

# CAREER STARTER PROGRAM


YOUR CAREER STARTS HERE



**MartinCollege**

OF BUSINESS, TECHNOLOGY & DESIGN

[MARTINCOLLEGE.EDU.AU](http://MARTINCOLLEGE.EDU.AU)



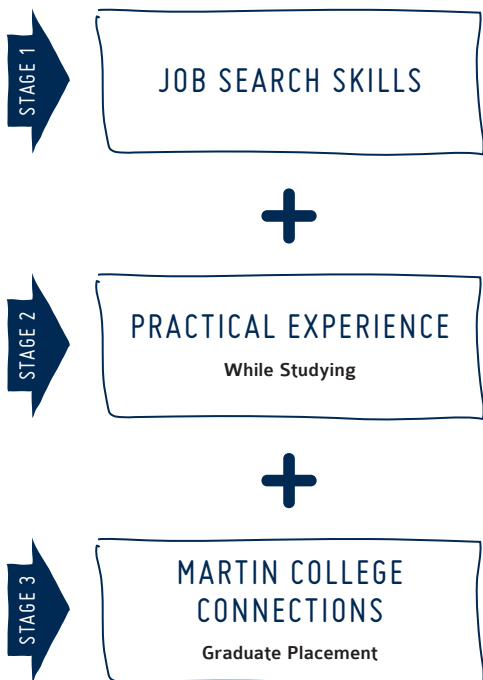
# YOUR DECISION TO STUDY AT MARTIN COLLEGE IS AN IMPORTANT FIRST STEP IN ACHIEVING YOUR CAREER GOAL, BUT MARTIN COLLEGE ISN'T JUST ABOUT STUDY; WE'RE HERE TO ASSIST YOU TO GET STARTED IN THE CAREER YOU WANT.

A career in today's world is ever-changing. Employer expectations, job search techniques and relevant skills have all changed substantially in the past 20-30 years. So to find the career you want you need to understand the current employment environment.

Career management at Martin College ensures that you are best positioned and supported to begin the post graduation phase of your career. The Martin College Career Starter Program integrates your diploma course knowledge with job search skill development, practical experience and graduate placement services.

Martin College's integrated approach to career management helps you to get started in the career you want.

There are 3 stages to the Career Starter Program. With our guidance you tailor the program to best suit the experiences you need for the outcome you want.



To participate fully in the Career Starter Program you must register your details in e2e.net – Martin College's customised online job portal. This is offered free to all enrolled students. You receive your login at orientation and you need to validate your details in e2e.net by logging in. Engagement with e2e.net is an important part of the Career Starter Program.



# JOB SEARCH SKILLS — STAGE 1

Since 1976 Martin College has assisted students to achieve their career goals, so today we're uniquely placed to offer our students a value-adding, career search skill building program. Our experience means that as a Martin College student you will have access to our well-established resources, which will assist getting you started in your career.

What to expect in the Job Search Skills program at Martin College

1. Campus Career Consultants will work with you in both information gathering and career planning by providing advice and feedback.
2. Campus Career Consultants will work with you to develop your Personal Career Plan.
3. Martin College offers you access to 34 online training modules in all aspects of job searching and career planning including our own online resume builder.
4. Martin College conducts regular on-campus seminars where experts will discuss their industry and what industry employers are looking for in the staff they hire.
5. Over time Martin College has built a database of 'preferred employers'. These employers know the quality of Martin College graduates and want to employ Martin College graduates. Students liaise with these employers through the Careers Consultant.

At Martin College your job search will involve development of two skills areas: information gathering and career planning.

### **Information Gathering Skills**

- Self Assessment – Understand your specific Skills, Values, Interests and Motivators.
- Job Market Research and Analysis – Understand the jobs and careers available in your professional area.
- Search Techniques – Using the internet and other formal and informal resources to learn about employment opportunities.
- Effective Communication – How to highlight what you have to offer by developing your presentation and networking skills.
- Decision Making Framework – How to decide what jobs you should apply for and what jobs you are not suited to.

By developing these skills you will:

- Identify your ideal job preference.
- Gather the 'right' market information, understand the market and identify suitable career options.
- Present yourself in a way employers relate to.

### **Career Planning Skills**

- Determine Your Career Goals – Align your expectations with market needs.
- Develop Your Personal Career Plan – Early in your time at College develop your plan in consultation with the Campus Careers Consultant.
- Selection criteria – Understand how to address these in a job application.
- Develop a Winning Resume.
- Effective Communications – Write cover letters and applications.
- Landing the job- How to perform in interviews.

By developing these skills you will:

- Have confidence in determining a career goal and implement a Personal Career Plan.
- Develop a marketable resume.
- Write competitive cover letters and applications.

# PRACTICAL EXPERIENCE WHILE STUDYING — STAGE 2

**We understand that different students have different expectations of the practical experience that they will get from their time at Martin College. You may already be working full-time or you may already have valuable work experience or you may just be starting out.**

There are 2 ways of achieving practical experience:

- In-class experience.
- Professional experience.

## **In-class experience**

All classes include practical experience which can cover:

- Using industry relevant, computer programs such as CS5, MS Office, MYOB, Summit Events or Galileo. The programs you use will depend on the course your study.
- In the specialist programs in events, tourism, IT and design students are required to complete a number of practical projects as part of the course. Examples include arranging an event or displaying design work. The project will be decided by the teacher and is a compulsory part of the assessment for the subject. These projects are generally completed during class hours, though some out-of-class time may also be required.
- In each subject industry representatives and successful alumni are invited to talk to students about the practical aspects of working in their industry. For example, a marketing expert will be invited to use their own experience as a case study in a marketing class.

## Professional experience

Professional experience while studying is an excellent way to learn about the industry you want to build your career in. Martin College works with its preferred employers to offer students the opportunity to volunteer for experience in a professional area while studying. Opportunities can include short-term placements of a day or two through to long term placements of 1-2 days per week. These positions are generally unpaid.

Your ability to get a placement will depend on your skills and background, your communication skills and your ability to demonstrate to an employer that you will be an asset to their business. You should be aware that these placements are competitive and you are not guaranteed professional experience.

Examples of recent student unpaid professional experience includes:

- Back-stage and VIP assistants at major rock concerts.
- Assisting at Industry expos held at city convention centres.
- Web-site design for preferred employer clients.
- Poster design for a major children's charity.
- Logo design for an international business.

Sometimes the sideline benefits of volunteering include access to areas usually off-limits to the general public and can include free entry to exhibitions, concerts or events.

Volunteering for professional experience provides you with a great opportunity to build your resume and to make industry contacts in a fun and exciting way.

What you need to know:

- You must be pro-active if seeking professional experience. You must show the Campus Careers Consultant you have participated in the Job Search Skills program before you will be considered for a professional experience.
- Martin College advertises professional experience positions on its online job portal e2e.net. Students are alerted to these opportunities by email.
- Professional experience is intended to assist you to build your career so Martin College does not generally advertise unskilled work in cafes or hotels, or jobs such as cleaning, dishwashing or call-centres.
- International students will be expected to have an advanced level of English language competency to be considered for professional experience.

# MARTIN COLLEGE CONNECTIONS

## — STAGE 3

**As you near completion of your time at Martin College you may want assistance to start your career in your chosen industry.**

### **Graduate Placement Service**

Through its relationships with preferred employers, Martin College can offer students access to a wide range of graduate employment opportunities.

As a student you will access preferred employers through the Campus Careers Consultant who will, based on your Personal Career Plan, have identified the job opportunities you will be best suited to. It is our goal to have you as well prepared as possible by the time you are due to graduate so that you are well-equipped to apply and present yourself to prospective employers.

To be eligible to participate in this service you must:

- Be able to demonstrate you have taken responsibility for career placement through participation in stages 1 and 2 of the Career Starter Program.
- Have developed a Personal Career Plan with the Campus Careers Consultant.
- Have a class attendance record of at least 85%.

Even after you have left Martin College your access to the Martin College jobs portal, e2e.net, remains active so you can continue to use this service after graduation.

*This service is designed for Australian students. International students whose visa status allows them to legitimately work in Australia after graduation may access this service. Martin College does not provide visa or migration advice and a student's visa status is the responsibility of the student.*

## Internship Placement

An internship is a great opportunity for real-life, full time industry placement for students who are not suited to the Graduate Placement Service.

Martin College has developed relationships with specialist internship providers to offer internships to Martin College graduates. If you meet the eligibility criteria for the program you will be referred to the internship company and will work with them to find a suitable placement.

The internship is not included in your course fees and you will be required to apply and agree in writing to the internship special terms and conditions and meet the eligibility conditions. There is an additional fee for student participation in the internship. Students should consult the Martin College website for fee details.

You must have achieved the following in order to be recommended for the internship program:

- ➔ Have a GPA of 5.0 at Martin College and a class attendance record at Martin College of 85% or better; and
- ➔ Be able to demonstrate you have taken responsibility for your career development through participation in stages 1 and 2 of the Career Starter Program; and
- ➔ Be recommended for the internship by the Campus Careers Consultant; and
- ➔ Be over 18 years at the time of commencing the internship.
- ➔ *International students must be at a level of English which is equivalent to IELTS 6.0.*

The internship will only commence once you have successfully completed your Martin College course and is only available to students studying Martin College courses for at least 20 weeks. You can only apply for the internship program after you start your course at Martin College and placement is not guaranteed.

*International Students will be required to change their visa to a relevant visa to allow participation in the Internship. Martin College cannot provide visa advice to students. You must ensure your visa is appropriate to enable you to remain in Australia for the period of the internship. You should seek independent advice if you are unsure about your visa status.*

## Degree Transfer

Martin College has relationships with many universities for credit transfer into degree programs. If you want to transfer to a degree on completion of your Martin College course, we can assist you with advice about applying for a degree, credit transfer and what to expect in university life.

Martin College has formal agreements with the following institutions for credit transfer:

- Australian Catholic University
- Central Queensland University
- Charles Sturt University
- Griffith University
- Queensland University of Technology
- Raffles College of Design and Commerce

Please see the Martin College website at [www.martincollege.edu.au/outcomes](http://www.martincollege.edu.au/outcomes) for details of agreements.

Some things you should know about credit transfer:

- Martin College's qualifications are Nationally Recognised so all Australian universities will recognise Martin College Certificates and Diplomas under the Federal Government's Australian Qualifications Training Framework.
- You must meet matriculation requirements for entry to university. Matriculation requirements are usually met by successful completion of Australian Year 12. If you do not have an Australian Year 12 qualification, a Certificate IV or Diploma following completion of Year 11 or equivalent usually meets matriculation requirements.
- Credit transfer to a degree is generally only given for Diploma and Advanced Diploma subjects.





# CAREERS COURSES

MARTIN COLLEGE SPECIALISES  
IN CAREERS COURSES IN:

- ➔ Business & Management
- ➔ Event Management
- ➔ Graphic Design
- ➔ Information Technology
- ➔ Tourism

## Contact

Brisbane Campus  
Level 4  
119 Charlotte Street  
Brisbane QLD 4000  
T: 07 3232 1500

Gold Coast Campus  
Level 5  
38 Cavill Avenue  
Surfers Paradise QLD 4217  
T: 07 5592 0998

Sydney Campus  
Level 1  
63 Oxford Street  
Darlinghurst NSW 2010  
T: 02 9291 9300