**Disclaimer:** All information is printed in good faith. It is the responsibility of the student to confirm all details with the appropriate institution.

***Ms Janes is on long service leave for term 4 and will return for term 1 next year. Please feel welcome to contact Mr Blake who will be acting as Carers Advisor for Ms Janes this term. To contact Mr Blake please call 9414 4310 or email dblake@stpplusx.nsw.edu.au***

**BUSINESS SERVICES - 4 UNIT**

Does a career as a personal assistant, receptionist, office or administrative assistant sound inviting?

This course provides students with customer contact and office administration skills. Students will learn how to greet clients; determine their needs; manage incoming and outgoing mail; prepare and produce short routine letters, notes, memos and records using word processing software; create and use simple spreadsheets and databases and determine, administer and maintain resources and equipment to complete a variety of tasks.

This is also a very useful course if you anticipate undertaking further study at TAFE or University as you will develop skills to set out your assignments and reports in a professional manner.

<table>
<thead>
<tr>
<th>Who can study this course?</th>
<th>240 hr current 2014 Year 11 students only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available at</strong></td>
<td></td>
</tr>
<tr>
<td>HORNBY</td>
<td>Tuesday 2.00 pm – 6.00 pm and</td>
</tr>
<tr>
<td></td>
<td>Wednesday 4.00 pm – 7.00 pm</td>
</tr>
<tr>
<td>MEADOWBANK</td>
<td>Monday 4.00 pm – 7.00 pm</td>
</tr>
<tr>
<td></td>
<td>and</td>
</tr>
<tr>
<td></td>
<td>Tuesday 2.00 pm – 6.00 pm</td>
</tr>
<tr>
<td>NORTHERN BEACHES</td>
<td>Tuesday 2.00 pm – 6.00 pm and</td>
</tr>
<tr>
<td></td>
<td>Wednesday 4.00 pm – 7.00 pm</td>
</tr>
</tbody>
</table>

Please see your Career Adviser for an application form.
➢ TVET CERTIFICATE 3 IN FITNESS now open to years 11 and 12 at Meadowbank TAFE. Monday 12.30pm to 4.30pm. 6 units available to Year 11 students doing the 360 hour course over 2 years! Flyer attached.

- 4 unit Business Services commences Monday 4PM October 20 ATAR 2015 still vacancies. Flyer attached
- Monday November 3 Compulsory Information Session for 2015 TVET Human Services students interested in the Sydney Adventist Hospital Program 6pm K3.30
- Wednesday November 5 Compulsory Meeting for TVET 2015 Certificate 3 in Fitness applicants 5pm Building S The Sport and Fitness Centre
- Taste of TAFE Carpentry - Commencing Thursday October 16
- Taste of TAFE Carpentry - Commencing Monday October 13
- Taste of TAFE Plumbing- Commencing Friday October 17
- 4 unit Business Services- Commencing Monday October 20

➢ ADVANCE NOTICE: HOSPITALITY CAREERS COMPETITION WITH GREAT INDUSTRY PRIZES FOR STUDENTS

The NSW Government, with the support of renowned chef Neil Perry, is developing a campaign for launch next month, on October 2, to promote careers in the hospitality industry to NSW high school students aged 13 to 17. The aim is to encourage young people to pursue a career in hospitality and see hospitality as an exciting, fulfilling and rewarding career path.

Ten students will be able to win prizes such as Masterclasses, behind the scenes opportunities and mentoring sessions that will give them a taste of the industry. The campaign will:

- be conducted through social media, including Facebook and Buzzfeed
- feature industry professionals, including renowned chef Neil Perry
- provide resource for school careers advisers
- include a video competition to win industry prizes that will give students a taste of the industry.

An invitation for students to participate in the competition will be emailed to NSW schools on 8 October 2014.

➢ THE NORTHERN SYDNEY INSTITUTE

- Cert III in Events/Tourism (This can be done in Yrs 11/12 as TVET Tourism or 6 months post school)
- Diploma of Events/Tourism (6-12 months - Vet Fee Help available)
- Bachelor of Event and Tourism Management 2 years and Hecs Help available. This will be offered at St Leonards Campus in partnership with University of Canberra

Tel: (02) 9472 1526 (Ext: 21526) | Mob: 0406 046 777 | Web: www.nsi.edu.au
UTS OPEN DAY
Thank you for sharing UTS Open Day information with your students. Despite the rainy weather, we welcomed 20,000 plus students from across Sydney and interstate to our City campus. And our Kuring-gai campus Open Day marked the final event of this kind for Kuring-gai campus. View photos on our Facebook page.

With UAC application deadlines looming, this edition of In Brief focuses on new UTS courses, which may impact on your students' course options for 2015 and beyond. Also included is the UAC code where relevant for new undergraduate courses.

We hope you find this useful in advising your students. As always, if you have any questions, feel free to contact our team.
UTS Future Students Team

ANU HITS TOP 25 IN GLOBAL RANKINGS

ANU ON-CAMPUS AND IN-SCHOOL ACTIVITIES
ANU provides several engaging activities for students and careers advisors to experience university life. Students and careers advisors are welcome on-campus, or sessions can be brought to your school. [http://students.anu.edu.au/for/careers-advisors/docs/series1-2014.pdf](http://students.anu.edu.au/for/careers-advisors/docs/series1-2014.pdf)

UC 4 YOURSELF EXPERIENCE DAYS
Tue 25th November, Wed 26th November, 10.30am – 3.30pm
UC 4 Yourself days bring high school students to UC with the aim of familiarising students with university and the potential benefits of a university education [http://www.canberra.edu.au/events/](http://www.canberra.edu.au/events/)

HSC Test Yourself App Released

STUDENT EDGE MY CAREER VIDEOS

ON THE JOB
On the Job targets students in years 5 - 10 and uses information about different jobs, interesting facts and incorporates online and offline activity around that job. [http://webapps.acu.edu.au/onthejob/](http://webapps.acu.edu.au/onthejob/)
UN YOUTH AUSTRALIA has opened applications for the Pacific Project, a once-in-a-lifetime grassroots development tour exploring East Timor.

Pacific Project is a 12 month initiative with 10 inspiring young Australians. We will work closely with local East Timorese community organisations to support young people in one of our closest neighbours. As a delegate you will be leading fundraising initiatives and participating in an unforgettable 2 week trip of East Timor during the 2015 June-July school holidays.

In East Timor, we will visit aid and development programs, NGOs and community organisations working to help disadvantaged students through school. You will be staying in local communities, running programs and seeing first-hand the development work happening in the region. Along the way, you’ll make 9 incredible new friends from across Australia.

If you are going into years 10, 11 or 12, we want you to apply.

Will you come with us to East Timor to learn more about development, gain important skills in leadership, help disadvantaged communities AND have an incredible time?

Applications are open now, we don’t want you to miss out!

If you’d like more information the website and delegate pack online have everything you need, including costs and an itinerary. If you have any questions, just email us back.

UN Youth Australia
Suite 206, Griffin Centre, 20 Genge Street,
Canberra City, ACT 2601

-HTN are proud to announce that we are coordinating a master class at Loyola Trade Training Centre on 21st October 2014.

This master class is an event open to all high school students and will include Molecular Gastronomy, Chocolate and Butchery.

Seats are limited! Bookings essential! To RSVP for this event please email suzi@htn.com.au or call HTN on 1300 139 108.

BACHELOR OF FILM PRODUCTION
Students will learn about all aspects of film including the sets, the shoot, directing actors, editing, sound design and effects as well as the creative processes of screenwriting. Students can specialise in cinematography, sound design or editing.

Film Production graduates are work-ready and fully employable in a range of areas, including:

- Screenwriter
- Video/film director
- Film and television producer
- Documentary filmmaker
- Cinematographer
- Sound Designer
- First Assistant Director
- Editor

School Leavers: Apply via UAC with course code: 363078

Consultation with industry executives, professionals and alumni has revealed that a strong industry demand exists for undergraduate business degrees focusing on BANKING, ACCOUNTING AND FINANCIAL SERVICES.

To meet this demand in banking and financial services, the University of Wollongong has designed two new specialised degrees in close collaboration with industry executives, professionals and alumni: the Bachelor of Accounting and Financial Services and the Bachelor of Banking and Financial Services.

Offered only from our Sydney City Campus, the degrees are designed so that students gain the relevant competencies and skills that give them a competitive advantage when applying for employment.

Both programs are ideal for ambitious students, with the Bachelor of Accounting and Financial Services aimed at those wishing to establish careers in accountancy, tax, funds management, financial planning and advice, superannuation and insurance; and the Bachelor of Banking and Financial Services for students wanting to establish a career in banking, funds management, investment analysis and business development.

Based in the Gateway Building opposite Circular Quay station, students will be ideally located to engage with potential future employers, many of which are the university’s corporate partners.

Visit us at http://business.uow.edu.au/financialservices or call (02) 4221 5661.
WHAT’S ON AT UNSW

UNSW is open and welcomes visitors and the community. We invite you to get involved in public forums, lectures, expos and other exciting events at UNSW. Please take a look at what’s coming up and if an event interests you, click to find out more and book now.

8th International conference on heme oxygenases, biotin & oxidative stress
What: For further information please visit our website: http://hemeoxygenase2014.org.au
When: 8-11 October 2014, 8am - 1pm
Where: NAB Auditorium, Garvan Institute, Liverpool Street, Darlinghurst
How:

Learning and Teaching forum
What: UNSW staff are invited to attend the semester 2 forum: Personalised learning. What is it? How do we do it?
When: 8 October 2014, 9am - 1:30pm
Where: John Niland Scientia Building, UNSW Kensington
Cost: Free
How: leventsevents@unsw.edu.au. Please contact https://teaching.unsw.edu.au/forum. For full details visit: Link

Children’s Cancer Institute seminar - Professor Stephen M. Jane
What: Stephen Jane presents “New insights into the molecular mechanisms underpinning squamous cell carcinoma”
When: 8 October 2014, 11am - 12pm
Where: Level 4 Cancer Research Lounge, Lowy Cancer Research Centre, UNSW Kensington
Cost: Free
How: Please contact Dr Tao Liu Tliu@ccia.unsw.edu.au. For full details visit: Link

Lowy Cancer Research Centre seminar series: Ihor Lemischka and Kateri Moore (USA)
What: Double seminar featuring Ihor Lemischka and Kateri Moore from the Laboratory for Integrative Stem Cell Biology at Mount Sinai Hospital.
When: 8 October 2014, 2pm - 3:30pm
Where: Cancer Research Lounge, Level 4, Lowy Cancer Research Centre, UNSW Kensington
Cost: Free
How: Please contact lowyservices@unsw.edu.au.
Ask the Architect

What: Want to know more about being an architect?

When: 8 October 2014, 6pm - 7pm
Where: Online - Google Hangout
Cost: Free
How: Be sure to register by clicking on the ‘watch’ link on the Google Hangout event page. Please contact Liz Roberts. For full details visit: Link

Annual Gandhi Jayanti 2014 celebrations

What: Join UNSW Australia’s Gandhi Jayanti event, a discussion on ‘What leaders today can learn from Gandhi’s life’.

When: 8 October 2014, 6pm - 8pm
Where: Leighton Hall, John Niland Scientia Building, UNSW Kensington
Cost: Free
How: It’s free and open to public, all those interested to attend are welcome. Please note that prior registration is essential. Please contact Krista Arief (visits.international@unsw.edu.au). For full details visit: Link

Total lunar eclipse viewing

What: We invite you to see the Earth’s shadow pass in front of the Moon!

When: 8 October 2014, 6:45pm - 11:30pm
Where: Physics Theatre & Physics Lawn, UNSW Kensington
How: Please register via the following link. Please contact Shane Hengst Outreach Manager (Physics) E: shane@phys.unsw.edu.au P: 9385 54053. For full details visit: Link

So what? Lecture - Professor Louise Chappell

What: An examination of the struggle to realise the gender justice mandate of The International Criminal Court (ICC)

When: 9 October 2014, 6pm - 7:30pm
Where: Tyree Room, John Niland Scientia Building, UNSW Kensington
Cost: Free
How: William Balfour so.what@unsw.edu.au. Please contact William Balfour. For full details visit: Link

Preparing your portfolio for alternative admission

What: High school students are invited to information evening about preparing a portfolio for alternative entry into Built Environment design degrees.

When: 9 October 2014, 6:30pm - 8:30pm
Where: Keith Burrows Theatre, UNSW Kensington
Cost: Free
How: For full details visit: Link
Connections seminar “Enhancing student engagement through feedback”
What: Students as reviewers and lecturer as editors: using a peer review model for student assignments.

When: 14 October 2014, 1pm - 2pm
Where: UNSW Library, Room 208, UNSW Kensington
Cost: Free
How: Please contact ltevents@unsw.edu.au. For full details visit: Link

➢ ADFA
We will be running the following information sessions:

- Combat Roles Information Session
- Australian Defence Force Academy (ADFA)
- Army Reserve Information Session
- Defence University Sponsorship Information Session
- Royal Military College (RMC) Information Session

All information sessions will be held at Defence Force Recruiting Parramatta – Level 4, 9 George Street, Parramatta, at 6.30pm. These information sessions will be attended by an ADF member who will give specific presentations on the night relating to the particular aspect of the Australian Defence Force.

Any students wish to attend one or more of these Info Sessions, please have them email cptnsw@dfr.com.au specifying the NAME of the Information Session and the DATE they wish to attend.

ADF Online Facebook Q and A - Thu 23rd October, 6.30pm – 8.00pm (AEST)
Chat live with midshipmen and officer cadets to learn about their experiences, life at ADFA and how they find balancing military training with their university study.
https://www.facebook.com/events/1485699831716414/?ref=5

Mr D Blake - Acting Careers Adviser

COLLEGE ● 35 Anderson Street, Chatswood NSW 2067 P(02) 9411 4733 F(02) 9413 1860
TREACY COMPLEX ● Dreadnought Road, Oxford Falls NSW 2100 P(02) 9451 7375
E admin@stpiux.nsw.edu.au www.spx.nsw.edu.au
ABN 50 451 308 630

A CATHOLIC BOYS’ COLLEGE IN THE EDMUND RICE TRADITION