

POLICY

CAREER DEVELOPMENT SERVICES

Responsibility of:	School Operations	FILE2015/294
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Target Audience:	Staff/Parents/Community	

1. POLICY

The department is committed to providing high quality, integrated curriculum that meets student achievement needs and supports better long-term employment and life outcomes. Career development services are an essential element of education provision in Northern Territory government middle schools and senior secondary schools. Schools are expected to incorporate a whole school strategic focus which considers how students are exposed to and identify appropriate career and employment pathway options. This policy outlines general principles for providing career development services in schools.

2. BUSINESS NEED

School governance arrangements provide schools with the flexibility and autonomy to make decisions about the provision of services and staffing resources to target students' learning needs and outcomes. Embedded career development strategies and employment related activity is essential for student learning that is relevant and meaningful for successful futures and must be considered a priority for schools when implementing localised structures.

3. SCOPE

This policy applies to all Northern Territory government schools approved for delivery of schooling at Years 7 to 12 including those with Independent Public School status.

4. DEFINITIONS

Careers Advisors hold a minimum post graduate qualification of a Certificate IV in Career Development and provide a service that facilitates career decision making. They provide timely and authoritative advice and information to students, colleagues and parents for use in school programs.

Career development is the lifelong process of managing learning, work, leisure and transition in order to move towards a personally determined and evolving future. Career development may be defined as the complex process of managing life, learning and work over the lifespan

Career development services include a wide range of programs and services such as career advice, career education and other career development opportunities. They assist individuals to gain the knowledge, skills, attitudes and behaviours to manage their life, learning and work in self-directed ways.

Career education is the development of knowledge, skills and attitudes through a planned program of learning experiences in education and training settings which assist students to make informed decisions about their study and/or work options to enable effective participation in working life.

Career information is information (print, electronic, personal contacts and other resources) that assists the process of career development. Career information includes occupational and industry information, education and training information and social information related to the world of work.

5. ROLES AND RESPONSIBILITIES

School Support Services will:

- maintain jurisdictional oversight of Northern Territory and national policies and agendas that influence the delivery of career development services including links with delivery of vocational education and training in schools
- facilitate information sharing related to career development opportunities and creating industry and employer partnerships for schools
- assist schools, where possible, to develop links with local industry and employers in order to develop collaborative and beneficial partnerships to support career education.

Regional Directors will:

- ensure they are satisfied that career development strategies within the school strategic improvement plan and resources allocation are adequate to meet the needs of the student cohort.

Principals will ensure:

- that career development needs of the student cohort are met through identified deliverables that are implemented and reviewed
- adequate resources are allocated to achieve the school's planned career development strategies prioritising, where possible, the appointment of a careers advisor
- appointed careers advisors are appropriately qualified or actively engaged in achieving qualification
- that careers advisors maintain membership of, and involvement in, an appropriate professional association
- time allocation for career development services is sufficient having regard to the stage of schooling, student population and student needs and is prioritised as an essential school service
- that interruption to time allocated for career development services is minimised
- careers advisors are available for students at significant decision points such as subject selection and periods of transition
- provision of professional development opportunities for all teaching staff consistent with their role to ensure up-to-date information is available and consistent career education terminology is utilised.

Careers Advisors will:

- ensure they maintain membership and regular involvement with an appropriate professional association for networking, collegiate support and maintenance of professional standards of careers practitioners as adopted by the association

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- provide input into the development of school career development strategies to ensure approaches meet the career education needs of the student body
- coordinate and/or deliver career development services to achieve the school's strategic career development priorities
- engage teaching colleagues in professional development opportunities consistent with their role to ensure up-to-date information is available and consistent career education terminology is utilised
- engage parents and carers in the career education process so they are able to provide well informed guidance to their children
- ensure students have access to and know where to find comprehensive, accurate, up-to-date, impartial information about their options including higher education, vocational education and training, school based apprenticeships and traineeships
- ensure resources are appropriately targeted to student needs, considering student diversity and students at risk
- ensure students have access to and understand how labour market trends impact on future employment prospects and post-school pathways
- ensure career development services provide opportunities for students to develop self-awareness and self-confidence in making career and education related decisions
- provide students with a range of opportunities to understand the world of work
- actively work to build and maintain collaborative and beneficial partnerships with local industry and employers to support career education
- provide opportunities for students to engage with employers to draw connections between school and work beyond school
- assist students to identify and discuss how work exploration and employer engagement opportunities link their classroom learning and the world of work
- monitor and review defined career development outcomes embedded in career development strategies.

Teachers will:

- ensure that specialist subject delivery will incorporate explicit links to careers pathways and work settings
- seek advice from the school's careers advisor/s and participate in professional development opportunities to understand and use consistent career education terminology
- ensure that any information provided to students is accurate and impartial, seeking advice from, or referring students to, the school's careers advisors as appropriate.

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

[Northern Territory Board of Studies Curriculum, Assessment, Reporting and Certification Policy: Years 10-12](#)

[T-9 Curriculum, Assessment and Reporting Policy and Guidelines](#)

[Resources - MySkills](#) – Education Council framework for vocational learning and VET delivered to secondary students. Education Services of Australia 2014.

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[The Career Industry Council of Australia \(CICA\) - Professional Standards for Australian Career Development Practitioners.](#)

[Blue Print for Career Development](#)

[Career Industry Council of Australia](#)

[Work Experience Policy and Procedures](#)

[Work Studies Years 9–10 | ACARA](#)

7. ACKNOWLEDGEMENTS

- Education and Training, Australian Capital Territory Government - for sharing draft guidelines
- Australian Government, Department of Education and Training, School to Work and Strategic Priorities Branch
- Career Industry Council of Australia