

School to Jobs Alliance CQ

Employment and Training Opportunities Bulletin

Volume 42, 28 November 2011

SCHOOL TO JOBS ALLIANCE CQ

is now on



Join us on Facebook at <http://www.facebook.com/pages/School-to-Jobs-Alliance-CQ-S2J/148002425289058> or visit our website at <http://www.learningplace.com.au/sc/cq/s2j> to stay up to date with all training and employment information.

(Find it under *School to Jobs Alliance CQ*)

S2J would like to gather current Year 12 school leavers personal email addresses so that we can support you through your transition into further study/employment.

Email S2JAllianceCQ@deta.qld.gov.au or phone Julie/Heidi on 4938 4662 with the following details:

- name;
- phone and;
- personal email address

Industry Feedback

S2J received the following feedback from a valued employer in the CQ Region:

"What I am looking for from a year 12 school leaver is the right kind of attitude." Hire for attitude and train for skill". That is how simple it is for me.

In defining attitude I am talking about:

- Enthusiasm and willingness to learn
- Someone whom asks questions to gain understanding
- Someone whom shows initiative
- Someone that can listen faster than they can speak
- A hard work ethic"

Comments from a large Mining Corporation Representative:

"When we look at report cards we focus on positive attitudes and behaviour comments just as much as achievement results".

Employers rate VET

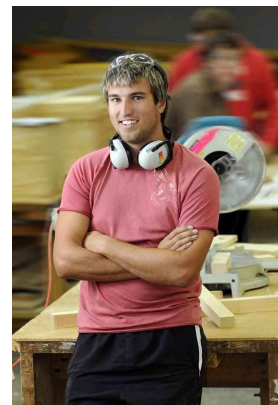
Another good reason to consider VET as an excellent pathway to find the career you want has been highlighted in a recent study. The National Centre for Vocational Education Research (NCVER), has just released a publication regarding employers use and views of the Vocational Education and Training (VET) System.

The encouraging news is that employer satisfaction with the VET system, as a way of meeting their skill needs, is high at:

- 84.8% for employers with jobs requiring vocational qualifications
- 82.7% for employers with apprentices and trainees
- 88.5% for employers using nationally recognised training (which was not part of an apprenticeship or traineeship).

Of those businesses surveyed, just over a third have jobs requiring vocational qualifications. Of these employers:

- The main reasons for having jobs that require vocational qualifications are to meet legislative, regulatory or licensing requirements (52.7%), and to provide the skills required for the job (40.8%).



School Based Traineeships and Apprenticeships

Various School Based Traineeships or Full Time Woolworths Gracemere

The Woolworths Gracemere store is opening on December 14, 2011. Applicants are required for apprentices in the following areas:

- Bakery
- Meat

This could possibly suit students entering Year 11 or current Year 12 school leavers.

To apply, please email: scollins2@woolworths.com.au

Transport and Logistics Reece ROCKHAMPTON and YEPPON

(Vacancies also in Gladstone, Hervey Bay, Maryborough, Emerald and Mackay)

Reece are Australia's largest supplier of bathroom and plumbing products and are looking for Yr 10 and Yr 11 students to undertake School-based Traineeship in Transport and Logistics at Reece stores in your area.

Reece have over 350 stores nationally and provide specialist business services to plumbers and contractors in HVAC, Retail, Irrigation, Refrigeration and Civil Industry. Upon completion of this Certificate, all participants will be considered for full time employment opportunities within Reece to launch their career.

Employer Requirements:

- Must be trustworthy, reliable, well presented and enthusiastic
- Must enjoy working with others within a team environment
- Must demonstrate a genuine interest in this industry
- Must possess strong customer service skills or be willing to learn
- Must possess the ability to learn quickly and follow instructions
- Students will be required to work one set day each week and in addition, be available to work on Saturdays

Apply online at www.reece.com.au/asba

Please also email resume to Sandra McAuliffe at smcauliffe@mmtc.com.au Phone 0439 035 240 for further details.

Fulltime Traineeships and Apprenticeships

Trainee Estimator/Draftsperson Ashton Engineering



Ashton Engineering Pty. Ltd. Requires a Trainee Estimator / Draftsperson for our Parkhurst workshop.

The successful applicant will require good computer skills, effective communication skills and the ability to build solid relationships with customers, suppliers & colleagues. Previous AutoCAD experience is preferred.

Day to day duties include:-

- General drafting and production of workshop drawings
- Design drawings
- CNC profile cutter programming
- Material take off and costing for quotes/tenders
- Organising start of jobs eg. ordering materials, checking stocks etc.
- Building of solid customer relationships
- Liaise with workshop and customers to ensure lead times are met
- Checking job costings
- Assist with other office duties where possible

Apply through GAGAL Rockhampton

EMAIL: rock.admin1@gagal.com.au

POST: 130 Denham Street, Rockhampton

FAX: 07 4921 3219

For further information, phone 49 275 709

Telecommunications Trainee Telstra

- Looking for a new challenge?
- Enjoy work freedom and flexibility?
- Earn while you learn from the experts!

For more information on this amazing opportunity call 1300 314 344 or visit skilledgrouptraining.com.au



Justice Entry Program Traineeship Queensland Police Service



JEP Traineeships are available to Aboriginal or Torres Strait Islander decent who:

- Have employment and life skills
- A high degree of personal integrity
- Are fit and healthy and;
- Have held a driver's licence for at least 6 months

This 6 month, full time traineeship at the police academy provides that education qualifications needed to apply to become a QLD Police Recruit.

Trainees receive an allowance equal to that of a police recruit, and will achieve a nationally accredited Certificate IV in Justice (Aboriginal and Torres Strait Islander) on successful completion of this traineeship.

APPLY NOW:

Phone: Indigenous Employment Officer
1 300 BE A COP (23 2 267)

Visit: www.policerecruit.com.au

Email: JEP@police.qld.gov.au

Trainee Drill Operators Coldwell Drilling



Coldwell Drilling is a highly successful drilling organisation with over 34 years in the industry and have operations at various mine sites throughout Australia. Health and Safety is a primary focus and therefore we seek employees who are committed to safe working practices.

- Nationally accredited training provided
- Enjoy the perks of an attractive wage/salary package
- Equal time rosters
- Work on machines with the latest technology
- Accommodation and meals supplied

The following qualifications would be an advantage:

- Industry experience in blast hole drilling/exploration
- Coal Surface Generic Induction
- Coal Board Medical
- Driver's Licence
- Mechanically minded

To apply, please forward resume by:

EMAIL: admin@coldwelldrilling.com.au

FAX: 07 4922 3397

POST: PO Box 843, Rockhampton QLD 4700

www.coldwelldrilling.com.au

QMAG Apprenticeship Intake 2012



QMAG is offering Electrical, Mechanical Fitter and Diesel Fitter Apprenticeships, commencing in the 2012 year. This is an exciting opportunity for someone genuinely interested in pursuing a trade's career. Successful applicants will learn all aspects of their profession, gaining valuable 'hands on' experience within a mining and mineral processing environment.

School-leavers from the Rockhampton region are encouraged to apply.

To apply, you must:

- Have a Year 12 Certificate (or due to complete Year 12 at the end of 2011)
- Be willing to undertake further study at TAFE, leading to a trade or business qualification
- Have a strong commitment to safety and quality outcomes
- Be reliable
- Be enthusiastic and have a good work ethic
- Demonstrate initiative
- Have a driver's licence (manual)
- Electrical applicants must have an aptitude for technical, science or maths subjects

For more information, visit our website or contact HR. Please send your application to the HR Department, Queensland Magnesia Pty Ltd, PO Box 5798, North Rockhampton Qld 4701, email vacancies@qmag.com.au or fax 07 4936 1380 by 2 December 2011. Ph 07 4920 0200. Please include an introductory letter with your resume explaining your reasons for your interest in these positions and what you can bring to QMAG. www.qmag.com.au

Business Traineeship T & J Whitehouse Investments Pty Ltd



A Certificate III in Business Traineeship is available in Comet, QLD.

If you are interested please forward resume by:

Fax: 07 4982 6362

Email: reception@tjwhitehouse.com.au

Post: 2/5 Rufus Street, Blackwater QLD 4717

Various Apprenticeships Bechtel

Seven trades are being offered at this stage - Electrical Fitter Mechanic, Dual Trade Electrical/Instrumentation, Metal Fabrication Boiler Maker Welders, Diesel Fitters, Metal Fabrication Pipe Fitters, Mechanical Fitter and Carpentry Form workers.

Likely candidates, usually aged between 25 and 45, include:

- people who have partly completed an apprenticeship
- permanent Australian residents with overseas qualifications not yet recognised in Australia ex-members of the defence forces with aligned skills people with other related trade qualifications trades assistants from the construction and engineering trades.

Training will include up to 12 weeks of college at a Registered Training Organisation (RTO) based in the city or town from which a candidate is recruited.

The scheme recognises that maturity, field and life experience are valuable assets.

All applications are to be submitted online at www.nationalapprenticeships.com.au

Any further queries, please call 07 3881 3166

2 FULL TIME Indigenous Business Administration T'ships GAGAL

Expression of Interest is called for current Year 12 School Leavers for 2 full time Indigenous Business Administration Traineeship's - Certificate Level 3.
(This Traineeship is for 12 months).

Applicants should have:

- typing, and computer skills;
- be familiar with Microsoft Office;
- have good interpersonal skills;
- a pleasant manner and the ability to work in a team environment; and
- a clear understanding of the confidentiality policy.

Applicants are required to have a Sound Achievement in English and Maths to Year 10, Business Studies at school and/or work experience in administration would be an advantage.

**Written applications including current resume, last school report and any relevant certificates are to be forwarded to:
GAGAL**

PO Box 1610

ROCKHAMPTON Q 4700

Closing date: Close of business Friday 6 January 2012

Business Administration Trainee McBryde Corporations

Located in Yeppoon, McBryde Corporations specialise in Design, Fabrication, Shutdown and Construction works to the mining sector. We are seeking a motivated school leaver to join our busy office environment in the position of Business Administration Trainee.

The Successful Applicant will be responsible for all first of point contact for our business this includes answering all incoming phone calls, transferring calls, data entry, customer service as well as general administrative duties as required.

In return McBryde Corporations will offer a structured training environment with room for future advancement.

Students who have completed Business Communications and Technology classes are encouraged to apply.

For further information please contact Rebecca Richards of the Recruitment Department on 07 4939 4777 or email resumes@mcbrydecorp.com.au

Refrigeration Apprenticeship Trevor McMaster Refrigeration

Full time apprenticeships available in Rockhampton for current Year 12 school leavers.

Employer will require Semester One results and a personal referee.

To apply for this opportunity, please email: sales@trevmac.com.au or hand in at: 286 Bolsover Street, Rockhampton.

Child Care Traineeship Rockhampton

This position is for a professional, experienced, committed staff member. Wanted for a happy, top quality centre on Southside.

If you have good people skills and a caring nature, call Amanda on 4921 2112.

Warehousing Trainee Rockhampton

2 x Warehousing Traineeships available

Company located at Rockhampton! You will undertake a Certificate III in Transport and Logistics (Warehousing and Storage). Your duties will include: maintaining a clean, tidy and well merchandised selling environment, ensure stock is accurately managed, participate in stock take as required, etc. The successful applicant will have sound English and Mathematics skills, as well as a genuine interest in the trade. Experience with spare parts is preferred. Junior wages apply.

Apply now with MIGAS visit www.miqas.com.au or phone 1300 464 427.

Various Apprenticeships Capricornia Training Company

- Full-time Certificate III in Electrotechnology (Electrician)
- Full-time Certificate III in Automotive Mechanical Technology
- Full-time Certificate III in Automotive Sales
- Full-time Certificate III in Hospitality
- School-based Certificate II in Horticulture
- Full-time Certificate III in Engineering (Electrician)
- Expressions of Interest - Certificate II in Hospitality Operations Traineeship

We are looking for the following qualities in the successful applicant:

- Successful completion of Year 10-12 or a pre-vocational TAFE course
- Manual Car Licence
- Good written & verbal communication skills
- Attention to detail
- Basic computer skills
- Physically fit & Hard working (Good work ethic)
- Shows initiative

For further information or to apply visit www.ctcltd.com.au

Apprentice Locksmith Keycut Services Pty Ltd

GLADSTONE AND EMERALD BRANCH

Keycut Services Pty Ltd, Gladstone Branch, is looking for a suitable applicant to fill the position of Apprentice Locksmith. You will be introduced to a very diverse trade, in that, you will learn how to:

- Cut keys - key identification, quality duplication by hand, key cutting machines, decode and cut by computers for customers' homes, businesses or motor vehicles.
- Specify the "right" lock for the "right" application for clients' homes, businesses or motor vehicles.
- Repair, maintain and gain emergency entry to locks for customers' homes, businesses or motor vehicles.
- Specify the "right" safe/strongroom to cover the level of risk
- Repair, maintain and gain emergency entry to safes/strongroom
- Survey, develop, supply and install Master key and Restricted Key Systems where keys can be assigned to open designated areas and no one can have keys duplicated unless the authorised system holder authorises the work.
- Survey, develop, supply and install Electronic Access Control Systems, CCTV, Alarm and Monitoring Systems.

After completing the 4 year Apprenticeship, become a Master Locksmith and commence a career that could see you manage one of our locksmith's branches or even run your own locksmith business.

To become an apprentice, you will need to have:

- Ability to acquire substantial hand skills in the use of hand tools, plant and equipment for metal and/or timber applications.
- Ability to acquire substantial communication skills
- Ability to acquire excellent customer service practices
- Ability to follow procedures and work instructions
- Ability to acquire relevant computer literacy
- Ability to adopt a continuously changing work environment
- A "C Class" Manual Driver's License.
- No criminal record.
- An honest disposition and impeccable integrity

For more information about Keycut Services Pty Ltd, see their web site www.keycut.com.au.

**If you think you are the right person for this position:
CONTACT: Robert Lorroway, 4927 3400 or Mobile 0411 721 627 Email: robl@keycut.com.au**

Apprentice Stonemason (2 available) Tops Elite

Opportunity exists for full time APPRENTICE STONEMASON this is a permanent position in North Rockhampton. Tops Elite is a Family Based company specialising in granite/marble fabrication and installation in Central Queensland.

This thriving company has 6 full time staff and have been trading successfully in the Rockhampton area for over 42 years. Tops Elite service Cabinetmakers in Central Queensland on a wholesale basis, including Rockhampton, Central Qld Coast, Gladstone, Mackay and Western townships.

The successful applicant is required to work independently as well as in a team. Work involves shaping, polishing and cutting of granite and marble tops and fitting on site.

To apply send school results (compulsory) and resume to:
admin@wowacc.com.au or Post to: **Tops Elite, PO Box 5356, Red Hill, 4702**

Apprentice Cabinet Maker (4 available) Tomkins Kitchens

This excellent full-time opportunity exists for a motivated and enthusiastic individual to commence a 4-year apprenticeship in cabinet making. The work will involve a high degree of physical aptitude, working with qualified trade's people in a variety of locations - at times out of town- as well as some off-the-job training.

Applicants who can demonstrate some commitment cabinet making will be highly regarded. Hands skill will be tested as part of the interview process. Junior Award rates apply, so this position best suites people who are under 21. This is an excellent career opportunity involving 4 years of on-the-job training and work placements as well as undertaking a Certificate 111 in Furniture Finishing.

Our Cabinet making business produces custom made upmarket Kitchens, Vanities and commercial joinery. We have been well established for over 42 Years and have an excellent team of 30 Staff. (NOTE- Applicants must have the following) School results for the last 2 years including results in Woodwork/Drawing or Manual Arts reflecting the applicant's ability in this trade area.
Any photo's of projects undertaken in this field.

NOTE - Without results applicants will not be considered.
Resume & School Results to admin@wowacc.com.au
or Post:
Tomkins Kitchens,
PO Box 5356.
Red Hill, Qld, 4702

Full time Positions

Dental Assistant Rockhampton



Full time Dental Assistant is required. Experience is preferred, but willing to train the right person. Immediate start required.

Send resumes to PO Box, 335 Rockhampton QLD 4700.
Applications close Wednesday 7th December 2011.

Administration Position Tomkins



Our firm is looking for an energetic and organised person to join our team. We are offering an introduction to auctioneering and real estate, through a diverse range or tasks. Applicants need to have a positive work ethic and the ability to communicate well with clients. Basic administration/Computer skills are a necessity and the suitable applicant will be comfortable unloading and displaying auction stock, with an ability to work solo or in a team. Our team offers a pleasant and flexible working environment.

Applications close in writing, 23rd November to
admin@tvaa.com.au
For more information phone, 4936 3882.

Receptionist/Admin Clerk Bridgestone Tyre Service



We require a Receptionist/Administration Clerk for our North Rockhampton Bridgestone Tyre Service Centre. The person we are seeking would have experience in Microsoft Office products in general office administration procedures. Good communication, personal presentation and phone skills are essential as this role is the first point of contact for the business. We are offering an above award remuneration for the right person.

Please apply in writing to the Manager:
qtrnorthald@iprimus.com.au or PO Box 5443 Red Hill, North Rockhampton QLD 4701.

Finance and Insurance Assistant Ian Weigh Motors



With each Vehicle Sales enquiry we offer the services of providing Finance, Insurances and Car Care. This Support Administrative Role will give our Finance, Insurance and Car Care Sales Consultants the assistance they require to ensure our customers get quality service, efficiently and with utmost accuracy.

The role entails, documentation preparation, written customer communications, photocopying, filing, answering phones, some face to face customer contact will be involved.

The role will require absolute accuracy with facts and figures. Ability to diligently carry out instructions completely and within time frames. Computer literacy skills of a reasonably high level.

A very high standard of professional appearance will be required. A personality that is able to meld with all types will also be a necessary as well as a commitment to teamwork.

Experience involving any type of exposure in the Banking, Finance, and Insurance Industries would be advantageous to the understanding of this role. Accounting experience would also assist. Neither mandatory though.

Working hours will be Monday to Friday, 40 hours per week. Salary will be negotiated with the successful applicant however we will advise that this organisation pays above award wage and handsomely in return for quality performance.

**Email your resume to stephiv@iwm.com.au
Closes Friday 2nd December 2011.**

Parts Sales Person/Interpreter Harley-Davidson Motor Cycles



We are CQ's leading dealership selling two iconic brands, Harley-Davidson and Triumph.

You will need:

- Excellent customer service skills
- Excellent interpersonal and telephone skills
- Work well in a team
- Experience and knowledge in the automotive parts industry
- Understand stock ordering and stock management control
- Exceptional service delivery record
- Demonstrated customer focus

**Please send your resume to:
mj@rockyharleydavidson.com.au**

Junior Administration Assistant Central Electrics



Central Electrics, a member of the JM Kelly Group of Companies, is looking to employ a full time junior administration officer at their Richardson Road office. The successful applicant will be 18 years old or younger and will be willing to join a small but busy team.

The successful applicant will be signed up as a trainee undertaking a Certificate III in Business with TAFE, and will therefore be required to commit to attending TAFE and completing the course of study (during work hours).

If you are interested in applying for the position send the following documentation - letter of application, resume and most recent school reports - to: simonwatkins@jmk.com.au

Various Positions Rockhampton Regional Council

- Child Care Assistant
- Gardener (Rockhampton)
- Gardener (Yeppoon)
- Labourer

For more information or to obtain an application kit phone 07 4936 8352 or visit www.rrc.qld.gov.au

Register Operator Super Amart



As a Register Operator, you are responsible for serving customers and using cash registers to process payments. Your previous work experience in a similar role will be highly regarded. Current retail experience is essential and Register Operator experience is preferred.

This is a fantastic career opportunity to join a successful, fast growing company – APPLY NOW at <http://www.seek.com.au/Job/register-operator/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21146362>

Office Administrator Harcourts Rockhampton



The salary is negotiable dependant on the skill level & previous experience of successful applicant. Bonus & commission incentives are available also.

We are a very flexible employer and offer growth, career advancement and training opportunities to all staff members. All job roles have a high level of specific processes in place which achieve proven results.

Yeppoon Job Role Duties & Responsibilities:

- * Assist Senior Property Manager with rental portfolio
- * Conduct Routine, Vacate & Tenant Inspections on Properties
- * Arrange maintenance on rental properties
- * Manage rental payments & tenant arrears
- * Rent vacant properties

Rockhampton Job Role Duties & Responsibilities:

- * Manage Company Trust account & records
- * Manage company general accounts & records
- * Manage HR documentation & payroll
- * Manage & reduce outstanding client debts

Rockhampton Job Role Duties & Responsibilities:

- * Handle Phone Enquiries
- * Accurately handle owner & tenant enquiries
- * Receipt funds correctly

Key Candidate Requirements:

- * Self Motivated
- * High level of accuracy
- * Great time management skills
- * Highly organized
- * Able to follow a process efficiently & consistently
- * Work well in team & individual environment
- * Prior Accounting/Bookkeeping experience preferred
- * Real Estate Licensed Preferred
- * Prior knowledge of Real Estate Legislation preferred

Apply now at: <http://www.seek.com.au/Job/office-administrator/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21175069>

Rental Service Officer Europcar



Europcar, one of Australia's most innovative and progressive car rental companies, requires an enthusiastic and committed Rental Service Officer to join our Rockhampton station on a casual basis.

Reporting to the Station Manager this role plays a critical part in ensuring excellent sales and customer service for our clients whilst being dedicated to the growing success of the location.

Some of the key responsibilities will include:

- Opening and closing car rental contracts
- Making reservations, checking vehicles in and out
- Working in line with business excellence standards
- Processing of Rental Agreements, accident and damage reports
- Monitoring, tracking and organising fleet availability on a daily basis
- Provide exceptional customer service on a continual basis

Only candidates willing to work on a rotating roster including alternate weekend work and have a current drivers license need apply!

If you are passionate about exceptional customer service then this is the perfect position for you! Please apply at: <http://www.seek.com.au/Job/rental-service-officer/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21191602> and quote reference number NQLD14/11.

Retail Sales Assistant Mister Minute

Previous experience in retail sales is essential and industry experience will be looked upon favourably.

We offer full training, generous wages and an attractive incentive plan. We take the responsibility for developing your skills for the future and creating a work place that provides rewards and celebrates performance results.

So what are you waiting for? If you have all of the above, then apply now and become a part of our team today! Apply online at: <http://www.seek.com.au/Job/career-opportunities-at-mister-minit/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21101282>

To find out more call Ben on 0450 301 118.



Administration Assistant - Legal Career Partner

We are recruiting on behalf of our client an Administration Assistant to join their team. You will be working for a highly reputable, well established and successful legal firm in Rockhampton's CBD. Full time, permanent and immediate commencement available for the successful applicant.

The successful candidate will have

- Certificate II or III in Business (highly regarded)
- Excellent typing speed and accuracy
- Proficient skills in Microsoft Office 2003/2007 (Outlook, word and excel particularly)
- Strong attention to detail
- Great presentation skills
- C Class drivers licence preferred
- The ability to work overtime occasionally

To apply, please email your cover letter and up to date resume to jobs@careerpartner.com.au

Register Operator Super Amart



As a Register Operator, you are responsible for serving customers and using cash registers to process payments. Your previous work experience in a similar role will be highly regarded. Current retail experience is essential and Register Operator experience is preferred.

The successful applicant should possess the following:

- Previous Point of Sale / Cash Handling experience
- Excellent communication skills and strong focus on customer service
- Exceptional organisational and time management skills
- The ability to work independently and maintain a clean, tidy and safe work area
- The ability to follow directions and work as part of a team on a rotating roster
- Attention to detail
- Merchandising and computer skills

This is a fantastic career opportunity to join a successful, fast growing company, so apply now at:
<http://www.seek.com.au/Job/register-operator/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21146362>

Receptionist Kerry Connolly Howard Lawyers



Kerry Connolly Howard Lawyers, a well respected Rockhampton law firm has a vacancy for a full time receptionist (8.30 am to 5.00 pm Monday - Friday) to join our successful team. Your duties will include, but are not limited to:

- Answering and transferring all incoming calls and distributing email and facsimile messages;
- Greeting and attending to clients at reception;
- Managing solicitor's diaries;
- Word processing tasks and processing client payments of accounts;
- Maintaining an inventory control of stationery and office supplies;
- Database management (LEAP program used);
- Opening and distributing incoming correspondence and outgoing mail;
- Organising courier services;
- Complying with Office Procedures;
- Maintaining the appearance of an efficient Reception; and
- Other general clerical and administrative responsibilities.

Experience is preferred, but not essential. A market salary commensurate with ability and experience will be offered to the successful candidate.

If you are looking for a great start or the next step in your secretarial career, please forward your resume and covering letter by email to kimberleymeek@kchl.com.au

Junior Office Assistant Swanwick Murray Roche

This is a full-time position that would suit a recent school leaver.

Applicants must:-

- Have MS Word experience;
- Have good computer knowledge and typing skills;
- Be self-motivated and well presented;
- Have good school results and excellent communication skills
- A current Qld Driver's licence (or the ability to obtain one) is also required

This is an excellent opportunity to join a firm that can offer a positive and supportive workplace. Above award wages will apply.

***Written applications containing a covering letter, resume and school results to be submitted to:
Attention: The Staff Partner, PO Box 111, Rockhampton, 4700. Applications close Friday, 2 December 2011.***

Part Time / Casual Positions

Bar Staff & Cleaners North Rockhampton



Bar Staff must have a current QLD RSA & RSG certificates.

To apply, please phone 0419 200 785.

Sales Assistant Gracemere



Storeperson required for Gracemere stock feed outlet. No previous experience necessary. Must have cheerful disposition. Above award wages apply. Those just entering work force encouraged to apply.

To apply, please phone 4933 1361, anytime.

Administration Position Rockhampton Engineering



Seeking a mature person, 20 hours/week with good computer skills for day to day office procedures for engineering workshop. Must be honest, competent and reliable.

Email resume to:
employment@rockhamptonengineering.com.au

Sales Assistant ICE Design



Our store in Rockhampton is currently seeking dynamic, motivated and result-driven individuals for the role of Sales Assistant (Casuals).

As the successful individual you will have:

- Exceptional customer service experience
- Charismatic personality with a "can do" attitude
- Great interpersonal and communication skills
- Ability to work as part of a team and drive sales
- Up-to-date on the latest fashion trends

If this sounds like you, then waste no time and APPLY NOW at <http://www.seek.com.au/Job/sales-assistants-casuals-rockhampton/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21163081> for this fantastic opportunity to take your career to the next level - please forward your resume and cover letter.

Casual Sales Assistant Pillow Talk Rockhampton



The person we are looking for would:

- Be an energetic self-starter
- Obtain outstanding customer service skills
- Be reliable and can work as part of a great team.
- Be willing to learn our products and systems
- Have attention to detail
- Interest in Homewares and Linens
- Desire to serve our customers with enthusiasm.

Prior experience at retail (and preferably in home linens), with a flair in home fashion and colour would be an advantage.

Some lifting is involved requiring a reasonable level of fitness.

The position available is approximately 10-15 hours a week. The successful applicant must be willing to work Thursday evening, Saturday and/or Sunday as part of the regular working week.

We are definitely looking for staff who would be able to be flexible should the need arise.

Please apply with Resume showing details of your experience, availability and References. Apply at:
<http://www.seek.com.au/Job/retail-sales-assistant-pillow-talk-rockhampton/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21165320>

Shop Assistant The St Vincent De Paul Society Queensland

A vacancy exists for a part-time Shop Assistant 20hrs per week at the St Vincent de Paul Society Emerald Centre.

Position entitlements - \$19.13 per hour + super and salary packaging options.

*Applications are to be forwarded to hr@svdpqld.org.au
A copy of the Position Description can be found on the Vinnies website <http://www.vinnies.org.au>
Applications close Monday 5 December 2011*

Casual Christmas Opportunities

Part Time and Christmas Team Members Lovisa



The successful applicants know what it takes to enhance an experience our customers will keep coming back for. A warm, genuine and attentive approach together with your ability to listen, engage and style with enthusiasm will be the key to truly satisfy and impress!

Part Time and Casual roles are available for week day and weekend work with a variety of hours available.

If you share this energy and know this is you, then become part of the Lovisa Team and apply today!

Email: hr@lovisa.com.au

Fax: +613 9808 0297

Christmas Casual Sunglass Hut

Are you keen to earn some extra cash over summer and want to work with awesome people & fabulous fashion brands? Then we'd love to talk to you about working with us as a Christmas Casual in Sunglass Hut Rockhampton!

If you have fantastic retail experience and lots of availability over the Christmas period including weekends, public holidays & extended trading hours then we'd love to hear from you.

Applications close soon! To apply, visit:

<http://www.seek.com.au/Job/sunglass-hut-christmas-casual-rockhampton/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/21069773>

Christmas Casuals City Beach

City Beach is now recruiting for the best Christmas Casuals for our Rockhampton store!!

Get in quick! These positions are going fast! If you want to get amongst it with City Beach and kick it with retail's best Christmas crew then APPLY NOW!

Interviews will be offered ASAP! Make sure you check your emails to see whether you have been successful as all communication from City Beach will be via email! Apply at:

<http://www.seek.com.au/Job/rockhampton-christmas-casuals/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/20993297>

Christmas Casuals KMART

KMART are now recruiting for vacation work.

Apply online at: www.kmart.com.au

Christmas Casuals Prouds Jewellers

Prouds the Jewellers in City Centre Plaza are looking for people from around grade 10 onwards and these people need to be available for the whole Christmas period as well as to work when required.

Resumes are to be delivered in store to the manager. If you have any queries please feel free to contact Raeliene Bellamy on 4922 5311.

Christmas Casuals W.Lane Boutique Rockhampton

As a W.Lane Sales Assistant, you will actively drive sales as part of a team to achieve and exceed budgeted store sales. You will be a strong communicator, a brand ambassador and above all the face of W.Lane in your community.

ARE YOU THE ONE? We are looking for:

- A self motivated individual who prides themselves on customer service excellence
- Experience in retail, preferably fashion
- Excellent communication skills with the professionalism to deal with people at all levels

Apply online at: <http://www.seek.com.au/Job/christmas-casuals-wanted-boutique-ladies-fashion-w-lane-gld/in/rockhampton-capricorn-coast-rockhampton-capricorn-coast/20932547>

Christmas Team Member Sanity Rockhampton

As a Sanity Team Member you will contribute by:

- Embracing a customer driven culture of 'Its about the Customer, always'
- Being driven and motivated to achieve sales targets and KPI results
- By being a Team player and contributing to the dynamic work environment
- Having a love for Music and Movies!

This position requires flexible availability. Retail experience is not essential, however a valuable advantage!

To apply, please visit www.seek.com.au and use 'Sanity' as Keyword.

Customer Service Assistants Santa Photography

Customer Services Assistants will need to be available on a part-time basis from mid-November until Christmas Eve. As one of Santa's helpers you are required to: interact with children in capturing the perfect photo, cash handling, retail or photography experience would be beneficial however full training will be provided.

To apply, please contact Belinda Wilson on 0450 904 269 or Qld4@scenetobelieve.com

Casual Retail Advisor Howards Storage World Rockhampton

10-25 hours/week.

We are looking for team members with great people skills who enjoy helping customers with their storage needs.

If you have:

- A passion for customer service
- Excellent organisational skills
- Sales ability
- And are available during the upcoming peak Christmas period

We invite you to apply. Please send resume with accompanying letter of interest to tkhorsley@bigpond.com

Training Opportunities / Workshops

S2J would like to gather current Year 12 school leavers personal email addresses so that we can support you through your transition into further study/employment.

Email S2JAllianceCQ@deta.qld.gov.au or phone Julie/Heidi on 4938 4662 with the following details:

- name;
- phone and;
- personal email address

Year 12 School-leavers Job Preparation Program



A Department of Employment, Economic Development and Innovation (DEEDI) Initiative in partnership with the Central Queensland School to Jobs Alliance (S2JQC)

S2J Alliance is very aware that moving into the next phase of life is not always a smooth pathway so DEEDI is helping to ease the way. In association with a number of local Community-based Organisations; DEEDI will offer job preparation training to address generic employment training/skills plus some specific skills in identified areas e.g. retail, business, construction, etc. So mark your calendars/diaries and if, by early January 2012, you do not have solid plans to start work, university or other training of some type be sure to register for your place and get ahead of the game.

Between 9am & 3pm on January 16 make your way to CTC to register your desire to be a part of the program and discuss your future career aspirations.

The program includes assistance for willing candidates in obtaining that first job.

Information Session: 16th January, 2012

Venue: Capricornia Training Company
38 Armstrong Street, North R'ton

Assessment

& Interview: 23rd January – 3rd February, 2012

Program: 6th February – 6th April, 2012

Cost: **NO COST!!!**

For further information: Email: S2JAllianceCQ Ph: 49384662



School for Social Entrepreneurs (SSE) Incubator Program

We are excited to let you know applications are now open for the School for Social Entrepreneurs (SSE) Incubator Program beginning March 2012.

SSE runs a unique learning program for entrepreneurial individuals across the country that have an idea or business that has a social or environmental benefit.

In 2012 we are offering up to 60 social entrepreneurs from around Australia a place on our program. The selected social entrepreneurs will be taken on a tailored learning journey helping them grow their social or environmental idea, project or business. The 2012 program has a new structure that allows for those who live outside of Melbourne or Sydney, where our two 2012 programs are run from, to participate with more ease than ever before.

We are continuing to offer scholarships to cover a large portion of the costs of the program where needed.

Applications are now open with the first round closing 11 December 2011.

If you, or someone you know, are interested in finding out more, head to our website at <http://www.see.org.au/> and take a read of our program brochure.

We're also running information sessions, which are a great opportunity to get feel for what we offer and meet past students and staff. Find the dates below.

We'd be grateful if you would like to help us spread the word! We've attached a flyer or you can just forward on this email.

Information Sessions:

Melbourne, Monday 5 December at 6pm
Sydney, Tuesday 6 December at 12.30pm and 5.30pm
RSVP a place now.

GIRLS TIME OUT:

Pregnancy Support Group

A chance for young pregnant women to:

- Gain support
- Talk about their pregnancy
- Find out some information
- Meet other young mums

WHEN?

10am to 12pm

6th, 13th & 20th December 2011

At Girls Time Out – 137 Musgrave Street, North Rockhampton. Call Becky or Jo on 4922 7236 or register by SMS your details to: 0488 319 611.

Do you strive for excellence?

Be the best you can be. Register your interest now for the 2012 Queensland Training Awards.

For individuals or businesses achieving vocational excellence, your hard work is already done – QLD Training Awards wants to award you.

Who can nominate:

- Apprentices, trainees, vocational students, school-based apprentices or trainees
- VET Teachers or trainers and schools
- Employers
- Training providers
- Organisations/businesses

Nominations will open early in 2012 and close by Friday 23 March, 2012.

For more information or to nominate contact:

Natasha Sturdy

T: (07) 49674460 or Email: natasha.sturdy@deta.qld.gov.au



**ABOUT TO FINISH SCHOOL
UNSURE OF YOUR FUTURE**

If you are 15 years or older take advantage of:

Skilling Solutions Queensland's free training and career information service provided by the Department of Education and Training.

We offer our services via face-to-face interviews to:

- Investigate Career Pathways
- Gain Apprenticeship/Traineeship Information
- Find out about Qualifications and Courses

Phone 1300 654 687 to make an appointment to discuss your options or visit the Rockhampton Office Shop 1 Stockland (next to Medicare) or www.skillingsolutions.qld.gov.au



**YOUR OPPORTUNITIES UNLIMITED - YOU session:
Are you looking for a worthwhile and rewarding
career?**

There are exciting positions available in the Navy, Army & Air Force.

For more information we urge you to ring 13 19 01 to register your interest. Defence Force Recruiting will be in Rockhampton conducting testing on Thursday 1st December and Friday 2nd December.

Testing opportunities are limited. To book your place; please call: 13 19 01 or book your seat through our online application Tool on <http://www.defencejobs.gov.au/>



Job Ready Workshop

DATE: 13 December 2011

WHO IS IT FOR: Current Year 12 school leavers

VENUE: To be confirmed

COST: ** FREE! FREE! FREE! FREE! **

Workshop includes:

- doing up resumes
- knowing what employer's look for in a person
- correct etiquette when being interviewed
- what's involved with certain industries
- how to enter specific industries

Get in quick, places are limited. To register or for further information, please contact Julie or Heidi from School to Jobs via email S2JAllianceCQ@deta.qld.gov.au or phone 07 4938 4662.

**GAGAL
Pre-Trade Program**

The GAGAL Pre Trade Program provides training to Year 11 and 12 students interested in trade related careers. The program has been designed in conjunction with real life industry expectations and thus supports successful transition into traineeships and apprenticeships. Year 11 and 12 students are provided the opportunity to complete a Certificate II in Engineering or Certificate II in General Construction. Students interested in automotive, construction, plumbing, electrical and painting trade areas are also encouraged to enrol in the GAGAL Pre Trade.

Application Process:

- Complete Expression of interest and submit to GAGAL
- Attend Aptitude Testing and Interviews
- Attend Industry Induction at GAGAL
- Attend full GAGAL Projects Participant Induction
- Attend Vocational Placement

**GAGAL are taking applications NOW
Applications close 13 January 2012**

**Address: 130 Denham Street, Rockhampton QLD 4700
Phone: 4927 5709**

**Have you just completed Year 12 and want
to work in the Hospitality Industry?**

*Are you working 25 Hours or less and are you
18yrs or older?*

HOST VENUE: The Criterion Hotel

DATE: Early 2012 (to be confirmed)

Cost of Training is free to eligible clients

Units:

- Responsible Service of Alcohol
- Responsible Gambling Service
- Workplace Hygiene
- Café & Coffee Service

**POSITIONS LIMITED
PLEASE CALL ASAP
1300 650 378 or 07 33673268
or email to admin@smartskill.com.au
for enrolment Pack**

FREE Certificate III in Community Services Smart Skill

DATE COMMENCING: 06/02/2012
COST: FREE FREE FREE FREE FREE FREE

The course will run for 5 weeks - 4 weeks theory and 1 week work experience.

If you are looking for work in this area, are between 15 and 24 years of age (not at school) and are working less than 15 hours a week; this course is for you!!

PLEASE CALL ASAP
1300 650 378 or 07 33673268
or email to admin@smartskill.com.au
for enrolment Pack

Shazelle Services

Gaming Nominee (day 1) 12 December 09.00 am 5.00 pm
Gaming Nominee (day 2) 13 December 09.00 am 2.00 pm

Gaming Accounting and Analysis
12 December 09.00 am 5.00 pm

RSG 14 December 08.15 am 12 noon
RSA 14 December 01.00 pm 5.00 pm

RMLV (day 1) 15 December 09.00 am 5.00 pm RMLV (day 2)
16 December 09.00 am 2.00 pm

To make a booking, complete the relevant application and email to Christian at christian@shazelle.com.au or ph: 4939 4271 mob: 0488 040806.

Emergency Services Cadet Program Emergency Management QLD

**** FREE TRAINING ****

**OBTAIN A CERTIFICATE II IN EMERGENCY MANAGEMENT
WHICH CAN BE USED AS 4 POINTS
TOWARDS YOUR QCE!!**

If you are looking to develop essential life and leadership skills in a fun, adventurous, team environment, then Emergency Services Cadets is the Program for you!

The Emergency Services Cadet Program is a whole of Department program. It provides positive experiences and opportunities for abilities for the benefit of the community. Cadets are trained in essential life and emergency related skills by qualified adult instructors, enabling them to build their leadership potential in a structured and safe learning environment.

Reasons to join Emergency Services Cadets:

1. Get a Career Head Start!!
2. Learn Valuable Life Skills
3. It's Adventurous, but not dangerous
4. Meet New Friends

Who can join?

Any young person, who has commenced high school and is below the age of 16, can join Emergency Services Cadets and start learning valuable life skills!!

How much does it cost?

- The program is FREE to join and there are no ongoing fees! Even uniforms and working clothes are provided!
- You may be asked to assist with supply of food and transport for camps, but that's about all!!

Training

- Training nights are usually held once a week during school semester for a couple of hours
- Some weekend sessions and camps will also give cadets the opportunity to practice their skills in a variety of situations.

Phone Stacey Chamberlain for further info on 07 4938 4996.

Looking for Work?

Contact CRS Australia today on 1800 277 277

Finding and keeping the right job after you've left school or university can be tough. If you're having difficulties in finding work or keeping a job due to a health condition, injury or other issues in your life, we can help.

CRS AUSTRALIA IS:

- Free
- Confidential
- Flexible – we can meet you at a convenient location

INTERESTED?

To be eligible:

- Be in the last 6 months of full time secondary school
- Have left full-time school within the last 12 months
- Require assistance to gain a school-based apprenticeship
- Be a full time student and keen to find part time work after school

Contact us on 1800 277 277 or visit us at

www.crsaustralia.gov.au

Indigenous Cadetships

QLD Department of Education & Training

- Are you an Aboriginal or Torres Strait Islander?
- Are you studying, or planning to study, a university or TAFE?
- Do you want to be part of a team where you can make a real difference?

If so we have an opportunity for you. We are looking for motivated students to work part time while they study.

Our Indigenous Cadetships offer:

- 12 weeks paid work experience
- 40 weeks study allowance
- Books and equipment allowance
- Flexible work arrangements
- The chance to gain a permanent job with the Department

We have opportunities available in areas such as:

- Business
- Finance
- Human Resources
- Law
- Information Technology
- Marketing and Communication
- Psychology
- Social Work

Interested? Then contact our Diversity Unit on 1800 554 650

Certificate III in Children's Services Schools Program CHC 30708

This course is for school students who want to complete a qualification enabling employment in industry after 17 years of age.

How long will the training take?

2 years part-time, 1 day a week.

TAFE centre

31 January, 2012 - 25 October, 2013

Part time, Day, On campus

(Classroom / Training Facility),

24 months, Monday and Tuesday

(Times to be advised by teacher once enrolment is finalised)

Rockhampton Campus

31 January, 2012 - 25 October, 2013 Part time

24 months, Wednesday 10am - 12pm and 1pm - 3pm



Do you have an interest in the rewarding world of Media?

Would you like to improve your confidence, speaking voice and communication skills?

ACT NOW AND CALL

Two day course – Tuesday 6th and Wednesday 7th December 2011 and Monday 16th and Tuesday 17th January 2012.

Media Potential - School holiday programs for students aged between 13 - 17. Channel 7 studios on Mt Coot-tha in Brisbane.

Get a hands-on practical approach in a professional television studio by experienced lecturers.

Be quick there are limited places available.

For further information please see the website:

www.mediapotential.com.au

Or contact our office on 07 3511 3455

Useful Websites

Capricornia Training Company:

Capricornia Training Company is currently recruiting for various positions. Do you have what it takes to become an apprentice or trainee? Have you had some work experience in a trade that you want to take further? For more information visit:

www.ctcltd.com.au

Work for Queensland:

Queensland needs you here. We're on the cusp of the biggest boom in our history. There are over 3,500 jobs to fill right now, 38, 000 more on the way. Make Queensland's future work for you.

<http://www.opportunities.qld.gov.au/>

School to Jobs Alliance CQ (S2J):

<http://www.learningplace.com.au/sc/cq/s2j>

Queensland Rail Careers:

<http://www.queenslandrail.com.au/AboutUs/Careers/Pages/Careers.aspx>

GAGAL Vacancies:

<http://www.gagal.com.au/vacancies.htm>

Headspace: National Youth Mental Health Foundation

When a young person is going through a tough time, conversations with friends and family play a big part in early help seeking. We know that getting help and getting help early can make a big difference.

Download resources, find out more about headspace or find your nearest headspace centre at headspace.org.au

Closing the Gap:

<http://www.vision6.com.au/em/message/email/view.php?a=27519&id=799901>

Visit S2J website to access ETOB online:

https://www.learningplace.com.au/default_community.asp?orgid=113&suborgid=879

Going to Uni:

This website is for Commonwealth scholarships:

<http://www.goingtouni.gov.au/Main/FeesLoansAndScholarships/Undergraduate/Scholarships/Default.htm>

Young Worker Tool Kit:

Employment and training information:

<http://www.youngworkertoolkit.youth.gov.au/>

High School Year Overseas:

www.ef.com/highschool

Medical Rural Bonded Scholarships:

<http://www.health.gov.au/mrbscholarships>

Privately Sponsored Scholarships:

<http://www.myfuture.edu.au>

CRS Australia:

CRS Australia helps students and school leavers with a disability, injury or health condition to find and keep a job.

www.crsaustralia.gov.au/refer

University/Scholarship Information

\$110,000 Indigenous Scholarships Available!!!!!!

Have we got your attention? Are you Aboriginal or Torres Strait Islander? Apply for this fantastic opportunity with Bond University.

THERE HAVE BEEN NO APPLICANTS!! SO YOUR CHANCES ARE HIGH!!

For more information visit:

<http://www.bond.edu.au/degrees-and-courses/scholarships/australian-applicants/index.htm>

The application form is located online and can be found at <https://apply.bond.edu.au/>

The application deadline has been extended to Friday, 9 December.

JCU University:

Change of Preference Event – Rockhampton

Wednesday 21 December 2011, 4.00pm – 7.00pm, venue TBA.

Saturday 17 December 2011, 9.00am to 2.00pm – online chat with JCU advisors. More details of both events to come via radio and TV advertising in early December.

High School Year Overseas:

www.ef.com/highschool

Australian Catholic University:

Scholarship information at: www.acu.edu.au/scholarships

CQ TAFE:

Information sessions, displays and giveaways: Tuesday 24 January 2012, 3.30pm – 6.30pm

Campion College Australia:

Australia's first and only Liberal Arts College. FEE HELP scheme as well as scholarships available. One week tertiary taster program in January 2012 for students entering Year 12.

Raymont Lodge Residential College (Brisbane)

Raymont is 4km from heart of Brisbane city. Apply online at www.raymont.com.au or email: admin@raymont.com.au or phone 07 3377 9903.

Griffith School of Engineering:

Offering the inaugural QLD Regional Electronic Engineering Bursary to assist with accommodation costs. Two bursaries are being offered to QLD regional students to provide 18 weeks of accommodation on the Nathan campus for Semester 1, 2012. For further information: Phone: 07 3735 3924 Email: k.robinson@griffith.edu.au Website: <http://www.griffith.edu.au/engineering>

Central Queensland University:

SUN Program: Term 1 2012 application due 30/01/2012

NEW-Term 1, 2012 Chiropractic Science, Speech Pathology and Podiatry: For more information on new degrees visit: www.cqu.edu.au/newprograms

For a full list of CQU Scholarships – visit: www.cqu.edu.au/scholarships

Queensland University of Technology (QUT):

Investigate and apply for scholarships www.qut.edu.au/study/undergraduate-study/undergraduate-scholarships

Apply for entry programs for low-income, Indigenous or elite athletes www.qut.edu.au/study/applying/undergraduate-applications/special-entry-programs

Develop a backup plan in case they don't the OP they are hoping for www.qut.edu.au/upgrading

Scholarships 2012:

C.A.S Hawker Scholarship:

Valued up to \$60,000 over 4 years. Perpetuates the memory of scholar, soldier, pastoralist and statesman Charles Allan Seymour Hawker. Selection based on personal qualities and academic ability Application via www.hawkerscholarship.org or Trustees on 08 8127 1654. Applications open Monday 5 December and close Friday 6 January 2012.

Incitec Pivot Limited:

- Available to a 2011 high school student who enrolls into 2012 intake for Engineering at James Cook Uni (Townsville) and is committed to study Chemical Engineering.

- Scholarship value is \$10,000 p.a for a maximum of 4 years

To apply or for further information, visit: http://www.jcu.edu.au/eps/public/groups/everyone/documents/scholarships/jcuprd1_065656.pdf

Agricultural Science and Agribusiness:

- University of QLD is awarding up to 10 Merit Scholarships for Year 12 school leavers who are applying for entry to the Bachelor of Agricultural Science or Bachelor of Agribusiness.
- Valued at \$6,000 for 1st year of study

Applications close: 31 October 2011. To apply, visit: www.science.uq.edu.au/agscholarship

Children of Veterans:

- Available for students who are enrolled or planning to enrol in a full-time course of tertiary education that will be more than one academic year of length.
- The scholarships are means tested and for the child or grandchild of a person who has operational service with the Navy, Army or Air Force

Applications close 31 October 2011. To apply, visit: www.avcat.org.au

RSL Youth Development Grants:

- Students entering Year 11 and 12 are eligible to apply for these grants
 - Academic Achievement
 - Community Leadership
 - Civic Participation

For more information or to apply, visit: www.RSLyouth.com.au

ADFA Education Award:

- Presented annually to Year 12 students in recognition of leadership, potential, and academic and sporting achievements exhibited during Year 11.
- Award comprises of a laptop computer

For more information on how to apply, visit: www.defencejobs.gov.au

SCHOOL TO JOBS ALLIANCE CQ
is now on



Join us on Facebook at <http://www.facebook.com/pages/School-to-Jobs-Alliance-CQ-S2J/148002425289058> or visit our website at <http://www.learningplace.com.au/sc/cq/s2j> to stay up to date with all training and employment information.

(Find it under School to Jobs Alliance CQ)