

## **CAREER EDUCATION AND PATHWAYS PLAN POLICY**

### **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.
- Be offered opportunities to undertake Work Experience and Structured Workplace Learning from years 10 – 12
- Investigate career and employment opportunities including understanding employer expectations.
- Provide 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 and Pathway Planning for each year level.
- Deliver relevant Career Education and Pathways Planning information to staff and college community.
- Liaise with external stakeholders around Career Education and Pathways Planning.
- Ensure the provision of relevant and up to date resource materials.
- Develop school-based career education materials for students, parents and college community.
- Provide assistance with sourcing work placement opportunities.
- Ensure the smooth Career Education and Pathway transition of students in, through and out of the college.
- Provide appropriate counselling, advice and careers assistance to all students at the college
- Provide the Principal with a summary report of Year 12 results and pathway information.
- Continually evaluate and review Career Education programs to ensure best practice.

#### **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 where to find information and make informed decisions, such as choosing appropriate subjects suitable for possible career pathways.
- Have explored 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 been offered work placement opportunities years 10 -12
- 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 career guidance.
- Been assisted with post school options including Education, Training and Employment pathways.
- Have developed a Career Education and Pathways Planning portfolio Years 7 to 12, including their Career Action Plan.

**REVIEW CYCLE**

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

**School Policy Advisory Guide:** <https://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

**College Policies:** <https://cdsc.vic.edu.au/welcome/college-policies/>

*This policy was last updated in March 2021 and is scheduled for review in March 2024*