



Year 13 Transition Series

Making the Change



Be Prepared

- Regardless of your final destination (study, work, travel) there are a few items you **MUST** have when leaving school.
- IRD Number
- Bank Account Number
- Passport or Birth Certificate (Verified Copies)
- NSN Number



Be Prepared Handy Tip

- Photocopy 10 copies of these documents and get them certified by a Justice of the Peace. Then you'll always have copies to be able to send off



Know Your Dates

- Make sure you know important dates such as:
- Closing Dates for course applications
- Late scholarship closing dates (check Breakout while you can)
- Check dates for work applications and overseas visa dates.





Know Your Dates

Handy Tip

- Put important dates into your phone, tablet, diary a week before the due date. That way you get a reminder. This will only work though if you action your reminder straight away!





Apply Early!

- Leaving things to the last minute is a recipe for disaster. Worse still you can miss out on things all together.
- Most institutions will cut off applications or charge a fee for late applications to be considered.
- You could wait months rather than weeks for Student Allowances/Loans.
- You may miss getting that job.





Apply Early!

Handy Tip

- Apply NOW! All applications are open for study and finances. By applying now you can enjoy your summer break stress free and not 'forget' your applications. It will also mean you'll get paid on time!!





Application Do's and Dont's

- **DO** use your LEGAL name on all applications.
- **DON'T** use your school email address or use an inappropriate username.
- Also **DO** check your Spam box especially if you use a free email address (Hotmail, Yahoo, Hanmail etc)
- **DO** use an address you know your mail will get to.



Application Do's and Dont's

Handy Tip

- Set up a 'vanilla' email address for all your formal correspondence. Where possible use a 'secure' site. Gmail tends to work well (or of course xtra, slingshot, orcon, telstra etc)
- Be wary that employers now as a course of employing someone WILL check your Facebook page. Even if you think it's secure, it's not.....



Know Your Benefits

- Make sure you attend Orientation Days, find out about clubs and what you can get as a student.
- Apply for a Student Card (usually about \$20) AND a Community Services Card!
- Register for work over summer with Student Job Search. Your submitted application confirmation is your proof of 'studentship'





Know Your Benefits

Handy Tip

Student Card's get you discounted travel, food and entertainment.

- Community Services Cards are taken on YOUR income (which is usually about nil). Even though it is a WINZ thing, it is not related to Studylink.
- As a student you are also eligible for funding for dentist care, food grants etc.





Presentation is Key

- When at an interview for anything ensure you are well presented.
- Know your employer, what do they do, what are the company values etc.
- You have to 'fight' for the position. The job market is such that gaining an interview is already an achievement. Respect that and the employer.





Presentation is Key

Handy Tip

- Where possible have one set of 'interview' clothes that are worn for that occasion
- Jeans and a t-shirt are never a good first impression, whatever the position.





What to do NOW!

- Any documents, files, images on the school computers, save to an external hard drive OR email to another (non school) account.
- Any favourite teachers do like a moment of recognition from you (even if they won't admit it)
- Complete your Leaver's Form and hand to Reception ASAP.





What to do NOW!

Handy Tip

- Enjoy the last week of school, all that hard work is about to pay off!
- Do Study. Stupid thing to say but there is no next year to 'catch up credits'
- Keep your bridges intact. Be careful about the last days. Your actions now could undo years of trust and respect.





Good Luck to you all :-)