



**Just about to finish Year 12 !**

**What should you do now ?**

**Follow these STePs**



**Helping you to navigate life after school and  
piece together  
your future.**

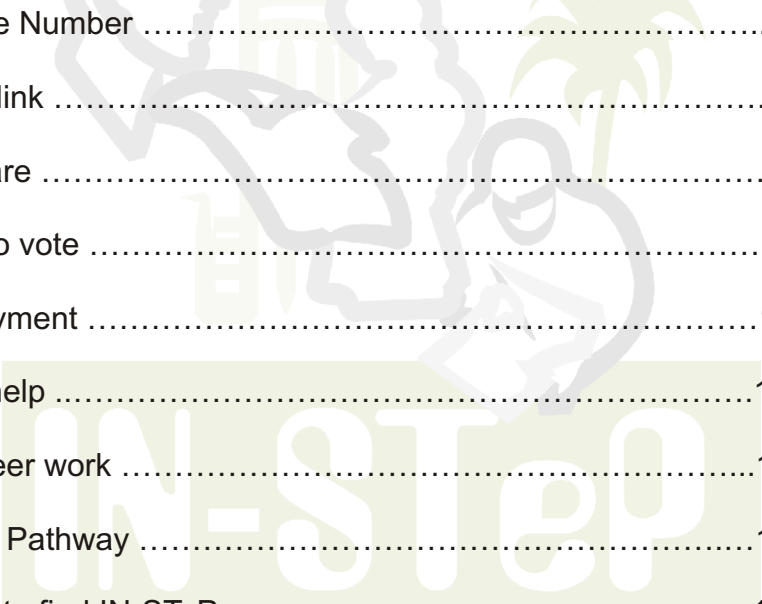


**IN-STEP**

**BURDEKIN**

**'Nurturing our youth, their future is in our hands.'**

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## Step 1



### Do you have a Tax File Number (TFN) ?

A Tax File Number is a unique identifying number issued to you by the Australian Taxation Office (ATO) for your lifetime.

Although not compulsory a TFN can be used for a variety of reasons, for example;

- ✓ to lodge a tax return
- ✓ start or change jobs
- ✓ joining a superannuation fund

If you don't have a TFN then you may have more tax withheld than is necessary, or not be able to receive government benefits.

For more information on Tax File Numbers and how to apply for one, check out the Australian Taxation Office by one of the following methods;

**Website <http://www.ato.gov.au/youth/>**

**Phone 1300 720 092**

**Or visit the ATO at, 235 Stanley St, Townsville**





### Are you registered with Centrelink ?

Centrelink is an Australian Government agency that offer a range of services to help you become self sufficient. You need to register your details with them, (complete an online application or visit the Customer Service Centre), to gain access to the services they offer.

Once you have registered with Centrelink, ask about their referral service to a Job Network member where you can access advice and assistance on getting a job as well as help with your resume.

Surfing the net, go to <http://www.centrelink.gov.au/> to view the services Centrelink provide, payment types and how you can register online.

OR you can call 13 10 21 to make an appointment at the Customer Service Centre located at;

**Centrelink**  
**100 Macmillan St, Ayr**  
**Home Hill Post office, 58 Eighth Ave, Home Hill**

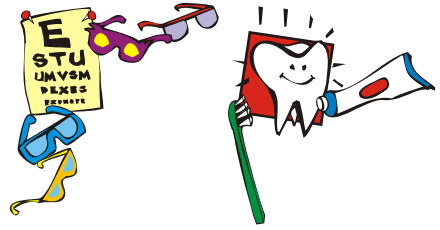
Step by Step Guide compiled by IN-STeP

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T: 4725 2688  
[www.in-step.com.au](http://www.in-step.com.au)

## Step 3

### What about Medicare ?



Medicare ensures all Australians have access to free or low-cost medical, optometrical and hospital care by access to;

- free treatment as a public (Medicare) patient in a public hospital
- free or subsidised treatment by practitioners such as doctors, specialists, participating optometrists or dentists (specified services only)

Registration with Medicare is not compulsory, although to take advantage of services offered enrolment is required. Medicare enrolments and medical benefit payments are administered by Medicare Australia.

It is possible you are already registered / enrolled with Medicare and are currently on your parent/s card, (ask your parents). You can have your own card, talk to your parents about this first, then you need to complete a form titled 'Application to transfer or copy from one Medicare card to another'

Follow this link to access the Medicare Copy/Transfer Application Form

<http://www.medicareaustralia.gov.au/yourhealth/forms/mf.shtml>

Search the website for more information

Call 132 011

OR drop into a Medicare Australia Office

**East End Centre**  
**Parkers St, Ayr**

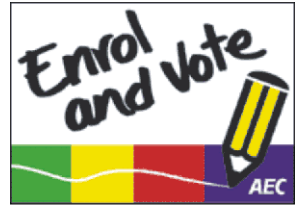
**Home Hill Post Office**  
**58 Eighth Ave, Home Hill**



### Have you enrolled to vote ?

Australian citizens can enrol to be added to the electoral roll at 17 years of age.

Once you turn 18, you are then entitled to vote.



For your voice to be heard and opinions to be counted we encourage you to enrol and vote.

Enrolment at your permanent address and voting are compulsory for Australian citizens that are 18 years of age or older.

You will need to complete an enrolment form which will include you on the electoral roll for federal, state and local government elections. Forms are available from;



Australia Post outlets

Online **[www.aec.gov.au](http://www.aec.gov.au)**

Or visit the AEC office;

Townsville Commonwealth Centre  
1st Floor  
143-201 Walker Street

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[www.in-step.com.au](http://www.in-step.com.au)

## Step 5



Looking for a job?

Not sure how to get started?

Update your resume

Make sure it is 100% error free!

*Do you need help with your resume or interview skills ?  
What about some advice on job application letters*

*Contact IN-STeP, we can give you some tips!!*



IN-STeP are geared to be your ‘one stop shop’ for career advice and help.

A career information centre with helpful staff and numerous resources to help guide you to make smart decisions for your future.

From raising awareness of Employability Skills to resume tips and interview techniques, IN-STeP can help you to secure your future.

**Dare to Dream! It’s your future**



# What else is out there for you ?

## What about the following options

After advice about an *Apprenticeship or Traineeship ...*

Go to website [www.australia.gov.au/australianapprenticeships](http://www.australia.gov.au/australianapprenticeships)

Call 13 38 73

Or visit the Australian Apprenticeships Centre;

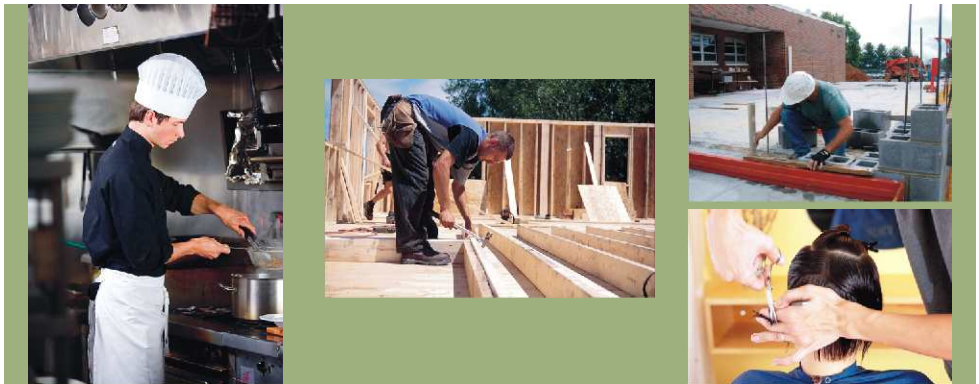
**David Alexander**

**Queensland Apprenticeship Services**

**1/235 Charters Towers Rd, Hermit Park Qld 4812**

**T – 4750 1666**

**Toll Free – 1300 360 955**



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# Employment Agencies

Employment agencies are likely to be linked with Australian Government programmes, such as Job Network.

Access to these providers may require job seekers to be registered with Centrelink.

They provide various support services towards self improvement as well as facilities for job seekers to search for job vacancies.

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## What is a Recruitment Agency ?

Recruitment agencies provide recruitment services, they find the right people to fill job vacancies whether they be part-time, full-time, casual, permanent or temporary positions. Recruitment agencies often specialise in certain industry groups, so job vacancies and types will vary between different agencies.

There are quite a number of Recruitment Agencies in the Townsville and Thuringowa areas. Check out the Yellow Pages Directory under;

Employment – Labour Hire Contractors & Employment Services.

You will need to register with the agencies you choose, they may want you to complete a skills aptitude test as well as fill in their forms with your details.

### **TIP!**



- Register with more than one agency
  - Ask questions, get advice
  - Keep in contact with them
-

# More ways to *find work*.....



Look in the classified section of the local **newspaper**



Check out websites advertising job vacancies such as;



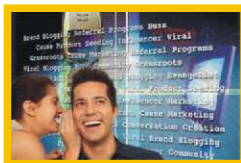
- [www.seek.com.au](http://www.seek.com.au)
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.mycareer.com.au](http://www.mycareer.com.au)



Target businesses you would like to work for, *send them a letter* with your details, *knock on the door* and enquire if there are any vacancies .



Tell everyone your are looking for work, 'word of mouth' helps



# Have you ever thought about **Volunteer Work** ?

How about giving *Volunteer Work* a go!



Doing some voluntary work is a great way of getting new skills, improving existing skills, networking with others or just a chance to experience a different life outside of school.

Volunteering can be very rewarding, use it as a way to set some career goals OR just become more involved in community groups and organisations.

Find opportunities and register as a volunteer at:

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



# Still unsure of your career pathway ?



## Or just looking for more advice?

If you are looking for further help and advice to get your career on track, visit **IN-STeP** and talk to our staff about your future.



IN-STeP:  
Industry-School Training  
Partnership Association Inc.

21 Langton Street  
Garbutt Qld 4814

**Telephone:** (07) 4725 2688

**Email:** [in-step@in-step.com.au](mailto:in-step@in-step.com.au)

**Website:** [www.in-step.com.au](http://www.in-step.com.au)

# WHERE TO FIND US



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