



The Weekly Pines

Manly Campus

Northern Beaches Secondary College

Academic Excellence ★ Personal Best ★ Giving Back to the Community



Principal: Ms Cath Whalan

Deputy Principal: Ms Kathy O'Sullivan

Deputy Principal: Mr Alex Newcomb

1 December 2017 – Newsletter No. 38

From the Principal

P&C Annual General Meeting

The P&C Association Annual General Meeting held on Wednesday night this week provided an opportunity to reflect on the ongoing support they have provided for our students, staff and school throughout the past twelve months. Contributions made to the school by the P&C have both improved learning opportunities for students and enhanced our school environment. The long awaited extension to the Library will hopefully see construction commence prior to the start of next year and the upgrade to the canteen has been appreciated by students, staff and parents. Thank you to all involved in the P&C and those who spend many hours volunteering to ensure we provide high quality learning opportunities for our students to achieve success across a broad range of areas. In particular, thank you to our Year 12 parents Sue Lumb, Deb Miller and Vivek Rao for their much appreciated contributions to the P&C over the past years.

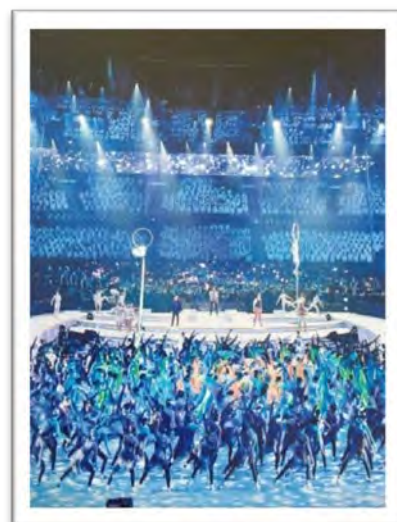
I look forward to working with our P&C President, Mr Michael Jee, who was re-elected for his third term, along with the P&C executive and all committee leaders to continue to provide the very best of opportunities for our students.

Save the Date - Presentation Night

A reminder that our annual Presentation Night will be held on Monday 11 December at 7pm at Freshwater Gymnasium. All parents are invited to attend this annual celebration of our students' success and we look forward to seeing you there.

School Spectacular

Last Friday night I had the pleasure of attending the 2017 School Spectacular to see our students perform with over 5000 other students from NSW Public Schools. Congratulations to our backing vocalist Mara Van Duyl; musicians Ben Devries, Elden Loomes, Alanna Manfredini, Rohan Ackermann and Maya Yaffe; ensemble dancers Mia Kha, Adam Dakin and Bronte Nicholls; combined dancers Olivia Bennett, Olivia Forman, Madison Harrington-Hopkins, Genevieve Harvey, Lara Hather, Chloe Martin, Stella Matthews, Neve Morgan, Doris Nasserian, Ashleigh Roberts, Margaux Saita, Liv Watts, Amelia Wegenaar, Colina Zhang and Jiaye Zou; and VET crew Ella Palmer and Mali Tauro-Cesca.



NBSC Manly Campus

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P&C website: www.manlypandc.org.au

Sincere thanks also to the many parents who provided logistical support to ensure our students could participate in this fantastic annual event and to our wonderful teacher, Chloe Woodward, whose time, energy and support ensured our dance students were once again involved in this spectacular celebration of students' talent and enthusiasm.

Year 7 Praxis

This year has seen the launch of our new Year 7 course – Praxis. The Praxis course has been designed specifically for our gifted and talented students at Manly Campus, grounded in contemporary education research and a high quality model of rigorous Project Based Learning. The word 'praxis' derives from Philosophy, and refers to the process of putting theory into practice. At Manly Campus the word also acts as an acronym for the principles that underpin and guide this pedagogical approach: project and problem based learning; real world problems and audiences, authentic learning and assessment of skills, content and mindsets; x-disciplinary learning; inquiry-driven; student-centred. As a school we highly value learning experiences that develop students' self-efficacy, and this has been on display all throughout Praxis.

Over the last two Fridays we have been delighted to see the culmination of the Praxis learning journey at the Energy Expos. The final project for Praxis was designed using the Kaplan model for differentiation, whereby students were given a concept (energy) and an open-ended question ('What's the problem with energy?') and then challenged to design a team project that would find solutions to student-identified problems. Having spent most of the year working on teacher-designed projects in order to develop their understanding of Project Based Learning processes, as well as the skills and mindsets needed for success when learning in this way, students found it a rewarding challenge to design and complete their own projects. The results of the Praxis course have been outstanding, as demonstrated by the students' learning that was on display at our Energy Expo. Parents, and guest experts (Andy Saunders and Carlo Manfredini)

were especially complimentary of our students' capacity to confidently articulate their problem-solving and teamwork processes, the diversity of the topics students selected, the quality of the work on display, and the effort that students put into their learning. Congratulations to Year 7 for embracing the possibilities that the Praxis course has provided!



Junior Band Tour

Congratulations to all students involved in the highly successful junior Band Tour to the Mid North Coast this week. By all accounts the four day tour was a huge success and very much appreciated by the staff and students of the primary schools at which they performed, as reflected in the following feedback from one of the teachers: "We had an absolute blast .. it was fantastic and so educational, interactive and entertaining. Doesn't get better than that at school".

A huge thank you to our students for so wonderfully representing our school and to Sarah Dowse, Craig Driscoll, Naomi Leviton and Branko Goykovic for organising and supporting this most worthwhile annual event.



Australian Business Week

Congratulations to our Year 10 students who participated, with students from Mackellar Girls, Balgowlah Boys and Cromer Campuses, in the Australian Business Week program. In this program, students are paired with a business mentor who assists them in the identification of a business need within the community and then in the processes of developing a business plan and model to meet that need.

This morning the teams showcased their business products and plans for judging at Freshwater Campus prior to the presentation of awards. This authentic learning experience for our students, mentored through the process by outstanding business mentors from the local business community, ensures that school based learning is further enhanced by 'real world' experience.

Cath Whalan
Principal

From the Deputy Principals

Year 8

This past week, I have been reading Year 8 reports and I am very pleased with the progress and growth the students have made throughout the year. The reports provide a fantastic opportunity to discuss your child's achievements and set new learning goals for 2018. Families will receive Semester 2 reports in the mail after Presentation Night.

Year 10

This week Year 10 students have been on either Work Experience or Australian Business Week. Throughout the week we have been receiving glowing reports about our students and the very positive opportunities they have experienced in their placements. The Australian Business Week presentations and trade fair held in the Hall today was most impressive and very professional. I am looking forward to hearing more stories on their return to school next week.



Year 12

With the HSC results due out in two weeks, Year 12 2017 students are enjoying a well-deserved rest or earning money in their holiday jobs. Best wishes to those students who are currently involved in interviews for Co-op and/or accommodation scholarships at universities. We look forward to celebrating their success with them on Friday December 15 from 10am in the Library.

Kathy O'Sullivan

Deputy Principal – Years 8, 10, 12

Year 7

Ms Taylor's maths class are currently trialling the MATHSPACE online learning tool that allows a teacher to get detailed information of the students' progress and develop



individualised revision plans. This is another example of ways in which technology and BYOD can provide effective methods of monitoring learning in the classroom.

Year 9

Students studying Photography and Digital Media with Mr Porm are currently working on creating animated films using stop motion. The task



requires them to create a story that appropriates traditional myths and legends. The students have been working collaboratively in small groups to create quirky tales that combine the use of technology with handmade props.

Year 11/12

This week, Ms Brien's Society and Culture students presented their proposals for the Personal Interest Project (PIP). The students presented topics that ranged from the impact of social media on political persuasions through to the cross-generational attitudes towards volunteer work. The students demonstrated their careful consideration of existing findings and an excellent understanding of their research aims, methodologies, challenges and time management requirements. Their findings should be fascinating.



Mr Alex Newcomb

Deputy Principal – Years 7, 9, 11

Help Needed for Orientation Day next Tuesday

**Parent volunteers needed
to help with serving
refreshments for Year 7 2018
Orientation Day on
Tuesday 5 December.**

**If you are able to help please
contact Nada on
zainana@gmail.com**

SAVE THE DATE

NBSC Manly Campus Presentation Night

Monday 11 December 2017

6:45pm for a 7pm start

**at Freshwater Senior Campus
Gymnasium**

**Students are required to wear
full school uniform.**

**If your child is unable to attend
please notify the office on
9905 3982**

day, we filled out a worksheet which allowed us to practice our artistic abilities via field sketches and step out of our comfort zones and interview some of the locals. Through my interviews I found that a number of the population are students at the university of Sydney and immigrants. The excursion was an overall success with lots of coffee consumed and learning happening!

Would definitely recommend students select Geography as a part of their HSC for a mix of applicable-to-life social and physical science taught in a very hands-on and interesting way.



Christmas Craft

Good Crafternoon!

Craft has been running all this term, but the last few weeks we have been getting ready for the Holidays with CHRISTMAS CRAFT! Here are some pictures of our crafters and some of the students' Christmas creations!

Please remember that all donations to Craft Club are very welcome and appreciated as these help to keep us up and running!

Happy Crafting!

Miss Giuffrida ☺



Year 11/12 Geography

The Geo bros take on Newtown by Sarah Halnan

On Friday 17 November, the Year 12 Geography Class ventured out to Newtown to complete their suburb case study as part of their HSC learning experience. Throughout the day we enjoyed the alternative culture and people within Newtown. Highlights included the cuisine. We ate lunch at Lentil as Anything an all vegan restaurant where you pay what you can! This experience gave us insight into the Newtown "way of life" and increased our understanding of why Newtown is classified as an "Urban village". As part of our day's activities Ms McRae led us on a walking tour of the suburb, visiting buildings, murals and locations that played significant parts in the areas historic development. My highlight was visiting the graveyard next to the church as I found it interesting that in a suburb that is publically liberal a church community is still able to thrive. My vegan class mates encouraged me to try vegan ice-cream insisting it was part of the Newtown experience... it was very sweet. Throughout the

Canteen News

2018 Canteen volunteers

All current volunteers have been emailed this week to ensure we have their current contact details and preferences for days to work next year. We will use this to create the draft roster that will be sent out before the beginning of Term 1 next year. We are always looking for new volunteers so would love to hear from any parents or grandparents that would like to be involved. No experience is necessary and you will receive training on the job. There is a form attached to TWP that you can complete to provide your details.

P&C donation

A big thank you to all our volunteers for all your hard work in the canteen so far this year. The Canteen Committee was able to donate \$40,000 to the P&C for some wonderful school improvements. The size of the donation is largely due to the hard work of our volunteers in the canteen, which helps to keep costs down. So thank you to everyone for all of your assistance – it is appreciated right across the school!

New canteen benches

A huge thank you to Xu Kha (father of Mia in Year 9) from Scope Architects in Balgowlah, who prepared all the drawings, plans and quotes for the new bench tops. Everyone is thrilled with the end result.

Toys & Tucker

Donations of new toys and non-perishable food items would be greatly appreciated for Toys & Tucker, to help make Christmas a happier time for those who would otherwise go without.

Bring in your items next week and place in your House box in the foyer – The House with the most donations will receive a mystery prize!



Science

ETHYLENE GAS AND THE SCIENCE OF FRUIT RIPENING

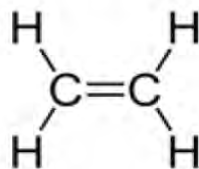
By Tess Sheedy 9SC5

Ethylene is a chemical compound with the formula C_2H_4 , usually found in gas form. It is colourless and flammable, with an odour described as 'sweet and musky' in its purest form.

Although it is a naturally occurring gaseous hormone in fruits such as avocados, apricots and bananas, it is the most commercially produced organic compound in the world and is used in many industrial applications.



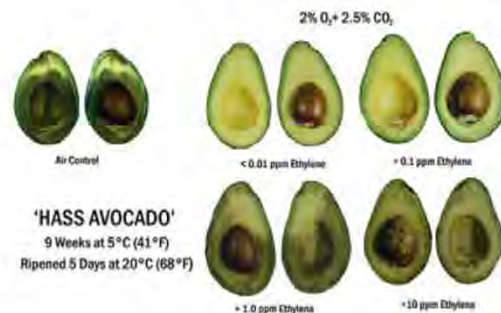
Ethylene C_2H_4



Ethylene is often referred to as the aging hormone in plants. In addition to causing fruit to ripen, it can cause plants to die. It can be produced when plants are injured, either mechanically or by disease.

Ethylene plays a crucial role in many plant development processes which differ based on different plant species and their sensitivity to the hormone. These include seed germination, fruit ripening, vegetative growth, leaf abscission, senescence, and flowering. However, in some plants it can cause loss of chlorophyll, abortion of plant parts, stem shortening, abscission of plant parts, and the bending of stems. It also plays a role in a plant's response to mechanical injury, chilling and water stress. It can be responsible for physical changes a plant, such as texture, softening, colour, and other processes involved in ripening. Fruits such as cherries and blueberries do not produce a large amount of ethylene and this therefore does not drastically affect their ripening processes.

Ethylene has been used to enhance fruit ripening throughout history, including in ancient Egypt and ancient China. The ancient Egyptians put gashes on figs to enhance ripening responses. They figured out that the ethylene produced by the injured fruit tissue triggers a broader ripening response. The ancient Chinese practice of burning incense in closed rooms with stored pears (ethylene is released as an incense combustion by-product) stimulates the ripening of fruit.



Considerable research has since been conducted into the effects of ethylene on fruit ripening. Strategies to minimise fruit exposure to external sources of ethylene and treatments for managing the internal ethylene concentration are the key to improving the storage life and quality of many fruits, therefore commercially optimising them. An understanding of the fundamental relationship between ethylene and fruit respiration rates during ripening is necessary in order to manage their harvesting, storage and distribution processes.



Ethylene gas is a highly important plant hormone that has a crucial role in a vast amount of plant processes, especially fruit ripening, and the different concentrations in different plants change the characteristics and effects it has on a particular plant.

Bands of Manly Campus



**Expressions of interest and
deposits by Friday 8 December**

**International Tour to Poland, The
Czech Republic and Germany,
April 2019 for wind and jazz bands**

It would be spectacular to make this tour happen! The committee has put the proposal together with the directors and urge band members and families to get behind it by spreading the word and returning their forms and deposit by 8 December.

Information about this senior band wind and jazz tour was presented by the tour operator, Hayes Travel and has been sent by email to all eligible band members in wind and jazz bands in Years 8-10 (Years 10-12 in 2019) including students joining intermediate Manly Campus bands in 2018.

Enquiries to sarahdowse@gmail.com

Big Band Bash Christmas - Tuesday 12 December ALL ENSEMBLES

All parents, friends and families are invited to join us for this informal, all-ensemble concert at Freshwater Gym 7 - 9pm.

Please look for emails with the call-sheet, dietary requirements and request for help.

Volunteers needed:

- 5 x food preparation for students 4:45 -6:45pm
- 4x decorations 4: 45- 6:30 pm
- 1 x driver of truck 9-9:45 pm
- 4 x car drivers for extra gear 9-9:45 pm

Please contact BBB coordinators, Vivek and Sri, on
viveknagarajansydney@gmail.com

Congratulations Junior Band Tour member and Craig!

The 77 students on junior tour returned late yesterday afternoon from after a highly successful tour to Bulahdelah, Forster and Taree. They are to be congratulated for their fantastic concerts and

workshops in primary schools and on their excellent attitude and behaviour throughout the four, action-packed days.

Thank you to band director, Craig Driscoll and to Branko Goykovic, Naomi Leviton and Sarah Dowse for accompanying the junior band touring group.

There will be more to report in next week's newsletter.



Call out for volunteers:

Dee Why-Manly Fun Saturday 3 February 2018

Please see the flyer at the end of the newsletter for this important fundraiser on the first weekend of term next year.

To volunteer or assist with coordination please
email Band president Mel Corner
andyandmel@gmail.com

Big Band Bash: joint BB/JO rehearsal

Tuesday 7:20

Rehearsals continue for all bands until Friday 15 December.

Term Four Calendar

Year 7 Orientation Day

Tuesday 5 December- MSC Hall: WE/SE

Presentation Night

**Monday 11 December - Freshwater Campus gym:
WE**

Joint rehearsal JO and BB

Tuesday 12 December at 7:20am

Big Band Bash # 2

Tue 12 December- Freshwater Campus gym:

All ensembles.

Band rehearsals for all bands until Friday Dec 15

Band web site

For current information go to the band website at
http://manlypandc.org.au/?page_id=34

Band Names

Wind Stream:

SWO~Symphonic Wind Orchestra; WE~Wind Ensemble; CB~Concert Band; SE~String Ensemble; CO~Chamber Orchestra

Jazz Stream:

JO~Jazz Orchestra; BB~Big Band; SB~Stage Band; SwB- Swing Band; JC- Jazz Combo



Term 4 Calendar

Please check all dates and times closer to the event

Week 9A	
5/12/2017	Year 7 2018 Orientation Day 9:15am until Midday-approx.
5/12/2017 - 6/12/2017	Dance Showcase 7pm Performance Space
6/12/2017	Years 8 - 11 2018 new students, Orientation Day, 9:15am until 11am approx.
7/12/2017	ChrisManly
Week 10B	
11/12/2017	Presentation Night, Years 7-11, 7pm, Freshwater Senior Campus Gymnasium
12/12/2017	Big band bash, at Freshwater
14/12/2017	Yrs 7-10 Activity Days TBC
15/12/2017 - 19/12/2017	Duke of Ed Gold Qualifying Hike, Kosciuszko
15/12/2017	ATAR Morning Tea
Week 11A	
18/12/2017 - 19/12/2017	Staff Development Day

SECOND HAND UNIFORMS

LOCATED UNDER THE TAS BLOCK

**The second hand uniform
shop will NOT be open
Tuesday 5 December due
to orientation day.**

For any orders please contact

Co-ordinators

Marg Martin and Chris Schaller

margaret.martin@optusnet.com.au

christins@ozemail.com.au

**Donations of washed good quality
uniforms are most welcome and can be left
at the school office**

**All proceeds go to the P&C for school
improvement projects.**

For second hand band blazers (buy & sell)
please contact

Diane Turner: moogiet@optusnet.com.au

For new and preloved band polo shirts
please contact

Kim Luong: kimmanlyband@gmail.com



NBSC Manly Campus Dance Showcase 2017

Featuring performances from the contemporary, jazz and musical theatre ensembles, Year 9 Elective Dance students, plus additional solos and duos from some of our most talented performers

Tuesday 5th December 7pm

Wednesday 6th December 7pm

Tickets at www.trybooking.com/SYHZ



Manly Selective Campus Canteen - Volunteer Details 2018

Our canteen needs daily volunteers to help prepare and serve food for our students. Volunteering can be on a monthly or term basis, and is between 9am and 2:30pm.

Volunteer Details				
Your name				
Email				
Mobile				
Preferred day/s (please tick as many as apply)				
Monday	Tuesday	Wednesday	Thursday	Friday
Preferred frequency (please tick one)				
Once per month		Once per term		
Children's details (please enter details for all children at Manly Selective)				
Child's name		Year in 2018		
Child's name		Year in 2018		
Child's name		Year in 2018		
Canteen Volunteer Contact List				
A contact list will be distributed to volunteers to enable volunteers to arrange a swap with another volunteer if unable to attend on their rostered day. The contact list will include volunteer's name, email and preferred roster day (no child information will be included). Only volunteers who agree to have their contact details published will be included on the list. Email correspondence from the Canteen Committee to volunteers will be sent blind carbon copy.				
I give permission for my details to be published on the Canteen Volunteer Contact List (please circle one)			YES	NO
Canteen Committee				
The Canteen Committee assists with the running of the canteen. The Committee meets once per term on a Tuesday at 7.00pm and is a great way to get involved if you can't spare time in the day to volunteer in the canteen.				
I am interested in joining the Canteen Committee			YES	NO

This form can be returned:

- to the school on Orientation Day
- to the school office or canteen
- post: 138 Abbott Road, North Curl Curl 2099
- email to amandanaylor@optusnet.com.au

Thank you for your support. The Canteen Committee greatly appreciates your contribution.

For more information about our canteen, including the current menu and information about online ordering through Flexischools, please go to the school website

<http://www.nbscmanlys-h.schools.nsw.edu.au/our-school/canteen>

Discounted BYOD Products



To purchase discounted Apple products, visit your local Apple Store or call **133-622** to purchase through the Apple Store contact centre. Mention **NBSC Manly Campus** to receive student pricing through the **Family Funded Program**. To find your local Apple Store, visit www.apple.com/au/retail. Alternatively, purchase online using **UNiDAYS**, visit www.myunidays.com/AU/en-AU, to benefit from up to 10% Student Discount on Mac computers, AppleCare, Apple software and selected accessories. Create an account using the DoE email account. Upon registration, enter Northern Beaches Secondary College and select *Manly Selective Campus* from the drop-down list.



For discounts on HP products visit www.hpshopping.com.au/nbscmanly

If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device.

BYOD Information visit web2.nbscmanly-h.schools.nsw.edu.au/BYOD.html

Careers Newsletter

November 2017

Inside This Issue

- 1 What are Employers Looking For?
- 2 Work Experience at the Mint
- 2 Useful Tips for Interviews
- 2 Job with a Difference
- 3 Focus on Job Searching
- 4 Careers Advisory Service
- 4 Tradie Start
- 5 Summer holiday activities



"Opportunities are usually disguised as hard work, so most people don't recognize them."

Ann Landers

What are Employers Looking For?

What are employers really looking for? How can young people give themselves the edge when seeking work? A survey of employers' recruitment experiences, conducted by the Australian Government Department of Employment (2014), has some important messages for teenagers who are seeking work.

The most important attributes that employers were looking for were:

- ≠ A positive attitude and willingness to work
- ≠ Motivation and enthusiasm
- ≠ Being prepared to learn and take direction

Employers are also seeking employees who are reliable and responsible, especially:

- ≠ Punctual and dependable
- ≠ Respectful to colleagues and customers
- ≠ Loyal and staying in the job a reasonable period of time.

The employers, who were drawn from a range of different types of businesses, also identified the importance of personal presentation, at the interview, and in the workplace. They were especially "off-put" by:

- ≠ Inappropriate clothing
- ≠ Untidy hair
- ≠ Tattoos, piercings and jewelry

The employers expressed concern that young people sometimes had unrealistic expectations of work, and were unprepared for the demands of the workforce and nature of the work expected by them or the level of pay on offer. The employers also felt that some of the young people wanted to start at the top instead of working their way up through the ranks in a job, gaining skills on the way.

The employers highlighted that work experience or volunteering can provide young people with the opportunity to develop these attitudes, so that they are better placed to obtain and to hold down a job.

Work Experience at the Mint

Do you like money? Well who doesn't?

Would you like to make a lot of money.... I mean really make money?

Did you know that all the coins that are in circulation in Australia are made at "The Mint" in Canberra.



The Royal Australian Mint offers limited opportunities for Work Experience.

You can see how Australia's coins are made and even take part in their production.

For details, see:

<https://www.ramint.gov.au/work-experience-mint>



A Job with a Difference

Are you an animal lover? Can handle animals with confidence and patience? Strong, to do manual work? Don't have any allergies towards animals? Working as an animal control officer could be for you!

The Good University Careers Guide identifies the following tasks as part of the role for an animal control officer:

- ≠ respond to and investigate complaints
- ≠ operate the local pound
- ≠ capture animals
- ≠ prepare and present cases in court
- ≠ run animal awareness programs

Useful tips for a Successful Interview

Many candidates lose the job in the first minute of the interview by not thinking carefully about their initial impact. **John Lees** shares his expert interview tips.

1 Don't waste the opening moments

Interviewers make a quick initial decision about your personality from the moment you arrive, based on how you look and sound. Dress as if you already work there and you've just been promoted. Make those initial seconds relaxed and upbeat as you can, even if you're just talking about your journey.

2 Don't over-deliver

Most candidates say too much. Interviewers are not that interested, and will usually accept a short, positive answer and move on.

3 Don't act like a stranger

Leave your coat, umbrella and bag in reception. Just take in a slim folder into the interview room containing the documents you need, and you will look like an employee rather than a visitor.

4 Don't try to wing difficult questions

Don't duck predictable questions about your know-how and skill level – think carefully about good examples. Equally predictable questions cover things like strengths (talk about qualities that match the job) and weaknesses (talk about skills you are improving, and make it clear that you're a fast learner).

John Lees has written a wide range of careers books. His 2013 titles are Just The Job!, his first systematic guide to job searching, and Knockout CV, a comprehensive guide to writing a winning CV.

Focus on ... Job Searching

Have a search strategy!

If you are serious about obtaining a part-time job, use a range of methods to connect with potential employers.

Organisation websites:

Many firms advertise vacancies online, and have a portal where you can apply from the website. For example, Dominos Pizza, McDonalds, Coles, Woolworths, Target, Red Rooster, Pizza Hut, K Mart, Aldi, Just Jeans, Hungry Jacks, City Beach.

Important tip – research the business before applying, and make sure you give exactly the information the firm is asking for.

Career websites:

There are websites which employers use to list job vacancies. For example www.seek.com.au, www.careerone.com.au, www.spotjobs.com.au. You can use the websites to search for the type of job you are looking for.

Important tip – keep an eye on the websites, as sometimes jobs are filled within hours of being listed by employers!

Cold Calling:

Many employers, especially small business firms in your local area, don't advertise online, and prefer a personal touch. You can drop a letter and resume in to the firm, and ask to be considered for any vacancies which may come up.

Important tip – make sure you are well-presented when you drop in your resume and letter. A neat and tidy school uniform is fine, if you are dropping off after school.

Friend of a friend of a friend:

Often, we find out about jobs through people we know – friends or acquaintances of relatives, neighbours, parents' work colleagues - quietly let people know you are seeking work, and be open to opportunities.

Do your homework

Regardless of whether you are applying online, cold calling or making an enquiry about a job advertised in a shop window, always **take time to find out about the firm** first. The firm's website (and, perhaps a visit to the firm) can tell you:

- ≠ The product or service provided by the firm – and what makes it different to products at other places
- ≠ The name of the owner or manager to address your letter to
- ≠ The mission of the firm, its objectives
- ≠ Anything else that stands out – for example, environmental policies, training programs for staff

Your letter of application should reflect that you have done this research.



Develop a targeted resume and letter

When you are applying for a position online, you will usually be asked to upload a resume, and perhaps a cover letter.

You can use the **custom resume generator** in the Secure Student Area of our school Careers website to develop resumes which give a clear statement of your personal information, school highlights, interests, skills & experience, qualifications, work experience and volunteering etc.

It is important that you develop different resumes for the different jobs you apply for. A winning resume is one that is **targeted** to the position you are applying for, and to the firm you are applying to. For example, if you are applying for a position in a sports store, you might stress your capacity to work well with others, to do team sports, and to have interests that include physical activity.

A **cover letter** is very important. Always upload/attach a well-written letter introducing yourself if you applying for a job online, or dropping a resume in to a potential employer. A cover letter will include:

- ≠ Your name and contact details
- ≠ Date
- ≠ Name and address of the person you have been directed to send the application to (and if none is given, look up the name of the manager or owner)
- ≠ Greeting – Dear Ms or Mr XXX
- ≠ First paragraph – state the position you are applying for and your most outstanding strength
- ≠ Expansion paragraph – include specific examples of how you meet the requirements of the position – target the firm website and the advertisement
- ≠ Final paragraph – indicate your availability generally, thank the reader for considering your application and indicate you are available to expand upon the points in an interview.

Important tip – absolutely no errors of spelling, grammar or punctuation in the resume or letter

Your name is your brand!

Potential employers will look you up on-line. **Be aware of the image you are projecting of yourself** in your online social media. Inappropriate images, comments where you put down others you know (or even worse, work colleagues or bosses!) can affect your job chances ...

Careers Advisory Service



CAS CAREERS ADVISORY SERVICE

Home About Get the facts Explore options Contact

CONTACT FOR FREE ADVICE 18-20 DEC 2017

CHOICES
OPPORTUNITY
KNOWLEDGE

NSW Education Public Schools

© Department of Education 2017
Site last updated August 2017

Careers Advisory Service for HSC Students 2017-2018

The NSW Department of Education offers a free **Careers Advisory Service** that provides students and their families or caregivers with up to date, impartial information about the range of relevant career and study options available following the release of the Higher School Certificate results.

The **Careers Advisory Service** complements the services provided by NESA, the Universities Admissions Centre, TAFE NSW, universities and other providers.

The **Careers Advisory Service** offers three facilities:

- **Phone** - available on 18-20 December 2017.
Phone: 1300 300 687.
- **E-mail service** - this service also operates on 18-20 December 2017. Access is through the website:
www.careersadvisoryservice.com
- **'Explore Options'** contains a large number of resources for school leavers. Access is through
www.careersadvisoryservice.com



Tradie Start

Tradie start is a network for tradesman, builders and apprentices in Australia.

*For **apprentices**, tradie start is a way to start your career as a tradie.*

*For **tradesmen**, tradie start is a way to find a suitable apprentice and seek future work from builders.*

*For **builders**, tradie start is a way to communicate and find new tradesmen.*

*For **labourers**, tradie start is a way to post your expertise or search for job opportunities.*

Browse [Tradie Start](http://www.tradiestart.com.au) to find out more!

Summer holiday activities – some suggestions!

Get a part time job

Lots of people are looking for employment at this time of year – either a part time job for the summer school holidays, or full time employment as a school leaver or gap year student, or even as a graduate!

Depending on where you live might influence the availability of positions, but the retail and hospitality industries tend to be busy over the Christmas and summer period especially! So... to find a job:

- # Update your resume – see your school careers website where you will find a template to do this under the ‘student secure area’
- # Cold canvass potential employers – introduce yourself to prospective employers who might need extra help over the busy holiday period – be sure to leave your resume and contact details!
- # Respond to advertisements in the local paper or websites
- # Apply on line to the ‘chains’ – some ideas and links below:

www.mcdonalds.com.au/learn/careers

www.bunningscareers.com.au/opportunities

www.wowcareers.com.au

www.colescareers.com.au

www.kfcjobs.com.au/team/apply.aspx

<http://careers.superretailgroup.com.au/brands/supercheap-auto>

www.kmart.com.au/jobs

www.myer.com.au/p/about-myer/careers

The retail and hospitality industries tend to be busy over the Christmas and summer period



Go Volunteering!

There are lots of opportunities to be a volunteer in your local community, such as Rural Fire Service, St John Ambulance, Surf Lifesaving Society and surf clubs, WIRES, Meals on Wheels, Red Cross, Salvation Army, St. Vincent de Paul shops.....

Why being a VOLUNTEER in the COMMUNITY is important:

- * increases self-confidence.
- * makes you happy!
- * is great for career and job prospects
- * helps you demonstrate compassion and commitment.

For further information:

Do a google search ‘volunteering in Australia’. The following links might get you started with some ideas and contacts:

<https://govolunteer.com.au>

www.australianvolunteers.com

www.volunteeringaustralia.org

www.redcross.org.au/volunteering.aspx

www.conservationvolunteers.com.au

www.salvationarmy.org.au/get-involved/Volunteer



CALL OUT TO BAND FAMILIES!

Saturday 3rd February 2018

As a trusted volunteer supplier to Fairfax Media, we have been invited for our second Northern Beaches local event the **2018 Sun Run Dee Why to Manly**,
<http://sunruncoleclassic.com.au/srcourse/>

Student and parent volunteers will be involved in baggage handling, drink stations or course marshalling. **We need to supply 60 volunteers.**
More details to follow when available

1. Raises vital funds for band program (with half going to the international tour)
2. Is local- most volunteers will be stationed close to the school
3. Involves students and their friends (even those outside band looking for volunteering hours)
4. Is fun and early in the day so the rest of the day is free
5. Is early in the year before things get busy with assignments

What we get

- **LOTS OF FUN, morning out and about and community spirit!**
- **\$\$\$** We get paid for every person who attends: family, friends, this is **open to everyone**, not just Manly Campus students, although we want to see as many of you there!
- **Event T-shirt**
- **Duke of Ed** 4 volunteering hours
- **School achievement awards** for community service
- **Year 10 students 2018** 6 hours can go towards your 20- hour volunteering quota

Details

Location: Dee Why/Manly (we are likely to be stationed near the school)

Arrival time: 5:30am (TBC) **Estimated finish time:** 10:00am (TBC)

Contact: To volunteer call **Mel Corner 0411 159 584** or
email Mel Corner <andyandmel@gmail.com>