



# Future Ready

Your roadmap  
to career success

# Future Ready

## The ACU employability program

Future Ready is unique to ACU's Peter Faber Business School. It is an employability program, starting from day 1 of your degree, that will help you build the foundations for your success, now and into the future.



### **QUALIFICATIONS**

- Your ACU degree
- Other formal qualifications and credentials

### **PROFESSIONAL IDENTITY**

- Your LinkedIn profile
- Your CV / Resume
- Your social media profile
- Your professional skills on display



## **YOUR INTERESTS AND CAREER GOALS**

### **PROFESSIONAL NETWORKS**

- Relationships built through work experience
- Industry engagement
- Membership of professional bodies / associations
- ACU Alumni

### **SKILLS, ATTRIBUTES AND EXPERIENCES**

- Professional skills – communication, creativity, teamwork etc
- Technical skills
- Personality profile and attributes
- Work experience
- Extra-curricular activities and experience

# Building your personal brand

## Your journey at ACU

We have embedded employability into your degree and ACU student journey. Advice and support are available at every step.





## → First year

### ACU INDUCTION

- Connect with peers in your degree and other Business School students

### BUSN111 / ITEC 100

- Set up your LinkedIn profile, including professional photo
- Create your ePortfolio (assessment task)
- Complete career journey reflection task

### THROUGHOUT FIRST YEAR

- Build your profile, activity and connections on LinkedIn
- Attend industry engagement activities
- Log your work experience, co-curricular activities and skills in your ePortfolio

## → Second year

### BIPX202

- Undertake your community engagement
- Record your experiences and skills acquired in your ePortfolio (reflection assessment task)

### THROUGHOUT SECOND YEAR

- Grow your LinkedIn connections and presence
- Harness opportunities to engage with industry, lead student activities and grow your work experience
- Join a professional body or association
- Sign up for study abroad or another ACU international experience

## → Third year

### BIPX301 / ITEC320

- Select an ACU industry placement that aligns to your goals and interests
- Populate your ePortfolio with evidence of skills and experience (assessment task)

### THROUGHOUT THIRD YEAR

- Consolidate your connections and presence on LinkedIn
- Engage with professional body or association
- Seek opportunities to build career-specific networks and opportunities



# Getting started

## Your interests and career goals

At ACU, our goal is to help you achieve your goals. We know that a rewarding career is one that aligns to your interests, values and ambitions.

We also know that the key to success is to systematically build each of the elements of your personal brand: your professional identity; skills, attributes and experiences; professional networks; and qualifications. Our Future Ready employability program is designed to help you do that.

This guidebook is our tool to help you along the way. It describes each of the elements you'll need to kickstart your career and connect successfully with employers – and contains tips, advice and practical suggestions to help you get started. It also contains references to ePortfolio tools you can use to record the skills and experiences that you accumulate as you build your personal brand.



**Create your future.  
A world of  
opportunity awaits.**

First, we recommend you write a career goal or statement. You can put this in your ePortfolio, personal diary, notebook or anywhere on your PC. Articulate your:

- Interests and aspirations for the future
- Career ambitions
- Industries and/or types of jobs that appeal to you

The rest of this guidebook contains more information and checklists to help you create a successful, future-ready you!





# Professional identity

Create a professional profile on LinkedIn, featuring a high-quality, professional photo that showcases your personality and potential.

Build a resume that showcases your work experience, community engagement and co-curricular activities.

Maintain a respectful social media profile.

## HOW?

**Check out LinkedIn for tips on how to build your LinkedIn profile**

- Grow your profile over time
- Engage respectfully and professionally on the platform
- Make genuine connections with like-minded peers and experienced professionals

## Resume writing

Check out the ACU Careers Hub for tips and examples.

## Social media

- Everything you post contributes to your online image – avoid inappropriate images, videos, language
- If you wouldn't want an employer viewing your content, don't post it
- Create a Me-in-a-Minute video to showcase who you are and your employability



## CHECKLIST

- LinkedIn profile created and active
- Resume drafted and growing
- Respectful social media presence



# Skills, attributes and experiences

## What are employers looking for?

Employers want to see evidence of your professional skills, such as communication, teamwork and creativity, and personal attributes such as resilience, ethics and adaptability. They will want to know you're ready to become part of a team and contribute to a positive, high-performing work environment.

“Employers are looking for a graduate who thrives on being creative and willing to start their job from day one. The more you can build evidence of your professional skills, personal attributes and technical skills through exposure to authentic real-world problems, the more successful you’ll be.”

### HOW?

Take advantage of the work integrated learning options built into your ACU degree, including industry placements, industry projects and your community engagement unit.

For more information on the opportunities available to you and how to make the most of them, contact your Work Integrated Learning team and check out the ACU Careers Hub.

Get involved in volunteering or other extra-curricular activities that enable you to grow your skills and demonstrate your initiative and other personal attributes. Sign up to an innovation or entrepreneurship challenge, global virtual classroom, study abroad experience – or all three!

Record your experiences, skills and attributes demonstrated in your ePortfolio. Select some of the highlights to add to your LinkedIn profile.

Want to know more? Speak to the team at the ACU Careers Hub.



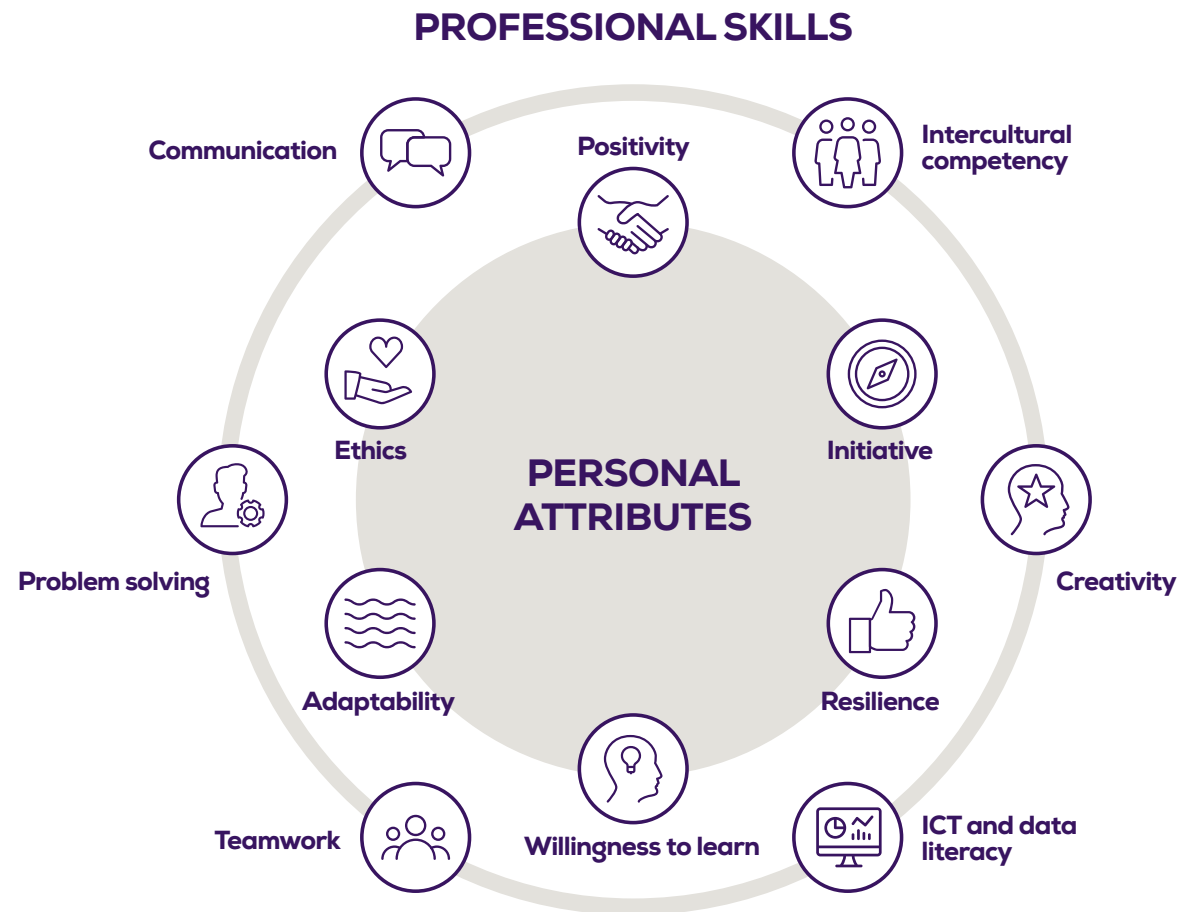
### CHECKLIST

- Industry placement
- Community engagement
- Extra-curricular activities
- Record professional skills & experiences in your ePortfolio

# Personal attributes and professional Communication

## Professional skills

At the core of your professional identity are a set of values, attributes and skills that shape how you connect with and navigate the world of work. Take the time to consider how you perform in each of these attribute and skill areas and identify your strengths and barriers. Throughout your course, look for opportunities to refine your strengths and to develop and grow in new areas. Record your experiences and progress in ePortfolio.



# Skills, attributes and experiences

## Industry placements and work-integrated learning

The Peter Faber Business School has a range of industry placements, industry associations and work-integrated learning programs that you can take advantage of to develop your professional skills, experience and networks.

The Adecco logo is displayed in a red, sans-serif font.The HigherEd logo features a red hexagonal icon with a white geometric pattern, followed by the text "HigherEd" in a bold, sans-serif font. Below "HigherEd" are the words "VIRTUAL RECRUITMENT" in a smaller font. To the right of the main logo is a small circular icon with a globe and the text "EFMD GLOBAL".The logo for the North Sydney Innovation Network consists of a red, stylized starburst or flower-like icon to the left of the text "North Sydney Innovation Network" in a bold, sans-serif font.The Ozcare logo features the word "Ozcare" in a teal, sans-serif font, with a yellow curved line underneath the letters "care".The Impact logo features a red icon of a person standing on a platform with an upward-pointing arrow above their head, followed by the word "Impact" in a bold, red, sans-serif font.

CISCO MENTOR ME PROGRAM

*ACU industry partnerships and programs may change over time. Please refer to your work-integrated learning adviser for the latest information.*



# Professional networks

## What are employers looking for?

Professional networks are relationships where people help each other. They provide introductions, feedback and advice on career moves, connections to business opportunities, job vacancies and so on.

Employers won't be expecting you to have an extensive network when you're starting out on your career, but the more you can build relationships and engage with fellow professionals in your target industry, the better placed you'll be.

Make sure you follow professional etiquette and respect the norms of professional behavior. Be open and take chances – ask for that phone number – but don't put pressure on those you want to connect with. Like any relationship, professional networks take time and nurturing!



## HOW?

Take opportunities to build relationships during your work experience, industry placements and community engagement. Have coffee catchups. Ask about upcoming conferences or industry forums.

Join a professional body or association, attend their industry briefings and networking events. Contact an ACU Alumni Mentor and ask for their guidance. Create a digital business card to help you record and share contact details.

Connect with professionals you meet on LinkedIn. Take an active interest in people's news and career moves. Offer congratulations on promotions and new positions.



## CHECKLIST

- Grow your LinkedIn network
- Membership of a professional body
- Networking events



# Qualifications

## What are employers looking for?

### EMPLOYERS LOOK FOR:

- A well-regarded, industry-accredited undergraduate degree.
- Work-integrated learning, industry placement or other industry experience as part of your degree.
- Student projects and assessments that demonstrate teamwork, creative thinking, innovation and adaptability.
- A commitment to lifelong learning. For example, adding qualifications and credentials relevant to specific professions and roles – CPA for accountants, CFP for financial planners, human-centred design for software engineers/app designers, AWS certification for cloud engineers and so on.
- Employers are looking for graduates from high quality education courses. ACU business and IT courses are accredited by leading industry bodies.



|   |  |                                    |
|---|--|------------------------------------|
| EUROPEAN FOUNDATION FOR MANAGEMENT DEVELOPMENT (EFMD)         | FINANCIAL PLANNING ASSOCIATION OF AUSTRALIA (FPA)            | AMI AUSTRALIAN MARKETING INSTITUTE |
| CERTIFIED PRACTICING ACCOUNTANTS OF AUSTRALIA (CPA AUSTRALIA) | AUSTRALIAN HUMAN RESOURCES INSTITUTE (AHRI)                  |                                    |
| INSTITUTE OF PUBLIC ACCOUNTANTS (IPA)                         | AUSTRALIA COMPUTER SOCIETY (ACS)                             |                                    |
| CHARTERED ACCOUNTANTS AUSTRALIA AND NEW ZEALAND               | AUSTRALIAN OHS EDUCATION ACCREDITATION BOARD                 |                                    |
| CERTIFIED MANAGEMENT ACCOUNTANT (CMA)                         | PRME - PRINCIPLES FOR RESPONSIBLE MANAGEMENT EDUCATION       |                                    |
| FASEA ACCREDITATION   | IAJBS - INTERNATIONAL ASSOCIATION OF JESUIT BUSINESS SCHOOLS |                                    |

### HOW?

Make the most of your degree at ACU. Choose majors and electives that match to your career interests and others that stretch you into new areas. Join an innovation challenge, global virtual classroom or another team assessment project.

Record team assignments and assessments in your ePortfolio. Highlight the Core Curriculum and your Community Engagement experience on your CV and in your ePortfolio. The Core and Community Engagement are unique elements of the ACU curriculum, grounded in Catholic social thought and providing you with exposure to real-world challenges, ethical considerations and perspectives on the common good.

Maintain an active alumni profile when you graduate. Be part of the ACU family into the future and support the next generation of students coming through as your career takes off!



### CHECKLIST

- ACU degree
- Core Curriculum
- Team assignments
- Active alumni profile & presence





# ePortfolio

## The tool to help you build your personal brand

Recording your work experiences, extracurricular activities, industry engagement and skill development in an ePortfolio will provide you with the ‘assets’ you need as you forge your career path, whether that’s running your own business, joining a start-up or grabbing a prestigious graduate position in a large corporation.

At ACU we use an ePortfolio tool called Lagro, which is part of the Microsoft suite and links seamlessly to LinkedIn. You’ll find Lagro in your Microsoft Teams.

# Got a question or feeling social?

## Peter Faber Business School

Email: [Business.UG@acu.edu.au](mailto:Business.UG@acu.edu.au)

The Peter Faber Business School can help you navigate your business degree, placements and connect you with business societies.

## AskACU

Visit: [acu.edu.au/askacu](https://acu.edu.au/askacu)

Call: 1300 ASK ACU (1300 275 228)

If you've got a question, our AskACU team has you covered. You can search the FAQs, text us, live chat or call one of our friendly AskACU staff – whatever works for you.