

Glossary Of Terms

A	
ally/allies	People who can help, advise, and support you, for example family, friends, teachers, community members and neighbours.
apprentice	A person who learns a trade on the job while working for an employer and attends TAFE or a private provider to get specific training.
aptitude	A natural ability or talent.
assessment	An evaluation.
Australian Qualifications Framework (AQF)	A national system of qualifications in Australia encompassing higher education, further education, training, and schools. It helps learners to plan their future education, training, and career pathways.
Australian Tertiary Admission Rank (ATAR)	The ATAR is the primary means used by tertiary institutions to assess and compare different applicants' achievements for entry to the institution.
B	
Bachelor degree	The award given by a university to a student who has successfully completed a course of study – usually for 3 to 4 years.
C	
career	The sequence and variety of work roles (paid and unpaid), which one undertakes throughout a lifetime, including life roles, leisure activities, learning and work.
career plan or career roadmap	A plan owned and developed by a young person reflecting their interests, skills and learning, their goals, and the actions they can take to achieve those goals.
career exploration	Locating, investigating, and considering opportunities in learning and future work options i.e., exploring the working world.
career integrity	A life-work balance in which people can live and work in a manner consistent with who they are, with what is most important to them and with a sense of hope.
career management	The part of career development where people adjust career action plans and manage their life choices, changes, and transitions.
career planning	Choosing a life/work path, using knowledge of your personal desires and aptitudes and research into the requirements of occupations that interest you.
career practitioner	A person qualified in helping others plan and manage their career.

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C	
casual work	Work done on an hourly basis that is not ongoing. Paid at a higher hourly rate than part-time or full-time work, but does not have other benefits.
certificate qualification	A vocational qualification awarded at levels I to IV.
communication skills	A person who learns a tradeReading, writing, listening, and speaking; the abilities needed to express yourself and understand others.
contract work	Work done without a long-term commitment to an employer. The contract defines the work to be done, the completion date, and the fees or wages to be paid.
curriculum	The program of studies taught at an educational institution.
D	
diploma	A VET qualification awarded to a person who successfully completes an educational program at a TAFE or through a private provider. Usually 1-2 years.
E	
entrepreneur	A person who starts and operates businesses, investing time and money in the hope of earning profits.
essential skills	Are what people use to carry out everyday life and work tasks in all occupations. They are transferable, enabling skills which help people participate fully in their workplace and communities, provide foundation for learning other skills and are required for everyday living.
F	
freelancer	A self-employed person who sells his or her skills or services one project at a time instead of working at a full-time job.
full-time work	Steady employment that supplies a person with an annual income in exchange for 35 to 40 hours of work each week for a single employer.
G	

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H	
High 5 Principles of Career Development	<ol style="list-style-type: none"> 1. Change is constant 2. Learning is ongoing 3. Focus on the journey 4. Follow your heart 5. Access your allies
higher education	University-level education delivered by a university or private provider offering undergraduate and postgraduate qualifications.
I	
J	
job	Regular work for which you receive payment from a specific organisation. Jobs may be full-time, part-time, or casual.
job satisfaction	General contentment with a work environment, duties, salary, and other conditions in the workplace. Often a good indicator of being in a job that is suitable to personality, interests, and aptitude.
K	
L	
labour market	A general term to describe a region's entire workforce, often used with information about trends, projections, growth sectors, and skill levels in relation to jobs.
lifelong learning	Continually learning new skills and knowledge throughout your life.
M	
N	
networking	Sharing information about the world (particularly the working world) with other individuals known or met through the world of work, friends and families.

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O	
occupation	A broad category of jobs with common characteristics that people do in different ways and places, such as doctor, carpenter, psychologist, driver. For example, Nurse is an occupation which includes Unit Managers, Clinical Nurses, Mental Health Nurses, Midwives, Nurse Educators, and others.
P	
pathway	The education, training, and work options available to a young person.
part-time work	Work that requires fewer hours than full-time work but is ongoing.
people skills	Managing or interacting well with others, usually including the ability to appreciate, motivate, and understand others, communicate clearly, and listen well.
positive uncertainty	The ability to recognise and accept that the future is uncertain; and at the same time, be positive about it.
profession	An occupation requiring advanced academic training and/or specialised knowledge.
Q	
R	
resilience	The ability to recover quickly from change or misfortune and deal with stress.
retraining	Pursuing a course of study to learn new skills or to expand on existing skills when you want to move into a new occupation.
S	
School-Based Apprenticeship or Traineeship (SBAT)	A course that allows a student to combine school, part-time employment, and recognised training.
self-development	People develop their understanding of themselves and the influences on them, build their experiences and achievements and develop their capabilities.
self-employment	Providing labour, services, or products to others as an independent worker, maintaining direct control over the work or services to be done and the fees to be charged and collected.
skill	The ability to do a particular task that comes from training, practice, or natural aptitude.

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T	
Technical and Further Education (TAFE)	Trade and paraprofessional education sector. TAFE institutions usually offer courses from Certificate I to Advanced Diploma level. Some may offer degrees as well.
transferable skills	Abilities that can be useful in many different situations and contexts e.g., maths or communication skills.
transitions	A time of change, passing from one stage, place, or set of circumstances to another e.g., from primary to secondary school or from school to further study or work.
U	
undergraduate	An undergraduate degree is a person's first qualification at university.
V	
volunteer	A person who gives his or her time, skills, and talents to help others, without expecting any payment. This can be very satisfying and can also lead on to paid work opportunities.
VET	Vocational Education and Training – practical hands-on training.
W	
X	
Y	
Z	