

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.

COMMUNICATION

This policy will be available on Carrum Downs Secondary College’s website <https://cdsc.vic.edu.au/>, so that parents and other members of the school community can easily access information about Carrum Downs Secondary College’s policies and procedures.

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2025