

# Career Education and Pathways Plan

## Purpose

Career Education and Pathway planning empowers Carrum Downs Secondary College students to achieve a lifetime of meaningful career success leading to fulfilling and productive lives.

## Aim

Career Education and Pathways planning is an essential responsibility of the school and aims to assist our students to:

- Explore who they are, where they fit and what they want to achieve in life, including developing their self-understanding, maturity, independence and self-confidence.
- Make realistic and meaningful choices for their future beyond CDSC.
- Develop their knowledge and understanding of education, training and employment options including their development and understanding of employability skills.
- Develop skills to effectively manage their careers and pathways throughout their lives.
- Develop individual pathway plans from year 7 with associated support as a means to continued education, training or full-time employment.
- Make a smooth transition from compulsory schooling to further education, training and employment.
- Complete Work Experience at year 10 and beyond.
- Investigate careers and work opportunities including understanding employer expectations.
- Gain additional support when at risk of disengaging or not making a successful transition to further education, training or secure employment.

## Roles and Responsibilities

### The Career Education and Pathways team will:

- Organise and coordinate the provision of Career Education curriculum and pathway planning for each year level.
- Deliver relevant Career Education and Pathways planning information to staff and college community.
- Liaise with outside bodies concerned with careers education and pathways planning.
- Ensure the provision of suitable up to date resource materials.
- Develop school-based career education materials for students, parents and college community.
- Ensure students have positive work education experiences while attending school.
- Ensure the smooth career education and pathway transition of students in, through and out of the college.
- Provide counselling, advice and assistance to all students and in particular year 11 and 12 students receive at least two individual contacts per year.
- Provide the Principal with a summary report of Year 12 results and tertiary admissions.
- Continually evaluate the programs based on best practice.

### All college staff will:

- Deliver aspects of the Career education and pathways programs as requested.
- Be familiar with the details of the Career education materials and pathway programs so they can advise students, particularly during the year level course selection transition period in their role as Pastoral Care teachers.
- Include careers-related elements in their subject based curriculum where appropriate.

- Participate in the Year 9 Careers week program by integrating career related curriculum into their subjects.

**The Principal will ensure that:**

- Ensure sufficient resources are allocated to the program.
- Ensure the effectiveness of careers advice is evaluated and the outcomes reflected in future plans.

**Students will:**

- Have found out more about themselves, including their skills and talents, personal qualities and possibilities for change.
- Know how to make decisions, such as choosing appropriate subjects suitable for possible career pathways.
- Have learned about equal opportunities within different career pathways.
- Have used computer programs including career interest inventories to find out more about their learning styles, personality traits and the types of work in which they are interested.
- Have discovered more about the world of work and the choices they have to make.
- Have developed an ongoing action plan years 7-12 and beyond.
- Have had the chance to complete work experience at year 10.
- Have developed an education Resume and participated in a mock interview at year 10.
- Have received an employer's report and OHS certificate to include in their pathway portfolio.
- Know how to access the college Career Services including making contact with the career and pathways advisers.
- Had an opportunity to see the Careers Adviser for an individual interview.
- Had the opportunity to participate in Exploring Options day and speak to employers and training providers about their prospects for the future.
- Received help to decide about their next step and how to make it.
- Have developed a career education and pathways planning portfolio years 7 to 12 including their career action plan.

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*