

# **WORKING THE GLOBE**

**The easy guide**

**to  
overseas  
opportunities**

Information for Australian school leavers, TAFE/University students and graduates, and adults in professional employment.



Margareta Olsson

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Second Edition 2002.

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*Every care is taken to ensure information is correct at time of printing.*

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Published by  
Margareta Olsson  
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Kew, Victoria 3101

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## ► **WHERE DO I START?**

Who has not dreamed of working overseas? This booklet is for those who would like their dream to become a reality. Believe it or not, this is where your journey begins.

### **Planning** ►

Planning for employment overseas needs to begin twelve to eighteen months prior to the anticipated departure date. In the following pages, you will find invaluable sources of information, as well as a set of strategies to develop a plan of action. To get where you want to go, take a moment to consider whether you need to save up some money, organise a new passport, investigate visas and work permits, and brush up on your language skills.

### **Saving** ►

It is not always possible to cover all your travel and living expenses through employment. Hence, it is always a good idea to save a few thousand dollars as a back up, either to complement income you expect to earn or, if you are planning to undertake volunteer work, to fully fund your overseas sojourn.

### **Passport** ►

Needless to say, you will need a valid passport. It is a good idea to apply for a new passport, or renew an existing passport, early on in the planning stage.

### **Visa** ►

Once you have decided in which country you plan to work, you will need to enquire about an appropriate visa from the relevant embassy or consulate.

### **Work permit** ►

You will need to make sure that you are eligible for a work permit in the country in which you intend to seek employment. The relevant embassy can supply details. If you are 18-30, ask about working holiday visas (for temporary work) in Canada, Denmark, Germany, Ireland, Japan, Korea, Malta, The Netherlands, Norway and Sweden; those 17-27 may enquire about working holiday visas in the United Kingdom. Other visas may be available for other age groups and types of employment.

### **Language ability** ►

Finally, remember that familiarity, if not native fluency, in the local language is often a useful (though not always mandatory) prerequisite to obtaining employment.

## ► **WHAT STRATEGY IS BEST FOR ME?**

There are four ways of getting yourself a job overseas.

### **The do-it-yourself approach** ►

Amongst the younger age groups -- backpackers and students -- the most common tack taken to find employment overseas is to do-it-yourself. In other words, rather than rely on an organisation, or a recruitment agency, the do-it-yourself person operates as an independent agent. This strategy involves a certain amount of preparation before leaving, such as identifying suitable cities or regions, and making lists of possible employers. The do-it-yourself traveller will most likely be looking for unskilled work upon arrival, and is therefore unlikely to be made an offer of employment before leaving Australia. Upon arrival at his or her destination, there is

often a period of searching for suitable jobs within a predetermined field. Often, the person's own ideas are supplemented by those picked up from other travellers in youth hostels, bars or on the road.

### **Going through an organisation**



Many travellers under 30 prefer to go through an organisation specifically established to help young people find employment overseas. This alleviates the need for extensive background research on job opportunities in various regions in specific countries at certain times of the year. It usually means visas and work permits, as well as accommodation, are organised for the applicant. This approach may not be as exciting as the do-it-yourself strategy, but can save a lot of time, and hence money. Some organisations take mature age individuals up to 60 years of age with substantial experience in a particular field.

### **Submitting a resume to a recruitment agency**



Individuals who hold a professional qualification and a certain amount of experience in fields such as teaching, nursing, occupational therapy, medicine, or accounting, to name but a few, often find that a specialist international recruitment agency is the best way to go. In some instances, the agency can guarantee employment prior to departure; in other cases, the initial screening takes place in Australia, with details firmed up upon arrival. This strategy only works when a country has a shortage of people with particular qualifications and expertise. Recruitment agencies are not generally in the business of recruiting unskilled or inexperienced workers.

### **Obtaining a transfer through current place of employment**



Individuals currently employed by a large organisation with international links might find it worthwhile enquiring from the Human Resources Manager about the possibility of an overseas posting. Some organisations also offer exchanges with a counterpart in a similar position overseas. Overseas transfers are usually (though not necessarily exclusively) available to employees with qualifications and experience in particular fields.

### **If none of the above strategies appeal, why not join a cruise ship?**

As you will have seen from the above, the strategy you select to find employment overseas will depend on your age, whether or not you are a student, your qualifications and experience, and the type of organisation you are currently employed by.

## **▶ WHAT TYPES OF EMPLOYMENT ARE THERE?**

Employment opportunities can be categorised as follows.

### **Full-time**



Are you hoping for full-time on-going employment of a year or more in an overseas location? If so, you would need to have qualifications recognised by the relevant authorities, for example as a social worker or medical doctor. Alternatively, if you are currently working for an Australian company as, say, a geologist, the company might send you overseas in that capacity on the understanding that your expertise is required by the company in that location.

### **Part-time**



Would you be happy to work part-time, to supplement savings? Teaching English as a second language in Eastern Europe and Asia is popular amongst individuals who have completed at least a first degree at university, and preferably also hold a teaching qualification. You might be offered a contract for a whole academic year, or for one or two terms. Nannying or au pair work is also popular part-time work.

## **Casual/Relief work**



Opportunities for casual or relief teaching are available in London. Pub work is also widely available throughout England. Casual work, as everyone knows, means unpredictable hours, and no commitment on part of the employer to guarantee longer-term employment. This is ideal work if you plan to spend most of the time travelling.

## **Permanent/ongoing employment**



Usually, the only way to compete with locals for permanent/on-going employment would be to secure permanent residency/citizenship. If this is your situation, you would be able to apply for a wider range of positions. Immigration rules vary from country to country, and also within individual countries, over time. Queries regarding permanent residency need to be addressed to the relevant embassy or consulate in Australia.

## **Short-term/contract employment**



Some organisations advertise for individuals to go overseas on short-term contracts, for example as international aid workers or on consultancies. Generally speaking, relevant experience and qualifications are required. Applicants are screened and interviewed in Australia, before being sent overseas.

## **Seasonal work**



Backpackers often have great success in finding seasonal work during the fruit and vegetable picking season. All you need to know is when the season begins and ends. Similarly, during the snow season there are many opportunities for instructors, bar workers and cleaners in the ski resorts of Europe, Canada and the USA.

## **Freelance/self-employment**



Do you have writing experience? If so, then freelance work might offer attractive opportunities. You could line up a series of freelance articles for various magazines and newspapers before leaving. Once at your destination, it is simply a matter of researching, writing, and submitting finished pieces by deadlines as agreed beforehand. A drawback is that you might not receive payment until several months later. Private tutoring is another way of making money. Teaching English as a second language, or creative writing, could be the ticket.

\* \* \* \* \*

Now that you have more of an idea of different types of employment, you will have become aware that full-time on-going employment in a professional capacity is not an option available to all occupational groups. You would need qualifications and experience in demand overseas. If you do not have the specific qualifications and experience sought after by overseas employers, then seasonal farm work is probably the easiest type of work to be found. This assumes, of course, that you know the fruit and vegetable growing regions, and when the various crops are harvested.

## **▶ WHAT ABOUT VOLUNTEER WORK?**

OK, so you have read the four strategies to find employment overseas, and mulled over the seven different employment categories. Perhaps you have concluded that fruit and vegetable picking is not for you. Yet, you do not have the qualifications and/or experience to find overseas employment in a professional capacity. If this is your situation, volunteer work is a great way to gain experience. Sure, you may not be getting paid, but voluntary work in a field related to your longer term career goal still counts as experience in the eyes of employers back in Australia. You would use your volunteer experience to strengthen your resume in the same way as you would with paid experience.

Let's say, for the sake of argument, that you are a recently qualified professional with as yet no or only limited experience in your field. You are going overseas, but realise it won't be possible to find paid employment in your new career. How would you go about finding volunteer work?

## **Informational interviewing**



One of the most valuable tools to learn about any occupational field, or to be able to compare notes with a professional same-age person overseas, is to arrange one or more interviews with individuals already working in your field. Let's say you are in the very early stages of a career as a graphic designer in Australia. You are going to Europe for several months. While you are overseas, you take the opportunity to interview several graphic designers about their work, to get a feel for how the industry is different there from in Australia. If you then type up your notes in the form of a report, you will have a document to show future employers back home – guaranteed to impress.

## **Volunteer work**



You can also offer your services as an unpaid volunteer while overseas, a valuable a tool to learn about an occupational field. In fact, it is good practice, when conducting informational interviews as explained above, to always include a question as to whether there might be an opportunity for limited term volunteer work in the field. Obviously, if you can combine informational interviews with a period of, say, three weeks volunteer work, you will have gained enormous insight into how things are done in another country.

## **Work experience**



Many people are confused about the difference between volunteer work and work experience. In Australia, volunteer work is the term used when volunteering your services in the not-for-profit sector. Work experience is the preferred term in the profit-making sector. In some countries it is going to be easier to gain volunteer experience in a not-for-profit environment, than work experience in a business environment. Different countries might have different names for these undertakings. Some countries might never have heard of the idea of spending a few weeks without pay in a workplace.

## **Work shadowing**



If you are unable to find volunteer work/work experience, then work shadowing is your next best option. This concept refers to the act of shadowing someone, who is gainfully employed in your field of interest (say, computer programming), for a day or two at work. The purpose of work shadowing is to observe how the other person is going about his or her work, again comparing notes with how things are done in Australia. This strategy obviously works best with someone you already know and enjoy reasonable rapport with. Approval of the Manager is required.

\* \* \* \* \*

Now, if your primary motivation for seeking employment overseas is to make money, then obviously you would not be seeking unpaid experience.

On the other hand, if your main concern is to gain experience in a particular field, or insight into a culture foreign to you, then unpaid experience will be just as valuable as paid experience.

The most important thing to remember is that both *paid* and *unpaid* experience can be included in your resume. Any kind of *targeted* overseas experience will strengthen your resume when you are back in Australia looking for work on your home ground.

## ► WHERE DO I GO FOR IDEAS?

The following list gives you an idea of the kinds of resources available to help you decide what types of overseas work to look for, and where. The first step is to collect information from a variety of sources about jobs available.

### Which daily newspapers should I check for advertisements?



- *The Weekend Australian* often advertises international professional employment opportunities. Check out [www.careerone.com.au](http://www.careerone.com.au)
- *The Age* advertises overseas opportunities regularly. Check out [www.mycareer.com.au](http://www.mycareer.com.au) Scroll down on Location for positions in the USA, UK, Europe, Asia-Pacific and New Zealand.
- Look in the Saturday editions of *The Sydney Morning Herald*, *Brisbane Courier Mail*, and the *Australian Financial Review* for overseas positions. Daily newspapers also advertise opportunities for students/graduates through organisations such as Overseas Working Holidays, and Camp America.

### Are there any weekly papers which advertise international positions?



- Weekly papers such as *International Business Asia* (published in North Sydney), *The European* (London), and *Mail & Guardian* (Johannesburg) often advertise professional/executive employment opportunities overseas. These papers can be found in your local library, at the State Library, and in some University libraries.

### Which travellers and backpackers magazines contain job information?



There are only a few:

- Backpacker Essentials  
Published by Youth Hostels Association of Australia, G.P.O. Box 5276, Sydney, NSW 2001  
Web site: [www.backpackeressentials.com.au](http://www.backpackeressentials.com.au)  
Includes information for the 18-30 age group on working overseas in casual, part-time jobs.
- ITCH – Travel Inspiration  
Published by STA Travel  
Contains information for the 18-30 age group about working overseas, usually through an organisation.  
Web-site: [www.statravel.com.au](http://www.statravel.com.au)
- TNT Magazine (published in the UK) – Live Work and Travel Your Way Around the World  
Web site: [www.tntmagazine.com](http://www.tntmagazine.com)  
Includes jobs, accommodation, and freight information for young travellers.

### What information can I find in bookshops?



Many sources of information on employment opportunities overseas (especially for non-professionals under 30) are to be found in the *larger* book shops. Your first stop should be the Travel Section, but also check the Careers/Business Section. This list contains Melbourne book shops, but you will find relevant books in any large book shop in the capital cities.

- Angus and Robertson Bookworld, 360 Bourke Street, Melbourne 3000
- Book Room, University of Melbourne, Parkville 3052
- Borders Books and Music, The Jam Factory, 500 Chapel Street, South Yarra 3141
- Dymocks, Shop 113, Melbourne Central, 300 Lonsdale Street, Melbourne 3000
- Reader's Feast, Midtown Plaza, Corner Bourke and Swanston Streets, Melbourne 3000
- Readings, 309 Lygon Street, Carlton 3053

## Are there any Australian published books on working overseas?



There are few Australian published books on working overseas.

The following is an abbreviated list of books published in Australia on overseas employment opportunities. If the book you want is not available in any of the bookshops mentioned in the previous section, ask to order a copy. If you are a student, ask your University Careers Centre, TAFE Careers Advisor, or schools Careers Teacher if they have copies for loan. Some books are available in your local Public Library.

Two of the best books are:

► *Working Overseas: A working holiday guide for Australians and New Zealanders*, by Bryan Havenhand, 1997.

► *Volunteer Work Overseas for Australians and New Zealanders*, by Peter Hodge (editor) 1998.

Both books are published by Global Exchange, P.O. Box 852, Newcastle NSW 2300.

Phone: (02) 4929-4688

Email: info@globalexchange.com.au

Web site: www.globalexchange.com.au

Other books to look for:

► *The Workaway Guide* (for backpackers, students, business travellers), published by Workaway, P.O. Box 248, Bondi Junction, NSW 2022, 1996.

► *Live, Work and Play in London and the UK*, by Sharyn McCullum, Kangaroo Press, 3 Whitehall Road, Kenthurst NSW 2156, 1996.

► *Going Overseas: A practical guide for Australian travellers*, by Michael Gebicki, Simon and Schuster, 20 Barcoo Street, East Roseville NSW 5069, 1996. This book provides general tips only; it has no employment focus.

## Are there any overseas published books which could help me?



Most of the books on working overseas are published in the United Kingdom or the USA. Overseas published books offer much useful information on overseas employment opportunities. Most of the books listed below can be ordered through any large book store, if they are not already on the shelf. You might also check with your schools Careers Teacher, TAFE and University Careers Advisors, for copies for loan.

Vacation Work, based at 9 Park End Street, Oxford, OX1 1HJ, United Kingdom, offer a range of books which can be ordered through their on-line bookshop at [www.vacationwork.co.uk](http://www.vacationwork.co.uk):

► ***The Directory of Jobs and Careers Abroad***

Jonathan Parker (Vacation Work)

This book has a chapter on finding work with the United Nations.

► ***Teaching English Abroad***

Susan Griffith (Vacation Work)

► ***The Au Pair and Nanny's Guide to Working Abroad***

Susan Griffith and Sharon Legg (Vacation Work)

► ***The Directory of Work and Study in Developing Countries***

David Leppard (ed) (Vacation Work)

► ***Directory of Overseas Summer Jobs***

David Woodworth (ed) (Vacation Work)

▶ **Work Your Way Around the World**  
Susan Griffith, 2001 (10th edition) (Vacation Work)

▶ **The International Directory of Voluntary Work**  
David Woodworth (ed) (Vacation Work)

▶ **Working in Ski Resorts in Europe and North America**  
Victoria Pybus (Vacation Work)

▶ **Working on Cruise Ships**  
Sandra Bow, 1999 (second edition) (Vacation Work)

More books by Vacation Work:

- ▶ **Live and Work in the USA and Canada**
- ▶ **Summer Jobs USA**
- ▶ **Summer Jobs Britain**
- ▶ **Live and Work in Belgium, The Netherlands and Luxembourg**
- ▶ **Live and Work in France**
- ▶ **Live and Work in Germany**
- ▶ **Live and Work in Italy**
- ▶ **Live and Work in Scandinavia**
- ▶ **Live and Work in Spain and Portugal**
- ▶ **Kibbutz Volunteer**

Books by other overseas publishers include:

▶ **Volunteer Vacations**  
Bill McMillon, Chicago Review Press, 1999 (7<sup>th</sup> edition)

▶ **The Expatriate's Handbook – Getting the Best out of Overseas Employment**  
Bill Twinn & Patrick Burns (eds), Kogan Page Ltd, 120 Pentonville Road, London N1 9JN, UK  
(first published in 1993)

▶ **How to Spend a Year Abroad**  
Nick Vandome, published by How To Books Ltd, Plymbridge House, Estover Road, Plymouth  
PL6 7PZ, UK (first published in 1992)

▶ **The Virgin Student Travellers' Handbook**  
Tom Griffiths, Virgin Publishing Ltd, London, 1999

▶ **Working in Tourism: The UK, Europe and Beyond for seasonal and permanent staff**  
Verite Reily Collins (1999, second edition)

▶ **Teaching Tactics for Japan's English Classrooms, Jobs in Japan – Teaching Supplement**  
John Wharton, 1986, The Global Press, 1510 York Street, Suite 204, Denver, Colorado 80206,  
USA

▶ **English in Asia: Teaching Tactics for the Classrooms of Japan, Korea, Taiwan**  
John Wharton, 1992 (The Global Press)

▶ **Jobs in Japan: The Complete Guide to Living and Working in the Land of Rising Opportunity**  
John Wharton, 1993 (The Global Press)

▶ **The Job Hunters Guide to Japan**  
Terry Brockman, 1992 (second printing), Kodansha International Tokyo

► **Now Hiring: Jobs in Asia** (teaching English)

Jennifer DuBois with Steve Gutmann and Clarke Canfield (eds), Perpetual Press, Seattle, Washington, USA (1994)

► **Settling in Singapore – A Guide** Published by Social Integration Management Service, Public Service Division, Prime Minister's Office, 8 Shenton Way #13-02, Treasury Building, Singapore 068811

► **Living and Working in Switzerland**

David Hampshire, Survival Books, 25 Kenilworth Road, Fleet, Hampshire GU13 9AY, UK (sixth edition 1997)

► **Living and Working in America, Britain, France and Spain**

David Hampshire (Survival Books)

► **Getting an Academic Job: Strategies for Success**

Jennie Jacobs Kronenfeld & Marcia Lynn Whicker, Sage Publications, 2455 Teller Road, Newbury Park, CA 91320, USA (part of the series Survival Skills for Scholars)

► **Scholarships Australia: The Directory of Scholarships and Bursaries for Study in Australia and Overseas**

New Hobsons Press, North Sydney.

**I am a student/graduate - which organisations should I contact ?**



Try this list for ideas:

► **Australian Youth Ambassadors for Development program**

AusAid, GPO Box 887, Canberra, ACT 2601

Phone: 1 800 225 592

E-mail: AYAD@austraining.com.au

Web: www.ausaid.gov.au

Opportunities in developing countries in the Asia Pacific region for individuals 18-30.

► **Camp America**

159 Union Road, Surrey Hills, VIC 3127

Phone: (03) 9899-5424.

Web site: www.aifs.org/international.htm

Camp counsellors.

► **Camp Counsellors USA**

Level 7, Suite 6, 428 George Street, Sydney NSW 2000

Phone: (02) 922 33366; 1 800 992 267

E-mail: australia@ccusa.com

Web: www.ccusa.com

General and specialist counsellors, waterfront staff, ropes course instructors. Also Work Experience USA programs, and Camp Counsellors Russia.

► **Council Exchanges**

P.O. Box Q577, Queen Vic Building, Sydney, NSW 1230.

Phone: (02) 8235-7000; 1 300 135 331

E-mail: Info@councilexchanges.org.au

Web: www.ciee.org.au

Jobs or internships in the USA in ski resorts, theme parks, national parks, financial districts); teaching in China, Thailand, United Kingdom, Vietnam; and jobs in Ireland, Germany, France.

► **EF International Language School Au Pair (USA)**

Level 3, 44 Miller Street, North Sydney NSW 2060.

Phone: (02) 9460-0158, or 1800 677 373

Web: www.ef.com

18 – 26 years; students and adults.

► **International Association for the Exchange of Students for Technical Experience**

P.O. Box 649, Hawthorn, Vic, 3122.  
Phone: (03) 9214-8577. Fax (03) 9819-0834.  
Web: [www.swin.edu.au/hosting/iaeste](http://www.swin.edu.au/hosting/iaeste)  
Exchange program.

► **International Exchange Programs (IEP)**

Level 3, 362 La Trobe Street, Melbourne VIC 3000  
Phone: 1300 300 912  
E-mail: [info@iep.org.au](mailto:info@iep.org.au)  
Web: [www.iep-australia.com](http://www.iep-australia.com)

IEP runs:

**Work USA:** must be a full-time uni student and a Permanent Australian Resident

**Summer Camp USA:** 19-35 years

**Overseas Practical Training:** must be at least 19 years; students/non-students

**Work/Travel Britain:** Age not stated.

► **Japan Association for Working Holiday Makers**

Embassy of Japan, Canberra  
Phone: (02) 6273-3244  
E-mail: [cultural@japan.org.au](mailto:cultural@japan.org.au)  
Web: [www.japan.org.au/Embassy/visawork.html](http://www.japan.org.au/Embassy/visawork.html)

► **Japan Exchange & Teaching (JET) Program**

Embassy of Japan, Canberra  
Phone: (02) 6273-2679  
E-mail: [cultural@japan.org.au](mailto:cultural@japan.org.au)  
Web: [www.japan.org.au/Embassy/jetinfo.html](http://www.japan.org.au/Embassy/jetinfo.html)

► **Overseas Working Holidays**

290 Burwood Road, Hawthorn, VIC 3122  
Phone: 1 300 651 639  
Web: [www.owh.com.au](http://www.owh.com.au)  
UK pub jobs, farm work, teaching; USA and Canada jobs; ski resort jobs in Canada, Italy, France, Switzerland, Australia. Note that each program has its own selection criteria.

► **Passport Travel**

Suite 11, 401 St Kilda road, Melbourne VIC 3004  
Phone: (03) 9867-3888  
E-mail: [passport@travelcentre.com.au](mailto:passport@travelcentre.com.au)  
Web: [www.travelcentre.com.au](http://www.travelcentre.com.au)  
Click on Worldwide Employment Opportunities for information

► **STA Travel**

Phone: 1300 360 960  
Web: [www.statravel.com.au](http://www.statravel.com.au)  
STA Travel agents have information on working overseas programs. Also ask for their magazine ITCH which usually includes articles about people who have worked overseas.

► **Stablemate**

1 Bullring Road, East Kurrajong, NSW 2758  
Phone: (02) 4576-4444  
E-mail: [STABLEMATE@bigpond.com.au](mailto:STABLEMATE@bigpond.com.au)  
Web: [www.stablemate.net.au](http://www.stablemate.net.au)  
Riding and non-riding positions, from trainee to senior management positions.

► **Travellers Contact Point – UK Work and Travel**

7<sup>th</sup> Floor, 428 George Street, Sydney NSW 2000

Phone: (02) 9235 1311

E-mail: [workuk@travellers.com.au](mailto:workuk@travellers.com.au)

Web: [www.travellers.com.au](http://www.travellers.com.au)

Operate the Working Holiday Job Search Centre in London, for 18-30 age group.

► **Visit Britain – British Tourist Authority**

Level 16, Gateway

1 Macquarie Place, Sydney

Phone: (02) 9377 4400

E-mail: [visitbritainaus@bta.org.uk](mailto:visitbritainaus@bta.org.uk)

Web: [www.visitbritain.com/au](http://www.visitbritain.com/au)

Information on working holidays in Britain.

► **1<sup>st</sup> Contact**

Level 3, 150 Queen Street, Melbourne VIC 3000

Phone: 1800 039 300

E-mail: [auseducation@1stcontact.co.uk](mailto:auseducation@1stcontact.co.uk)

Web: [www.1stcontact.co.uk](http://www.1stcontact.co.uk)

Teachers in London; the organisations also provides general assistance.

► **Work Permit – Working Holiday Makers, UK**

Web: [www.workpermit.com/uk/nonc\\_holidaymaker.htm](http://www.workpermit.com/uk/nonc_holidaymaker.htm)

Information for Commonwealth nationals aged 17-27.

Some organisations assist individuals ranging from students/trainees to experienced professionals, so don't limit your search to narrowly. But remember to always check the eligibility criteria (such as age) for the particular program of interest to you.

If you find nothing of interest above, buy yourself a copy of *Work Your Way Around The World* (10<sup>th</sup> edition 2001), by Susan Griffiths, published by Vacation Work (see list of books above). This book will tell you everything you need to know, by country/region.

## I am a young professional – which organisations should I contact?



► **Australia Asia Contact in Education (AACE), Melbourne, VIC**

Phone: 9903-8070, International Teacher Recruitment

E-mail: [itr@aace.monashuni.com](mailto:itr@aace.monashuni.com)

Web: [www.aace.monashuni.com](http://www.aace.monashuni.com)

Teaching English in Japan.

► **Australian Volunteers International**

71 Argyle Street, Fitzroy; P.O. Box 350, Fitzroy, VIC 3065.

Phone: (03) 9279-1788

E-mail: [ccr@ozvol.org.au](mailto:ccr@ozvol.org.au)

Web: [www.osb.org.au](http://www.osb.org.au)

Volunteer work in developing countries.

► **Australian Volunteers Abroad**

88 Kerr Street, Fitzroy, VIC 3065

Phone: (03) 9279-1777

Volunteer work in developing countries.

► **Overseas Working Holidays**

290 Burwood Road, Hawthorn, VIC 3122

Phone: 1 300 651 639

Web: [www.owh.com.au](http://www.owh.com.au)

UK pub jobs, farm work, teaching; USA and Canada jobs; ski resort jobs in Canada, Italy, France, Switzerland, Australia. Note that each program has its own selection criteria.

Remember to always check the eligibility criteria for various programs, including age, education, and experience.

Don't limit yourself to these organisations. Check the eligibility criteria of other programs.

**I have several years' experience – which organisations do I contact?** ☀

► **Australian Red Cross**

E-mail: [Genenq@nat.redcross.org.au](mailto:Genenq@nat.redcross.org.au)

Web: [www.redcross.org.au](http://www.redcross.org.au)

Experienced health, water and sanitation personnel.

► **Australian Business Volunteers**

E-mail: [Info@aesop.org.au](mailto:Info@aesop.org.au)

Web: [www.aesop.org.au](http://www.aesop.org.au)

Mature age volunteers experienced in trades, business, manufacturing.

► **Care Australia**

Suite 3, Level 1, 290 Burwood Road, Hawthorn VIC 3122

Phone: (03) 9819-1212

E-mail: [info@careaustralia.org.au](mailto:info@careaustralia.org.au)

Web: [www.careaustralia.com.au](http://www.careaustralia.com.au)

Experienced project managers, logistics, medical personnel, accountants, agriculturalists

► **Medecins Sans Frontieres – Doctors Without Borders**

Suite C, Level 1, 263 Broadway, Glebe NSW 2037

Phone: 1 300 13 60 61

E-mail: [office@sydney.msf.org](mailto:office@sydney.msf.org)

Web: [www.msf.org.au](http://www.msf.org.au)

Experienced medical personnel for emergency situations

► **Melbourne Enterprises International Limited**, University of Melbourne

Phone: (03) 9810-3208

Positions for experienced personnel in developing countries.

► **Red-R Australia Emergency Register**

11 National Circuit, Canberra ACT 2600

Phone: 02 6273-6544

E-mail: [office@redr.org.au](mailto:office@redr.org.au)

Web: [www.redr.org](http://www.redr.org)

Registers experienced engineers (minimum 5 years) up to age 60, who are physically and mentally able to respond to emergencies in developing countries and adjust to disaster area demands. Completion of 5 day training course in humanitarian work required prior to interview.

► **World Vision Australia**

1 Vision Drive, Burwood East, VIC 3151

Phone: 1 300 303 440

Web: [www.worldvision.com.au](http://www.worldvision.com.au)

Experienced project managers, logistics, medical personnel, accountants, agriculturalists

Always check the eligibility criteria, in relation to age, education, experience, and general level of fitness.

## Are there any employment agencies for overseas teaching?



Australian school teachers are in high demand overseas. Try these agencies:

### ► European Council of International Schools

ECIS Secretariat, 21 Lavant Street, Petersfield, Hampshire GU32 3EL, UK

Web: [www.ecis.org](http://www.ecis.org)

Phone Australia: (03) 5781-1351 (Kilmore, VIC)

E-mail Australia: [intedcon@ontherun.com.au](mailto:intedcon@ontherun.com.au)

### ► Hays Education Personnel

Check web site for offices throughout Australia, or

Phone: (03) 9604-9604.

Web: [www.hays.com.au](http://www.hays.com.au)

Teaching in Britain.

### ► Interac Co Ltd

Tokyo, Japan

E-mail: [interacr@mx1.alpha-web.ne.jp](mailto:interacr@mx1.alpha-web.ne.jp)

Web: [www.interac.co.jp/recruit](http://www.interac.co.jp/recruit)

Teach English in Japan

### ► International Education Agency, P.O. Box 331, Crows Nest, NSW 1065

Phone: (02) 9906-5031

E-mail: [ieapng@ozemail.com.au](mailto:ieapng@ozemail.com.au)

Web: [www.iaepng.com](http://www.iaepng.com)

Teacher recruitment to international schools in Papua New Guinea and elsewhere.

### ► Search Associates for Australians and New Zealanders

New Plymouth, New Zealand

Web: [www.reach.net/~rbarlas/aus\\_nz/south\\_application.html](http://www.reach.net/~rbarlas/aus_nz/south_application.html)

Recruits Australian and New Zealand teaching staff for international schools around the world.

### ► Select Education

Phone: 1 800 46 86 85

E-mail: [UK@select\\_education.com.au](mailto:UK@select_education.com.au)

Web: [www.selectededucation.com](http://www.selectededucation.com)

Teaching in Canada, South Africa, United Kingdom, New Zealand

### ► Teach London

Phone: 1 800 789 400

E-mail: [ruth\\_bell@teachlondon.com](mailto:ruth_bell@teachlondon.com)

Web: [www.teachlondon.com](http://www.teachlondon.com)

### ► Teaching Personnel

Web: [www.teachingpersonnel.com/overseas](http://www.teachingpersonnel.com/overseas)

Teachers for England.

### ► The Teaching Agency

Phone: (08) 9248-2500

E-mail: [K\\_beavan@hotmail.com](mailto:K_beavan@hotmail.com)

Web: [www.theteachingagency.co.uk](http://www.theteachingagency.co.uk)

Teachers for London, Brunei.

### ► TimePlan

89 Walkers Road, Mount Eliza, VIC 3930.

Phone: (03) 9787-4606

Web: [www.timeplan.net](http://www.timeplan.net)

Teachers for work in London.

Always check the eligibility criteria in regard to qualifications and teaching experience (Year Level, subject areas). Note Northern Hemisphere application deadlines.

## Are there any employment agencies for the helping professions?

If you have professional qualifications and more than five years' experience, try these recruitment agencies:

### ▶ **APA Consultancy Pty Ltd**

Phone: (03) 9693-6418

E-mail: [enquiries@apaconsultancy.com](mailto:enquiries@apaconsultancy.com)

Web: [www.apaconsultancy.com](http://www.apaconsultancy.com)

Positions for social workers, educational psychologists, occupational therapists in the UK.

### ▶ **Australian Nursing Solutions**, 364 Albert Street, East Melbourne VIC 3002

Phone: (03) 9419-9199

E-mail: [ans@australiannursingsolutions.com.au](mailto:ans@australiannursingsolutions.com.au)

Web: [www.australiannursingsolutions.com.au](http://www.australiannursingsolutions.com.au)

Registered nurses in the United Kingdom.

### ▶ **Drake**, Level 2, 405 Little Bourke Street, Melbourne VIC 3000

Phone: 1 300 360 070

Web: [www.drakeintl.com](http://www.drakeintl.com)

International Nursing – UK.

### ▶ **Injury Prevention & Rehabilitation Services Ltd**, UK

E-mail: [iprsOz@aol.com](mailto:iprsOz@aol.com)

Web: [www.iprs.uk.com](http://www.iprs.uk.com)

Physiotherapists for the UK.

### ▶ **International Locums**, Albury, VIC

Phone: (03) 5728 1925

E-mail: [locums@albury.net.au](mailto:locums@albury.net.au)

Web: [www.albury.net.au/~locums/index.html](http://www.albury.net.au/~locums/index.html)

Medical doctors.

### ▶ **International SOS (Australasia) Pty Ltd**, GPO Box 4561, Sydney 2001

Phone: (02) 9372-2408

Web: [www.internationalsos.com](http://www.internationalsos.com)

Medical services to remote sites internationally.

### ▶ **Medistaff Health Care Professionals**

Phone: (03) 9510 1444; 1 800 802 013

Nurses for the Middle East.

### ▶ **Quality Locums**

Phone: (02) 9965 9400

E-mail: [enquiries@quality-australia.com.au](mailto:enquiries@quality-australia.com.au)

Social Workers, Speech Pathologists, Radiographers, Pharmacists, Physiotherapists, Occupational Therapists, Cardiac Technicians.

## Who are the other key employment agencies for international jobs?

Here are some examples of recruiting firms who have advertised positions recently:

### ▶ **Armstrong Systems Personnel**, Level 1, 17 Taylor Street, Moorabbin VIC 3189

Phone: (03) 9556-5824.

E-mail: [info@aspnl.com.au](mailto:info@aspnl.com.au)

Web: [www.aspnl.com.au](http://www.aspnl.com.au)

IT professionals to work in the USA.

► **AUSPACE Ltd**, P.O. Box 17, Mitchell, ACT 2911

E-mail: [employment@auspace.com.au](mailto:employment@auspace.com.au)

Web: [www.auspace.com.au](http://www.auspace.com.au)

Click on Current Opportunities for jobs for communications engineers in the UK.

► **Axis Consulting International**, 1st floor, 10 Prospect Hill Road, Camberwell VIC 3124

Phone: (03) 9813-2166

E-mail: [reception@axisoz.com.au](mailto:reception@axisoz.com.au)

Web: [www.axisoz.com.au](http://www.axisoz.com.au)

Click on Axis International Network for job information.

► **Bayside Personnel**, 7 Bowen Crescent, Melbourne, VIC

Phone: (03) 9867-6066

Web: [www.baysidegroup.com.au](http://www.baysidegroup.com.au)

Engineers, architects, IT, medical

► **Hays Executive**

Web: [www.hays.com.au](http://www.hays.com.au)

Click on Working Overseas.

► **Link Recruitment**, Level 8, 45 Clarence Street, Sydney NSW 2000

Phone: (02) 9279-1511

E-mail: [sydney@linkrecruitment.com.au](mailto:sydney@linkrecruitment.com.au)

Web: [www.linkrecruitment.com.au](http://www.linkrecruitment.com.au)

Click on Overseas Opportunities

► **Michael Page International**, Level 18, 600 Bourke Street, Melbourne VIC 3000

Phone: (03) 9607-5666

E-mail: [melb.profserv@michaelpage.com.au](mailto:melb.profserv@michaelpage.com.au)

Web: [www.michaelpage.com.au](http://www.michaelpage.com.au)

Jobs listed by country.

► **Recruitment UK**

Web: [www.recruitmentuk.net](http://www.recruitmentuk.net)

Ask for a copy of their free magazine with job information, market trends and advice.

► **Slade and Partners**, Level 10, 140 William Street, Melbourne VIC 3000

Phone: (03) 9235-5100

E-mail: [melbourne@lyncroft.com.au](mailto:melbourne@lyncroft.com.au)

Web: [www.sladegroup.com.au](http://www.sladegroup.com.au)

International recruitment.

► **Taylor Root**, Level 18, 25 Bligh Street, Sydney NSW 2000

Phone: (02) 9236-9000

Web: [www.taylor-root.com.au](http://www.taylor-root.com.au)

Opportunities for lawyers in London.

## I'm mature age – do employers recruit directly for overseas positions? ☀

Here are some examples of employers who have advertised jobs recently in the press.

► **Australian Antarctic Division**, Australian National Antarctic Research Expeditions Recruitment

Channel Highway, Kingston, TAS 7050.

Web site: [www.antdiv.gov.au](http://www.antdiv.gov.au)

Click on Jobs and Tenders, then on Vacancies in the Antarctic, for positions for engineers, carpenters, mechanics.

► **Campus Review**, Australia

Web: [www.camrev.com.au](http://www.camrev.com.au)

Click on Jobs (posted every Wednesday) for information on international academic positions.

► **Emirates Airline**

Web: [www.emirates.com](http://www.emirates.com)  
Airline personnel.

► **The Emirates Group – Career Centre**

Web: [www.emiratesgroupcareers.com](http://www.emiratesgroupcareers.com)  
Click on Vacancies.

► **Intrepid Travel**, 11 Spring Street, Fitzroy VIC 3065

Phone: 1 300 360 667  
E-mail: [tourleaderjobs@intrepidtravel.com.au](mailto:tourleaderjobs@intrepidtravel.com.au)  
Web: [www.intrepidtravel.com/employment.html](http://www.intrepidtravel.com/employment.html)  
Tour leaders for Asia.

► **Snowy Mountain Engineering Corporation**, Social Infrastructure Group

P.O. Box 1654, Fyshwick, ACT 2609  
Phone: (02) 6280-7585  
E-mail: [smecsig@smec.com.au](mailto:smecsig@smec.com.au)  
Web: [www.smec.com.au/sig](http://www.smec.com.au/sig)  
Consulting opportunities in developing countries.

► **Higher Colleges of Technology**, United Arab Emirates

Web: [www.hct.ac.ae](http://www.hct.ac.ae)  
Teaching positions.

► **Qatar Petroleum**, Qatar

Web: [www.qp.com.qa](http://www.qp.com.qa)

► **SAGRIC International**, Adelaide, SA

Web: [www.sagric.com.au](http://www.sagric.com.au)  
Projects in developing countries.

► **Star Cruises**, HR Department, Club Division

Star Cruises Terminal, Pulau Indah, P.O. Box 288, 42009 Pelabuhan Klang, Selangor Darul Ehsan, Malaysia

Web: [www.starcruises.com](http://www.starcruises.com)  
Click on About Us for information job opportunities, both ship-based and shore-based.

► **Zayed University**, United Arab Emirates

Web: [www.zu.ac.ae](http://www.zu.ac.ae)  
Teaching positions.

Many employers prefer to recruit directly. If you are interested in working for a particular employer, contact their Human Resource Department and ask how, where, and how often they advertise international positions.

**Are there any overseas based agencies or companies I can contact?** ☀

► **ESL Worldwide** – Teachers' Forum and Chatroom

Web: [www.eslworldwide.com](http://www.eslworldwide.com)  
Click on Search Jobs for English as a Second Language teachers.

► **Job Serve**

Web: [www.jobserve.com](http://www.jobserve.com)  
Jobs in Europe, USA.

► **News International**

Web: [www.newsint.co.uk](http://www.newsint.co.uk)  
Links to the Times Higher Education Supplement, for teaching positions.

► **Overseas Jobs**

Web: [www.overseasjobs.com](http://www.overseasjobs.com)

Everything from holiday jobs to professional jobs; links to overseas newspapers.

► **TMP Worldwide**

Web: [www.tmp.com](http://www.tmp.com)

Jobs in the UK

► **United Nations**

Web: [www.unsystem.org](http://www.unsystem.org)

Click on Careers at the United Nations.

► **Visiting International Faculty Program, USA**

Web: [www.vifprogram.com](http://www.vifprogram.com)

Primary and secondary teaching opportunities in the USA

► **VTAEROSPACE (UK)**

E-mail: [mandies@vtae.co.uk](mailto:mandies@vtae.co.uk)

Technical instructors, telecommunications technicians, transmission engineers for the Middle East.

► **WS Atkins Consulting, UK**

E-mail: [highwayshr@wsatkins.co.uk](mailto:highwayshr@wsatkins.co.uk)

Web: [www.wsatkins.com](http://www.wsatkins.com)

Highway engineers, transport planners, geotech and wastewater engineers.

**I am a first-time traveller – where can I go for help and support?**



► **Expatriate Network**

Based at International House, 500 Purley Way, Croydon, Surrey CR0 4NZ, UK, publish *Nexus Expat Magazine*. The Network also sell books, including industry contact addresses.

E-mail: [expats@expatnetwork.demon.co.uk](mailto:expats@expatnetwork.demon.co.uk)

Web site: [www.expatnetwork.co.uk](http://www.expatnetwork.co.uk)

► **Youth Hostels Association Australia, Melbourne**

E-mail: [travel@yhavic.org.au](mailto:travel@yhavic.org.au)

Web site: [www.yha.com.au](http://www.yha.com.au)

YHA publish *Backpacker Essentials*, a quarterly travel magazine. YHA can help with travel arrangements and accommodation.

► **Aussies in London**

Web: [aussiesinlondon.com](http://aussiesinlondon.com)

Information about jobs and accommodation

► **A Year Out, USA**

E-mail: [Talk2Us@ayearout.com](mailto:Talk2Us@ayearout.com)

Web: [www.ayearout.com](http://www.ayearout.com)

Information for university students.

► **Department of Foreign Affairs and Trade**

R.G. Casey Building, Barton, ACT 0221

Phone: (02) 6261-3305; 1 300 555 135

E-mail: [brochures@dfat.gov.au](mailto:brochures@dfat.gov.au)

Web: [www.dfat.gov.au/travel](http://www.dfat.gov.au/travel)

Request brochures on Backpacking Overseas; Travelling Overseas; Tips for Women Travellers

## Do you have any tips for a student soon to graduate?



- ▶ If you are currently in secondary school, check with your Careers Teacher about opportunities to travel, study and work overseas.
- ▶ Current TAFE students should check with their teachers, Careers Advisors or Student Services for information about overseas opportunities.
- ▶ If you are at university, thinking of taking a year off, check with your university's Careers Centre: you might find some of the books listed in this booklet, as well as other useful advice.
- ▶ Recent university graduates should check with the university from which they graduated to see whether alumni are eligible to consult the resources in the Careers Centre, and apply for any international jobs advertised on the notice boards. Also check the notice boards in your department for employment opportunities overseas.

## Any advice for experienced professionals and trades people?



- ▶ Professional Associations (for example for nurses, teachers, physiotherapists, engineers, IT professionals) can put you in touch with agencies recruiting for overseas positions.
- ▶ Trade Unions can give you the name and address of the equivalent trade union overseas to contact about employment opportunities and work conditions.
- ▶ Journals and newsletters published by Professional Associations/Trade Unions may contain information about overseas opportunities.
- ▶ Australian telephone directories (White and Yellow Pages) can give you information:
  - look in the *Yellow Pages* under Employment Agencies, or Personnel Consultants; look specifically for International Placement Consultants;
  - look in the *White Pages* for names beginning with the words International or Overseas.
- ▶ International telephone directories (White and Yellow Pages) are available at the State Library, or through Telstra. Look for Employment Agencies/Personnel Consultants. The White/Yellow Pages can also be used to generate lists of companies, organisations, government agencies, institutes, and professional associations to which to write, using the do-it-yourself strategy.

## What if I just want to have a quick look around for what is available?

### ▶ **The Career Centre for IT Professionals**

Web: [www.jobnet.com.au](http://www.jobnet.com.au)

### ▶ **Global Technical Resources Inc.**, California

Web: [www.gtrrecruiting.com](http://www.gtrrecruiting.com)

Computer specialists from overseas to the USA markets.

### ▶ **Petroleum Place**

Web: [www.petroleumplace.com](http://www.petroleumplace.com)

Click on Career Opportunities for information on jobs the oil and gas industry worldwide.

### ▶ **Capita Education Resourcing**

Web: [www.capitaers.co.uk](http://www.capitaers.co.uk)

Relief teaching agency recruiting for positions in London.

### ▶ **Escape Artist, USA**

Web: [escapeartist.com](http://escapeartist.com)

Information for expatriates, overseas job seekers, tax exiles, adventurers and freedom seekers.

## ► **WHAT IS THE NEXT STEP?**

When you are ready to specify the type of employment you are looking for by job title, then identify the country/region/city in which you would like to find employment. The next step is to develop your own job seeking plan. The plan should list all the resources you need to consult -- books to read, web-sites to check, people to e-mail, write, fax or phone -- to get the information you need to prepare maximally before departure.

Your job seeking plan should also include a savings plan, and a plan for paying off credit card debt. With a plan, no debt, and some savings, you will easily turn your ideas into a reality.

The job seeking plan should specify action needed to get a passport, enquire about visas and work permits, inoculations and special equipment or clothing requirements.

The job seeking plan should specify a departure date, a date by which to make your plane reservations, and the date by which you need to pay the fare deposit.

Preparing to work overseas involves systematically asking the right questions of the right people. Remember that no one person will be able to give you answers to *all* your questions.

### **The Do-It-Yourself Approach**

This job seeking approach requires you to read books, magazines, overseas newspapers, and web sites for ideas, check out maps, consult the White and Yellow pages, and develop a list of possible employers. Once you are on location, contact the employers on your list, and speak to them about employment opportunities. You might discover an Australian bar, restaurant or café keen on hiring Australian travellers! With this approach, you deal with the employer directly.

### **Letting an organisation do it for you**

This job seeking strategy involves finding an organisation which offers opportunities of interest to you. Simply contact the organisation for about application forms, application deadlines, costs involved, wages to expect, accommodation arrangements (if any), and departure dates.

### **Going through a recruitment agency**

This approach to job seeking is for the professionally qualified and experienced person. Find an international recruitment agency specialising in the types of positions you qualify for. Ask whether you can lodge a resume, and find out how stiff the competition might be. The recruitment process works roughly like this (but there are many variations on this theme):

- The recruiting agent receives a request from an overseas employer to fill one or more vacancies.
- The recruiter advertises the position(s) in the newspaper and/or on their web site.
- You read the advertisement and phone or e-mail for details.
- The recruiter mails, faxes or e-mails you a job description and an application form.
- You forward an application.
- The recruiter selects suitable candidates, hopefully you included, for an interview.
- The recruiter contacts referees.
- If all goes well, you receive an invitation to interview.
- You confirm you can attend the interview.
- The recruiter interviews you (and several others).
- You receive a letter from the recruiter to say you have been successful (hopefully!). Your name is then passed on to the employer for approval.
- You confirm that you are still interested in the position.
- The recruiter sends your details for approval by the employer.
- The employer considers your details.
- The recruiter receives the go-ahead from the employer to appoint you.
- The recruiter contacts you to confirm the appointment.
- You sign the contract.

## Getting an overseas transfer through current place of employment

This strategy assumes that you are already working for a large international company. For details about the possibility of a transfer with your current employer, contact your immediate Manager, and/or Human Resources Manager, and follow their advice and instructions.

### Serious about joining a cruise ship?

If so, start by reading *Working on Cruise Ships* (listed in the Overseas Published Books section). Cruise ships regularly recruit masseurs, beauty therapists, and hair dressers.

Don't believe in planning? Just jump on a plane and go!

## ► WHAT QUESTIONS SHOULD I ASK BEFORE ACCEPTING A JOB?

Make sure you know the answers to these questions before accepting an employment offer:

- Do you need to sign a contract? What are the conditions of the contract? Hours of work?
- How much will you get paid? In what currency? US\$ or AU\$?
- When/how often will you get paid?
- Do you need to open a bank account or will you get paid cash?
- Will the employer pay for health insurance?
- What if you have a work related accident?
- How much will you be taxed?
- Do you need to apply for a tax file number (or equivalent)?
- Do you need to join a professional association or union?
- Do you need any special clothing, tools or equipment?
- Will you be paid for lunch breaks, or only for hours worked?
- What about overtime?
- Public holidays?
- Annual leave?
- How many days' notice required to terminate employment?

## ► WHAT SHOULD I DO WHEN I RETURN?

When you are back in Australia, immediately up-date your resume. Describe your overseas experience in terms of its relevance to your short/medium term career aspirations.

List all skills developed, insight gained, knowledge and understanding acquired. Demonstrate beyond a shadow of a doubt that you have added to your skill base, and/or become a more informed person, as a result of overseas experience.

**GOOD LUCK!**

Feedback and suggestions for inclusion in the next edition may be forwarded to:

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203 Wiltshire Drive, Kew VIC 3101  
Email: [bookalike@hotmail.com](mailto:bookalike@hotmail.com)