

Scotch College

Future Pathways

News

May 13 2024

Course, Careers & Campus Information:



Victoria Police School Leavers Careers Expo

Victoria Police will be hosting a bespoke School Leavers Careers Expo for current Year 11 and 12 students, where the focus will be on the recruitment process, pathways into Victoria Police, and have a range of guest speakers who will discuss their experiences in joining Victoria Police, either straight out of high school or university.

Date: Thursday 13 June 2024

Time: Session 1: 4:30pm - 6:00pm
Session 2: 6:45pm -8:15pm

Please note that each session will cover the same content, only one session needs to be attended.

Location: Victoria Police Centre – 311 Spencer Street, Docklands, VIC 3008

Please register to attend at [Victoria Police School Leavers Careers Expo](#).



➤ **Walk and Talk Tour**

We would love to show you, in person, what it's like to be a Federation University student at one of our Walk-and-Talk tours on Thursday 11 July!

The Walk-and-Talk tours will depart every 30 minutes between 10.00am and 1.00pm across all campuses. These tours will be led by current Federation students, giving attendees the opportunity to see the campuses in person while chatting to a current student about their experiences.

[Click here to register for our **Gippsland \(Churchill\)** Walk-and-Talk Tours.](#)

[Click here to register for our **Berwick** Walk-and-Talk Tours.](#)

[Click here to register for our **Mt Helen \(Ballarat\)** Walk-and-Talk Tours.](#)

➤ **Bachelor of Psychological Science**

Federation University's Bachelor of Psychological Science offers a pathway to understanding human behaviour and a rewarding, in demand career. Throughout the course, students have the opportunity to dive into diverse disciplines within psychology and unravel the complexities of the human psyche in a supportive and stimulating academic environment.

Find out more at [Bachelor of Psychological Science](#).



Open Access Majors and Minors at La Trobe

With an open access major or minor, you can design your own degree by using space in your course structure to take a major or minor from your course's discipline or a completely different discipline. With open access majors and minors, you could mix business with science or arts with IT or combine a range of disciplines to design a degree to match your interests and truly find your niche.

Students at La Trobe University can access a wide range of majors and minors from other disciplines be it from arts, business, IT, health or science. Anyone studying an undergraduate degree at La Trobe can take an open access major or minor as long as there is enough spare credit points in their course and room in their timetable.

Students are invited to browse [Open Access Majors and Minors](#) and have a look at the range of majors and minors on offer in 2024.



Studying Cyber Security at Swinburne University

Cybercrime is rapidly on the rise. Get qualified and help fill the global shortage of cyber security professionals. Learn the fundamentals, including encryption systems, access control and how network architecture and the internet is used to defend online data. Prepare for an in-demand and well-paid career across industries – from defence to media, health, business and more.

Graduates of this degree can enter jobs as a Security Consultant, Network or Systems Administrator, Information Security Analyst, Cyber Security Penetration Tester, and many more.

Skills students will learn include –

- Cyber security testing
- Cyber security strategy
- Critical thinking
- Problem solving
- Communication skills
- Teamwork

Students are encouraged to browse [Bachelor of Cyber Security](#) and [Bachelor of Computer Science \(Major in Cyber Security\)](#) to find out more about how these courses lead to a qualification in Cyber Security.



Discover Monash Medicine Recording

Did you miss the recent *Discover Monash Medicine* session hosted by Monash? If so, watch the recording at [Discover Monash: Medicine webinar](#) to discover what was presented.



Career in Health Information Management

According to the [Health Information Management Association of Australia \(HIMAA\)](#) *health information management professionals contribute to health outcomes and the healthcare system through best practice health information management.*

Health information management professionals work in a variety of roles in all areas of the healthcare system.

While many people work in health information related roles, there are **two specialist** occupations for health information management professionals:

1. Health Information Managers (HIMs)

Health Information Managers plan, develop and manage health information systems for patient, clinical and administrative data necessary for patient care, healthcare planning and funding. They play a key role in the secure, confidential, and legal use of patient information. Health Information Managers are degree qualified through a HIMAA accredited or recognised course.

2. Clinical Coders

Clinical Coders are responsible for translating clinical information gathered during a patient's hospital stay into codes according to a recognised health classification system. Clinical coding information is utilised for planning, resourcing, benchmarking and funding purposes at local, regional and national level. Clinical Coders are either qualified HIMs or are qualified through a VET course accredited by the Australian Skills Quality Authority (ASQA).

In Victoria, La Trobe University offers a HIMAA- accredited [Bachelor of Health Information Management](#).

Students keen on studying to be a Clinical Coder can study the [Diploma of Clinical Coding](#) at Victoria University, or the diploma offered by the HIMAA itself - [Diploma of Clinical Coding](#).

Students are invited to browse the HIMAA link provided above which is a great source of information.



Architecture, Construction & Surveying Degrees in Victoria in 2024

Below is a list of some single undergraduate degrees offering **architecture, building & construction, property, surveying, and urban planning** as specialisations at Victorian universities. To find out about all similar courses on offer (including double degree options) at both TAFEs and universities, visit [VTAC](https://www.vtac.vic.edu.au). Students are encouraged to explore pathway courses to these degrees.

INSTITUTION	COURSE	VCE PREREQUISITES	2024 ENTRY REQ'S
Deakin (G - Geelong Waterfront Campus) (M - Melbourne Campus)	Architecture	Units 3 and 4: a study score of at least 25 in English (EAL) or at least 20 in English other than EAL.	ATAR 72.10 (G)
	Construction Management		ATAR 60.75 (G)
	Property and Real Estate		ATAR 65.05 (M)
La Trobe *Online only	Planning*	Units 3 and 4: a study score of at least 25 in English (EAL) or at least 20 in English other than EAL.	ATAR n/p
	Urban and Regional Environments*		ATAR n/p
Monash (Caulfield Campus)	Architectural Design	Units 3 and 4: a study score of at least 27 in English (EAL) or at least 25 in English other than EAL.	ATAR 75.00
	Architectural Design/Master (package)		ATAR 75.60
RMIT (City Campus)	Architectural Design	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL.	ATAR R.C. Selection task Interview (some)
	Construction Management	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL; Units 3 and 4: a study score of at least 20 in any Mathematics.	ATAR 70.05
	Landscape Architectural Design	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL.	ATAR R.C. Selection task Folio Presentation (some)
	Property Development, Investment and Valuation	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL; Units 3 and 4: a study score of at least 20 in any Mathematics.	ATAR 70.00
	Surveying	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL; Units 3 and 4: a study score of at least 20 in one of Maths: Mathematical Methods or Maths: Specialist Mathematics.	ATAR 70.80
	Urban and Regional Planning	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL.	ATAR 71.60
Swinburne (Hawthorn Campus)	Design (Architecture)	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL.	ATAR 70.35
	Construction Management		ATAR 57.80
	Design (Interior Architecture)	Art Creative Practice, Product Design And Technology, Media, Creative And Digital Media (VCE VET) I, Art Making And Exhibiting or Visual Communication Design.	ATAR 67.90
University of Melbourne (Parkville Campus)	B Design may lead to: Master of Architecture Master of Landscape Architecture Master of Construction Management Master of Property Master of Urban Design Master of Urban Planning	Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL. Units 3 and 4: a study score of at least 25 in Mathematical Methods <i>if going to major in Construction or Property</i> <u>or</u> will have to do an equivalent maths bridging course in the 1 st year of the degree	ATAR 85.10
Victoria University (F - Footscray Park Campus) (C - City Campus)	Building Design	Units 3 and 4: a study score of at least 25 in English (EAL) or at least 20 in English other than EAL.	ATAR n/p (F)
	Building Surveying		ATAR n/p (C)
	Construction Management		ATAR n/p (C)

Courses offered by AIM – Melbourne Campus in 2024

The [Australian Institute of Music \(AIM\)](#) is a private music school totally dedicated to the pursuit of excellence in music – be it composition, performance, or even management.

AIM has campuses in Sydney and Melbourne, and courses offered in Melbourne include:

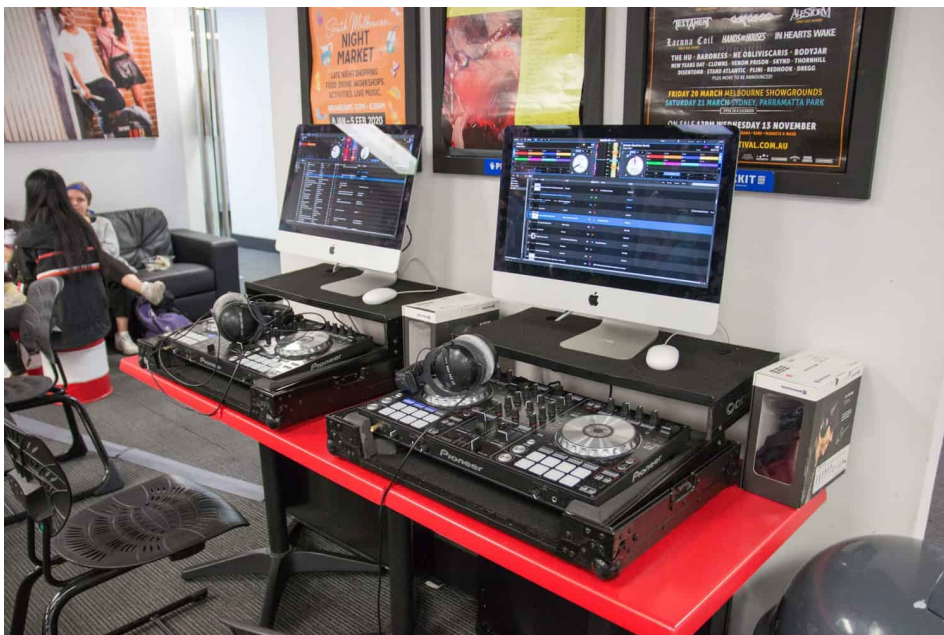
[Bachelor of Arts and Entertainment Management](#) – a 3-year course for anyone wanting to master the essentials of the music business – from marketing and artist management to music business economics and law.

[Bachelor of Music \(Composition\)](#) – a 3-year course training students to become a composer with originality, heightened musical ability, and technical mastery. As digital media expands, so does the demand for talented composers in film, television, video games, and music.

[Bachelor of Music \(Performance\)](#) – a 3-year course whereby students get to refine their musicianship, develop their collaboration skills, and help them stand out as a performer. With both a contemporary and classical pathway, graduates will emerge with the skills and confidence to perform on stage and in the studio.

[Bachelor of Music Theatre](#) – a 3-year course preparing students to land leading roles, play in ensembles, and generate original theatre works as they steadily build their professional performance skills. They will build the skills to command the stage with confidence, building the ‘triple skill set’ – singing, dancing and acting.

Find out more about AIM and all its course offerings by browsing [Australian Institute of Music \(AIM\)](#)



NCW | Careers in Automotive

May 16, 2024

The automotive industry offers a range of career opportunities, with entry points available for varying different levels of education.

This session will explore the latest trends impacting the industry, how these translate to strong career opportunities and the types of roles that are in demand, what they earn and how to commence the journey toward achieving them.

This event is part of National Careers Week's industry information series, courtesy of the Career Industry Council of Australia and three Jobs and Skills Councils.

[Find out more](#)

William Angliss Institute | Industry Insights: Event Management & Career Pathways Q&A

May 16, 2024

Want to know about the creative, fast-paced events industry?

Join us as we interview former Event Manager and now Industry Trainer and Author, Effie Steriopoulos, as she shares insights into the occupation and event roles in this space, her own experiences, career pathways, skills needed and more to thrive in the event management industry.

[Find out more](#)

William Angliss Institute | Industry Insights: Tourism & Career Pathways Q&A

May 16, 2024

Ever wondered about working as a Tour Guide or in the tourism industry?

Join us as we speak to Tour Guide, Industry Trainer and William Angliss Institute alumni, John O'Donnell, learning about his journey in the industry, the sorts of career opportunities available in the tourism space, the types of places you could work at, skills needed and more.

[Find out more](#)

William Angliss Institute | Industry Insights: Aviation & Career Pathways Q&A

May 17, 2024

Join us as we interview former Cabin Crew member and now Industry Trainer Michelle Hemsley to learn more about the role and her journey with Emirates Airlines, Virgin Australia and more.

Explore different career options and hear about the pathway of becoming a Cabin Crew member, which skills you'll need and the experiences that count towards this exciting profession.

[Find out more](#)

NCW | Careers in Hospitality and Tourism

May 17, 2024

Join us to explore VET skills and career pathways within the Hospitality and Tourism sector. If you are interested in starting a career in the Hospitality and Tourism sector, join Katrina Higham from Service and Creative Skills Australia (SaCSA) to hear from industry peers on how their career pathways and journeys led them to being in such dynamic and creative industry.

This event is part of National Careers Week's industry information series, courtesy of the Career Industry Council of Australia and three Jobs and Skills Councils.

[Find out more](#)

NCI | Careers in Clean Energy: Charting the course to Net Zero

May 17, 2024

This session is being presented by the National Careers Institute, the Premier Partner of National Careers Week.

Join us for a panel discussion on Australia's clean energy sector.

The clean energy sector is in a period of extraordinary growth as Australia accelerates towards a fully clean energy power system. A panel will discuss the varied careers in clean energy and their lived experience in their career journeys. At the conclusion of the discussion attendees will have the opportunity to participate in a Q&A session.

[Find out more](#)

UniMelb | Focus on Melbourne

May 21 to June 6, 2024

Join us at our Parkville and Southbank campuses for dedicated in-person sessions tailored for students considering studying in Semester 2, 2024 or Semester 1, 2025. Learn more about our undergraduate study areas, how you can create a degree based on your passions and strengths, and the many career possibilities that lie ahead.

- **Focus on Music:** Tues 21 May, 6–8pm, Southbank campus
- **Focus on Agriculture:** Wed 22 May, 6–8pm, Parkville campus
- **Focus on Biomedicine:** Tues 28 May, 6–8pm, Parkville campus
- **Focus on IT:** Wed 29 May, 6–8pm, Parkville campus
- **Focus on Commerce:** Wed 29 May, 6–8pm, Parkville campus
- **Focus on Arts:** Thurs 30 May, 6–8pm, Parkville campus
- **Focus on Law:** Mon 3 June, 6–8pm, Parkville campus
- **Focus on Engineering:** Tues 4 June, 6–8pm, Parkville campus
- **Focus on Education:** Wed 5 June, 6–8pm, Parkville campus
- **Focus on Design:** Wed 5 June, 6–8pm, Parkville campus
- **Focus on Science:** Thurs 6 June, 6–8pm, Parkville campus
- **Focus on Fine Arts:** Thurs 6 June, 6.30–8.30pm, Southbank campus

[Find out more](#)

Monash | Discover Occupational Therapy, Physiotherapy and Paramedicine

May 21, 2024

Discover what it's like to study Occupational Therapy, Physiotherapy, and Paramedicine at Monash. Join us for an informative session where we'll discuss the course structure, placement opportunities and course outcomes. Our students will be online to provide insights into their own experiences as well.

[Find out more](#)

RMIT | New Career Ahead: Explore the Possibilities Series 3/3

May 22, 2024

What is it like to work in a particular job? Or a particular sector?

In our third and final workshop, equip yourself with the tools to explore your career ideas and leverage valuable resources to make informed decisions. Whether it's your first job, a change, or a transition, good research gives a more complete picture of opportunities and uncovers new ideas.

Gain clarity and confidence and take the next steps in your career journey as we cover:

- What labour market information is and benefits it can provide.
- Practical tools and resources available to help you delve further into your career ideas.
- Actionable steps to keep your exploration moving forwards and yourself on track.

You can either opt to attend this session online or in person at RMIT University Melbourne City Campus. The general public and RMIT students are welcome to attend.

[Find out more](#)

Monash | Discover Health Sciences, Public Health and Psychology

May 23, 2024

Discover what it's like to study Health Sciences, Public Health or Psychology at Monash. Join us for an informative session where we'll discuss the course structure, hands-on opportunities and career outcomes. Our students will be online to provide insights into their own experiences as well.

[Find out more](#)

Monash | Discover Radiation Sciences, and Medical Imaging and Radiography

May 28, 2024

Discover what it's like to study Radiation Sciences or Radiography and Medical Imaging at Monash. Join us for an informative session where we'll discuss the course structure and career outcomes. Our current will be online to provide insights into their own experiences as well.

[Find out more](#)

Monash | Discover Engineering

May 28, 2024

Discover all you need to know about studying Engineering at Australia's #1 Engineering Faculty. You'll hear from academics, current students and alumni, and have the opportunity to ask lots of questions. Our engineering degrees offer not only a fantastic study experience, but also amazing opportunities to engage with the industry and get hands-on with our many teams and clubs.

[Find out more](#)

Discover ACU Melbourne

July 2 to July 10, 2024

Join us for the 2024 Discover ACU. A free event tailored to your study area of interest, these sessions will give you an insight into life as a uni student.

- Exercise and Sports Science – July 2
- Allied Health – July 2
- Biomedical Science – July 2
- Law, Business and Criminology – July 4
- Nursing – July 10
- Midwifery – July 10
- Paramedicine – July 10

[Find out more](#)

Enter the World of Le Cordon Bleu Careers Residential, Melbourne

July 3 to July 5, 2024

We're opening our doors to high school students in Years 11 & 12, to experience a 'day in the life' at one of the world's leading culinary and hospitality institutions to provide a taste of what a future career in global hospitality will be like.

Meet lecturers and Le Cordon Bleu professionals, hear from industry experts, discover what Le Cordon Bleu hospitality management degree programmes involve and experience hands-on culinary arts with our chefs.

[Find out more](#)

RMIT | Tech and Trades Experience Day 2024

July 4, 2024

Come and discover RMIT – Register your interest for a spot at our free exclusive Hands-On Experience Day in your July school holidays!

You will have the opportunity to choose two interactive workshops from a Trades and Future technology areas in our Vocational Education programs.

Tailored for students in years 10, 11, and 12, along with their parents and guardians, this event promises an immersive day of exploration. Uncover your passions, gain valuable insights, and pave the way for a future filled with endless possibilities.

[Find out more](#)

Study:



High School Medical Experience in Cambodia

Projects Abroad is running a *new medical program in Cambodia*. It will be a good mix of hospital time and community health, which will be a real immersive experience for the students who will get a lot of cultural insight too. Of particular interest is that this program will be running in the break at the end of term 3, starting on 22 September 2024, along with another date in December.

Students keen on learning more can access a leaflet [here](#).

Scholarships:

Maximising your scholarship search

Finding the perfect scholarship can feel a bit like finding a needle in a haystack. With so many opportunities available, how can you find one that's not only financially beneficial, but also aligns with your goals and circumstances? Never fear – we've put together a list of the top things to consider during your scholarship search to help you make the right decision.

Before you start your search

If you want to apply for a scholarship, you'll probably need to do a bit of prep first. The more organised you are now, the easier it'll be to submit your application.

Start by gathering important documents and paperwork you might need. Typically, scholarship applications require you to submit things like:

- An academic transcript or report card
- Some proof of identity (driver's license, passport, birth certificate, etc.)
- Letters of recommendation or references
- Proof of income (for scholarships where financial disadvantage is a criterium)

If the scholarship asks for references, make sure you've already contacted the people you want to put down and let them know. This way they know to expect a call or email and can prepare a better response in advance.

What to look for during your scholarship search

Now that you have the basics covered and are ready to apply, let's take a look at some of the most important things to check out during your scholarship search. Going through each of these criteria can help you find a scholarship best suited for your needs and circumstances.

Eligibility criteria

This one seems obvious, but it's important! Always ensure you meet the specific eligibility requirements of a scholarship before applying, or you might be setting yourself up for disappointment.

Application deadlines

Be aware of the application deadlines for any scholarships you want to apply for. Most scholarships have strict closing dates and won't accept late submissions, so write it in your calendar, set a reminder on your phone, or tell a friend who can remind you.

Award amount and duration

Consider the scholarship's award amount and duration to determine if it will provide sufficient financial support throughout your studies. If you're after more than just money, find out if there are any other perks on offer, like mentoring, workshops, work experience, or study support.

Renewability

Some scholarships are renewable, meaning they can be awarded for multiple years if you maintain certain criteria (e.g. meeting a minimum GPA). Consider how long you might need the support for and whether you're better off applying for a scholarship that rewards you over multiple semesters or years.

Application requirements

Each scholarship will have unique application requirements, including essays, letters of recommendation, or interviews. Evaluate the effort needed for the application process and make sure you can gather all the necessary materials before the deadline.

Restrictions or conditions

Some scholarships come with specific restrictions or conditions, such as requiring you to study a particular course, attend certain promotional events, or write letters of thanks to donors. Make sure you're definitely comfortable with any conditions before applying, because if you change your mind down the track, you might lose the funding.

Impact on other financial support

Receiving a scholarship can sometimes impact your eligibility for other financial support, such as government payments and grants. If you're unsure, reach out to the institution you're applying to and ask if a scholarship might affect your other financial support options.

Find out more

If you want to find out more about scholarships and get tips on nailing your application, we have more blogs you might like to read [here](#).

Ready to apply? You can search for opportunities on our [free money database](#).

Global Footprints Scholarship

Opens: May 1, 2024

Closes: June 1, 2024

A Global Footprints Scholarship is a great opportunity to kickstart your career and drive your passion for sustainability.

It gives young Australians like you the opportunity to travel the world, learn about sustainability and shape a better future for yourselves and the world.

Scholarships are available for Agriculture, Horticulture and many Trades.

[Find out more](#)



UNSW Co-op Program 2025

Set up by industry and the **University of New South Wales (UNSW)** the **Co-op Program** provides career development scholarships for high achieving undergraduate students, offering *industry training, leadership, and professional development, networking opportunities, mentoring and financial support*. The scholarships are offered in the fields of Business, Science, and Engineering.

The **UNSW Co-op Program** is open to Year 12 students entering university for the first time, or those commencing university for the first time after a gap year. Candidates for scholarships are not only selected on their academic ability, but also their communication skills, motivation, leadership potential, and passion for their chosen field of study. Any student expecting an ATAR above 96.00 should consider applying.

What do students gain?

- Up to 18 months of relevant industry experience with multiple companies during their degree.
- Financial support of \$86,400 tax free over four years.
- Leadership and professional development training.
- Mentoring and support offered throughout their degree.
- Career planning.
- Opportunities to network with leading employers and make valuable contacts within your industry.

Joining the Co-op community at UNSW enables you to form life changing connections and opens up a world of opportunities. As a scholar, not only do you gain academic and professional insight from alumni, older scholars, and the broader Co-op community, you also start forming your professional and social network from day one.

Applications have opened and close on 30 September 2024. Students can visit the [new Co-op Program | UNSW Sydney](#) website to find out more and/or apply.

Jobs & Skills for Work:

How to become a Flight Attendant

Flight attendants, also known as cabin crew, are responsible for passengers' comfort and safety while onboard an aircraft. The job includes a wide variety of responsibilities and tasks, from serving food and drink to providing first aid. You'll be working in a fast-paced environment, meeting new people, and experiencing different cultures.

If you have great people skills and want a career that can take you all over the world, you might like to consider becoming a flight attendant.

What skills do I need as a flight attendant?

- Excellent communicator
- Neat & presentable
- Can remain calm under pressure
- Organised & efficient
- Adaptable & flexible
- Polite & helpful
- Can work in teams & independently
- Reliable & trustworthy

What does the job involve?

- Prepare aircraft for passengers to board
- Check tickets & direct passengers to their seats
- Perform safety demonstrations & checks
- Serve food & drink mid-flight
- Assist passengers with special needs
- Help passengers stow luggage
- Keep passengers calm & comfortable
- Perform emergency procedures if necessary

What industries do flight attendants typically work in?

- Transport, Postal & Warehousing
- Public Administration & Safety
- Administrative & Support Services

What Career Cluster do flight attendants belong to?

Because their job involves supporting customers to have great experiences, flight attendants are commonly strong [Linkers](#).

What kind of lifestyle can I expect?

You will most likely need to work on weekends and holidays, as this is when many people travel, as well as late nights and early mornings. Of course, you'll also need to be prepared to spend a fair bit of time away from home.

There are many part-time roles available for flight attendants. Your roster is typically scheduled well in advance so you can plan around when you'll be at home and abroad.

Most flight attendants earn an average salary throughout their career.

How to become a flight attendant

To become a flight attendant, you will need to complete a rigorous training program that covers topics such as safety procedures, customer service, food service, and emergency response. This training is often provided by the airline that employs you, and includes both classroom instruction and hands-on experience. Additionally, you may need to undergo training in CPR and first aid, as well as pass a background check.

Certain airlines may also have particular physical requirements for flight attendants, such as height, weight, and body modification restrictions (e.g. tattoos, piercings, etc.). Being able to speak multiple languages is also often an advantage.

If you're in high school and you'd like to find out if a career as a flight attendant is right for you, here's a few things you could do right now:

1. In many cases, you can get a head-start on desired qualifications (such as first aid) before you leave school.
2. See if you can find work experience or volunteer opportunities to start building important skills you need for the job.
3. Talk to a flight attendant to see what a day in their life is like. If you don't know anyone, see if you can watch videos or documentaries about a career in aviation or tourism.

Find out more here:

- [Qantas](#)
- [Jetstar](#)
- [Virgin Australia](#)
- [Air New Zealand](#)
- [British Airways](#)
- [Aer Lingus](#)
- [American Airlines](#)
- [Air Canada](#)
- [Emirates](#)
- [Etihad Airways](#)
- [Lufthansa](#)
- [Cathay Pacific](#)
- [Singapore Airlines](#)

Similar careers to flight attendant

- Pilot
- Tour Guide
- Air Traffic Controller
- Travel Agent
- Bus Driver
- Immigration Officer
- Hotel Manager
- Customer Service Representative

Find out more about [alternative careers](#).

[The importance of good email etiquette](#)

In a world of emojis, abbreviations, and instant communication, we are all used to sending messages that are short, sharp and to the point. So when we use email, why wouldn't it be the same? Well, there is actually something pretty important to consider: your email etiquette. But what is it, and why is it so important? Let's find out.

What is email etiquette?

Basically, email etiquette is a set of rules that you use when you're composing an email. You use these rules to make your email clear and professional. The rules can be different

depending on who you're sending an email to, but generally provide a great base to work from, no matter who you're talking to.

Think of it a bit like sending a letter (old-fashioned, we know). If you just put a piece of paper in an envelope without saying who it's for, who it's from, or what it's about, it's probably going to be pretty confusing for the person who receives it (if it even makes it to the right person in the first place).

Why is email etiquette important?

Taking a few extra minutes to use good email etiquette makes it far more likely that people will respond positively to your emails. It shows that you're professional and polite, and your email is less likely to cause misunderstandings.

Here's an example of what *not* to do in your email:

To:	<input type="text" value="example@workplace.com"/>	
Cc:	<input type="text"/>	
Bcc:	<input type="text"/>	
Subject:	<input type="text" value="Why didnt I get the job????"/>	

Hi,

i applied for a job with youre company and went for an interview but you guys hired someone else. why did you do this, i really need the money and thought i was pretty good in the interview

please respnod quickly!!!!

If you received an email like this, how do you think you would respond? Would you be inclined to help this person, or more likely to ignore them?

And it might not seem like it while you're at school, but your conduct online is very important. Lots of things that go on the internet are out there forever – and this includes your emails. Always think twice before you hit “send”.

Email etiquette tips

So what are some things you can do to make your emails more professional, and potentially causing offence to someone? We've gathered some of the top tips for you to keep in mind.

Make your subject line clear and concise

Depending on who you're emailing, they might receive tens (or even hundreds) of emails to sift through every day. So the first thing they're going to see is the subject line. If the subject line is confusing, vague, or non-existent they're much more likely to scroll right past it, or worse – it'll be sent to their spam folder and they might not see it at all.

Using the example above, from the employer's point of view, what is this email about? What job are they talking about? Which store? Who was the applicant? This one is probably going to go to the bottom of the pile.

A good subject line lets the recipient know exactly what the email is going to be about even before they've even opened it.

Use proper greetings

Even if you know the person you're emailing, it's best to be as professional as possible in your emails. And this includes the way you greet them. While you might say "hey" or "what's up" to them in person, it's not the best look in an email. Even worse, jumping in with no greeting at all comes off as rude.

Some common greetings include "Hi" or "Hello", or if you need to be a bit more formal, "Dear" or "Good morning/afternoon".

Don't forget to include the person's name as well (if you know it) – it shows that extra level of attention to detail. And make sure you refer to the person you're emailing correctly. You wouldn't email your teacher and start with "Dear Jane"; "Dear Ms Doe" would be much more appropriate.

Politely sign-off

Similar to the above point, being professional and polite when finishing your emails is important too. Common ways you can sign-off an email include "Kind regards", "Sincerely", or even a simple "Thank you".

Introduce yourself

This is especially important if you're sending an email to someone you don't know. But even if it is someone you know (like your teacher), it's better to introduce yourself so they can quickly figure out who it's from instead of having to read through to the end.

You can always start with your name ("My name is..."), and then some extra info about who you are that's relevant to the person you're emailing. For example, if you're emailing a university lecturer, you might also include your student number. If you're at work and emailing a client, you could include the name of your business so they know who's contacting them. If you're emailing about a job opportunity, mention that.

Proofread your message

Just like you would with your assignments, it's important to double-check your emails before you send them off. Make sure there aren't any spelling mistakes or issues with grammar. It's also important to check the tone of your message to make sure it doesn't come off as rude or aggressive, or too casual.

Taking the time to read your email out loud can also help you catch any mistakes you might have missed by skimming it.

Keep it simple

Nobody wants to be spending half of their day reading through pages and pages of emails. Keep the content relevant and as brief as possible while still being clear. If it's something that you feel might need more explaining, you could try contacting the person by a different method, such as over the phone.

Include a signature

Similar to introducing yourself, having a signature at the bottom of your emails lets people know who you are. Not having any information about yourself can seem rude or even suspicious.

Include your name and (if it's a work email) your position. It's also good to put your contact information in there so people know the best way to contact you if they need to.

Check who you're sending it to



There's nothing more embarrassing than sending a message to the wrong person, especially if it includes information that's private or personal. Make sure you always double-check the email of the person you're sending to, as well as whether there are other people who need to be included (or not) in the email.

A good habit is to write your message before entering the person's email address – this way you can't accidentally send it too early either.

Final thoughts on email etiquette

Remember, the way you write your emails is a way of showing people who you are. If your message is disorganised and full of spelling mistakes, what do you think people will think about you? If it's rude or aggressive, do you think the person on the other end will respond positively? Regardless of who we are or what we do, good communication is always an important skill to have.

Look back at the email example from above, then take a look at this alternative:

To:	<input type="text" value="example@workplace.com"/>	
Cc:	<input type="text"/>	
Bcc:	<input type="text"/>	
Subject:	<input type="text" value="RE: Recent job opening at your Citytown store"/>	

Hi,

I recently applied for the position of salesperson at your store in Citytown Shopping Centre. I was invited for an interview, and advised by phone a few days later that I was unsuccessful in securing the position.

If it's not too much trouble, I was wondering if it would be possible to ask for some feedback about my interview. This was my first job interview and it would be great to know if there were any areas I could improve on for future reference.

Thank you again for your time and consideration.

Kind regards,

John Johnson

Much better!

If you want to know more about effective communication in the workplace, we have more resources you can check out [here](#).

Tips for making the most of work experience

Our Work Experience Link at Scotch is: <https://portal.scotch.vic.edu.au/my-scotch-students/course-and-careers-resources/work-experience.aspx>

Due date for all Scotch College paperwork (Work Exp Arrangement Form and OHS tests/certificates + COVID Form: July 23

Work Experience placement dates: September 23 to 27

Thinking about a career, but not sure if it's going to be the right fit? Work experience is a great way to get a taste of a job and build some important skills. So if you're thinking of going on work experience, this blog will provide you with practical tips and advice to help you prepare, and come out the other end feeling more secure about your career choices.

The value of work experience

Work experience can serve as a stepping stone towards your future career. It offers a glimpse into the world of work and can help you develop essential skills, gain industry insights, and make informed decisions about your future.

If you're prepared and keen to learn, you can maximise the value of the experience and maybe even solidify your future career choices.

Before work experience tips

If you have a work experience placement coming up, here are some tips to help ensure you're ready for your first day and make a great first impression.

Do some research

Before you begin your placement, do some research about the company or organisation you'll be joining. Familiarise yourself with their mission, values, and the work they do. This will show the employer you're keen and will take the opportunity seriously, and allows you to ask more relevant, thoughtful questions.

Set a couple of goals

It's also a good idea to set specific goals for what you hope to achieve during your placement. Your goals don't need to be huge, and you don't have to set heaps – think of them more like a roadmap to figure out exactly what it is you want to get out of this experience.

Whether it's finding out more about a particular role, making connections, or learning something new, having clear objectives can guide your efforts and make your experience more meaningful.

Don't forget the dress code

First impressions matter, and dressing appropriately is a big part of making your first impression a good one. Find out the dress code at the workplace and ensure your attire is clean, neat, and aligned with their expectations.

During work experience tips

Your placement is about more than just learning about a particular job – it's about building your skills and confidence, experiencing the world of work, and starting to make connections

and decisions for your future. Here are some tips on how you can get the most value out of work experience.

Showcase your professionalism

Remember to maintain a professional demeanour throughout your work experience. This includes things like being polite and respectful to colleagues, showing up on time, and a having positive attitude. These habits will demonstrate your enthusiasm and leave a lasting impression (and could net you a positive reference at the end of your placement).

Network and build relationships

Work experience provides an excellent opportunity to network and build valuable professional connections. So take the initiative to introduce yourself to colleagues, ask about their roles, and learn about the journeys they took to get to where they are today. Actively participate in team activities and engage in conversations, showing genuine curiosity and eagerness to learn.

It might seem a bit scary, but building these relationships now can open doors to future opportunities and mentorship.

Embrace challenges

During your placement, you may encounter unfamiliar terms, ideas, or situations. Embrace these as learning opportunities and push yourself beyond your comfort zone. This is your chance to seek knowledge in an environment outside of school – and it might be one you find yourself thriving in.

Seek feedback

While it's great to push yourself, don't hesitate to ask for help or clarification when needed too. Seek feedback from your supervisor or other workers to gauge your progress and identify areas for improvement.

Ask questions

Don't be afraid to ask lots and lots of questions either. Your employer and the other workers understand you're there to learn and will be more than happy to answer, so take advantage of their expert knowledge while you have the opportunity.

Write everything down

We all like to think we have the memory of an elephant, but it's easy to forget things, even if they seem important at the time. If you can, bring a notebook and pen and take down notes as much as you can – even if you need to look back in a year's time, all the information will still be there.

After work experience tips

Once you've said your goodbyes and headed home, there are still things you can learn. Here are some tips to help you find value post-work experience.

Reflect on your experience

Take time to think back on the lessons you've learned and the skills you've acquired. Consider how this experience has shaped your understanding of your chosen career path and identify areas you'd like to explore further. A little bit of reflection can help you make informed decisions about your future studies and career aspirations.

Ask for a reference

If you feel like you made a great impression and would be keen to find similar work down the track, you can ask your employer for a reference. That way when you're applying for jobs or courses in the future, you know you'll have someone who can back up your skills and experience.

Follow up

We talked earlier about making connections – and an important part of making connections is keeping in touch. You could follow the company on social media, connect with your co-workers on LinkedIn (just make sure they're comfortable with it first), or even ask about ongoing mentoring.

Find out more

Remember, work experience could be a stepping stone to your future; so stay positive, be proactive, and make the most of any opportunities that come your way. Hopefully these tips will help you enjoy your work experience and learn a thing or two as well.

You can find more blogs and advice about preparing for work experience [here](#). Or if you're keen to get started, you can search for opportunities [here](#).