

# **7-STEP PLAN TO ACHIEVE A HIGH-PAYING, STABLE CAREER WITH GOVERNMENT-FUNDED TRAINING**



# ABOUT MEI HO

Mei is the Director of The Shepherd's Education, a trusted education agency helping Australian citizens and permanent residents access government-funded training programs.

**Mei's mission is to empower individuals with the opportunities they need to build a brighter future**

Having worked closely with Registered Training Organizations (RTOs) and industry professionals, Mei understands the challenges individuals face when navigating career choices. Through The Shepherd's Education, she ensures students receive the right support.



# WANT TO LEARN HOW TO UPSKILL AND SECURE A BRIGHTER FUTURE?

This comprehensive guide will show you how to access government-funded programs, earn certifications, and build a stable career path.





# WELCOME TO THE ULTIMATE CAREER GUIDE

Navigating your career path can feel overwhelming, but at Shepherd's Education, we're here to simplify the process. This step-by-step guide will help you take advantage of government-funded training programs, upskill in high-demand industries, and secure a rewarding career.

# Follow these seven steps to set yourself up for success.

## STEP 1:

### UNDERSTAND YOUR CAREER GOALS, STRENGTHS, AND CAPABILITIES

The first step toward building a successful career is understanding yourself—your aspirations, strengths, and what suits your current situation.

#### 12 Questions to Ask Yourself

1. What is my passion? What type of work excites me?
2. What do I want to achieve in the next 5, 10, or 15 years?
3. What industries or fields am I most interested in?
4. Do I prefer working in an office, remotely, or hands-on?
5. Do I thrive independently or in team-based roles?
6. Am I comfortable in fast-paced settings or prefer structured environments?
7. Am I looking for full-time, part-time, or casual work?
8. Do I value stability (income and benefits) or flexibility (work-life balance)?
9. Am I advancing in my current field or starting fresh?
10. What skills and qualifications do I currently have?
11. Are there gaps in my skills or knowledge that need addressing?
12. What work environment best matches my personality and values?

Use tools like MBTI and career quizzes to identify roles that suit your personality and pinpoint your strengths. Understanding yourself is the foundation of choosing the right career path.

## STEP 2: RESEARCH HIGH-DEMAND INDUSTRIES

Choosing a high-demand industry is essential for career growth. Many sectors experiencing workforce shortages are backed by government funding, making them excellent options for training and employment.

### 2025 High-Demand Industries

1. Mental Health
2. Aged Care and Disability Care
3. Building and Construction
4. Allied Health Assistance
5. Early Childhood Education



### How to Research?

- Visit job-seeking websites like SEEK, Indeed, and LinkedIn to explore job openings, required skills, and salary ranges.
- Talk to friends or acquaintances in the field for insights into daily work and career progression.
- Use Google and social media to read reviews and discussions about specific industries.

Comprehensive research will help you confidently choose an industry that aligns with your interests and goals.



## STEP 3:

# DISCOVER TRAINING PROGRAMS AND KNOW WHAT QUALIFICATION YOU NEED

Identify the qualifications needed for your desired industry or role. Understanding the required certification ensures you're on the right path to success.

### **Examples of Essential Qualifications:**

- Mental Health: Diploma of Mental Health
- Aged Care and Disability Care: Certificate III in Individual Support
- Building and Construction: Certificate IV in Building and Construction
- Allied Health Assistance: Certificate IV in Allied Health Assistance

Once you know the qualifications you need, check if the program is covered under government funding. Many Certificate and Diploma programs are fully or partially funded, reducing your financial burden.

Create a roadmap to complete your training and enter the industry with confidence.



## STEP 4: CHOOSE THE RIGHT RTO AND PROGRAM

Selecting the right Registered Training Organization (RTO) or TAFE ensures your education aligns with your goals.

### Key Factors to Consider:

- Study Preference: Physical classes, online learning, flexible schedules, or structured training.
- Reputation: Research reviews and success stories.
- Practical Training: Look for programs with hands-on training or work placements.
- Course Details: Check the schedule, study options, and content relevance.

With so many options available, this process can be overwhelming. Shepherd's Education can help you find the best RTO tailored to your needs, making the process stress-free.





# STEP 5: FOCUS ON YOUR STUDIES AND BUILD ESSENTIAL CAREER SKILLS

Throughout your studies, it's crucial to focus on gaining the most out of your education. Attending classes regularly, engaging with your trainers, and completing all assessments to the best of your ability will ensure you acquire the knowledge and skills required for your chosen career.



The ultimate goal is to leave your studies fully prepared to enter the workforce. By focusing on your learning, you'll avoid stepping into the workplace unprepared and instead start your career with confidence.

Also, dedicating yourself to building the following essential skills, you'll fast-track your success and ensure you're workplace-ready as soon as you complete your training.

- **Communication:** Collaborate effectively with trainers and peers.
- **Problem-Solving:** Approach challenges creatively and strategically.
- **Time Management:** Balance coursework and personal commitments.
- **Adaptability:** Stay open to new tools and evolving trends.



## STEP 6: GET READY FOR THE WORKPLACE

Preparing for the workplace involves refining your CV, honing your interview skills, and ensuring you're ready to confidently start your career.

1. Create a polished resume and cover letter tailored to your industry.
2. Practice common interview questions to build confidence.
3. Stay connected with your professional network for job leads and insights.

At Shepherd's Education, we provide a **Free Career Planning Toolkit** to make this process easier. It includes:

- A list of Australian job boards.
- Professionally designed resume and email templates.
- An interview preparation checklist.
- Salary negotiation tips.

These resources help you transition smoothly into the workforce.

# STEP 7: APPLY FOR JOBS AND KICKSTART YOUR CAREER



Start applying for jobs during or after your training to maximize opportunities.

- Send as many tailored applications as possible.
- Leverage your network by talking to trainers, peers, and placement contacts.
- Use job boards, social media groups, and company websites to find openings.

Persistence and resourcefulness are key. Every application brings you closer to starting your career and achieving your goals.