

Year of the career

Begin with the simple step of updating your resume

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TRADITIONALLY the new year is a time to make new resolutions and plan for the 12 months ahead.

So there is no time like the present to reassess your career.

While some people find their career niche from day one, others have to dig a little deeper.

Why not make 2010 your year of the career?

The idea of a change in employment can be a little daunting.

The best method is to start at the lower end of the scale with step one being to update your resume.

This is the document to list all education, volunteer work and employable traits such as technology skills and a proven ability to work as a team member or individual.

Keep your resume to two or three pages and include updated contact information and a list of referees.

When on the job hunt it is also helpful to make a list of sectors you are interested in and gauge an understanding of what is involved by speaking with people employed in these sectors. For people seeking out a new job, keep an eye on websites such as www.search4jobs.com.au to see what opportunities are available.

Another option when it comes to redirecting your career path is to dust off the books and head back to study.

This is exactly what Redcliffe's Kate Narracott

did. Ms Narracott chose 2009 to be her career year.

Ms Narracott is a TAFE Queensland tourism graduate and is now employed as a travel agent.

"My circumstances were that I was a mature age student, who chose to leave secure, well paid full-time employment to change my career path," she said.

Not a decision to be taken lightly. Ms Narracott said she considered a number of options before deciding to study with TAFE.

"Taking into consideration my distance from the TAFE colleges, I felt it was in my best interest to choose external study.

"After speaking with several TAFE institutes, I selected the tourism course from the Barrier Reef Institute of TAFE."

Following the organisation's external study model gave the new student flexibility to complete her studies in the shortest time.

Ms Narracott was able to complete her studies using lecture notes, textbooks and examinations via mail or email.

"In my case I wanted to get through it as quickly as possible, but if your circumstances were different, you could pace yourself to suit your needs," she said.

Barrier Reef Institute of TAFE teacher Steve Smith said the Certificate III in Tourism program had attracted many successful graduates.

"With an industry sector that employs more than 500,000 people and generates 40 billion dollars a year in sales, a tourism qualification is highly sought-after."

Job spot

MEDICAL AND HEALTH CARE

Position: Child and family nurse

Organisation: Bulgarr Ngaru Aboriginal Medical Service

Where: Grafton

Job description: The service is seeking an enthusiastic and experienced person to fill the full-time position. The successful applicant will ensure the Healthy for Life action plans are implemented, and will liaise with the Healthy for Life site coordinator in meeting these requirements. Applications close December 21.

More info:

www.search4jobs.com.au

Job Talk

HERE is employment expert Sarina Russo's plan to avoid confusion and ensure you don't get stressed on your return to work from holidays:

- ▶ Write a step-by-step handover list outlining job duties, timelines, deadlines, resources, current actions and reporting responsibilities.
- ▶ Give a copy to your replacement and your boss.
- ▶ Have a face-to-face meeting with your replacement to explain protocols and duties.
- ▶ Explain you're on holiday and who is filling-in for you on your email and phone messages.
- ▶ If your replacement uses your workstation don't leave personal items in or on your desk.
- ▶ Tell your friends you're on holidays as their emails may be funny to you but may offend your replacement.
- ▶ Don't expect the job to be done exactly your way.



LIFE CHANGING: TAFE tourism teacher and industry professional, Steve Smith with a tourism student.