

Career Advantage Program 2018

First Year Sessions

Students are required to attend one of the session on each topic at their relevant campus. These are **COMPULSORY sessions for Students that want to be considered for placements in the Industry Placement Program.**

SESSION	BALLARAT	BERWICK	GIPPSLAND
Session 1 – Understanding your personality	Monday August 13, 11.30am-12.30pm Room T147 Tuesday August 14 9.30am-10.30am Room T147	Tuesday August 14 10.30am-11.30am 902 G63	Wednesday August 15, 10.30-11.30am 1E214 Thursday August 16, 2.30-3.30pm 1E214
Session 2 – Understanding your skills	Monday August 20, 11.30am-12.30pm Room T147 Tuesday August 21, 9.30am-10.30am Room T147	Tuesday August 21, 10.30am-11.30am 902 G63	Wednesday August 22, 10.30-11.30am 1E214 Thursday August 23, 2.30-3.30pm 1E214
Session 3 – Setting Goals	Monday August 27, 11.30am-12.30pm Room T147 Tuesday August 28, 9.30am-10.30am Room T147	Tuesday August 28, 10.30am-11.30am 902 G96	Wednesday August 29, 10.30-11.30am 1E214 Thursday August 30, 2.30-3.30pm 1E214
Session 4 – Industry Exploration	Monday September 3, 11.30am-12.30pm, Room T147 Tuesday September 4, 9.30am-10.30am Room T147	Tuesday September 4, 10.30am-11.30am 902 G96	Wednesday September 5, 10.30-11.30am 1E214 Thursday September 6, 2.30-3.30pm 1E214
Session 5 – Organisational Expectations	Monday September 10, 11.30am-12.30pm, Room 147 Tuesday September 11, 9.30am-10.30am, Room T147	Tuesday September 11, 10.30am-11.30am, 902 G96	Wednesday September 12, 10.30-11.30am, 1E214 Thursday September 13, 2.30-3.30pm 1E214
Session 6 – Work Place Conditions	Monday September 17, 11.30am-12.30pm, Room Tuesday September 18, 9.30am-10.30am, Room T147	Tuesday September 18, 10.30am-11.30am, 902 G96	Wednesday September 19, 10.30-11.30am, 1E214 Thursday September 20, 2.30-3.30pm 1E214
Session 7 – Job Searching Techniques	Monday October 8, 11.30am-12.30pm Room T147 Tuesday October 9, 9.30am-10.30am Room T147	Tuesday October 9, 10.30am-11.30am 902 G96	Wednesday October 10, 10.30-11.30am 1E214 Thursday October 11, 2.30-3.30pm 1E214

SESSION	BALLARAT	BERWICK	GIPPSLAND
Session 8 – Creating your own personal brand	Monday October 15, 11.30am-12.30pm Room T147 Tuesday October 16, 9.30am-10.30am Room T147	Tuesday October 16, 10.30am-11.30am 902 G96	Wednesday October 17, 10.30-11.30am 1E214 Thursday October 18, 2.30-3.30pm 1E214
Session 9 – Networking Event	Thursday November 29, 9.30-2.30pm, Room TBA	Wednesday November 28, 9.30-2.30pm, Room TBA	Tuesday November 27, 9.30-2.30pm, 5N158

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Second Year Sessions

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SESSION	BALLARAT	BERWICK	GIPPSLAND
Session 10 - Professionalism	Wednesday August 15, 8.30am-9.30am, Room T146		Wednesday August 15, 2.30-3.30pm 4N268
Session 11 – Resume writing and content	Wednesday August 22, 8.30am-9.30am, Room T146		Wednesday August 22, 2.30-3.30pm 4N268
Session 12 – Responding to Key Selection Criteria	Wednesday August 29, 8.30am-9.30am, Room T146		Wednesday August 29, 2.30-3.30pm 4N268
Session 13 – How to write an effective covering letters	Wednesday September 5, 8.30am-9.30am, Room T146		Wednesday September 5, 2.30-3.30pm 4N268
Session 14 – Preparing for interviews	Wednesday September 12, 8.30am-9.30am, Room T124		Wednesday September 12, 2.30-3.30pm, 5N158
Session 15 – Group Interviews and Assessment Centres	Wednesday September 19, 8.30am-9.30am, Room T124		Wednesday September 19, 2.30-3.30pm, 5N158
Session 16 – Coping with Nerves	Wednesday October 10, 8.30am-9.30am, Room T124		Wednesday October 10, 2.30-3.30pm 5N158
Session 17 – Mock Interviews	Wednesday October 17, 12pm -4pm Room TBA		Wednesday October 17, 2.30-3.30pm 5N158
Session 18 – Delivering quality presentations	Wednesday October 24, 8.30am-9.30am, Room T124		Wednesday October 24, 2.30-3.30pm 5N158