

# Career education – guidelines

## Curriculum, assessment, reporting and certification: early childhood to year 12 policy statement

The Northern Territory Board of Studies (NTBOS) approved policy sets out the legislative foundation for the provision of school education in the Northern Territory (NT) relating to curriculum, assessment, reporting and certification.

The Department of Education's (the department) Curriculum, assessment, reporting and certification policy: early childhood to year 12, informs department staff, that is school, regional, and corporate staff about the actions they must undertake to be compliant with legislation, the NTBOS policy and the department's strategic direction.

These guidelines provide information on the actions and processes of career education in all NT Government schools in all contexts.

### Policy

These guidelines outline the requirements for providing career education services in schools across the NT and aligns to the [National Career Education Strategy](#). The strategy focuses on the importance of building the skills and general capabilities learners will need in the workplace, strengthening school and employer collaboration and developing learners' career management and navigation skills.

### Roles and responsibilities

Teaching and Learning Services as the policy owner is responsible for:

- ensuring career education aligns with jurisdictional and national policies and agendas that influence the delivery of career education
- providing information about career education opportunities and creating collaborative industry partnerships to support career education
- communicating and reviewing these guidelines.

The school principal as the instructional leader of the school is responsible for:

- implementing these guidelines
- meeting the career education needs of learners by allocating adequate resources to achieve the school's career education strategies
- appointing a qualified career development practitioner, where possible
- allocating sufficient time for career education through the Australian Curriculum years 3 to 12, and with regard to the stages of schooling, learner population, and learner needs of the school
- reviewing defined outcomes embedded in the school's strategic career education plan.

Teachers or careers practitioners are responsible for:

- coordinating and delivering career education services to achieve the school's strategic career education priorities

- ensuring colleagues, parents and learners have access to comprehensive and current career education and guidance – including higher education, vocational education delivered to secondary students and apprenticeship options
- providing learners with opportunities to understand the world of work, including opportunities for learners to engage and make connections with industry
- ensuring subject delivery incorporates explicit links to career pathways and work settings.

## Guidelines

These guidelines apply to all NT Government schools and independent public schools delivering education for years 7 to 12.

Embedded career education strategies and employment-related activities are essential for a learner's career development beyond school. Career education must be considered a priority for schools.

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

To ensure career education services remain current, relevant and reflect best practice, school career practitioners must maintain membership and regular involvement with an appropriate professional association, which may include:

- Career Industry Council of Australia
- Career Education Association of Victoria
- Career Education Association of the Northern Territory.

A career development practitioner must also attain a minimum of a Certificate IV in Career Development.

## Professional Standards for Australian Career Development Practitioners

The Career Industry Council of Australia (CICA) is the peak body for the Australian career industry.

Career development practitioners must be guided by the key elements of professional standards and work within the frameworks on career development services provided by CICA.

The [Professional Standards for Australian Career Development Practitioners](#) outline the minimum requirements needed by Australian career development practitioners.

The professional standards explain the systems and procedures that define the career industry, its membership and services.

By recognising the skills and knowledge required of career development practitioners, the professional standards guide entry into the field by providing a foundation for training and qualifications.

Acronyms	Full form
CICA	Career Industry Council of Australia
NT	Northern Territory
NTG	Northern Territory Government
NTBOS	Northern Territory Board of Studies

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1	28 June 2022	Operational Policy	Quality Teaching and Learning policy project TRM 50:D21:72076
2	November 2022	Quality Standards and Regulation – Operational Policy	Administrative amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting