

KAIKORAI VALLEY COLLEGE



Career Planning for Students Procedure

PURPOSE

Kaikorai Valley College will 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 training, as per Ministry of Education, Nag 1 vi (revised 2006).

OBJECTIVES

1. To provide appropriate career information 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/training.
2. To encourage informed and thought-through decision making.
3. To encourage parents to take a full part in supporting their sons/daughters in preparation for the future.
4. To enable each student to experience the world of work where appropriate.
5. To develop students' skills to enhance employment opportunities and further training opportunities.
6. To encourage an awareness of individual potential.
7. To develop positive attitudes in students.

GUIDELINES

1. At risk students are identified by the Guidance Network staff and are referred to Careers staff for assistance.
2. Access to a broad range of information, including Learning Pathways, about future courses and careers is made available to students and parents.
3. Career programme content is regularly reviewed.
4. Senior students are spoken to collectively and the Learning Pathways prior to their course selection for the following year in Term 3.
5. Opportunities are provided for consultation about all future planning issues.
6. Students are encouraged to participate in suitable programmes provided by outside agencies.
7. Cumulative forms are used to build up a profile of students' interests, activities and intentions for the future.
8. Secondary Tertiary Alignment Resource programmes and work experience are available to students as part of their decision making.
9. Positive relationships with local businesses are fostered.
10. Staff are encouraged to participate in relevant professional development.

Date of Confirmation by the Board of Trustees	12.09.2001
Reviewed	19.08.2004
Reviewed	22.06.2006
Reviewed	24 August 2011
Reviewed and changed to a procedure	26 November 2014
Next review: November 2017	24 November 2017