



MEGT

UP CLOSE & PERSONAL

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The following information provides ideas on ways students can step into a career through an Australian Apprenticeship with MEGT (Australia) Ltd. We are in regular contact with employers across 33 different sectors, so if you register a student's interest in a career, we will see if we can help.

HOW DO YOU REGISTER YOUR DETAILS FOR A JOB?

Please print off the fax back sheet at the end of this document.

Student registration

By filling in this sheet, potential exiting or exited students register their details with MEGT's Job Referral Program. Once registered, students will be contacted either by phone or letter to discuss their career options and the processes of our job referral program.

Student contact and support will continue until students have been successfully placed in an apprenticeship or traineeship in their chosen field.

Career teacher/ school assistance

For further information regarding MEGT student support services teachers can tick the appropriate support service box and their details will be forwarded to MEGT for follow-up within seven days.

Want a rewarding career that gives you the opportunity to grow?

Are you about to leave school and not planning on going on to university or TAFE, but still value the opportunity to complete a qualification?

Then an apprenticeship or traineeship could be for you!! MEGT is looking to attract applicants to the following areas to commence prior to Christmas, or early in the New Year:

OFFICE ADMINISTRATION – filing, answering phones, data entry, preparing documents, administration support to other staff and management

FINANCIAL SERVICES – work in a bank or insurance company where you will learn various tasks and provide customer service

RETAIL – working in a retail outlet providing customer service, counter operation and stock control

WAREHOUSING – learn to operate a forklift, load/unload trucks, moving stock, inventory and despatch, stock control and data entry

REAL ESTATE – receptionist duties where you provide customer service and support to real estate agents

HORTICULTURE

- Landscaping – where you work in designing and creating gardens for houses and buildings
- Parks and Gardens – where you could be planting trees and shrubs, plant identification, plant establishment
- Turf Management – where you could be working on cricket pitches, golf clubs and sporting grounds

ELECTRICIAN – working on brand new houses and buildings or renovations to existing houses and buildings

PLUMBER – working on installing plumbing fittings to new and existing buildings and houses and laying pipes

CARPENTRY – building frames for new houses, fixing of timber products while renovating and building new houses

ENGINEERING – fabrication, mechanical or sheetmetal work incorporating lathes, laser cutting, welding and brake press machine

AUTOMOTIVE – heavy or light vehicle, diesel mechanic or panel beating

For great opportunities in apprenticeships and traineeships complete the fax back attached or contact

MEGT Group Training on **1300 365 022** to find out more

Group Training with MEGT

Why Group Training?

Research, research, research!

Now is the time of the year when students are making some final decisions about the pathway they wish to take at the end of the year. While some will have a clear idea of their direction, others may be less certain about their career goals and looking for information to help guide their decisions. This is an area where the Internet is an invaluable tool, providing statistics, job descriptions, possible pathways, even video and audio around various career options. The tech savvy IT generation will have no problem finding the sort of information they require but they may not always be sure of what information will best inform their decisions.

Qualifications

<http://www.natinfo.com.au>

The Australian Apprenticeships and Traineeships Information Service provides information around the type of roles that job based qualifications can provide. Students can see the progress and pathways up through the various qualifications and determine which traineeships/apprenticeships will get them to where they want to go.

Career Pathways

<http://www.careersonline.com.au/jobdesc/index.html>

Careers online provides an overview of hundreds of different job roles, outlining daily tasks, environment, training and learning opportunities and a range of other information for each job. It also has a range of resources to assist students in making informed decisions about their career direction.

Opportunities

www.seek.com.au

www.mycareer.com.au

One of the most important aspects of assessing any career path, is the opportunity to source employment in the field. Before committing to a course of study or a traineeship or apprenticeship it is vital to check the employment prospects in the industry that is being considered. Searching the job vacancy sites will give an insight to the likely job prospects of the chosen career and can also serve to inform the initial choice of industry. The popular building and construction field has an abundance of candidates competing for the vacancies available while engineering struggles to fill their roles.

Whatever industry students are considering, research, research and more research is a vital component of their decision making.

MEGT's current Group Training vacancies are listed below

Title	Location
Business Traineeship	Camberwell
Business Traineeship	Melbourne
Business Traineeship	Melbourne
Business Traineeship	Richmond
Business Traineeship	Richmond
Business Traineeship	Ringwood
Business Traineeship	Glen Waverley
Business Traineeship	Melbourne
Transport & Distribution (Warehousing & Storage) Traineeship	Ringwood
Reception/Admin - Business Traineeship	Melbourne
Entry Level - Sales and Customer Service	Sunshine
Reception/Admin - Business Traineeship	Kew
Business Traineeship (Certificate IV in Business)	Melbourne
1st year Gardening Apprentice	Mount Waverley
Warehouse Traineeship	Dandenong
Live Production, Theatre and Events Traineeship	Melbourne
1st year Bricklaying Apprentice	Port Melbourne

To see our current vacancies visit www.megt.com.au and follow the links to the job search page or complete the fax back attached.



MEGT school-based traineeships

MEGT is taking applications now!

What do I gain from doing a school-based traineeship?

- ◇ complete secondary schooling – Years 11 & 12
- ◇ obtain a fully recognised qualification in your chosen industry
- ◇ work part time (gain an income) and get industry experience.

Should you do well in your school-based traineeship, it is likely you may gain either full time employment or a full time apprenticeship when school finishes.

How do I obtain an MEGT school-based traineeship?

After completing an application form (careers teachers will have this or you can find it on the MEGT website www.megt.com.au), MEGT is advised of students wanting to undertake VCAL/VET and VCE studies. Our Industry Employment Consultant will contact the student or school to arrange an interview before going to the next stage.

MEGT school-based staff work together with successful students in trying to source work placements. Our friendly staff conduct workplace visits, training visits and report back to the schools and parents on the progress the student is making. MEGT will also mentor students throughout the duration of their traineeship.

MEGT school-based traineeships are available in a variety of industries such as

- ◇ **Business** – various office environments, large and small
- ◇ **Automotive** – light vehicle, diesel mechanics
- ◇ **Retail** – sales in various retail outlets
- ◇ **Engineering** – metal fabrication, tool making
- ◇ **Hospitality** – food and beverage, cookery
- ◇ **Horticulture** – turf management, landscaping, garden maintenance
- ◇ **Cabinet making** – assembly work and furniture making.

MEGT school-based traineeships service both students and schools free of charge. Schools that offer VCAL/VET and VCE programs to students don't have to go it alone.

If you are a school, student or parent and would like to know more, please feel free to contact us at any time on 1300 365 022 or complete the fax back attached.

Job Pathway charts provide a detailed description of potential career pathways in specific industries, starting with an Australian Apprenticeship or Traineeship.

For a range of Job Pathways charts (available in PDF)

go to www.aatinfo.com.au

Careers resources link ↙

Job Pathways charts

MEGT's Youth Initiatives Program

MEGT's Youth Initiative Program provides quality and innovative training to secondary and exit students within the Melbourne Metropolitan area. Our programs will assist you in the delivery of core curriculum subjects such as Work Related Skills in VCAL, Industry and Enterprise and Work Education for middle and senior school students. We can also offer a range of short courses to assist students with transition from school to work.

MIPS Programs include:

- delivery of 'Winning the Job Module' – 100 minutes
- delivery of 'Pre-Employment Consultation Module' – 100 minutes
- delivery of 'Safe@Work General Module' – 150 minute
- weekly Group Training Job Vacancy Lists
- Apprenticeship \ Traineeship talks
- School Careers Expos and Mock Interview participation
- MEGT Up Close & Personal – emailed once a term.

Responsible Service of Alcohol (RSA)

Students gain the knowledge and awareness necessary to responsibly serve alcohol in licensed premises. This course can be delivered by our industry experienced qualified trainers at your school's location. Students receive an RSA certificate from Liquor Licensing at the Department of Justice.

Follow Workplace Hygiene Procedures (SITHXOHS002A)

Students gain an understanding of hygiene procedures and why they are important. It enables participants to apply knowledge to practical skills for handling food in a range of commercial service industries. This course can be delivered by our industry experienced qualified trainers at your school's location and students will receive a Nationally Recognised Statement of Attainment.

Prepare and Serve Espresso Coffee – SITHFAB012A

Students gain a Nationally Recognised Statement of Attainment while undertaking this hands on course and learn how to extract and serve espresso coffee using a commercial espresso machine including storage of coffee and cleaning, and care and preventative maintenance of machinery.

MEGT's VCAL/VET Programs 2012

MEGT can provide on campus and off campus delivery of VCAL/VET programs. Our on campus delivery days are Wednesday, Thursday or Friday. We offer flexibility for off campus delivery.

In 2012 our Certificate II and III courses will be expanded to include programs with excellent educational pathways and employment opportunities.

In our next issue we will have some exciting news to share with you, so please look out for the announcement.

The VET team are keen to assist you and are available for career days, workshops and assisting you to deliver programs that engage students.

For more information on how we can assist you in developing programs please call

Jo McCabe 0404 824 570

Your MEGT representative for - Bayside/Glen Eira, Frankston/Mornington/Inner Eastern, Outer Eastern, South Eastern and Gateway

Karlie Arnold 0419 821 278

Your MEGT representative for Banyule/Nilbuik, Maribyong/Moonee Ponds and Wynbay

Wendi Fraser 0438 076 547

Your MEGT representative Hume/Whittlesea, Inner Northern and City LLEN.

or contact Youth Initiative Program staff for further information on **03 9791 9529** or yip@megt.com.au

MEGT Institute

PRE-APPRENTICESHIP COURSES

Our state-of-the-art Trade Skills Centre currently has vacancies available in the following scheduled pre-apprenticeship courses.

Certificate II Building and Construction (Carpentry) (21844VIC)

Full time – 15 weeks

Next course commences September 12th 2011 – enrol now, vacancies filling fast or secure your place on the 2012 waiting list.

Certificate II in Electrotechnology Studies (pre-vocational) (21887VIC)

Full time – 14 weeks

Next course commences February 2012 – register now for pre-enrolment.

VET in Schools Programs

Certificate II Building and Construction (Carpentry) (21844VIC)

1st & 2nd Year enrolments available.

Every Wednesday commencing February 2012. Get on the waiting list. Venue: MEGT Trade Skills Centre.

POST-SECONDARY COURSE OPTIONS

Certificate III in Children's Services (CHC30708)

This course provides an invaluable introduction to the Children's Services profession. It helps students gain knowledge, skills and experience to work as a childcare assistant working alongside a room leader in a long day care centre, or playgroup supervisor, kindergarten assistant, family day care worker or nanny.

The course includes an understanding of child development, practical experience and ability to gain the confidence to work with babies and young children. It includes practical everyday skills of caring for children including nappy changes, routines, food preparation and essential communication with families and parents, as well as understanding relevant legal and ethical requirements and developing and providing experiences to support children's learning.

This course also includes a compulsory 144 hours industry work placement.

Course duration:	6 months/20 weeks
Location:	Full-time CBD location. Classroom sessions are held at Level 3, 55 Swanston Street, Melbourne Victoria
Intakes:	4 per year (January, April, July, September)
Pathways:	On successful completion of the Certificate III in Children's Services, students will be able to continue into a Diploma of Children's Services (Early Childhood Education & Care).

For a copy of our full course flyer and fees please visit www.megtinstitute.com.au

Certificate IV in Business (BSB40207)

This course focuses on the technical skills required for work in a more senior role in a business environment. Students will be able to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Course duration:	6 months/20 weeks
Location:	Full-time CBD location. Classroom sessions are held at Level 3, 55 Swanston Street, Melbourne Victoria
Intakes:	4 per year (January, April, July, September)
Pathways:	On successful completion of the Certificate IV in Business, students will be able to continue into a Diploma of Business.

For a copy of our full course flyer and fees please visit www.megtinstitute.com.au

For further information contact us on 8878 5444 or complete the fax back attached.



MEGT's Australian Apprenticeships Centre

Traditional trade apprenticeships provide a great career opportunity for young people. You can start work and training in a trade apprenticeship, e.g. Hairdressing, Automotive Mechanic, Spray Painter, Carpentry, Engineering, Plumbing, Electrician, Hospitality (Chef), Horticulture and many more.

If you prepare for your Career NOW, you can market yourself to employers who have positions available. Did you know that the 'Tools for your Trade' payments total \$5,500 over the life of your apprenticeship. What a great way to start work, with training and incentives available.

Why not give it a try?

MEGT's Australian Apprenticeships Centre will give you a hand to get your apprenticeship started. We will arrange to pay you the 'Tools for your Trade'* incentive, and will keep in touch with you in the first year to make sure your Australian Apprenticeship gets off to a great start.

(*eligibility criteria apply)

**Give us a call on 13 MEGT. We are here to help
or
Talk to you careers teacher NOW!**

Practical Aptitude Quizzes are industry specific and include literacy, numeracy and comprehension questions for an entry level qualification into an Australian Apprenticeship or Traineeship.

For the list of Practical Aptitude Quizzes go to:

www.aatinfo.com.au

Careers Resources link ↙

Practical Aptitude Quizzes

SCHOOL EXPRESSION OF INTEREST

SCHOOL

CONTACT NAME

POSITION/TITLE

ADDRESS

SUBURB

POST CODE

POSTAL ADDRESS

SUBURB

POST CODE

PHONE

FAX

MOBILE

EMAIL

PLEASE NOTE: costs are negotiable depending on which parts of our YIP your school wishes to utilise. We are able to deliver individual services or a group of services on a sliding scale basis. Individual services are charged on a per class basis. Prices do not include GST.

MEGT SERVICES

MEGT Group Training

MEGT Institute

Australian School-based Apprenticeships

MEGT Australian Apprenticeships Centre

MEGT Youth Initiatives Program

Please specify enquiry

FAX BACK TO MEGT'S YOUTH INITIATIVE PROGRAM: 03 9791 4460