

What you can do at school











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Pick your VET

Business

Think about complementary studies

Whether you're doing VCE or VCAL, think about including complementary VCE studies that can support your pathway:

- Accounting
- Applied Computing
- Business Management
- Economics
- Industry and Enterprise
- Mathematics
- VET Information and Communications Technology

Plan a work placement

Structured workplace learning (SWL) gives you on-the-job experience where you can master the skills and knowledge of your VET qualification. You can also get credit towards your VCE or VCAL by completing a workplace learning record.

What you can do after school



Get a job

- Administration Assistant
- Customer Service Officer
- Information Officer
- Office Assistant



Do more training

If you want to do more training, remember that workplace experiences play a big part in helping you to achieve your career goals.



Get a job and do more training

Apprenticeships and traineeships combine work with training so you can earn money and get industry experience at the same time. You can even start this when you're at school.



Go to university

Find out the entry requirements for your degree. What ATAR do you need? Are there prerequisite studies?

Explore the wide range of careers

Careers that usually need a Certificate III, Certificate IV, apprenticeship or traineeship

- Accounts Clerk
- Accounts Payable Clerk
- Administrator
- Customer Service Representative
- Executive Personal Assistant
- General Clerk

- Junior Personal Assistant
- Receptionist
- Sales Account Assistant
- Sales Agent
- Sales Team Coordinator
- Team Leader
- Word Processer

Careers that usually need a **Diploma or Advanced Diploma**

- Administration Manager
- Business Development Manager
- Executive Manager or Director
- Executive Officer
- Legal Clerk
- Office Manager
- Senior Executive

After completing your qualification, you may choose to

get a job, do further training or go to university

Careers that usually need a Bachelor Degree or higher qualification

- Advertising Lead
- Business Analyst
- Business Relationship Manager
- Entrepreneur
- Human Resource Consultant
- Investment Banker
- Marketing Coordinator
- OHS Practitioner

- Paralegal
- Portfolio Manager
- Project Manager
- Public Relations Manager
- Retail Account Manager
- Strategy Manager
- University Lecturer/ Academic
- Urban planner



