



## Careers Advice and Guidance Policy

### Rationale

National Administration Guideline 1vi requires the Board of Trustees to: *provide appropriate career education and guidance for all students in year 7 and above, with a particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the work place or further education/training.*

The complexity and dynamic nature of the modern job and training markets make it imperative that we offer students and their parents the best and most timely advice we can about careers and that we ensure that our staff are well informed about the nature of those markets.

### Guidelines

1. Students will learn how to access the information available in the Careers Room both print and computer based.
2. Opportunities will be provided for senior students to attend Tertiary seminars, Expo's, Open Days etc, where possible.
3. Students will be given opportunities to understand the career planning process.
4. Students will have the opportunity to complete computer based and other career-planning tools.
5. Year 9 and 10 students will complete a careers unit as part of their Social Studies classes.
6. Careers Staff will liaise closely with Heads of Houses, Senior Management, Student Support and Kaimanaaki, to ensure that students who are at risk of leaving or who are uncertain about their future, will be given appropriate careers information and guidance.
7. Careers Staff will be actively involved in subject selection with students.
8. Careers workshops will be run for Maori and Pasifika students to help ensure that they reach their full potential and are aware of their career options.
9. There will be active liaison with the local community regarding the range of advice we offer students.
10. There will be ongoing professional development for Careers staff regarding careers and training pathways.
11. Work Experience may be available for selected students through Gateway or by individual arrangement with Parents and Heads of House.
12. Vocational courses, which are listed in the Subject Selection Booklet, will be provided using STAR funding.

Signed for the Board of Trustees