



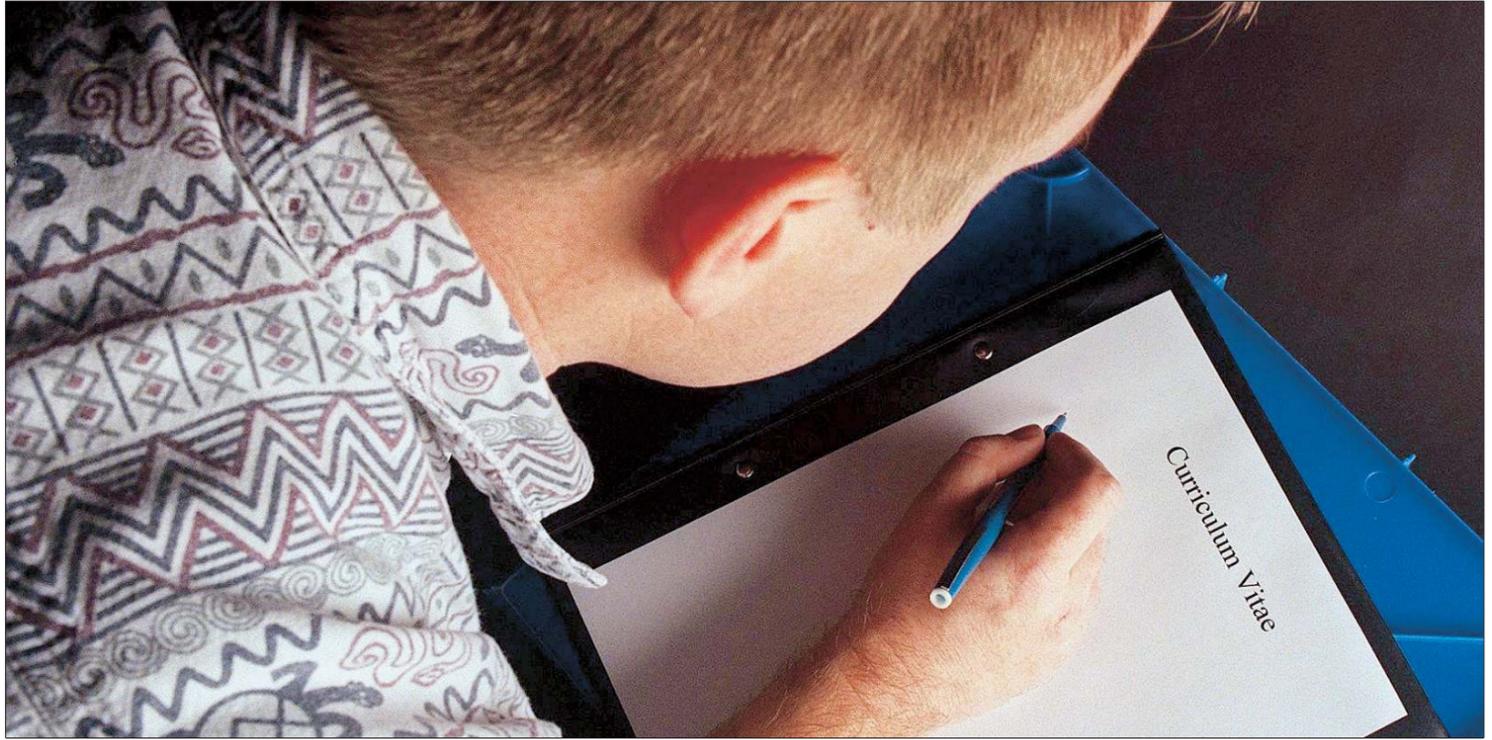
Training scheme timely

10 ways to miss a job

A NEW scheme to train 130,000 people with the skills needed for the construction and aged-care sectors has come at the right time, as the nation faces the economic and social challenges of an ageing population, according to one training association.

Group Training Australia (GTA) says the Federal Government's National Workplace Development Fund, which provides the training to workers to gain new skills or upgrade existing skills to meet potential skills shortages, "makes sense" at a time when the nation faces an infrastructure backlog and an ageing population.

GTA chief executive Jim Barron says a trained workforce also is more likely to be adaptable in dealing with changes in technologies and consumer and business trends.



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Pre-Employment Programs Provide Insight



For employers, the cost of recruiting new staff and finding suitable candidates can be an extremely difficult exercise. Similarly, undertaking an apprenticeship without sufficient knowledge of a role can be equally strenuous. Pre-employment programs expose potential candidates to a particular industry and assist highlight the nature, role and responsibilities associated with working in that particular industry.

A structured pre employment apprenticeship program provides employers with a more insightful view of the candidates available and ensures improved selection resulting in a greater level of apprenticeship retention and course completion.

Pre-employment programs provide hands-on training and range from 6 to 18 weeks in length whilst providing benefits such as -

- Compare candidate skill levels to provide a company with a "best fit" scenario;
- Providing an insight into the role enabling accurate assessment for future success;
- Give participants the best possible chance of gaining a job through a merit-based selection process.
- Individuals can learn, grow and develop their skills in preparation for potential employment;



Putting together a resume can be a frustrating exercise, particularly if you are unsure of how to do it well. **ANNETTE LAW** from All Aspect Recruitment, says there are 10 key mistakes people make.

1. Not putting your contact details in the resume
2. Not using the spell check
3. Putting a photograph on the resume.
4. Using fancy fonts and layouts
5. Writing as in a text message.
6. Making it too long
7. Not keeping your resume up-to-date
8. Not including out-of-work activities
9. Not including your family status
10. Not including a cover letter

ANNETTE details these mistakes one-by-one with an explanation.

1. You would be surprised how many resumes we receive with no contact details on them. When submitting your resume make sure you have phone number, email and

even put what time of day suits you to be contacted. This makes it easier for the person receiving it to schedule a time to speak with you.

2. There is no excuse for this.

If you are using a computer use the spell check.

3. When a company or an agency put an ad in Saturday's paper or on Seek they are looking for someone with a certain skill-set to work for them. At this point they are really not interested in what the person looks like. You might think you are pretty cute but from an HR point of view it is not necessary to know this.

4. HR departments and recruiters in general deal with hundreds of resumes every day. Usually recruiters will submit four or five candidates' resumes to their client based on the job description.

To prepare these resumes for their client, it is very annoying when the resume is full of fancy fonts, special settings and words which keep flying across the page when they are copying them. So keep it simple.

5. My pet hate! To all the under-25s out there, just because you are a whiz at sending text messages to your friends quickly, that doesn't mean that recruiters or HR people understand the jargon - u no wat I mean? A resume or a covering letter is no place to show your texting skills.

6. Resumes should be three to four pages max. Keeping it simple, addressing the skills that the advert asks for and using bullet points is a good way to get your message across. Remember HR staff and recruiters have lots of resumes to read for each position.

7. Keep your resume up to date. I have seen resumes submitted for a position and the last job on the resume is from 2005-2009. The first things that pops into my head is "What has this person been doing for last 2 years?"



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Then when I phone them they say "I have been working" but haven't had time to update.

No excuse - keep your resume up to date.

8. Some people do not include their hobbies or out-of-work activities in their resume. If an employer is looking for someone with team building skills it helps if he can see that you have coached the under-12 team at football. Include a few things that you are interested in, this

gives the person reading your resume an idea of who you are.

9. This is important if you are applying for a job for example FIFO. It's good for the employers to see that you have a family, or it may also assure them that you have commitments so will not just stay in the job for a month then leave. The employer does not want to know all your private business but it gives them some idea of who you are.

10. Not everyone includes a cover letter with their application. If you are applying for a specific job make sure you do.

This is your chance to introduce yourself and also include a bullet point summary of your skills, which match the job advertised. It is a good opportunity to get to the next step of the interview. You must always remember that a resume and/or cover letter will not get you the job but it will go a very long way to getting you the interview and the interview will decide who gets the job.

Copy provided by Annette Law from All Aspect Recruitment

Bodyguard course up close and personal

CLOSE personal protection. It's the profession made immortal by Kevin Costner in the movie hit *The Bodyguard*.

The Security Institute trains those interested in this industry, working with the elite and famous, and developing the right skills and professional-

ism to take control of any situation.

Security Institute director Geoff Schurer is a close personal protection (CPP) specialist offering a five-day bodyguard program, which is Australia's longest-running CPP course. Designed for students with any back-

ground, from security professionals, police, corrections officers, to those with no experience, the course could provide a new career pathway.

It is hands-on and students will be challenged with real situations and clients, will run drills and learn to communicate and

work in a team. The instructors have more than 30 years of experience in security, military and law enforcement, and have worked in celebrity and dignitary protection roles, as well as hostile environment protection detachments.

Anyone who is over 18

can enrol and no experience is necessary.

On completion, students will receive a statement of attainment for the unit CPPSEC3018A. Provisions for the safety of people at risk can be endorsed on security guard licences. Visit www.securityinstitute.org.