

Australian Apprenticeships Job Pathways

Tips for using the Australian Apprenticeships Job Pathways Website

There are three menu items on the [Job Pathways](#) website –:

1. **Search**
2. **Self Help**
3. **Information and Links**

1. Search

Find Job Descriptions and Job Pathway Charts.

There are a number of search options:

- **Search by Industry – follow the numbers**
 - ⇒ 1. Select a State or Territory – to make sure that you get information that applies to your area
 - ⇒ 2. Select an Industry Group
 - ⇒ 3. Select an area of interest
 - ⇒ Select an Australian Apprenticeships job title to go to a Job Description.
 - A Job Description can be printed out or emailed directly from the website (see “Tips for printing” and “Email This Page” below).
 - Job Descriptions can also be customised with an organisation’s logo and message (see “Organisation Users” below). If this is set up then click on the “Print with Organisation Customisation” option on the Job Description and then enter your user name and password.
- **Search by Trades – follow the numbers**
 - ⇒ 1. Select a State or Territory – to make sure that you get information that applies to your area
 - ⇒ 2. Select a Trade Group
 - ⇒ Select an Australian Apprenticeships job title to go to a Job Description.
 - A Job Description can be printed out or emailed directly from the website (see “Tips for printing” and “Email This Page” below).
 - Job Descriptions can also be customised with an organisation’s logo and message (see “Organisation Users” below). If this is set up then click on the “Print with Organisation Customisation” option on the Job Description and then enter your user name and password.
- **Search by Job Pathways Charts**
 - ⇒ Select an Industry Group
 - ⇒ Select a Job Pathway Chart. A Job Pathway Chart can be printed out or emailed directly from the website (see “Tips for printing” and “Email This Page” below).
 - ⇒ Click on a Australian Apprenticeships title to go through to a Job Description.
 - A Job Description can be printed out or emailed directly from the website (see “Tips for printing” and “Email This Page” below).
 - Job Descriptions can also be customised with an organisation’s logo and message (see “Organisation Users” below). If this is set up then click on the “Print with Organisation Customisation” option on the Job Description and then enter your user name and password.

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- **Random Australian Apprenticeships Job Titles**
 - ⇒ These titles are randomly selected from the website's database, with the set remaining constant for each visit to the website. These illustrate the range of Australian Apprenticeships available on the site and also allow quick access to a Job Description to give people an idea of the type of information available.
- **Search by Job Title**
 - ⇒ This is provided to help people who have already found an Australian Apprenticeships Job Description on the site on a previous visit. They can type in all or part of the title to go straight to the Job Description, rather than trying to remember how they searched for the information in their previous visit.
 - ⇒ This search technique can be very specific and we recommend that the other search methods are generally used.

Navigation Tips – your search pathway is listed either on the left hand side menu or at the top of the page. You can click on a word or a 'Back' button to return to a previous level.

2. Self Help

This menu item is designed to offer essential information and career and job search help to job candidates and students.

There are links to relevant career websites and also to job vacancy sites.

This menu item also provides a 'Step by Step Guide to Finding an Australian Apprenticeship'. This can be printed out or emailed directly from the website (see "Tips for printing" and "Email This Page" below).

This menu item also provides links to 'Success Story' pages featuring the experiences of Australian Apprentices and their employers. The pictures on the home page of the site are of winners of Australian Apprenticeships awards. More information can be found via these links.

3. Information & Links

This area provides plenty of links to specific Australian Apprenticeships information.

Features of the website

"Email This Page" – you can email the page you are on to another person directly from the website. Go to the bottom menu item "Email This Page" and complete the fields.

"Organisation Users" - the Job Descriptions on the site can be customised with an organisation's logo and message. To set this up go to the bottom menu item - "Organisation Users" - and follow the prompts, or call us on 1800 338 022.

Note: If you can customise on the AAT Information Service website you can use the same user name and password to customise on the Job Pathways website.

Tips for printing from the website – The site produces Job Descriptions and Job Pathway Charts in templates using Adobe Acrobat's PDF format. The templates control the lay out of these documents, allowing a standardised presentation. However, this presentation is only produced if you use the PDF browser to print. If you click 'print' from your internet browser the documents will not be printed using the template and will not print within the page borders.

The PDFs are best viewed in Adobe Acrobat Version 7.