PREAMBLE

This policy aims to outline the College's approach to Careers Education given that this has progressed from what was essentially one on one advice about University selection to being an integral aspect of the curriculum of the College from Years 8 to 12.

PRINCIPLES

1. Students need access to advice about careers from the time they begin making choices about subjects. This means that the process of appropriate advice and information needs to begin in the middle school.

2. Parents are a valued part of the process of choosing careers, and opportunities are provided for parents to access the latest information and the Careers Counsellor.

3. Skills for careers are best delivered as part of the overall curriculum rather than as separate subject areas, though some dedicated classes are appropriate at Year 9, where the boys complete the "Careers Voyaging" program as an integral component of the ExCEL program, and Year10, where the Work Experience program is also available to students.

4. Students need to be exposed to the world of work in both theoretical and practical ways, and need to understand the social context by which the world of work is constructed.

5. In addition to a strong Academic program, the College recognizes the importance of on-going development of its Vocational Education & Training (VET), Victorian Certificate of Applied Learning (VCAL), and Australian School Based Apprenticeships (ASBA) courses, as well as the preparatory Year 10 Edmund Rice Pathways Program.

POLICY

The College recognises the importance of a well presented and integrated Careers education program and aims both to hire appropriately qualified and experienced staff to deliver the program, and to maintain a well resourced careers centre with a Careers Counsellor on duty.

GUIDELINES

1. The College appoints a Careers Counsellor to be present in the Careers Centre and generally available for individual meetings with students for a substantial part of the teaching day. The College also appoints a teacher as Coordinator of Pathways Programs (VET, VCAL, ASBA), and a teacher as Coordinator of Work Experience Program.
2. The Teaching & Learning Executive will, through regular curriculum review, ensure that the specific skills of careers education are a part of the curriculum. Monitoring the key competencies is an important element of establishing whether the appropriate skills are being taught.

3. All staff have a responsibility to ensure that careers advice is tendered accurately and is up to date. Any specific questions, however, should be referred to the Careers Counsellor.

4. The provision of appropriate careers advice is an important feature of year level subject information nights and other, similar, gatherings. It is vital that there be such advice available in all instances.

5. Year 12 students moving from the College to the workforce or to study require up to date advice with respect to the Victorian Tertiary Admissions Committee (VTAC) as well as the world of work. The opportunity to discuss their selections is an important factor in the assistance to students.

6. Students moving from Year 10 into the VCE and other pathways require regular contact with up to date careers information on an ongoing basis. This is necessary in order to ensure that students select appropriate subjects based on their interests as well as the latest information.

7. Work experience makes a valuable contribution to the students' understanding of the world of work. It is important, then that there be adequate preparation for work experience by way of careers skills in the curriculum. As well as that, there needs to be careful monitoring of the kinds of placements the students seek so that legitimate career aspirations can be previewed. It is important that parents be provided with feedback about their sons' performance in work experience.

8. VET, VCAL and ASBA courses are an important feature of course offerings in the senior school at Parade. Ensuring that the College keeps abreast of developments in this area is important, on-going aspect of the work of the curriculum groups in the College.

IMPLEMENTATION

1. All Pathways programs and Careers Education services are subject to annual review to ensure best practice and quality control.

2. Each student's performance on Work Experience is incorporated into his school record of achievement.

3. The Careers Counsellor is responsible to maintain a well resourced Careers Centre in the College and to be available to individual students and parents on an appointment basis as well as available at College information, subject selection, and student progress interview nights.

4. New initiatives in Work Placement as part of VCE, VET, ASBA and VCAL courses require an exploration of the current arrangements of the College both in terms of timetabling and course offerings to determine the best arrangements for the students desiring a combination of work and study.