



WHANGANUI HIGH SCHOOL POLICY CAREERS INFORMATION & ADVICE

<p>INTRODUCTION/ RATIONALE</p>	<p>1 Career choice is a generic term covering the process through which students select future training and work options. It also includes selections of courses and options within the School as these prepare the way for future choices. Career choice may be arrived at through a variety of methods, including study of information, hands-on experience, listening to others or completing various self-analysis exercises.</p> <p>The National Administration Guideline 1(f) charges the Board of Trustees of Whanganui High School to:</p> <p style="padding-left: 40px;"><i>Provide appropriate career education and guidance for all students in Year 7 and above, with a particular emphasis on specific career guidance for those students who have been identified by the School as being at risk of leaving School unprepared for the transition to the workplace or further education and training.</i></p> <p style="padding-left: 40px;"><u>"Appropriate" means:</u></p> <ol style="list-style-type: none"> 1 Based on accurate and up-to-date information about careers and training options. 2 Based on knowledge of current and future employment trends. 3 Based on students' knowledge of themselves, their needs and aspirations. 4 Reflecting diversity of cultures and learning styles. <p style="padding-left: 40px;"><u>"All students" means:</u></p> <ol style="list-style-type: none"> 1 Everyone in the School needs to have access to a minimum level of information and guidance, whether individually or in groups, whether as part of the curriculum or as part of an interview programme. <p style="padding-left: 40px;"><u>"Specific career guidance" means:</u></p> <ol style="list-style-type: none"> 1 Career guidance tailored to the needs of the target group. 2 Advice and support to help students compete equally for training places and jobs. 3 Special programmes and events which help students make the transition from School to work in a positive way. 4 Interventions that help students decide what to do and then put their plans into action. <p style="padding-left: 40px;"><u>"At risk" means:</u></p> <ol style="list-style-type: none"> 1 Knowing which individuals and groups in the School are going to have difficulty in competing equally for training places and jobs. 2 Predicting which students are nearing the end of their schooling. 3 Knowing which groups are statistically over-represented in unemployment figures and tracing this back to the School population. 4 Working with those students who appear to be the least motivated to take part in learning and who do not respond well to School codes of practice.
<p>OBJECTIVES</p>	<ol style="list-style-type: none"> 1 To ensure that all students are able to make informed choices about future work and training options. 2 To ensure that careers information held within Whanganui High School is accurate. 3 To ensure that students have access to sound and objective advice and support in making career choices and that, where relevant, they are able to gain first-hand knowledge or experience of their preferred options. 4 To enable parents and caregivers to support students in their career decision-making in an informed way. 5 To enable teaching staff to incorporate careers-related modules into the curriculum with confidence.

GUIDELINES	<ol style="list-style-type: none"> 1 The Whanganui High School Charter reflects the Board of Trustees' commitment to careers information and advice through National Administration Guidelines 1(f). 2 The board delegates to the Principal and Senior Leadership Team at Whanganui High School the responsibility of designing and implementing a Careers Information and Advice system within Whanganui High School 3 Through an Annual Reporting system, the board, through the Principal, receives information on the activities carried out in the careers area of their effectiveness. This report to be provided no later than the end of Term 1 in the following year.
PROCEDURES	<ol style="list-style-type: none"> 1 A Careers Team exists of Whanganui High School, consisting of an Assistant Principal, Careers Adviser(s) and Career Education Co-ordinator. Others may be added to this team as required. 2 A plan is developed covering the following aspects of a Career Information and Advice System: <i>Management Structure, Job Descriptions, Staff Development, Career Information, Career Advice, Career Education, Options and Course Counselling, World of Work, Information to Caregivers, Community Involvement, Review and Evaluation Procedures.</i> The plan gives details of various procedures which, in total, support the principles of NAG 1(f). It is reviewed each year through a formal meeting of the Careers Team, and may be audited in other ways as appropriate.
ACCOUNTABILITY	<ol style="list-style-type: none"> 1 The Board of Trustees is accountable for ensuring the requirements of NAG 1(f) are observed through Whanganui High School's Career Plan. 2 The Principal is accountable for overseeing the implementation of a Career Information and Advice System and for reporting results to the Board 3 The Career Adviser(s) is/are accountable for implementation of the system. 4 The STAR Co-ordinator is accountable for developing a comprehensive programme of courses which meet the needs of targeted students and assist them to clarify their future career choices. 5 The Career Development Teacher(s) are accountable for developing an in-depth programme to assist targeted students to develop work-related skills and in so doing enhance their chances of gaining employment.
EVALUATION	<ol style="list-style-type: none"> 1 The board, through the Principal, will receive an annual report on the Career Information and Advice System at Whanganui High School. 2 The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.
CONCLUSION	<p>In establishing a Careers Information and Advice System, the Board of Trustees is conscious of its responsibilities in terms of NAG 1(f). Through self-review it is intended to improve this system over time so that it continues to meet the needs of students and caregivers.</p>

Approved by the Board
Signed Chairperson: _____

Date: 19.9.16

Signed Principal: _____

Date: 20/9/16