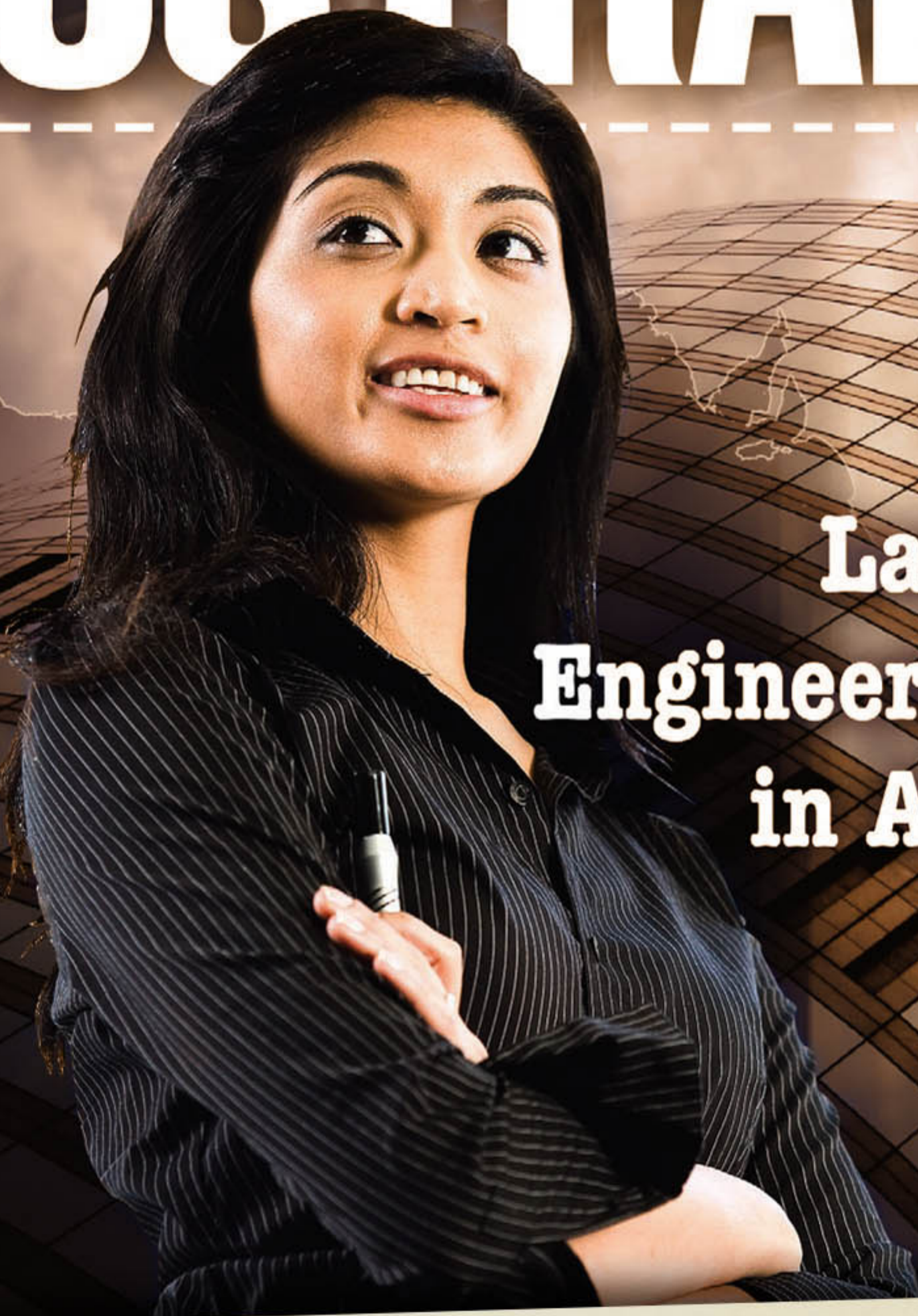




# PROJECT AUSTRALIA



**Land that  
Engineering Job  
in Australia**

# WORKBOOK

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# Chapter 7

## *Planning*

### *Your plan*

As a professional engineer, your training will have taught you the fundamentals of project management:

- Scope — what you are going to do.
- Schedule — when and in what order you are going to do things.
- Budget — what everything will cost.
- Monitor and control — work the plan to stay within schedule and budget.

Here is where you put this project management training into use to save yourself time and money.

### *Ready for work checklist*

Here is a list of things for you to consider when putting your plan and budget together.

#### **Exercise:**

Complete the checklist, set out your priorities and complete your plan to prepare yourself to be ready for work in Australia.

## Ready for work checklist

No.	Item	Y/N	Planned Action
1	Conversational English satisfactory		
2	Technical English satisfactory		
3	Have planned regular English practice to improve English		
4	Base Australian CV prepared (vanilla CV)		
5	Knowledge of Australian OH&S standards		
6	Knowledge of Quality Assurance standards		
7	Have copy of key standard(s) for your discipline		
8	Have appropriate visa to work in the region you are applying for work		
9	Have a mentor		
10	Qualifications assessed by Engineers Australia		
11	Attending engineering networking functions		
12	Registration (if required)		
13	Receiving information on engineering in Australia e.g. magazines, web news services		
14	Researched job market and selected potential employers		
15	Detailed research on selected employers ready to make job applications		

### Managing relationships

Leaving your homeland and moving to Australia will affect many people. There are many people who can affect your migration and how you obtain employment — positively and negatively. Here are some examples

Person(s)	Relationship / issues
Your parents	They are getting old, and you will leave them behind. Who will look after them?
Alfredo	Spouse’s brother — Has migrated to Adelaide. Your wife wants to join him. No jobs for your discipline in Adelaide
Migration agent	Facilitator — Will assist with visa applications. Costs money.

#### Exercise:

List all the all individuals and groups who will be affected by your migration. Briefly list the role and issues with each.

Person(s)	Relationship / issues



Armed with this information you can now do two important things:

- Clearly identify who can support you — cultivate these relationships
- Plan how to deal with others who are affected — manage these relationships



Discuss your plans with all your family so their expectations are realistic. A significant reason for intending migrants returning to their homeland is accompanying family members have not been happy and settled in Australia.

## *Your pathway to your first job in Australia*

### **Comparison of cost and probability of pathways**

Pathway	Cost to you 10=highest 1=lowest	Probability 10= high 1=very low
Transfer to an Australian branch of an international company	2	5
Gain a position in an Australian company with offices overseas and transfer to Australia	1	7
Obtain sponsorship from an Australian company	3	4
The Skill Matching Database	1	2

Pathway	Cost to you 10=highest 1=lowest	Probability 10= high 1=very low
Employment agencies	8	4
Jobs advertised on the internet	10	1
Classified advertisements	7	2
A work placement course for migrants in Australia (TAFE)	6	10
A work experience program (Government/Industry)	5	10
Networking	7	10
Direct approach to employers	8	10

The method you use to obtain your first job in Australia will have a major impact on your budget. Some methods you can employ, with indicative ranked costs and probability of obtaining an engineering position using that method are listed below.

The main factor affecting the cost to you is the time it may take to find an engineering position using that particular method.

The probability of a method being successful for a new arrival

in Australia, or some one applying from outside Australia, is determined by the number of positions that may be available and the competition for that method.

**Exercise:**

Nominate the path(s) you plan to pursue to obtain your first engineering job in Australia. The different paths that may lead you to a job in Australia include:

- Transfer to an Australian branch of an international company
- Gain a position in an Australian company with offices overseas and transfer to Australia
- Obtain sponsorship from an Australian company
- The Skill Matching Database
- Employment agencies
- Jobs advertised on the internet
- Classified advertisements
- A work placement course for migrants in Australia (TAFE)
- A work experience program (Government/Industry)
- Networking
- Direct approach to employers

**Scope**

As you have worked through the exercises in chapters 1 to 6, you will have established what you need to do for preparing to become accredited to work in, and be ready to work in Australia. You can now develop your budget and schedule. Your schedule will define your scope.

## Your budget

No.	Item	No.	Unit cost	Item total
	<b>Pre Departure — Fixed Costs</b>			
	Visas (see pamphlet on charges on DIAC website)			
	Qualification recognition by Engineers Australia			
	Migration agents fees			
	Recognition of qualifications			
	Language (IELTS) test			
	Travel costs, including obtaining documents			
	Police / security checks			
	Medical examination			
	Inoculations			
	Money transfer fees			
	Costs of vacating your home			
	Temporary accommodation			
	Taxis and buses after you have sold your car			
	Pre-departure socialising and farewell gifts			
	Packing and removal to storage (include insurance)			
	Packing and removal to Australia (include insurance)			

No.	Item	No.	Unit cost	Item total
	Airfares			
	Allowances			
	Additional requirements for the medical test			
	<b>Arrival / Settling — Fixed Costs</b>			
	Taxis/buses/hire car			
	Temporary accommodation			
	Translation of documents			
	Memberships of Engineers Australia and APESMA			
	Licence to practice (Queensland)			
	Health insurance (compulsory)			
	Driver's licence			
	Children's school fees			
	Telephone, internet (connections and initial bills)			
	Car			
	Customs clearance fees for household items			
	Local removal's costs			
	Allowances			
	Bond for rented flat or house (one month's rent)			

No.	Item	No.	Unit cost	Item total
	English courses for yourself and your family			
	Other courses			
	<b>Variable costs</b>	weeks		
	Taxis, travel			
	Temporary hotel/motel accommodation			
	Family support while you are out of work			
	Travel and expenses when applying for jobs			
	Mobile phone and internet			
	Specialist clothing and equipment			
	<b>Summary</b>			
	Pre departure costs			
	Variable costs			
	Arrival / Settling — Fixed Costs			
	Variable costs			

## **Government support**

Government support can come from the three different levels: commonwealth, state or local.



Government support can have residency and other eligibility requirements.

---

### **Commonwealth**

- Free services through the Department of Immigration and Citizenship, such as translation and legal for documentation.
- Centrelink — Income support, loans.

### **State**

- Low-fee courses such as TAFE English for migrants.



You are not likely to be eligible (some are for people with little or no English) for some of these courses, but your wife and children could be.

---

### **Local**

- Regional schemes such as those through Migrant Resource Centres and local initiatives. The names of some of these organisations do not always tell you where they are located — a challenge for new arrivals.

**Exercise:**

Research the commonwealth, state or local support available. Review the items you have in your budget and adjust to account for any savings you can make by using low cost and free services.

**Time is money**

A major cost will be supporting yourself and your family while you are out of work. Maintaining your schedule will control your budget.

***Your schedule*****Exercise:**

Use the sample schedule which as a guide to work from. In preparing your schedule critically review the sequence of activities and mark in the links.



Review the duration items are valid for, and mark these in your schedule. For example: a medical certificate is only valid for six months. If you have delays beyond this time you will have to repeat the test. This would double the cost!



Keep activities to no more than 4 — 6 weeks long. If you have activities longer than this, break them up into two or three shorter duration activities. This will help you manage your time more closely.

.....

## *Link your schedule and budget*

To properly monitor and control your schedule and costs you need know the costs associated with each activity in the schedule.

Put your schedule and budget along side each other. From your budget spreadsheet, allocate the cost for each line item to a matching activity or group of activities on the schedule. You will probably see the following:

- Not all activities will have costs. For example: your practicing English may simply mean listening to a Podcast every day.
- Other budgeted line items may be included in more than one activity. In this case you either split the costs to allocate them to the separate activities, or treat them as a group.
- A short duration schedule item, such as travel to Australia, will have a number of budget line items attached, such as taxi to airport, departure tax, excess luggage fees, meals, air fare, and travel from airport. Group these together in your budget and only have them as one activity on your schedule.

### **Exercise:**

Revise your budget items and schedule activities so you have all your budgeted item costs associated with a schedule activity or group of activities.




There should be no activity in your schedule without an estimated cost, even if the cost is zero. Also every item in your budget should be associated with an activity in the schedule.

## *Monitoring and control*

You have planned the work, now you have to work the plan to stay within schedule and budget.

You are manager of your own Project Australia. Here is where you need discipline. Each two weeks you should set aside time to review your Project's progress. I suggest you set aside a fixed time, such as at 8 o'clock every second Monday evening. Set a time that suits you, and fits with all the other things going on in your life.

Monitoring is the easy part — when you have set up your aligned budget and schedule. Make a copy of you budget and schedule. Update these spreadsheets every two weeks.

- Add an additional column to your budget spreadsheet for actual costs.
- Estimate the expenditure to complete the item. Add these two together and you have the predicted final cost for that item.
- On your schedule, mark up actual progress. If you are only part way through an activity you need to estimate what proportion you are complete for the activity. For example: If you are a quarter way though a four week activity, you would mark off one week of progress.
- Estimate the time required to complete the activity. Add this time from the actual and you have the predicted final cost for the activity.

Now you know what you have spent, how far you have progressed on your schedule, and what your predicted final cost and finish date will be. It is not enough just to watch. You must control and manage events to achieve your goal — to make a new life and establish your engineering career in Australia.

Control requires discipline. The project manager's job is to deliver each project on time and within budget. As manager of your own project you have to take the hard decisions yourself. If costs are increasing or time is extending, review your plan and make corrections. If your plan is not working, develop new plans to put your project keep on track.

**Exercise:**

Prepare your actual budget and schedule spreadsheets using the templates on the CD.

Nominate the time you will set aside for you regular progress assessment.

**Assessment day:** .....

**Time:** .....

## My Project Australia schedule

Activity	Months																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Practice English	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Obtain Booklet 6	■																
Obtain Engineers Australia information	■																
Research labour market		■	■														
Determine preferred location in Australia to move to			■	■													
Internet search for likely employers				■	■												
Prepare you CV for Australian employers			■														
Prepare budget				■													
Apply for qualifications recognition			■														
Booklet 6 — Check requirements		■															
Qualifications assessed				■													
Apply for Skilled Migrant visa					■												
Medical examination					■	■	■	■	■	■							
Receive visa							■										
Obtain international drivers licence							■										
Book air tickets							■										
Health insurance for travel							■	■	■								
Put house up for sale							■	■	■	■							
Dispose of items you do not want to store or take										■							
Temporary accommodation prior to leaving											■						
Travel to Australia												■					
Temporary accommodation on arrival in hotel/motel												■					
Australian health insurance												■					
House hunting												■					
Finding schools for children												■					
Establish Australian contacts													■				
Contact Engineers Australia, other engineering organisations													■				
Register with Centrelink and Migrant Resource Centre													■				
Buy a car													■				
Obtain Australian drivers licence													■				
Move into rented accommodation													■				
Find a job — any job to earn money														■	■		
Start engineering job search														■	■	■	
Enrol in English course														■			
English course																	■
Enrol Family members for AMEP English course														■	■	■	■

## Salary package check list

Standard hours of work	<input type="checkbox"/>
Expected hours of work	<input type="checkbox"/>
Whether unpaid overtime is expected	<input type="checkbox"/>
If the total package includes the 9% statutory superannuation	<input type="checkbox"/>
What benefits are included	<input type="checkbox"/>
Payment of IEAust and APESMA fees	<input type="checkbox"/>
Other non-cash benefits such as access to gym or sporting facilities	<input type="checkbox"/>
Sick leave	<input type="checkbox"/>
Long service leave	<input type="checkbox"/>
Laptop or other tools of your trade	<input type="checkbox"/>
Payment for overtime	<input type="checkbox"/>
Professional development	<input type="checkbox"/>
Maternity/paternity leave	<input type="checkbox"/>
Availability and being on call for breakdowns	<input type="checkbox"/>
Living away from home allowance (LAHA)	<input type="checkbox"/>
Bonuses	<input type="checkbox"/>