



COLLEGE AUSTRALIA  
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TIPS & TRICKS

# 5 STEPS TO CHOOSING THE THE BEST QUALIFICATION FOR YOUR CAREER GOALS

In a world where we have access to a constant flow of information, we can be overwhelmed by the seemingly endless options when it comes to deciding what and where to study. Having choices regarding our education is wonderful until it becomes daunting. The last thing you want to be worrying about is whether you're studying the best qualifications to set you up for a successful career. You need to feel completely sure that the decision you make is the best one for you.

Here are our 5 steps to choosing the best qualification for your career goals:

**5 steps to choosing the best qualification for your career goals**

- FIELD OF INTEREST** - Where do your passions lie?
- DURATION** - How long are you willing to commit to studying?
- ACCESSIBILITY** - Do you want to study online, in person, or have a mix of both?
- COST** - How much are you willing to invest? Can you seek funding?
- EDUCATION PROVIDER** - Which Registered Training Provider (RTO) should you choose?

## 1. Field of interest

Take time to reflect and narrow your field of interest by asking yourself some potent questions. Where do my passions lie? What are my strengths? What experience do I have and what abilities and skills would I like to expand? In what areas do I feel I'm lacking? Do I already work within a certain field but require a qualification to support my next career move?

## 2. Duration

Do you have a timeline for completing your qualification? What time constraints do you have? How long can you sustain the additional commitment of study in your life?

## 3. Accessibility

What environment best supports your learning? Do you prefer online, face to face, or a blend of both?

## 4. Cost

Is cost a factor for you? Are you able to seek support through funding? You may be able to be recognised for prior learning and reduce the cost of your qualification. You may even be able to enrol in a traineeship through your current employer.

## 5. Education Provider/RTO

Are you seeking a course that is nationally recognised, so interstate work is possible? What level of support do you require – chat room based or “real” people who are passionate about your progress in your studies?

Once you have reflected upon your education wish list, here are some questions to support you as you begin the process of choosing an RTO:

- 1 Research the RTOs and course options that provide the qualification you wish to study. Take time to read reviews of both the education provider and those who have studied your course. Check out their communities and socials, or better yet, seek a referral from a friend or someone who has studied at the RTO. The Australian Government “My Skills” website is a national directory of vocational education and training (VET) organisations and courses and is a great resource for searching for and comparing VET courses and training providers.

- 2 Contact the enrolments or customer service team and find out the following:
  - a. Is the organisation a Recognised Training Organisation? Get their RTO number to ensure the college is registered in Australia. This ensures they have met government guidelines and standards.
  - b. Ask to see their student handbook which contains their policies, including how to lodge assessments and seek a refund if you change your mind or want to swap a course.
  - c. Funding – in writing, ask for options on how you can pay for your course.
  - d. Course brochures – ask for copies of course brochures or look on their website.
- 3 Website and social media pages: gain a feel for the RTO by immersing yourself in their community.
- 4 Ask to speak to one of their Educators – if they say yes, then you know that they have a more tailored and hands-on approach to education.

At College Australia, we pride ourselves in creating an inclusive and caring community where you're not just a student number. You can talk to any of our Educators, even if you're not enrolled and just seeking information. They understand that the decision to study is an important one and want to ensure you enrol in the right course for you. Our Educators listen deeply and consider all the factors that contribute to choosing the right qualification for your future career pathway.

Call College Australia now on 07 3255 0506 to speak to one of our crew who are more than happy to support you in choosing the right qualification, or contact us via our website:

<https://collegeaustralia.edu.au/contact/>

