

# HIGHVIEW COLLEGE CAREERS WORK READINESS POLICY

Person Responsible – Careers Advisor



## Rationale

The College is committed to providing our students with the necessary skills and knowledge to make wise, informed and responsible choices about work patterns and career trends. This includes the provision of effective Careers advice and various programs throughout the curriculum.

All students need to understand the requirements to be 'work ready' upon leaving school. Making students aware of employment trends and training requirements, and having an understanding of the prerequisites for courses, are important aspects of this preparation.

## Aims

- To have students 'work ready' at the time of leaving school
- For all students to have up to date resumes for specific interviews
- That all students are aware of the requirements for a specific course or type of employment
- That all Year 10 students complete one week's Work Experience
- That all VET students complete 40 hours of work placement
- To have students attempt a work placement in their expected field of employment

## Implementation

- Year 10 students participate in the Work Experience Program and the Career Voyage Unit in the FOCUS Program.
- Year 11 and 12 students have ongoing access to the Careers Co-ordinator and participate in many careers-based presentations/activities.
- All available employment, traineeships, apprenticeships and tertiary courses are advertised within the College and promoted amongst the students.
- Year 12 students are interviewed by the Careers Co-ordinator prior to submitting their VTAC applications.
- The Careers and VCE Co-ordinators are available to provide support and assistance to students/parents regarding their tertiary options immediately after the release of the Year 12 results.
- Information Nights and interviews are held during Term 3 for students/parents in Years 8-11 to assist with subject/elective selections for the following year.
- Students enrolled in a VET course are required to complete 40 hours of Work Placement during the year. A work plan is to be completed before any placement is made. Evaluation of the Work Placement is to be completed upon returning to school.
- As part of the ongoing process of tracking students, a computer tracking program will eventually map the progress of each student from Year 9 through to the completion of studies at Highview.

Policy developed by A Turner – 2012  
Updated by A Turner – 2016