



# HIGHVIEW COLLEGE STUDENT CAREERS POLICY

**Responsible – Executive OPERATIONAL**

(Ratified every three years)

Developed by	Careers Advisor, Atriel Turner	2012
Updated by	Careers Advisor, Janelle Howlett	2018
Ratified by	Highview College Board	18 February 2020
		2023
		2026

## 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 guidance 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
- To have students attempt a work placement in their expected field of employment
- To have all students produce a Career Action Plan to guide themselves in their career development

## Implementation

- Year 9 students complete the general Safe@Work module in preparation for Work Experience.
- Year 10 students participate in the Work Experience Program and the Career Voyage Unit in the DELTA 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, SEAS and scholarship applications.
- Transitioning students are supported with resources to assist their career pathways.

- The Careers Co-ordinator and Head of Senior School 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.
- Apply the standards of ethical practice required under the Professional Standards for Australian Career Development Practitioners.