
Macleans College - POLICIES & DIRECTIVES

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Careers

RATIONALE:

To provide information and assist students to develop a career plan which is appropriate to their skills, interests and abilities.

PURPOSES:

- 1 To meet students' needs.
- 2 To provide individual counselling to students, parents and staff as required.
- 3 To maintain co-ordination between Careers, Guidance and Transition.
- 4 To maintain the profile of career guidance with students, parents and staff.

GUIDELINES:

In order to achieve the above, it will be necessary to:

- 1 Provide individual career counselling:
 - on request to any student, parent or staff member
 - by appointment to all year level repeaters
 - by referral from house leaders, form teachers, year level heads, senior management or any concerned staff member
- 2 Liaise with tertiary institutions, other providers and employers to update information on courses and jobs, and advise students of these.
- 3 Organise a careers evening mid-year, where students and parents have an opportunity to gain information about different training opportunities.
- 4 Organise liaison visits from tertiary institutions.
- 5 Keep students informed of open days, information evenings, seminars, closing dates, scholarships and grants.
- 6 Assist students with applications for courses, jobs, halls of residence, scholarships, etc.

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- 7 Ensure all information is up to date and readily available to students.
- 8 Be involved in curriculum development.
- 9 Promote the idea of work exploration widely in the school and develop a database of providers.
- 10 Encourage staff to develop links with industry and involve people from outside the school where they can bring relevant expertise, experience and add value to programmes.
- 11 Provide career resources and information to departments, house leaders and form teachers and encourage teachers to be more involved in the provision of career information.
- 12 Make sure students are more aware of the need to research their options using computer sites, attending open days, experience days and checking out their choices with work experience.
- 13 Keep up to date with new information and be prepared to consider different ways of doing things.
- 14 To review resources and have adequate funding to update them.
- 15 To work closely with year level heads and house leaders on meeting the needs of at-risk students.
- 16 To promote the use of the careers room to all students.
- 17 To provide a link between students and employers offering part time and full time work.
- 18 To have a systematic plan for dealing with subject selection at all year levels.

OTHER RELEVANT DOCUMENTATION:

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- Year 9 Peer Support Programme
- Year 10 Career unit for Social Studies
- Year 11 Lifeskills Workbook and Teacher Manual
- Year 12 Lifeskills Workbook and Teacher Manual
- Course Calendar