**Dapto High School Careers Education Program 2018**

**Definition**

Careers Education at Dapto High School is concerned with development of skills, knowledge and attitudes through a planned program of learning experiences. This program will assist students to make informed decisions about school and post school education, training and employment options and participation in the community

**Preamble**

Career development is a lifelong process. It involves developing work values, establishing a vocational identity, learning about career opportunities and trying out plans in all sorts of work situations. The careers adviser is there to assist students with these processes, and to assist them in making sound vocational choices so that students will make sustainable transitions when leaving school.

The career education program attempts to foster the career development of students by encouraging them to develop an awareness of themselves, to take a realistic approach to decision making and to investigate as many career options as possible. The Career Education is not just a program of lessons, but a collection of activities intended to stimulate students to explore and investigate and to make career decisions based on sound research and experimentation.

Desired student Outcomes

* + To learn about themselves in relation to work e.g. Interests, abilities, values, physical characteristics, personality;

* + To understand about the work of work and its changing nature e.g. Organisation and structure, employer expectations, workplace conditions and practises;

* + To have knowledge, skills and attributes which enable then to make career plans and decisions e.g. Types of decisions, significant influences, evaluation of consequences;

* + To have knowledge and skills to implement career decisions and manage career transitions e.g. Job getting and keeping skills, post school education and training procedures, exit plans and pathway options.

**Implementation**

**Career Education Program**

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**Stage 5**

Year 9 – Teacher referrals to Senior Mentor. Work Ready Program prior to work experience block

Year 10 - One Career lesson per fortnight throughout the whole year.

**Stage 6**

Lessons and group seminars given as need arises- withdrawn from various KLA areas.

Career lessons comprise a relatively large and important part of the Career Education Program. All lessons are taught by the Career Adviser. The program is designed to meet the needs of students where the vast majority of year 10 students are expected to continue to year 11 and more than 90% of students who complete the HSC continue to work and / or further education and training.

**Year 10 Course Outline**

**Introduction** **to Career Tools**

**All About Me – Development of an Individual career Plan career Plan**

In this unit of work you analyse yourself and consider you’re:

* interests
* abilities
* Skills
* personal attribute
* values

You consider the influence of significant others in your lives and also the work/life influences that have made you who you are. All of these factors are considered together to develop a list of important factors in shaping your career.

**Career Exploration**

A range of on-line career exploration tools are considered to assist you in researching your best career match. You will use both

Jobjump and Career Tools websites

**Tertiary Education**

Post-school destinations will be investigated, including:

* Senior subject selection
* TAFE
* University
* apprenticeships and traineeships

Considerations relating to the application processes for each will be investigated.

**Get a Job**

A variety of job-seeking skills will be gained in this unit. You will:

* Create Your Resume
* Create Your Portfolio
* Learn how to search for, and apply for, a job
* Learn how to write letters of introduction and application for jobs
* Practice job interview techniques.

**Work Experience**

Year 9 Block release August

Year 10 Block release March & December

During these block releases students are given the opportunity to experience and research a particular career pathway. These experiences assist students in preparing for the transition from school to work or further study

Students may negotiate placement at any time throughout the year, which is convenient to the student, the school and employer. All students are encouraged to participate in the Work Experience Program after they have reached the age of 14 years. The Dapto community strongly supports the program.

**Career Interviews**

All Year 12 students participate in counselling during terms 1 and 2. Students discuss exit plans and pathway options. Meeting individual needs in regard to application procedures for courses and employment.

Interviews are provided to other students and parents on demand. Such a request may be prompted by students themselves, their parents, and the executive and school counsellor.

**Guest Speakers**

A regular series of guest speakers are organised to address student interests e.g. Defence force, private colleges, universities, scholarship options etc.

**Tertiary Information Days and Careers Market**

The Illawarra Careers Market is held each year and students from year 10 and year 12 attend. The market includes representatives from universities, TAFE, private colleges, employment agencies and major employers.

Students can seriously research about careers and employment opportunities. It is unlikely that students will be exposed to such a large amount of information again.

Year 9 & 10 students are invited to participate in a TAFE Taster day at Wollongong TAFE. Students get to see hands on what courses are available to study in year 11 & 12 and post school pathways.

Year 9 & 10 are invited to participate in the Try a Trade day at the Five Island College. Students get to participate in hands on trade activities

All year 12 are invited to attend University of Wollongong Discovery Day. This provides an opportunity for students to research and experience university life for a day.

All University Open days are advertised and senior students are encouraged to spend some serious time investigating their tertiary study options.

**In2uni**

In2uni is a partnership with Dapto High School and the University of Wollongong. The program aims to lift educational aspirations and give students access to tertiary education opportunities

**Yr 7 -10 Academic mentoring Program**

This program is delivered at our school by trained UOW students. Students will be working with their mentors on projects aligned with the subjects’ students study

**Yr 9/10 UOW Experience Day**

Students are invited onto campus to take part in an exciting on - site experience. The day is hosted by the university mentors who have been working with the students in the Academic mentoring Program.

**Yr 11 Transition Workshops**

Students work with UOW mentors focusing on study skills, career options and activities that facilitate their transition into Higher Education

**Yr 12 University Preparation Program**

UOW trained mentors tutor students in academic subjects aiming to improve student HSC results. They mentor students assisting them with Early Admission applications.

**Yr 12 Summer Master Class Program**

The HSC Summer Master Class program provides students with an opportunity to get a head start in your HSC and experience university life on campus, by participating in lectures, tutorials and labs. With seven subjects on offer, which all complement the current Year 12 HSC syllabus outcomes, this is your chance to get an insight into university life and expectations.

**Online Career Resources**

[www.daptohighcareers.com.au](http://www.daptohighcareers.com.au) - School careers website

[www.jobjump.com.au](http://www.jobjump.com.au) – School log in Seal

Online career resource that provides individual career & transition information. Resources on HSC, ATAR, Universities, Apprenticeships, Jobs & Earnings,

**Careers Reference Room**

A variety of up to date careers information is maintained and available for the use of students and staff in the Careers office which is located in the library. The Careers Adviser is available in the careers off most recess and lunch times and students and staff are encouraged to leave a note under the door if careers adviser is unavailable.

**Parent and Community Involvement**

As parents have a great influence on their children's career planning and decisions, it is important that they be involved in the Career Education program wherever possible. Such involvement would include: informing parents about careers activities through newsletters and school websites, encouraging their participation in work experience programs, encouraging their contact with the Careers adviser regarding advice and assistance.

The local community is also a most valuable resource that may be involved in a program through work experience, guest speakers, sponsorship and excursions. Careers Education can help considerably in integrating the school with the local community and businesses.