Career Pathways Presentation

Natalie Lynch & Michael Scarman

Career Pathways Managers – Western Adelaide Region
Navigating Future Pathways Program

The Program is a new strategy and delivery model that will strengthen efforts to increase SACE achievement and create vocational education and training opportunities for young people across the state.

The strategy focuses on developing stronger, more sustained partnerships between schools and businesses to support real-world learning, and expose young people to the range of pathways available to them, including in Science, Technology, Engineering and Maths (STEM)-related areas.
Key elements of the program include:

- closer links with business and industry
- extra support for schools to *increase SACE participation, retention and completion rates*
- improved career planning advice for students and their families
- closer alignment of *Vocational Education and Training* programs with skills shortages and emerging industries
- supporting schools to manage school based apprenticeships
Career Pathways Manager role:

- Develop and maintain effective **partnerships** between schools, industry/employers, training providers to provide **support student pathways**
- Support sites to ensure effective **Workplace Learning Procedures** are in place.
- Support sites to develop and implement **effective processes for managing** school based apprenticeships and VET Courses.
- Work collaboratively to support the **successful transitions** of learners from Year 10 through to SACE and pathways.
- Provide **career development services** which can include information and guidance for individual and groups of students and parents/carers
- Manage WASSN Regional **VET programs**
- Co-ordinate the effective operation of **Trade Training centres**.
SACE Achievement Officer role:

- Work collaboratively with teachers and leaders to develop, implement, evaluate and review school career development strategies.
- Provide strategic support for secondary alliances.
- Support sites to analyse SACE data, identify priorities and develop, implement and review strategies to improve SACE participation, retention, completion and achievement.
- Work collaboratively to design challenging and effective staff professional learning that improves the capability of SACE teachers to design and implement learning programs that improve student achievement and pathways outcomes.
Support the successful transitions of learners through secondary school, SACE and into further education and training.

Support sites to achieve the STEM Learning Strategy Career Development goals including to prepare young people for a global economy.
Exploring Options

Have you started to think about what you would like to do post school? What options are available for you? Have you mapped out a career plan yet? (Example over page) Some may have a clear pathway into further education (University or TAFE) at this early stage but there are other options:

2 Main Options:

• Starting full time or part time work

• Apprenticeship or Traineeship (including school-based)
Career Planning Form

Western Adelaide Secondary Schools Network

2018 Career Pathways Counselling Form - WASSN Secondary Alliance schools

School: ____________________________ Parent/Caregiver attended: Yes [ ] No [ ]
Previously met with VET Coordinator/Year level teacher: Yes [ ] No [ ]
Date: ____________________________ Term: ________ Year level: ________

*Student Information: * EDID No:
ATSI [ ] FLO [ ] Disability [ ] Alternative Program [ ] GOM [ ] Risk of disengagement [ ] NEP [ ]
Students Name: ____________________________ Care group: ____________________________
Home Address: ____________________________ Home Phone: ____________________________
Student Phone: ____________________________ Student Name: ____________________________
Parental contact: ____________________________ Parent Phone: ____________________________
Do you have any medical issues? Yes [ ] No [ ] If so: ________________________________________
Any medications that you are taking or have been previously on: ____________________________
* Background information: (e.g., school training - change of schools, challenges, support systems in place)

*Career Pathway - SACE Plan & Goals: (Please supply SACE plan)
Are you on track for SACE? Yes [ ] No [ ] Current credits: ____________________________
No [ ] If no please explain: __________________________________________________________
*Additional credits student needs for completion of SACE
*Would like to achieve an ATAR: Yes [ ] No [ ] Will you be planning on attending Uni? Yes [ ] No [ ]

*Career Assessment plan:

Self-Assessment: What are my skills and values?

Careers Research: What kinds of careers are out there?

Making a decision. What career options are best for me?

Taking action: How can I get a job that I want?

Career options: Further study & training, University Pathway, Apprenticeship/Traineeship, TAFE etc.

Career Planning Activities:

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Yes - Completed</th>
<th>No - Needs assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume writing: (Is your resume suited to the industry needs?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
</tr>
<tr>
<td>Writing cover letters: (Are you comfortable writing?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
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<tr>
<td>Filling out applications: (Are you confident to do this?)</td>
<td>Y [ ] N [ ]</td>
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<tr>
<td>Interview skills: (Are you confident to do this?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
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<tr>
<td>Personal Presentation: (Are you confident to do this?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
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<tr>
<td>Employment hunting skills: (Are you confident to do this?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
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<tr>
<td>Decision making components and steps: (Are you confident to do this?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
</tr>
<tr>
<td>Occupational Health &amp; Safety, EEO &amp; Recognizing and handling harassment: (Have you had training in these areas?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
</tr>
<tr>
<td>Work attitudes &amp; behaviours (Is your behaviour acceptable?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
</tr>
<tr>
<td>Expected work adjustments: (Can you cope with adjustments/challenges?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
</tr>
<tr>
<td>Work Ethics: (Are you competent in your work attitude?)</td>
<td>Y [ ] N [ ]</td>
<td></td>
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Page 1 - Version 2(16) February 2016 WASSN Career planning document

Page 2 - Version 2(16) February 2016 WASSN Career planning document
2018 Career Pathways Counselling Form - WASSN Secondary Alliance schools

Career planning outline (Timelines):

3 - 6 months (Short steps towards goals)

5 - 12 months (Building your networks – School, Work, Training, University)

Beyond 12 months (Stretch your goals as these plans should align with your long-term plans)

Long-term goals (Are their skills you lack, that would help you grow into the position you want)

Personal goals (What are your school/work/life balance goals? Where do you want to be?)

Career Pathway Manager notes:

What do I need to do now, progressing to the next level? (Steps student need to take)

As a result of an appointment with ___________________________ (students name) these dot points were discussed with the student & parent:

- Career Planning Activities, Career Assessment plan, Career Planning timeline
- Develop a resume and cover letter (Resume needs to be tailored to the position)
- Create a list of potential employers (at least 10 businesses) for employment or work experience.
- Undertake work experience in the area of interest. You can arrange work experience by:
  - Writing to employers and then following up with them via a phone call or email
  - Contacting employers through the Yellow Pages or online job websites
  - Seeking help from parents/caregivers and existing networks
- Exploring opportunities through tertiary institutions, career services, school contacts etc.
- Undertake Industry aptitude test assessment – Various TRADE Qualifications.
- Pursue VET course in your region with a client to the VET Coordinator at your school.
- Investigate options with Apprenticeships/Traineeships through private employers or Group Training Organisations.
- Undertake Occupational Health and Safety Passport to Safety or 5 hrs of Orientation program for OHS.
- Driver’s license required (Construction trade).
- SAC subject selection (Stage 1 & Stage 2 subjects) for completion of SAC.

Links and contacts:
- http://www.skillroad.gov.au - Various trades and vocations into - outlining the skills, employment outlook; how many re-merchant are currently employed in that particular trade. Weekly earnings, age brackets, age limits, the skills required for that trade, or occupation.
- Follow up appointment with Career Pathway Manager will be on (3 month timeframe)
**SCHOOL BASED APPRENTICESHIPS**

**Consider starting one while still at school??**

- A *minimum* of 8 hours of *paid* employment per week – can be up to 5 days if you have completed your compulsories
- Attend a Registered Training Organisation e.g.: TAFE SA
- Gain 10 SACE Credits for every 70 hours of competencies achieved – up to **150 Stage 2 credits**
- Include the SBA as your study lines at school this year
- Transition on to full time job at the end of year 12
Agencies that you can contact for support with Full time Apprenticeships & Traineeships that specifically are for Aboriginal Students.

- Department for Industry & Skills – Aboriginal Employment Program: Contact Lesley Rachwal: 0407 394 822
- Maxima Group Training – Indigenous Employment Program: Contact Adam Jennings 0466 016 767
- AFL Sportsready – Indigenous Employment Program: Contact Craig Berry (08) 8210 1300
WHAT EMPLOYERS are looking for?

Do you demonstrate these?

- **Values** – Accountability, Honesty, Knowledge, Respect, Tolerance, Work ethic?
- **Behaviours** – Adaptable, Authentic, Collaborative, Flexible, Self –Awareness, Resilient?
- **Skills/Knowledge** – Business literacy, Critical analysis, Digital technology, Literacy, Numeracy, Problem solving, Technical skills?
- **Flexibility** - working hours & overtime as it will happen
**WHAT CAN YOU PROVIDE TO EMPLOYERS**

You are going to be asked to provide evidence of how committed and interested you are in any position you are applying for:

One good example of evidence is:

- **Work Experience** (while at school) in the field you are applying for. This helps with being aware of tasks of the job, the environment and job satisfaction.

It is a crucial part of evidence.
You will need to maintain an **updated resume and portfolio** with all of your evidence listed.

- Portfolio of your abilities:
- Photos of items built or created
- Certificates of personal achievements (current)
- Qualifications and Certificates
- Written References

Added advantage to include listings of *tools and equipment* you have used as job related.
WHAT DO I NEED TO THINK ABOUT NOW!!

Review where you are at!

Focus now on getting enough knowledge and experience to win the job. Make sure you have all of your “evidence”

Is the evidence you have collected relevant to the job?

Work your way towards gaining your Driver’s Licence – it will be essential.
Make a time to speak with one of the Career Pathways Managers

Natalie Lynch

Michael Scarman

Speak with your year 12 Coordinator to make an appointment or fill out a Career Pathways Counselling form.