

GUIDELINES FOR CAREER EDUCATION AND GUIDANCE**RATIONALE:**

The College / Board of Trustees is required to:

Provide appropriate career education and guidance for all students with a particular emphasis on specific career guidance for these students who have been identified as being at risk of leaving school unprepared for the transition to the workplace or further education / training. [NAG 1 (vi) and NEP 7]

PURPOSES:

1. To ensure the administration and management of career education is effective, inclusive and cohesive.
2. To ensure students receive appropriate career education and guidance.
3. To ensure effective monitoring of student and in particular identification and support for at risk students.

GUIDELINES:

- 1.1 Parents, caregivers, whanau and other stakeholders are to be encouraged to be involved in the careers process, careers activities and their child's career development.
- 1.2 Stakeholders will be clearly identified and a regular, ongoing, inclusive and responsive consultation process put in place.
- 1.3 The Gateway programme is to be used to provide students with job exploration and workplace learning opportunities and also to strengthen links and partnerships between the school and the local community. Gateway is to be administered according to the guidelines outlined in the Gateway Code of Practice.
- 1.4 The administration and implementation of the Careers Education and Guidance, Gateway and STAR programmes within the school are to be fully linked and integrated.
- 1.5 Career education programmes are to be planned, structured, integrated into the curriculum and adopt a whole school approach.
- 1.6 Effective links and liaison are to be maintained between Careers personnel and the pastoral care system within the school in particular the Deans and the Guidance Counsellor.
- 1.7 The Careers Co-ordinator is responsible for the administration and implementation of this policy and its related careers programmes.
- 1.8 The career development services offered at the Careers Centre are also to be provided free of charge to ex-students and non-student adults from the local community.
- 2.1 Careers education and guidance programmes are to meet the needs of students from all ethnic groups, socio-economic backgrounds and gender.
- 2.2 Students are to be provided with ready access to a wide variety of up-to-date career information and career development services.
- 2.3 There is to be ongoing staff development and training of careers personnel to allow staff to keep up-to-date and well informed on careers matters.

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- 3.1 A tracking process is to be used to monitor the outcomes of the career transitions of school leavers. School leaver documentation and post school destination data evidence is to be collected, analysed and the findings used for the ongoing reassessment of student needs and to evaluate the effectiveness of career programmes.
- 3.2 Regular monitoring, self evaluation and review of the management and impact of careers programmes is to be carried out and the findings used to further improve careers programmes, to better meet the needs of students (and other stakeholders) and to guide future planning.
- 3.3 The Careers Department will strive for innovation and sustainable, continuous improvement.
- 3.4 Early identification of students at risk of leaving school unprepared for the workplace or further education is to take place and targeted provisions used to meet the needs of these students.

REVIEW: These guidelines shall be reviewed according to the BOT's triennial programme of self review (2011)

DATE CONFIRMED: April 2008