



CAREERS POLICY

Introduction

Our Mission Statement states that we should strive to involve our members in the life of the wider society. Through parish participation, local community activity and appreciation of national and global issues we endeavour to foster critical awareness, a sense of belonging and a desire to work towards God's Kingdom of justice and peace.

We believe that the Careers (Vocational Education & Services) team must be available and accessible to all students.

The Careers team will seek guidance and support from the Catholic Education Commission of Victoria (CECV) Pathways and Transition team in implementing programs.

The Careers team will strive to meet the CICA (Career Industry Council of Australia) Professional standards for Australian Career Development Practitioners as their core business.

We will adhere to the CICA Professional Standards for Australian Career Development practitioners which include:

- terminology
- membership of the profession
- a code of ethics
- entry level qualifications
- competency guidelines
- continuing professional development

To achieve these goals, the Careers team will focus on continuously improving all aspects for delivery of quality programs and support, for the Penola Catholic College community.

This will be achieved by undertaking the "Career Development Quality Benchmarks for Good Practice" audit.

The Careers team will focus on the seven categories that reflect the guiding Principles for Career Development Services. They are:

- leadership and management
- strategic planning processes
- data analysis
- resources

- client focus
- processes and services
- outcomes

These guiding principles will be used as quality improvement mechanisms by the Careers team, to provide career development services, and will be reviewed on a regular basis. See Appendix 2.

The Careers team will provide the following services to individual students:

- clarifying possible career pathways
- subject selections
- providing parent information evenings
- developing career expos
- assisting with Work Experience
- assisting with Work Placements (VET/VCAL students)
- organising “TAFE Tasters”
- providing University and TAFE Information
- personalising VTAC Course Counseling
- providing Change of Preference advice
- organising guest speakers from Tertiary Institutions, industry and employment and training services
- organising visits to industry, business and community groups
- providing assistance with casual and part time employment applications
- tracking students once they have left the college
- communicating electronically via current social media resources
- providing ongoing support.

The Careers Team will provide course information and assistance with subject selection including:

- Victorian Certificate of Education (VCE)
- Victorian Education and Training (VET)
- Victorian Certificate of Applied Learning (VCAL)
- School Based Apprenticeships and Traineeships (SBAT)
- Technical and Further Education (TAFE)
- Universities.

Careers staff will be responsible for:

- developing, implementing and reviewing the Careers Development programs in Years 7 to 12
- implementing up to date government initiatives
- Work Experience program
- TAFE taster programs
- a career speakers program
- an annual Careers Week
- an annual analysis of VCE/VCAL results and student destinations
- the tracking of students post Penola Catholic College
- providing regular up to date careers information to the College community
- parental engagement programs which are Careers related
- working in close collaboration with the VCAL and Student Services Coordinators.

The Head of Careers will chair the College Vocational Education Committee. The staff of this area of the College will form the membership of this committee.

The Careers staff will develop and maintain partnerships with the CEAV, Higher Education Sector, Local Networks, Support Agencies, LLEN and other relevant Professional Associations.

VET

As a foundation for life-long education, an educational environment where students are encouraged to develop skills, and to acquire knowledge empowering them to grow towards their true potential will be maintained.

The College will:

- provide a broad range of vocational learning programs which are relevant to, and cater for the needs of all students
- cater for diversity of learning styles amongst students
- work in partnership with business, industry and the wider community
- inform students of options upon the completion of their VCE / VCAL or Vocational equivalent
- provide careers staff with ongoing professional development, in order to maintain up to date understanding of all VET issues
- ensure that Government requirements for the delivery of VET courses will be adhered to
- attempt to make VET programs cost-neutral to the College, and ensure that students from all socio-economic backgrounds are able to participate
- maximise assistance from the Catholic Education Office (CEO), and Government and Industry funded programs that are on offer.

Work Experience / Work Placement

Work experience involves Penola Catholic College students in short-term industry placements, which broadens their experience and understanding of the world of work and career opportunities. Students will observe different aspects of work within the industry and may assist with tasks allocated by their supervisor.

Students are assessed or evaluated by the college. The employers are also asked to provide feedback on the performance of students in the workplace.

Structured Workplace Learning is experienced by students who are undertaking the Vocational Education and Training (VET) in Schools programs, and in VCAL. These students complete tasks or activities that enable them to acquire skills and knowledge in an industry setting, as part of an accredited Vocational Training Program.

Students benefit from Work Experience by:

- gaining an understanding of work situations and employers expectations
- having an opportunity to explore possible career options
- increasing self-awareness, maturity, independence and self-confidence in the workplace
- increasing motivation to study and/or undertake further training
- appreciating an understanding of the relevance of school curriculum
- gaining an understanding of recruitment practices
- enhancing their opportunities for part time and casual employment
- reviewing employers evaluation of their performance
- developing work related competencies
- exploring and planning possible pathways or alternative programs.

Conclusion

It is intended that programs, initiatives or future directions be implemented and or developed, through the collaborative efforts of the Vocational Education Services Committee, the Curriculum Committee, where Careers is represented, and the Executive.

There will be a regular review of the College Careers Policy in consultation with the Executive Team.

The Careers team are mindful of their obligations to the implementing Diocesan Policies and Procedures in consultation with the Principal