



AN AUSTRALIAN GOVERNMENT INITIATIVE

Industry Training Hubs are funded by the Australian Government Department of Education, Skills and Employment

# Careers in the Regional Rail and Construction Industry



## Industry Immersion Experience Workbook

A collaboration between ACCE, ITH, RPV and Coleman Rail



## Acknowledgments

The Australian Centre for Career Education, respectfully acknowledge the Traditional Owners of Country throughout Australia and pay respect to Aboriginal and Torres Strait Islander people as custodians who have cared for this land, and its waters for over 60,000 years.

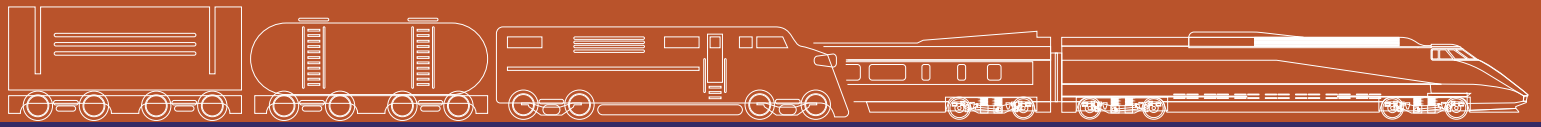
Young people require as many opportunities as possible to experience the world of work in order to become well informed before developing a career pathway plan for their futures. This workbook has been developed to provide senior secondary students with a range of activities to support career exploration in the Regional Rail and Construction Industry.

The Australian Centre for Career Education thanks project partners Industry Training Hub Shepparton, Coleman Rail, Rail Projects Victoria and Training Ahead Australia for their support.

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## Industry Immersion Experience Workbook

### Before your Industry Immersion

#### What is an Industry Immersion Experience?

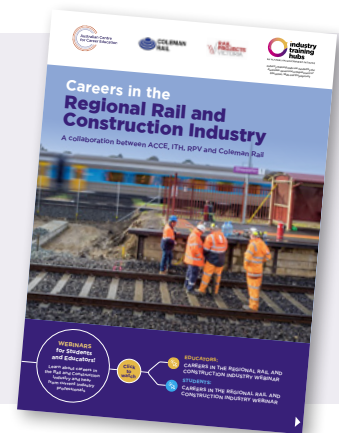
An Industry Immersion Experience is an opportunity to actively engage in a day, or half day, with industry on site or through a school visit. It is an opportunity to see how industry operates to give you a better understanding of the world of work, in order to help you make decisions about future subjects, courses, and training.

You will hear directly from a range of workers regarding the current and future skills required in industry, and have the opportunity to ask questions about working in regional rail and construction. You can discover firsthand what skills and training are required for jobs in the industry, and what employers look for when recruiting. The Industry Immersion Experience is an ideal opportunity to gather information to help you with your future career and pathway planning.

#### What can I do to prepare for an Industry Immersion Experience?

It's a great idea to do your own research beforehand to formulate questions you can ask on the day. If you haven't already, you can explore the [suite of resources and webinars available here](#) to discover more about careers in the Regional Rail and Construction Industry.

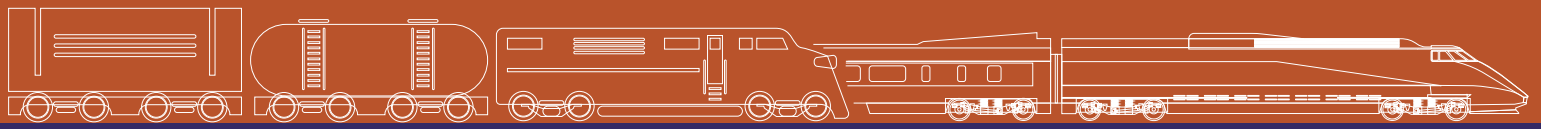
- Watch the 'Meet the People' videos and read the case studies to see the wide range of roles and jobs available in the industry
- Follow the links in the 'Study Table' to see potential study pathways from school to employment
- Complete the 'Labour Market Information Research Activity' to find out which skills are in demand and average wages across the industry
- View the Student Webinar Recording and hear from young people currently completing traineeships and apprenticeships in Regional Rail and Construction.



#### What do I want to find out about the Regional Rail and Construction Industry?

Now that you've done some research and heard from people working in the Regional Rail and Construction, write down 5 questions to ask industry staff during your Industry Immersion Experience: EG; How did you get started in this industry?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## Industry Immersion Experience Workbook

### During your Industry Immersion

#### Ask questions!

- What do you want to know about this industry?
- What skills do you need?
- What are some of the pathways into this industry?
- What do the employers look for in an applicant?



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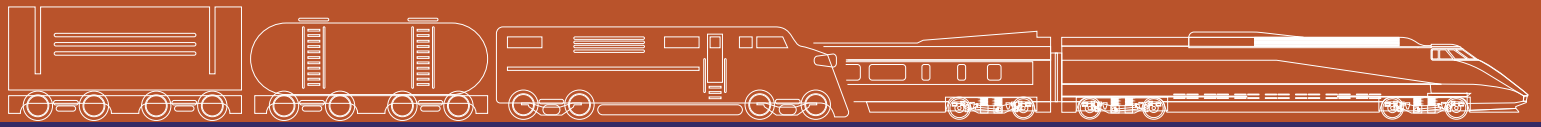
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How will you start your journey in the Regional Rail and Construction Industry?







## Industry Immersion Experience Workbook

### During your Industry Immersion



#### Observe!

- What is the industry site like?
- Where does the work take place? (EG; indoors or outdoors)
- Do you have to wear special clothing or a uniform?
- Are there any special licences or certifications needed to perform the work?

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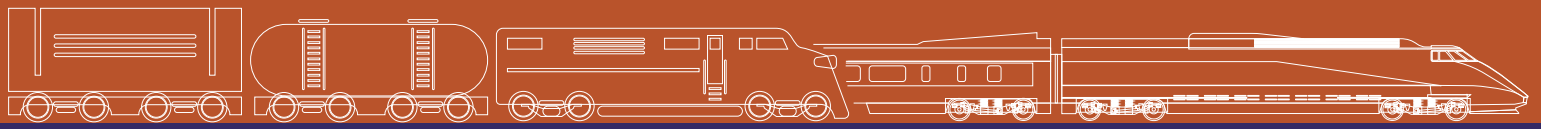
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## Industry Immersion Experience Workbook

### During your Industry Immersion

#### Reflect!

- Is there a role in this industry that would suit me?
- What subjects might I choose to help me develop learning for this industry?
- What are some of my subject/ pathway options into this industry?
- Is there any training required before I can start?



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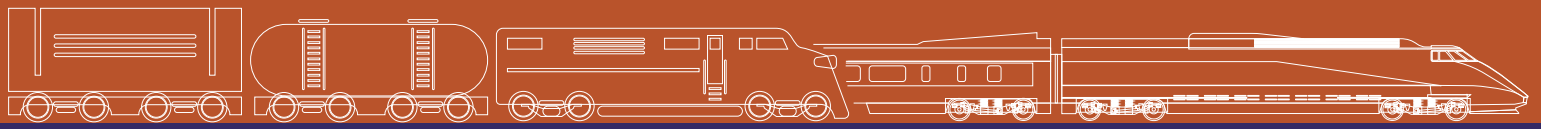
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## Industry Immersion Experience Workbook

### ACTIVITY: PART 1 – Writing a Cover Letter

#### Dear who?

If you would like to pursue employment, training, or work experience in regional rail and construction (or any industry), you'll need to send a letter to the recruitment officer or relevant contact, expressing your interest.

Is there someone in the regional rail and construction industry you already know who you could send a cover letter? Perhaps someone who spoke in an industry webinar or at your school. Note down their name and contact details:

Full Name: \_\_\_\_\_

Position/Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

During the Industry Immersion Experience, take note of people who would be appropriate to approach for future work. Ask for their business card or work contact details for later reference.

#### Where was that?

There are many areas within rail where you can find future employment, from administration to construction. List three areas in the regional rail and construction industry that interest you to find employment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

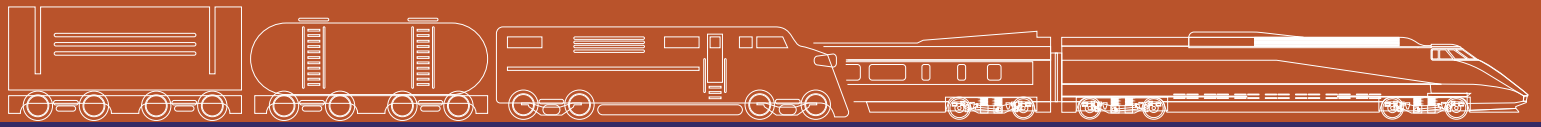
#### What do I need?

During the Industry Immersion, talk to the professionals you meet and ask what is required of people working in the areas you listed above. List three key skills you would need:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_







## Industry Immersion Experience Workbook

### After your Industry Immersion

#### My Career Action Plan

My career plan to enter the Regional Rail and Construction Industry could be:

#### STEP 1:

What companies do you think you could approach to seek employment or work experience?

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#### STEP 2:

What subjects will you need to help you move into the Regional Rail and Construction Industry? Research your senior school subjects and add related subjects here. Don't forget to check the Study Table on page 17 of the student workbook to see if there is a VET subject available to you.

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#### STEP 3:

What kind of apprenticeships/traineeships are available in the industry? Hint: Check the student workbook or look online at sites like Australian Apprenticeships Pathways or NCI's myskills.

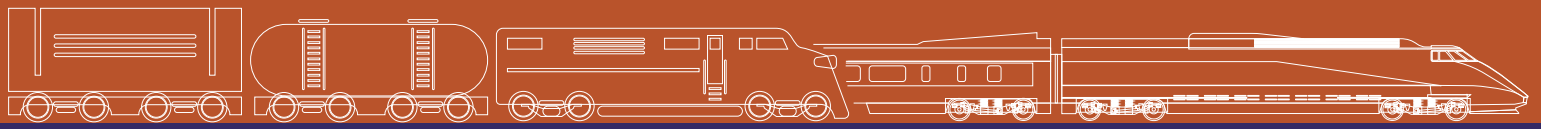
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## Industry Immersion Experience Workbook

### STEP 4:

What Certificates or Diplomas could you study once you have completed school? Is there a training provider in your region? Check the Study Table in the student workbook to find out.

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### STEP 5:

Are there other compulsory training requirements that could be of benefit to you in this industry? For example, Heavy Rigid Vehicle Licence, First Aid, Safety Certificate. Head to <https://trainingahead.com.au/> to find out more about training requirements

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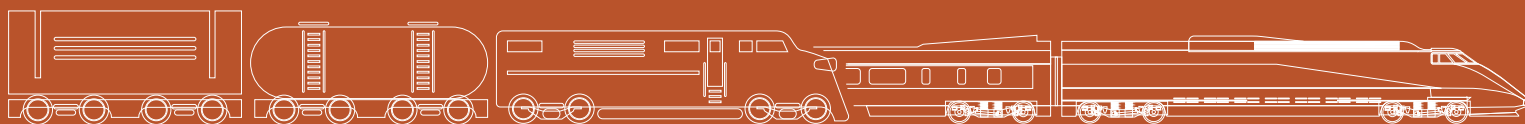
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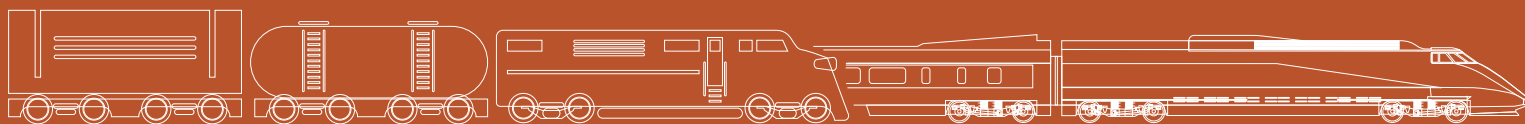
## Industry Immersion Experience Workbook



### ACTIVITY: PART 2 – Writing a Cover Letter

Using the information you have collected during the Industry Immersion, complete the cover letter template on the following page. You can use this completed cover letter to apply for work experience, a position with a company you identified during your site visit, or future job applications. You can [download this template](#) and other useful free job search resources from CCCA to help you!





## Industry Immersion Experience Workbook

Your Name  
Address | M: 000 000 000 | E: youremail@gmail.com  
Date

Recipient Name  
Title  
Company  
Address  
P: 0000 0000  
E: company@email.com.au

Sample  
Cover  
Letter

Dear Mr/Ms Last Name,

**Re: Application for xxxx position – Job No. xxxxxxxx**

### **1st Paragraph – Introduction – Purpose of your letter**

What position you are applying for and why? The job position you are applying for, where you saw it advertised company/ recruitment agency and the date of advertisement. Demonstrate your company research, why do you want to work for this company, why do you want this position? You will need to research the company on the internet to find out more information, you can also look at company financial reports and any other information you can find, like LinkedIn profile groups. If you do not know a great deal about the company you will need to demonstrate your passion for the industry.

### **2nd Paragraph – Qualifications – Education – Relevant Skills**

Provide details of the full title of all relevant qualifications, including the institution name. Include specific information as to why your qualifications are relevant, i.e. marks, subjects, projects, achievements etc. Demonstrating how your qualifications, skills and knowledge will benefit the position and company.

### **3rd / 4th Paragraph – Experience – Transferable Skills**

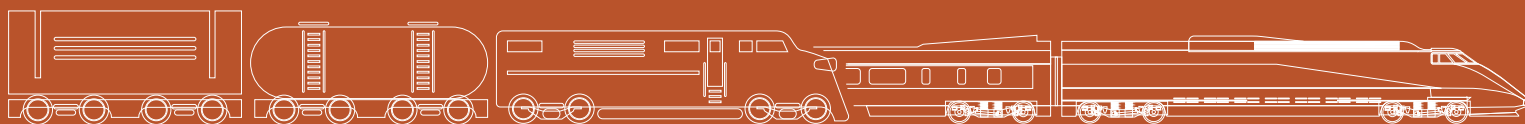
Highlight your work history that is relevant to the position, including other activities like volunteering if they are a match to the requirements of the job description. Include your position title, company name and responsibilities, skills demonstrated in this role. Mention relevant skills listed in the job advertisement [employer expectations]. Describe any relevant projects, internships, Industry Placements you have completed. Mention anything that will enable you to demonstrate transferable skills that you will bring to the company.

### **5th Paragraph – Close – Attachments/ Interview**

Draw attention to other included documentation i.e. resume and portfolio, summarise and reiterate why you feel you are the ideal candidate. Confirm your interest by requesting an interview, be specific, use the company name and provide your contact phone number.

Yours sincerely,  
First Name Surname





## Industry Immersion Experience Workbook

### Useful Websites

#### Want to know more?

Explore these websites for more information on careers in the Regional Rail and Construction Industry.

#### Careers in the Regional Rail & Construction Industry Resources and Webinar Recordings

[www.ceav.vic.edu.au/resources/industry-resources/careers-in-the-regional-rail-construction-industry](http://www.ceav.vic.edu.au/resources/industry-resources/careers-in-the-regional-rail-construction-industry)

#### CCCA Job Search Resources

[www.ccca.edu.au/career-resources/job-search-preparation](http://www.ccca.edu.au/career-resources/job-search-preparation)

#### Industry Training Hubs

[www.dese.gov.au/industry-training-hubs](http://www.dese.gov.au/industry-training-hubs)

#### Coleman Rail

[www.colemanrail.com.au](http://www.colemanrail.com.au)

#### Rail Projects Victoria

[www.bigbuild.vic.gov.au/about/mtia/rail-projects-victoria](http://www.bigbuild.vic.gov.au/about/mtia/rail-projects-victoria)

#### Metro Tunnel Project

[www.metrotunnel.vic.gov.au](http://www.metrotunnel.vic.gov.au)

#### Training Ahead Australia

[www.trainingahead.com.au](http://www.trainingahead.com.au)

#### Myfuture

[www.myfuture.edu.au](http://www.myfuture.edu.au)

#### NCI myskills

[www.myskills.gov.au](http://www.myskills.gov.au)

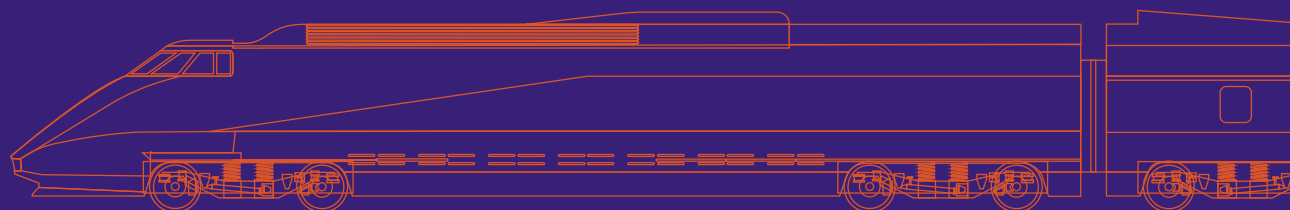
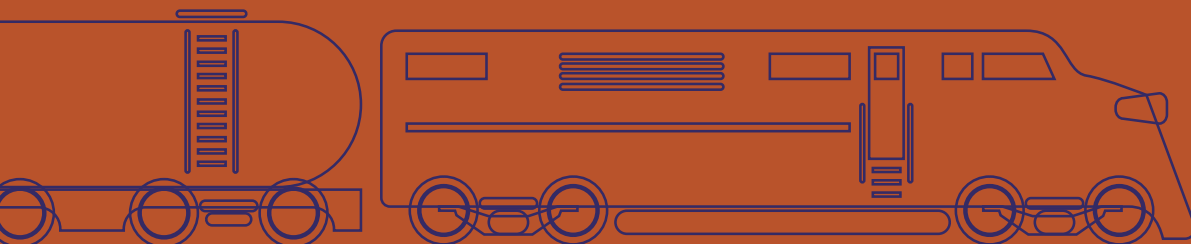
#### Labour Market Insights

<https://labourmarketinsights.gov.au>

#### Australian Apprenticeships Pathways

<https://www.aapathways.com.au>





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T/As Career Education Association of Victoria

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