



# WHANGANUI HIGH SCHOOL POLICY

## CAREERS INFORMATION and ADVICE & VOCATIONAL STUDIES

<p><b>INTRODUCTION/ RATIONALE</b></p>	<p>1 Career choice is a generic term covering the process through which students select future training and work options. It also includes selections of courses and options within the School as these prepare the way for future choices. Career choice may be arrived at through a variety of methods, including study of information, hands-on experience, listening to others or completing various self-analysis exercises.</p> <p>The National Education and Learning Priorities (NELP 7) (2023) charges the Board of Whanganui High School to:</p> <p style="padding-left: 40px;"><i>Collaborate with industries and employers to ensure learners / akonga have the skills, knowledge and pathways to succeed in work.</i></p> <p><u>"Learners / akonga" means:</u> All students to have access to a minimum level of information and guidance, whether individually or in groups. This could be as part of the curriculum or through other programmes including interviews.</p> <p><u>"Skills, knowledge and pathways" means:</u></p> <ol style="list-style-type: none"> <li>1 Skills are defined as 'soft' or 'hard', and may include personal traits and / or specific industry knowledge.</li> <li>2 Knowledge includes being aware of the opportunities available in the community and how to access that information.</li> <li>3 Pathways relates to the various routes learners / akonga may explore to access future training, education and / or employment opportunities.</li> </ol>
<p><b>OBJECTIVES</b></p>	<ol style="list-style-type: none"> <li>1 Ensure that all students are able to make informed choices about future pathways and training options.</li> <li>2 Ensure that careers information held within Whanganui High School is accurate.</li> <li>3 Ensure that students have access to sound and objective advice and support in making career choices and that, where relevant, they are able to gain first-hand knowledge or experience of their preferred options.</li> <li>4 Enable parents and caregivers to support students in their career and future pathway decision-making in an informed way.</li> <li>5 Enable teaching staff to incorporate careers-related modules into the curriculum with confidence.</li> </ol>
<p><b>GUIDELINES</b></p>	<ol style="list-style-type: none"> <li>1 The Whanganui High School Charter reflects the Board's commitment to careers information and advice through National Education and Learning Priorities (NELP 7).</li> <li>2 The Board delegates to the Principal and Senior Leadership Team at Whanganui High School the responsibility of designing and implementing a Careers Information and Advice system within Whanganui High School.</li> <li>3 Through an Annual Reporting system, the Board, through the Principal, receives information on the activities carried out in the careers area of their effectiveness. This report to be provided no later than the end of Term 1 in the following year.</li> </ol>

<b>PROCEDURES</b>	<ol style="list-style-type: none"> <li>1 A Careers Team exists at Whanganui High School, consisting of the Principal, Careers Advisor, and Vocational Studies staff. Others may be added to this team as required.</li> <li>2 A plan is developed covering the following aspects of a Career Information and Advice System: <i>Management Structure, Job Descriptions, Staff Development, Career Information, Career Advice, Career Education, Options and Course Counselling, World of Work, Information to Caregivers, Community Involvement, Review and Evaluation Procedures.</i>  The plan gives details of various procedures which, in total, support the principles of (NELP 7). It is reviewed each year through a formal meeting of the Careers &amp; Vocational Studies Team and may be audited in other ways as appropriate.</li> </ol>
<b>ACCOUNTABILITY</b>	<ol style="list-style-type: none"> <li>1 The Board is accountable for ensuring the requirements of (NELP 7) are observed through Whanganui High School's Career Plan.</li> <li>2 The Principal is accountable for overseeing the implementation of a Career Information and Advice System and for reporting results to the Board.</li> <li>3 The Career Advisor is accountable for implementation of the system.</li> <li>4 The External Studies Co-ordinator is accountable for developing a comprehensive programme of courses which meet the needs of targeted students and assist them to clarify their future career choices.</li> <li>5 The Vocational Studies Teacher(s) are accountable for developing an in-depth programme to assist targeted students to develop work-related skills and in so doing enhance their chances of gaining employment.</li> </ol>
<b>EVALUATION</b>	<ol style="list-style-type: none"> <li>1 The Board, through the Principal, will receive an annual report on the Career Information and Advice System at Whanganui High School.</li> <li>2 The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.</li> </ol>
<b>CONCLUSION</b>	<p>In establishing a Careers Information and Advice System, the Board is conscious of its responsibilities in terms of NELP 7. Through self-review it is intended to improve this system over time so that it continues to meet the needs of students and caregivers.</p>

Approved by the Board

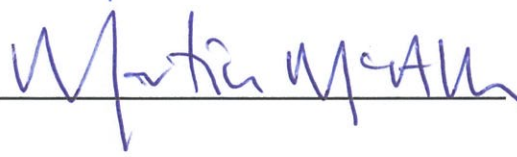
**Signed Chairperson:** \_\_\_\_\_



**Date:** \_\_\_\_\_

27/9/2022

**Signed Principal:** \_\_\_\_\_



**Date:** \_\_\_\_\_

27/9/2022