal technician.

### **Professional Development**

Postgraduate study is an option for some overseas-qualified vets. A masters degree or PhD in veterinary science. It can lead to employment in teaching/lecturing or in research. Contact the University of Sydney for information. Website: www.usyd.edu.au

## Training

There are a number of short courses that can be undertaken at TAFE in areas related to veterinary science. Website: [www.tafensw.edu.au](http://www.tafensw.edu.au).

### Laboratory Operations Advanced Diploma.

This course provides a broad and flexible package of competencies to meet the needs of laboratory supervisors, senior technical officers and similar personnel. These units of competency reflect the various aspects of the work of a senior technician, which may include responsibility for planning, allocation of tasks, monitoring of resources, coordination, quality assurance, recording and reporting of laboratory outputs.

The course has application in a number of industry contexts, including pathology services. Employment can be found in pathology laboratories.

### Laboratory Technology – Pathology Testing

(Course 1822)

This course is for people who want to work as laboratory technicians or technical officers in pathology laboratories. Students learn techniques, procedures and ethical work-practices that can be applied to fields such as blood banking, serology, clinical chemistry, haematology, histotechnology, immunology and microbiology.

In 2006, this course will be replaced by the Diploma of Laboratory Technology and Pathology Testing (Course 17383) or there will be a Diploma of Laboratory Technology – Biotechnology (Course 17380).

### Veterinary Nursing – Diploma

(Course 58840)

This course is for veterinary nurses, animal technologists and other people with substantial experience in veterinary practice or animal sciences who want to increase their knowledge and skills and attain supervisory positions in veterinary practice or animal facilities.

Graduates are qualified to work in supervisory positions in an animal facility such as a veterinary practice, animal health and veterinary centres, research centres, universities, zoological parks and animal production enterprises.

### Veterinary Certificate IV

(Course 1094)

This course provides training in practical and technical skills relevant to the care and nursing of animals and applying those skills in a variety of workplace situations, including veterinary practices.

## Associated Fields

### Research

This is an option for overseas-qualified veterinary surgeons, who cannot practise their profession in Australia. Completing a masters degree or PhD can lead to employment in research, at institutions such as the CSIRO, universities, and biomedical research centres.

### Teaching

Teaching at TAFE and universities.

### Pathology

Overseas-qualified vets could seek employment in laboratories as pathologists or animal researchers.

### Animal Technicians

These positions involve basic work such as record keeping and animal handling.

## Employment

In 2005, there were about 8,000 registered veterinarian surgeons working in Australia. According to the Department of Employment and Workplace Relations' JobOutlook, job prospects are good. Employment growth for veterinarians is expected to be moderate. Veterinarians have an above average proportion of full-time jobs (85 percent). The average weekly hours are 45.1. Earnings are high and unemployment is low.

Veterinarians are employed across several industries including in veterinarian hospitals and surgeries, universities, government administration (department of agriculture), the CSIRO and pharmaceutical industry.

The vacancy level for veterinarians is high. Vacancies arising from job-changing (veterinarians changing employers) are expected to provide 64 percent of vacancies, compared to 32 percent from job-changing (veterinarians leaving the occupation) and four percent from new jobs (employment growth).

## Applying for Jobs

**Research the organisation** to which you are applying for a job. Find out about the types of work and the team you will work with. Talk to other veterinarians in similar positions elsewhere to find out about the role and expectations for this position.

**Review the selection criteria.** The selection criteria are part of the job application process, predominantly used by public-sector employers as an initial screening tool when deciding whom to interview. It is a list of requirements applicants must meet to be considered for the position. Your selection criteria response is your first chance to create a good impression, to sell yourself and your skills to the selection committee.

To **address the selection criteria** you must respond to the requirements of each criterion and match your qualifications, skills and interests to these. State your relevant skills, knowledge, abilities and achievements. Provide evidence to support your statements, ensure examples are specific, relevant and current, focus on your achievements, check everything and have someone else proofread the document. If there are no selection criteria write a brief cover letter instead, placing emphasis on your qualifications and clinical experience relevant to the position.

**Include a resume.** A resume is a highly personal document. It represents you and in most cases creates the first impression for an employer. Keep the resume succinct, relevant to the position and keep the format simple. It is likely that a number of people have applied for the position so your resume needs to be easy to read. Include undergraduate and postgraduate qualifications, recent clinical experience relevant to the position and any assessments and examinations completed in Australia provided they are relevant. It is not generally appropriate to include copies of qualifications and certificates. Employers may not be interested in reading much detail about positions held in the past. If the positions are not self-explanatory then an explanation is warranted but try to limit the application to a few pages.

**The interview** is the opportunity to sell your expertise so practise the interview. Questions will be asked about your personality, your qualifications, clinical work, research experience, strengths, weaknesses, future plans, goals, salary and so on. Demonstrate as much as possible by giving examples of how you have applied skills and knowledge in your previous position. In the interview demonstrate your experience of working in multidisciplinary teams and working collaboratively with other health professionals. Demonstrate that you have effective communication skills and leadership qualities. It is important you know the standards and performance measures relevant to the position for which you have applied.

**Prepare some questions of your own.** For example, ask about the surgery or what learning opportunities are available. Confirm which award or agreement will cover the position, the job classification, rate of pay, employment status, hours of work, probationary period, superannuation contribution, initial training required and performance expectations.

During the interview you need to **sell the whole package** not just your qualifications. The employer will consider not only your knowledge and experience, but also your ability to fit into a team and the culture of the organisation, as well as your attitude, presentation and enthusiasm. Strong communication skills, initiative and a commitment to the profession, are also valued, as well as a good understanding of animals.

It is important to consider all options. Particularly for overseas-qualified vets who may find it difficult to obtain registration because they have been trained in countries that are very different to Australia.

Finding a new career may be the most difficult part of a change. It is important to determine what career options are available taking into account your preferences, values and skills. It may be important to form an action plan, build a network and be able to articulate confidently how your skills can be transferred to the new area (see list of associated fields above).

## Links

### Professional Associations

#### The Australian Veterinary Association

Unit 40, 2A Herbert Street  
 St Leonards NSW 2065  
 Tel: (02) 9431 5000  
 Website: [www.ava.com.au](http://www.ava.com.au)

#### Australian College of Veterinary Scientists

AVA House, Building 3  
 Garden City Office Park  
 2404 Logan Road  
 Eight Mile Plains QLD 4113  
 Tel: (07) 3423 2016  
 Website: [www.acvs.org.au](http://www.acvs.org.au)

#### AEI National Office of Overseas Skills Recognition (NOOSR)

GPO Box 1407  
 Canberra ACT 2601  
 Email: [noosr@dest.gov.au](mailto:noosr@dest.gov.au)

#### Veterinary Special Advisory Group

Website: [www.arazpa.org.au](http://www.arazpa.org.au)

#### Australian Veterinary Boards Council

Level 11, 470 Collins St Melbourne Vic 3000  
 Tel: (03) 9620 7844 Email: [admin@avbc.asn.au](mailto:admin@avbc.asn.au)

#### Board of Veterinary Surgeons of NSW

PO Box 6391 Alexandria NSW 2015  
 Tel: (02) 9699 4477 Fax: (02) 9699 4488  
 Website: [www.vsb.nsw.gov.au](http://www.vsb.nsw.gov.au)

#### Australian Veterinary Practice Management

Website: [www.avpma.com.au](http://www.avpma.com.au)



### LINKS FOR EMPLOYMENT

[www.careerone.com.au](http://www.careerone.com.au)

[www.aahc.com.au](http://www.aahc.com.au)

[www.petsunlimited.com](http://www.petsunlimited.com)

[www.employment.byron.com.au](http://www.employment.byron.com.au)

[www.vein.libray.usyd.edu.au](http://www.vein.libray.usyd.edu.au)

[www.csu.edu.au](http://www.csu.edu.au)

[www.vetlink.com.au](http://www.vetlink.com.au)

[www.vet-set.com.au](http://www.vet-set.com.au)

[www.veterinarians.veterinay.com](http://www.veterinarians.veterinay.com)

[www.healthposts.com.au/job/veterinarian](http://www.healthposts.com.au/job/veterinarian)

[www.animalhealthaustralia.com.au](http://www.animalhealthaustralia.com.au)

[www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au)

[www.byron.com.au](http://www.byron.com.au)

[www.csrio.au](http://www.csrio.au)

[www.ava.com.au](http://www.ava.com.au)

[www.daff.gov.au](http://www.daff.gov.au)

[www.kookaburravets.com](http://www.kookaburravets.com)

[www.home.vicnet.net.au](http://www.home.vicnet.net.au)

[www.careerone.com.au](http://www.careerone.com.au)