

Specialist Migrant Services

Immigration South Australia

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Job Ready Starter Pack

How to job search in South Australia

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Introduction

When looking for a job in South Australia, you should know what to do and how to go about finding the right job for you.

To do this, you should:

- Set realistic and attainable employment goals
- Utilise different job search tools and approaches
- Increase your understanding of the South Australian job market and employer expectations
- Know how to write an application for a job
- Understand the occupation and industry requirements including recognition pathways, licenses, registrations and appropriate gap training
- Develop and customize your job-seeking Plan.

This approach will provide you with the knowledge, skills and confidence to find employment in your preferred field of work.

When attending a *Job Ready Workshop*, you can learn more about these approaches.

Eligibility and session times can be obtained from Specialist Migrant Services:

Phone: (08) 8303 2450

Email: sms@sa.gov.au

Getting Started

What you should do before you begin your job search.

1. Tax File Number (TFN)

You must register with the Australian Taxation Office (ATO). Employers will request your tax file number (TFN) for taxation purposes.

To apply for a TFN visit the Australian Taxation Office website - www.ato.gov.au. Adelaide Tax Office is located at: Mezzanine Level, 26 Franklin St, Adelaide SA 5000. Personal Tax Enquiries: 132 861.

2. Bank account

You should open a bank account.

3. Email

You should establish a local email account. Emails ending in an international code are not preferred for some recruitment practices. For example: John.Smith@hotmail.co.uk

4. Permanent home address

Permanent home address where personal mail can be sent to you and which shows to employers that you are living in South Australia.

5. Mobile number

Local mobile number is preferred where potential employers can contact you.

6. Adelaide Metro

This is the public transport system in South Australia. For timetables, bus, tram routes and information, visit <http://www.adelaidemetro.com.au>. Call 1300 311 108 or visit the InfoCentre on the corner of Currie Street and King William Street, or the InfoCentre at the Adelaide Railway Station.

Job search strategies

Increase your job search opportunities by utilising a combination of strategies.

Cold Canvassing

Cold canvassing is when you approach potential employers to introduce your skills and enquire about job opportunities. This relies on your ability to research and find companies within your industry and ascertain whether you have the skills to match the job requirements. The concept of 'cold canvassing' is to create connections with people within your targeted industry and learn about the goings-on.

You should utilise the internet and online business directories such as the '*Yellow Pages*' to research the companies within your industry.

Networking

'Be seen, be known and get ahead'

Networking is developing contacts. Make a list of these contacts to be followed-up at a later date.

Some networking activities include:

- Attending industry meetings;
- Attending employment and business Expo's
- Joining online professional groups and forums
- Joining Social Groups, Sporting Clubs, Community and Multi-faith groups
- Becoming involved in your child's school.

Social Media

Ensure you maintain an appropriate and current profile. These may include:

- LinkedIn
- Facebook (company pages)

Volunteering

Volunteering gives you an opportunity to utilise your skills, build your confidence, connect with different people, exposure to the Australian workplace, gaining a local Referee and to learn what rights and responsibilities you have an employee. You will also become accustomed to hearing the local language, known as **Aussie slang**.

Recruitment Agencies

Recruitment agencies normally manage vacancies for employers and create profiles of candidates for future positions. Remember that recruitment agencies work for employers not for jobseekers. Search for industry specific agencies.

Newspapers

- The Advertiser (Wed & Sat)
- The Local Messenger (Weekly)

Internet Job boards

- CareerOne - www.careerone.com.au
- Seek - www.seek.com.au
- Indeed - au.indeed.com

Resume writing rules

Follow these guidelines on writing a resume to ensure that your resume gets noticed:

Do:

- Include relevant and recent information.
- Use adjectives or action words to describe your skills, such as developed, managed and designed.
- Keep resume to a minimum of 2 and a maximum of 4 pages.
- Be honest.
- Check thoroughly for grammar and spelling mistakes. It's a good idea to have another person check your resume for any unnoticed errors before sending it to employers.
- Use high-quality paper that is white.
- Use normal margins (approx. 2 cms on top and bottom, approx. 2.5 cms on sides).
- Make sure your resume is simple, clear and specific to your skills.
- Ensure formatting is consistent throughout the resume including margins, heading and dot points.
- Use formatting techniques such as bold and underline for major heading only. e.g. Employment History.
- Do not simply list your duties, but describe your duties.
e.g. Instead of typing accounts payable/receivable, create a structured sentence "accurate provision of accounts payable/receivable transactions".
- Make your resume unique. List technical skills, certificates awarded, professional memberships, military experience, travel and community work if it relates to the job you are seeking.
- List Work History, Education and Training in chronological order from most recent and work backwards. e.g. 2010 Master of Arts, 2006 Bachelor of Arts
- Separate your job duties from your job accomplishments, these are individual categories.
- Staple your resume.
- Create a separate portfolio that includes: transcripts, award certificates, designs, plans, etc.

Don't:

- Be vague
- Underline words unless headings
- Write about inappropriate and unnecessary personal experiences, always relate your activities to the job you are seeking
- Use personal pronouns, such as "I" and "me" (except in Career Summary)
- Refer to your skills in the past tense.

Don't include

- Any photographs
- Your date of birth

- Your marital status
- Information about children or family
- Information about your visa status– unless you are a permanent resident
- Information about your English language training
- Information about your religion or political beliefs
- Copies of transcripts, letters of recommendation or awards.

Resume Example

Sam Jobseeker

Street address

Suburb, State, Postcode

Contact number (1 Only)

Email address

Career Overview

A sales management professional with seven years' experience in the media industry, I have worked on newspaper, web and television products. I have a proven track record of developing new business and motivating a team to consistently exceed targets.

Skills Summary

- Exceptional communication skills
- Outstanding report writing skills
- Project budgeting and reconciliation
- Extraordinary market research, product and data analysis
- Proven conflict resolution and negotiation skills
- High aptitude in developing plans for advertising, sales promotion, public relations, personal selling and sales management
- Proven ability to work within internal and external policies and procedures including those surrounding privacy and confidentiality
- Manage distribution and logistics
- Demonstrated ability to assess, coordinate and implement individual and group management plans
- Excellent organisational and time management skills

Proven ability to prioritise and work to deadlines

- Excellent client interaction and support skills
- Extensive experience working with people from all different backgrounds and circumstances
- Proven team player and independent worker
- Ability to develop rapport and earn trust to gain cooperation
- Dedicated to professional development and ongoing training
- Flexible and creative thinker
- Trustworthy and reliable
- Patient and dedicated.

Employment history

March 07 – Current

Sales Representative

The Sales Group (Company description if relevant)

- Provide ongoing sales support to clients
- Assess company goals to determine and plan sales targets
- Set and manage monthly sales strategies and targets
- Maintain and develop relationships across targeted accounts
- Manage high profile account portfolio's
- Facilitate team planning, development and implementation of sales strategies and projects
- Network and liaise with key stakeholders and external providers
- Review pricing and service levels
- Identify new sales and marketing opportunities
- Develop product literature and sales collateral
- Maintain client records and confidentially using relevant databases
- Provide education, mentoring and motivation to sales team
- Prepare and present monthly and annual sales analysis reports to executive.

Achievements:

Awarded Sales Professional of the Year 2007.

Major projects:

Worked as part of 5-person team to develop new polices for the company's marketing and sales team which resulted in a 20% increase in productivity.

April 05 – March 07

Marketing Assistant

XY Global Group (Company description if relevant)

- Identify and analyse an organisation's strengths and weaknesses, and respond to opportunities and threats in the marketing environment
- Set goals for market share and growth
- Develop and implement appropriate strategies by selecting, segmenting and targeting markets, and promoting products and services to those markets
- Make decisions regarding products, such as choosing labels or packaging
- Work on developing new products
- Work out an approach to pricing and set prices for products and services
- Manage distribution channels such as shops and wholesalers
- Make decisions regarding the distribution of products (such as taking orders, warehousing, stock control and transport), manage store image or undertake direct marketing
- Develop plans for advertising, sales management and promotion

Formal Education

2003	Graduate Diploma of Marketing University of International Job Seeker. (assessed as comparable to Australian Bachelor Degree by South Australian Government)
2002	Bachelor of Commerce University of Adelaide

Vocational Training

Sept 2007	Diploma in Project Planning and management TAFE SA
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Professional Development

Jan 2008	Budgeting and Auditing Business SA
Aug 2006	Marketing Strategies and Development Internal training

Volunteer History

August 03 – Current	Volunteer Driver Meals on Wheels SA <ul style="list-style-type: none">Delivering meals to the aged and disabled.
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Professional Membership

South Australian Sales and Marketing Association
Member since 2005.

Licenses and Registrations

Senior First Aid Certificate – Red Cross # 12345
Exp: 21/12/2017.

Referees

Professional

Mr. Joe Smith
Executive Director

The Sale Group

8222 0000

Joe.smith@salesgroup.com.au

Mrs. Jane Wilson

XY Global Group

1234 567 789

janesmith@xyglobal.com

Character

Mr. Wayne Thomas
Volunteer Coordinator

Meals on Wheels SA

0400 000 000

Cover letter template

Name
Address
Suburb, State, Post code
Phone Number
Email

Date

Re: Job Title (exactly as written in the job ad, including any reference numbers)

Dear X (always address the person by name or designation where possible, rather than "Dear Sir/Madam" etc.)

Introduction - Explain why you're writing; why did the role catch your eye, and why are you interested in a new position. Be clear and concise about what attracted you.

Body - Explain what you have to offer the employer. Ensure you use full sentence structure and avoid dot points unless referring to statistics.

Show that you have carefully read the job advertisement by using the key words to provide specific practical examples of how your experiences match the job requirements. Do not repeat your resume parrot-fashion.

You can add other information and examples not in the job advertisements if relevant to the job requirements.

Conclusion - Thank the recipient for their consideration of your application.

Yours Sincerely,

Full Name

The SAO technique

This technique is used to explain practical work examples and experiences. It can be used in interviews or responding to job criteria.

S ituation	Where and when did you the task?	'S' for
A ction	What did you do and how did you do it?	
O utcome	What was the result of your actions?	

- 1. Situation:** Commence your answer with the background to your experience. Detail the circumstances of your involvement. Provide sufficient detail to develop a context to the rest of your narration.
- 2. 'A' for Action:** Describe the challenge at hand: what needed to be done, what should have been done. Detail the outcome that was expected, constraints or conditions that needed to be satisfied. Elaborate your specific action in response to the challenge. Specify analytical work, team effort or project coordination. Use 'I' and 'we' statements as appropriate.
- 3. 'O' for Outcome:** Explain the results of your efforts: what did you accomplish, what did you learn, how did your managers and team respond, how did your organization recognize you. Wherever possible, quantify your achievements and improvements — e. g., “20% improvement in ...” or “reduced manufacturing costs by 1.5 million dollars per year ...”

For example, the selection criteria may ask you to:

- Demonstrate problem solving skills.

Your response might be:

In my recent position as a Food and Domestic Assistant at Happy Valley Day Centre, I assisted the Domestic Manger develop a new alternative food menu plan for the elderly residents.

It had come to my attention that a number of residents were not receiving alternative meals in the evening because they were unaware of how to request a food change. Therefore, some were not eating their evening meal. I suggested that I could design a simple tick the box menu plan that the domestic staff could complete after the main lunch meal for all the residents.

The system was introduced and all residents are now receiving their alternative evening meals.

Cold canvassing

Cold canvassing means making contact with potential employers who may not be currently advertising positions and who you don't know personally. The whole idea behind cold canvassing is to create connections with people inside the industry you are targeting to present your skills and experience for consideration and to find out from them what is going on.

Benefits of cold canvassing:

- You will create a stronger relationship with the employer.
- If a job comes up, they will remember you. Our brains remember faces and physical interaction far better than voices or text.
- Up to 70% of the job market can be hidden, they may need someone just haven't advertised it. You just might walk in at the right time.
- Employers will be impressed by your enthusiasm and effort to obtain work. They will relate this to your work ethic.
- If the employer has time you can quickly go over your resume and stamp out any assumptions they may make about you.

Now we've gone through the benefits, let's take a look how you can make your cold canvassing efforts a success.

There are a number of action steps you can take to be effective.

Create a list of potential employers to target

You can create a list from a variety of sources including the internet, newspapers and business directories. You can research the companies, businesses and organisations related to your area of expertise and interest.

Select a few to target at a time (maximum 6)

Try to avoid targeting one group of company types. Ensure you target small, medium and large companies as well as private organisations where possible.

Get your resume and letter together

Make the first line of the letter clear about why you are writing and indicate that you will follow up the letter and resume with a phone call in about ten days. The purpose of this letter is to introduce yourself and your skills and detail what you have to offer this company. Ensure you do your research on the company or organisation to determine where your skills and experience can be best placed. Showing your knowledge of the company or organisation's work will show this potential employer that you are genuine in approaching them.

Send expression of interest only to the ones targeted

This way you can keep a record of what you have sent and who you have contacted and what they said which means you are in control of the process. Avoid sending letters and resumes to every business or company you find.

- Follow up with a phone call
- Ensure you leave a reasonable time period before phoning the employer
- Have your script ready with key messages you want to convey

Be prepared for and expect the response to be in the negative. Your script might include;

- I am following up the...
- Do you mind if I take up a couple of minutes of your valuable time?
- Could I make a time to come and see you?
- Do you have any opportunities now or likely to have any in the near future for casual, contract, part-time, vacation, voluntary or full time work?
- If you were in my shoes with my limited experience, how or where should I go to get some?
- With your knowledge of the industry, could you suggest anyone who might be interested in my skills or need someone like me?
- Can I use your name as a referral?
- Do you mind if I check with you again in a couple of months?

If no leads work, target another small group of employers.

Revisit your original listings of potential employers and target another small group if the first attempt at cold canvassing didn't provide you with valuable leads.

Differences in Employment Status

To work out the pay and conditions you, as an employee, are entitled to, you will need to know whether you are employed full-time, part-time or casual and whether you are on contract or a permanent employee. Under most awards, employers need to tell new employees whether they are hired as full-time, part-time or casual.

What is a full-time employee?

Full-time employees work an average of 38 hours per week and usually have an ongoing period of employment.

Full-time employees are entitled to all of the conditions of the National Employment Standards including maximum number of hours of work per week, paid annual and personal leave, public holidays and notice when they lose their job.

Other conditions of employment will come from any award or agreement that applies.

What is part-time employee?

Part-time employees work an average of less than 38 hours per week. They are usually hired on an ongoing basis and work the same set of hours.

Part-time employees are entitled to the same things as full-time employees, but on a 'pro rata' basis - which means that it's based on the number of hours they work.

What is a casual employee?

Casual employees are paid based on the number of hours they work. They usually aren't guaranteed a certain amount of hours of work per week, but can work regular hours.

Casuals are paid a higher rate of pay, called a 'casual loading', instead of some the benefits that full-time and part-time employees get. For example, casuals don't usually get paid annual leave or paid sick leave.

Under the National Employment Standards, employers can dismiss casual workers without notice. Awards, agreements or a contract of employment may have specific notice entitlements for casuals, which will apply instead of the NES.

What is a permanent employee?

A permanent employee is an employee engaged on a permanent basis and may be engaged "full-time" or "part-time". Continuity of employment and access to entitlements are the main advantages of permanent employment.

What is a permanent full-time employee?

A permanent full-time employee is someone who works the "ordinary hours" for the occupation defined by the award or agreement covering the work. Ordinary hours usually mean regular and ongoing work for at least 38 hours per week.

What is a permanent part-time employee?

A permanent part-time employee is someone who works regular and ongoing hours, but fewer hours a week than someone working full-time.

Part time employees have access to the same entitlements as a full time permanent employee, but on a pro-rata basis according to the hours worked.

What is a casual employee?

Casual employees are often employed on an irregular basis, with no set roster or routine. They have no guarantee of ongoing employment. Instead, casuals are retained on an “as needs” basis.

You could be a casual employee if you: are recognised as a casual from the beginning of your employment; usually work for short periods of time on an irregular basis with the actual hours varying from week to week; are employed and paid by the hour and do not have access to annual leave or sick leave; do not have a consistent starting or finishing time or regular hours of work; are generally contacted regularly and asked to work, rather than just knowing when you are required; have no expectation of ongoing work; and are free to refuse offers of work at any time due to other commitments.

Casual employees have a more limited set of entitlements than permanent employees.

What is a contract employee?

Unlike more traditional employees, contract employees are engaged for a set term. The contract will often include a provision for renewal under specific circumstances. Although the length of the engagement of a contract employee varies, the term typically is associated with the undertaking of a particular project or for a set time period.

The amount and manner in which a contract employee is paid is established in the agreement between the employer and employee itself. Many full-time contract employees attract the same entitlements as permanent employees for the duration of their contract. Each contract varies depending on the business needs of the employer.

For more information about workplace rights and wages contact:

Fair Work Ombudsman <http://www.fairwork.gov.au/> or call 13 13 94

Fair Work Commission <http://www.fwc.gov.au/> or call 1300 799 675

Other useful links:

Award Finder – <https://www.fairwork.gov.au/awards-and-agreements/awards>

PayCheck Plus - <https://www.fairwork.gov.au/pay>

Pay Rates Calculator - <http://www.fairwork.gov.au/pay/pay-rates-calculator/pages/default.aspx>

The National Employment Standards

<http://www.fairwork.gov.au/Employee-entitlements/national-employment-standards>

Equal Opportunity Commission South Australia (EOC) - www.eoc.sa.gov.au

Who is the Fair Work Ombudsman?

Your workplace rights and entitlements are protected and enforced by the Fair Work Ombudsman. They are an Australian Government agency, and they help employees, employers, contractors and the community to understand and comply with Australia's workplace laws.

When should I contact the Fair Work Ombudsman?

Contact for information and advice if you have any questions about your work situation, or if you believe you are not receiving your minimum pay and conditions. They can answer your questions confidentially, and their services are free to all people.

For more information

Fair Work Infoline 13 13 94 or visit <https://www.fairwork.gov.au/>.

Interview tips

Thoroughly research the company and the position you are interviewing for prior to the day of interview.

Arrive 10-15 minutes before scheduled interview time.

Present with a smart, neat appearance, this is your first opportunity to make an impression.

Take a copy of your resume and any other relevant documents to your interview e.g. Qualification certificates, references etc.

Be friendly and courteous to the receptionist on arrival.

Project a friendly, professional and positive attitude.

When meeting the person interviewing shake their hands firmly, use eye contact and greet the interviewer by their name.

Wait until a chair has been offered to you before sitting. Sit upright in your chair and look interested and alert at all times.

Be a good listener as well as a good talker, smile and look the interviewer in the eyes when talking with them.

Try to stay calm and relaxed.

If presented with an application form fill in out neatly and completely.

Don't answer questions with a simple yes or no answer. Expand upon your answers wherever possible.

Express your thoughts clearly and concisely when answering questions. Provide answers about yourself and your skills and explain how they relate to the position you are applying for.

Don't ramble and never interrupt.

Answer questions truthfully.

Answer questions positively. Don't be negative or passive.

Don't panic if there is silence. Keep calm and relaxed and take a few seconds to think about your answers making sure to answer them clearly and concisely.

Be prepared to ask questions at the end of the interview. This also indicates you have been listening and lets the interviewer know you are keen. Don't worry about appearing too nervous or eager, just be yourself.

Finish the interview with a hand shake and thank the person for their time.

Dressing for interviews

Whether you're going for a blue collar job or a white collar job, a creative role or a business role, there is one general rule when it comes to what to wear: dress up.

The general consensus amongst the career crowd is that **dressing to impress** for that first job interview not only tells the interviewer you are serious about the job but also that you're serious about yourself.

Do:

1. take extra care with your appearance for a job interview
2. check for stains, loose buttons and stray threads
3. Make sure your clothes are clean and ironed.

Avoid

4. not enough or too much deodorant, fragrance and aftershave
5. visual distractions such as loud ties, colourful socks
6. chipped nail polish
7. heavy make up
8. sheer fabrics
9. heavy jewellery or jewellery that jangles
10. unwashed or unkept hair or hair that flops into your eyes or needs to be constantly pushed back
11. don't have a cigarette just before going to an interview or that will be your fragrance
12. women should avoid too much cleavage or leg
13. lastly, wear clothes that are comfortable so you are concentrating on what is being asked of you and not how uncomfortable you are feeling.

For an office-based corporate role:

Men - a suit and tie, or dress pants and jacket with a collared shirt, business shoes and socks.

Women - pants or skirt (knee length), blouse or shirt, appropriate shoes.

For a trade role, process worker, entry level role or job in a less formal environment:

Women - shirt /top with either pants or skirt and closed toe shoes.

Men - Collared shirt and pants, tie is optional with dress shoes and socks.

Useful links

Career and Labour Market Resources

Australian Bureau of Statistics – Data by region

www.stat.data.abs.gov.au

This website provides information based on average wage, population numbers and median age of population and has a wealth of information organised by people, economy, industry, energy and environment.

Australian Jobs

www.australianjobs.employment.gov.au

Australian Jobs 2016 includes information about the labour market for industries and occupations as well as states, territories and regions of Australia. It also provides forward-looking occupational and industry information that will help readers understand where the jobs will be in the future.

Industry Skills Councils

<https://www.aisc.net.au>

The eleven industry skills councils produce yearly environmental scans of their industries which are based on year round research with workforce and management of the sectors. These scans provide information on factors shaping and impacting on workforce development in industry sectors.

Job Profiles

<http://myfuture.edu.au/>

Information on occupations with education and training pathways.

Job Outlook

www.joboutlook.gov.au

This site contains career and labour market research information. It provides searchable information on around 350 individual occupations and a Career Quiz.

South Australian Major Development

www.statedevelopment.sa.gov.au

The Major Developments Directory is developed by the Department of State Development as a showcase of South Australian projects with a capital expenditure of \$5 million or more.

Skill Shortages

www.employment.gov.au/skill-shortages

The Department of Employment carries out research to identify skill shortages in the Australian labour market. The research results provide information about skill shortages at the state, territory and/or national level.

Training and Skills Commission

www.tasc.sa.gov.au

The Training and Skills Commission provides independent advice to the South Australian Government about the State's skills and workforce priorities.

Training and Employment

Career Services

www.skills.sa.gov.au/careers-jobs/talk-to-a-career-adviser

Career Advisers can help you with the necessary steps to start, advance or change your career. The South Australian Government through the Department of State Development provides career assistance to help you make decisions about the best pathway to a rewarding career.

MySkills – Directory of Training

<http://www.myskills.gov.au/>

This website contains information for students, job seekers and employers with up-to-date information on vocational education and training options with links to nationally recognised qualifications and the registered training organisations who deliver them.

Skills and Employment

www.skills.sa.gov.au

Find out about careers, skills, training and support to gain employment. Tools include *check your eligibility*, *find a training provider* and *search for careers and industries* which includes 32 industry sectors and over 200 occupational profiles. Occupational information includes licensing and registration requirements and recognition pathways for overseas qualifications.

Universities

www.studyadelaide.com/study/universities

This website contains information about the universities that operate in South Australia with links to each of them.

Australian Government Agencies

Centrelink

www.humanservices.gov.au

Centrelink provides social services to eligible retirees, unemployed, families, carers, parents, people with disabilities, Indigenous Australians, and people from culturally and linguistically diverse backgrounds

Equal Opportunity Commission

www.eoc.sa.gov.au

Finding employment can be challenging for a number of reasons. If an employer does not consider you just because you are on a visa, it could be discrimination.

Fair Work Ombudsman

www.fairwork.gov.au

All people working in Australia are entitled to basic rights and protections in the workplace Fair Work provides information about the Australian government workplace laws.

SA Government and Community Agencies

Australian Refugee Association (ARA)

www.australianrefugee.org/

ARA helps refugees become settled in Australia and provides advice, assistance, advocacy and practical support with Settlement, Migration, Employment and Youth Services.

Jobs SA

www.jobs.sa.gov.au

Find out what job opportunities exist in the South Australian Public Service and subscribe to receive regular jobs updates as they become available.

Local Government Association of South Australia

www.lga.sa.gov.au

The Local Government Association provides services, support and leadership to SA Councils for the benefit of the community.

Migrant Resource Centre SA (MRCSA)

www.amrc.org.au

The MRCSA provides a broad range of settlement services to new arrivals of migrant background. These services aim to assist new arrivals to adjust to life in Australia, to link and engage with available services and supports and to further their independence and participation in the community.

Multicultural SA

www.multicultural.sa.gov.au/

Multicultural SA is the agency responsible for advising the Government on all matters relating to multicultural and ethnic affairs in SA. The website contains useful information services available to migrants to help meet their needs in S

Libraries SA

www.libraries.sa.gov.au/

Libraries SA has many specialist libraries offering information and services for those with English as a second language. Services include referral to local classes and provision of resource collections. The resources in these library collections are available for loan and include a comprehensive range of learning aids such as books, tapes, audio/visual kits and English language educational programs on CD.

Newcomers

<http://www.newcomersnetwork.com/australia/adelaide/index.php>

If you have just moved to Adelaide, here you will find detailed on everything from housing, public transport and schools to local services, sports facilities and where to spend your free time in Adelaide.

SA Directory of Community Services

www.sacommunity.org

SACommunity is South Australia's community information directory. Find out about help available from government, non-government and community services throughout SA and how you can connect with

and get involved in your community.

Setting-Up Business

www.statedevelopment.sa.gov.au/industry/smallbusiness

Obtain a range of practical tools and resources to assist in planning, starting and running a business in South Australia.

www.becaustalia.org.au

Business Enterprise Centres Australia (BEC) are a first point of contact for small business operators seeking quality business information, advice and guidance.

Volunteering SA

www.volunteeringsa.org.au

Volunteer work can be useful if you want to gain local experience in your occupation and develop new skills and professional networks.