

**Julia Gillard Community College
Policy and Procedure**

Procedure name	School Pathways and Transitions Policy and Procedure
Responsible person	Assistant Principal
Staff involved	Teachers
Frequency of performance	Approved: 13 Sept 2024 Review Date: Semester 2, 2025

Policy Context

Student pathways and transitions focus on levels of participation in education and training, and the provision of programs, support and advice to students regarding appropriate pathways and transitions to further education, training and employment and make more informed career and pathway decisions to prepare them for life beyond the VCE Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC) at Julia Gillard Community College (JGCC). The Assistant Principal and staff in school programs ensure that career pathway programs are developed and implemented for every student enrolled at JGCC.

To provide effective programs and levels of support and advice, JGCC has Career development programs and services that students participate in regularly.

JGCC provides young people with career development and education programs and services that equip them with knowledge, skills and capabilities to become self-reliant career managers to navigate multiple careers who are able to make the best possible educational, training and occupational choices and manage their life, learning and work in rapidly changing labour markets.

Programs and support services can include:

- careers counselling advice through personal interviews and group discussions
- careers information-printed and electronic resources
- DE career education resources to help teach students to make informed career decisions and equip themselves for the world of work.
<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/default.aspx>
- Individual Career Development Pathway Plan
- DE Career Insights- Morrisby Profile
- DE Career education at TAFE and ACE: my career capabilities website
<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/carframe/Pages/taface.aspx>
- online career planning and education
- telephone advice and online help

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions.

Version: 2024v1 Document number: 25 Page 1 of 8
G:\Policies\SCHOOL\School Pathways Transitions Policy and Procedure 2024v1.docx

Julia Gillard Community College

Policy and Procedure

Students learn about careers and pathways through the course of their general studies, through participation in the community and through work-based learning to develop employability skills.

Child Safe Standards and Workplace Learning

JGCC is committed to the safety and wellbeing of all children and young people. As per *Ministerial Order 1359-Managing the Risk of Child Abuse in schools and School Boarding Premises*. This order extends to any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside scheduled hours.

Procedure

Students at JGCC enrolled in the Senior Secondary Programs undertake Career Education with experienced staff.

Career Education sessions

Career education sessions are provided to all students enrolled at JGC. JGCC allocates time for all students enrolled in a program to focus on career education and pathways planning.

JGCC develops links to broaden student options and increase resources to assist student engagement, retention and successful transition to post-school options.

The aim of Career Education at JGCC is for students to:

- develop knowledge and understanding of themselves and the personal attributes they bring to situations through self-assessment, including their strengths, limitations, abilities, skills, qualities, needs, attitudes and values
- develop knowledge and understanding of post-compulsory options and explore the range of opportunities and pathways
- develop resilience and strategies for coping with and managing change
- learn how to make considered choices and plan options in relation to anticipated further study, careers and employment options
- effectively manage the implementation of these choices and the associated transitions from JGCC
- develop networking, employability skills and problem-solving skills
- have the skills and capabilities to navigate multiple careers
- meet the challenges of the rapidly changing world of work
- have access to high-quality career education

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions.

Version: 2024v1 Document number: 25 Page 2 of 8
G:\Policies\SCHOOL\School Pathways Transitions Policy and Procedure 2024v1.docx

Julia Gillard Community College Policy and Procedure

- make more informed career and pathway decisions to prepare them for life beyond their Senior Secondary Programs.

Students are encouraged to undertake work experience or structured workplace learning throughout the year.

Career education is being transformed to ensure students in Senior Secondary Programs:

- are supported to understand their strengths and interests
- have the skills and capabilities to navigate multiple careers
- can meet the challenges of the rapidly changing world of work.

My Career Insights

All students in Senior Secondary Programs will be given access to:

- Morrisby, an online career discovery tool
- Analysis of their Morrisby career assessment through one-on-one career counselling by an externally accredited career practitioner.

Victorian careers curriculum framework

The goals of the Victorian careers curriculum framework are to assist young people to:

- understand and manage influences relating to career planning and lifelong learning
- develop skills, knowledge and capabilities to make career decisions
- apply their learning to achieve educational and career aspirations
- build resilience in their capacity to manage change throughout their lives.

Careers and transition resource kit

The lesson plans and supporting resources in the *Careers and transition resource kit* are designed to assist career educators to deliver quality programs for students.

These lessons are tailored to suit the students within our Senior Secondary Programs. Lessons are organised according to the career development process under the following headings

- Self awareness
- Opportunity awareness
- Decision learning
- Transition planning

Julia Gillard Community College Policy and Procedure

Activities are modified and tailored to suit the needs of the learners and local contexts with:

- Koorie young people
- English as a Second Language (EAL) and Culturally and Linguistically Diverse (CALD) young people.

In developing their career action plan, young people will focus on the strategic steps to achieving their career goals with emphasis on their financial, individual and lifelong learning needs. These young people should be able to identify and document experiences and activities that demonstrate their skills, knowledge and capabilities. They should be capable of effectively using a range of career resources and be making effective use of their allies to achieve their career goals.

Work Experience

Work experience can be organised for students over fifteen on a case-by-case basis. Work Experience allows students the chance to experience an Australian workplace, allows students to gain knowledge and skills in the workplace, explore future career options and encourages maturity, independence and self-confidence.

Any JGCC students undertaking work experience will complete the *safe@work* program prior to commencing work experience. For students with a disability or special needs, JGCC will use *A Job Well Done* to support students. Students will need to satisfactorily complete *A Job Well Done* prior to undertaking work experience. The CEO in collaboration with the Senior Secondary Education Manager will determine which OHS program is most appropriate to the individual student.

JGCC is guided by Ministerial Order 1413 Work Experience Arrangements (Schools) and takes all practicable and reasonable steps to prepare students for work experience.

JGCC also uses The Education State/Victoria State Government/DE-Child Safe standards and Workplace Learning-A guide for schools together with Ministerial Order 1413 Work Experience Arrangements (Schools) which is completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the Principal of JGCC.

Structured Work Place Learning (SWL)

Some students undertaking a VET program as part of their VCE VM, or VPC programs are required to undertake a Structured Workplace Learning placement. Structured Workplace Learning placements provides students with the opportunity to integrate practical on-the-job experience and learnings in industry with nationally recognised VET undertaken as part of either their VCE VM, VPC or VET units. It provides context for:

- enhanced skills development

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions.

Version: 2024v1 Document number: 25 Page 4 of 8
G:\Policies\SCHOOL\School Pathways Transitions Policy and Procedure 2024v1.docx

Julia Gillard Community College Policy and Procedure

- practical application of industry knowledge
- assessment of units of competency
- achievement of some learning outcomes for units of study, and
- enhanced employment opportunities.

JGCC is guided by Ministerial Order 1413 Work Experience Arrangements (Schools)

Ministerial Order Structured Workplace Learning Arrangements (Schools) - for any structured workplace arrangements for JGCC students. JGCC staff refer to the Structured Workplace Learning Manual and The Education State Child Safe standards and Workplace Learning-A guide for schools when developing, coordinating and managing Structured Workplace Learning programs for JGCC students.

JGCC also uses Ministerial Order 1413 Work Experience Arrangements (Schools which must be completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the Principal of JGCC. JGCC uses Ministerial Order 55 Structured Workplace Learning Arrangement Forms (Schools) which must be completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the Home School Principal for students enrolled in VCE Vocational Major or VPC.

All students entering into a Structured Workplace Learning arrangement must have undertaken training in accredited occupational health and safety relevant to the workplace they will be entering for the arrangement. The Principal must be provided evidence of this by the Assistant , prior to a student commencing the arrangement.

JGCC students undertaking Structured Workplace Learning will complete the *safe@work* program prior to commencing the arrangement. Students are required to satisfactorily complete the *Safe at Work General Module Test* and *Safe at Work Industry Specific Module*. These resources can be accessed via the DE website at

<http://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx?&Redirect=1>

Wyndham CEC retains the Work Experience or Structured Workplace Learning Arrangement form together with a copy of the *safe@work* certificate/s.

Career Action Plans

All students enrolled at JGCC will have a Career Action Plan. This Plan will be used during Career Education sessions and updated on an ongoing basis throughout the year. Data and information produced through Career Action Plans allows JGCC to understand the diverse needs of its students and assists with program planning and provision. When a student is ready to exit JGCC they are offered support and guidance by understanding their post school options to make a successful transition.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions.

Version: 2024v1 Document number: 25 Page 5 of 8
G:\Policies\SCHOOL\School Pathways Transitions Policy and Procedure 2024v1.docx

Julia Gillard Community College

Policy and Procedure

The Career Action Plan focuses on the student's attention on recognising and creating opportunities to make informed career choices by defining their career goals in the career action plan.

Career Insights program-Morrisby

All students enrolled will have access to the world-leading Morrisby online career education tool. For most students, this happens in year 9.

Morrisby helps your child make informed choices for senior secondary school and beyond by exploring their strengths, interests and career opportunities.

The My Career Insights program pairs your child's Morrisby profile with a free expert career consultation.

At enrolment, JGCC gains and retains consent to give the student access to Morrisby.

JGCC contacts its students in the year following the student's exit to see if the student is still engaged in education or employment and to offer assistance if they are not.

The program

Step one: Parental/Guardian consent

Consents are completed at the enrolment interview and retained by JGCC.

Students who are 18 years of age or older complete their own consent.

Step two: Morrisby profile

JGCC will ask students to complete Morrisby quizzes. Morrisby will use their answers to create a unique profile that:

- summarises their individual strengths and interests
- suggests related careers paths and study options.

Step three: Career consultant meeting

JGCC will set up an interview between the student and a career consultant from the Australian Centre for Career Education. They will talk about how to understand Morrisby.

Step four: Career planning

The student's Morrisby profile helps them with:

- create their career action plan
- understand their options in Senior Secondary Programs
- explore what they would like to do when they finish their Senior Secondary Programs.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions.

Version: 2024v1 Document number: 25 Page 6 of 8
G:\Policies\SCHOOL\School Pathways Transitions Policy and Procedure 2024v1.docx

Julia Gillard Community College

Policy and Procedure

Parents/guardians may like to talk with the student about their Morrisby profile, interests, strengths, goals and options. For support with this conversation, see Talk to your child about their career.

Life-long career help

If the student completes their Morrisby profile, they can access it through the rest of their schooling, and beyond. As they develop new strengths, interests and goals, they can update their Morrisby profile to get useful study and career suggestions.

Vocational Education and Training (VET)

Students in Senior Secondary Programs at JGCC undertake VET as part of their VCE VM or VET programs.

A VET course of study provides students in VCE Vocational Major/VET with a national Qualification or Statement of Attainment at Certificate II or III level. This qualification may provide entry into employment, further study or an Apprenticeship / Traineeship.

A VET course of study provides students in VPC that are completing with a national Qualification or Statement of Attainment at Certificate I or above with a Certificate. This qualification may provide entry into employment, further study or an Apprenticeship / Traineeship.

Outcomes from the Senior Secondary Programs: VCE Vocational Major/VPC

JGCC offers its students quality programs which aim for successful outcomes to be achieved by all students. Students enrolled in the VCE Vocational Major or the VPC at JGCC complete a certificate over two years. JGCC's Assistant Principal is available to discuss and support students transitioning from JGCC following completion of their VCE VM or VPC program and can access information about post school options. This includes assisting students to apply for further education courses through direct entry or through the Victorian Tertiary Admissions Centre (VTAC).

Scholarships

Wyndham CEC's Board of Governance offers a scholarship to a student enrolled in JGCC. The *Anne Mitchell Scholarship* can be applied for on an annual basis and offers a student \$500 to be used for direct education purposes. The Anne Mitchell Scholarship is presented to the recipient at the Wyndham CEC Annual General Meeting (AGM).

JGCC's Assistant Principal/Principal also propose and support disadvantaged students in to apply for *Western Chances Scholarships* and *Sandy Mein Scholarships* to enhance their educational opportunities.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 13/9/24 and supersedes all previous versions.

Version: 2024v1 Document number: 25 Page 7 of 8
G:\Policies\SCHOOL\School Pathways Transitions Policy and Procedure 2024v1.docx

Julia Gillard Community College

Policy and Procedure

On Track Destination Data

Wyndham CEC collects data annually on student completion rates and student outcomes related to its Senior Secondary Programs. This data is provided annually to the WynBay Local Learning and Employment Network (LLEN) for publication in its Environmental Scan which is made available publicly to stakeholders. Data is also collected and provided for inclusion in On Track data annually.

Related documents

Legislation: Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Worker Screening Act 2020 (Vic), Children, Youth and Families Act 2005 (Vic), Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2018, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Ministerial Order 1412 Structured Workplace Learning Arrangements (Schools), Child Employment Act 2003, Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic); Ministerial Order 1359- Child Safe Standards-Managing the risk of child abuse in schools and boarding premises, Ministerial Order 1413 Work Experience Arrangements

Policies: School Attendance Policy & Procedure, School Duty of Care Policy & Procedure, School Enrolment Policy & Procedure, Privacy Policy & Procedure, Structured Workplace Learning Procedure, Child Safety and Wellbeing Policy & Procedure, Risk Identification and Management Policy & Procedure.

Other: Senior Secondary Programs Student, Parent and Guardian Handbook, Student Contract, Student Code of Conduct, Work Experience Arrangement Form (Schools), Work Experience Guidelines for Employers, Health & Safety Guidelines for Work Experience Students aged 15 and over, DE A Job Well Done Resource, safe@work Resources, safe@work general module test; safe @work industry specific test