

CAREERS EDUCATION POLICY

Rationale

The board recognises the importance of each student having a meaningful, coherent pathway through their secondary school years and that they are well informed and well positioned to transition into the workforce or tertiary education on leaving school.

Purposes

1. To ensure that the school complies with NAG 1.f – provision of appropriate career education and guidance with a particular emphasis on specific career guidance for those students we identify as being at risk of leaving school unprepared for the transition to the workplace or further education/training.
2. To provide clarity around the roles and responsibilities of staff in relation to providing careers and pathways advice and guidance to our students.
3. To ensure every student is provided with high quality advice and guidance on course selections and future pathways.
4. To ensure accurate personalised career pathway information is recorded on our student management system for each student.

Guidelines

Responsibilities of senior leadership

1. To develop a careers education and pathways programme on an annual basis that:-
 - a. Outlines the process and timeline for option/course selections
 - b. Describes the expectations of academic mentors
 - c. Provides an oversight of the role and expectations of Gateway in the school
 - d. Ensures coherence between the careers advisor, Gateway programme and curriculum offerings in the senior school.
2. Carry out the appraisal of the careers advisor and Gateway staff.

Responsibilities of the careers advisor

1. To be our liaison person with universities and other tertiary institutes and organise liaison visits.
2. To gather information and record the career aspirations of all year 12 and 13 students.
3. To maintain a library of careers related resources.
4. To liaise with the Gateway programme.
5. To oversee careers education events.
6. To inform students of careers education opportunities and experiences.

Responsibilities of academic mentors

1. To work with individual students and their parents/whanau to plan a suitable pathway through school by:
 - a. Being well aware of NCEA requirements, endorsement thresholds and the UE benchmark.
 - b. Giving advice and guidance to each of their mentees on option course selections.
 - c. Maintaining appropriate records of careers pathway courses.

Responsibilities of Gateway staff

1. To provide students with work placement opportunities/experiences within the scope of the Gateway contract.
2. To assist students with their transition into the workforce.
3. To liaise with HOD's and subject heads on suitable work placements.

Transitioning from school may involve any number of the following depending on the individual's circumstances:- (family/whanau are always invited to be part of related discussions/decisions)

- Careers advisor
- Gateway staff
- Deputy principals
- Learning support staff
- Family liaison officer
- External agencies (eg Arahunga)

Chairperson:



Dean Francois

Date

approved

22.11.2018Renew Nov 2021