

Daramalan College Careers Service

Mission Statement

The Daramalan College careers service provides career resources and consultation, facilitates career exploration opportunities and assists students to apply their education and experiences toward advancing their career potential and engaging in self-management of the lifelong career building process.

Careers Frameworks

The careers service works within various career development framework to guide practice. The National Career Development Strategy guiding framework from the Federal Government, defines career development services as educational, exploratory, informative and guiding; with the individual at the heart of career development. This concept of the individual being the heart sits well with the MSC ethos of Daramalan College.

The DEST Australian Blueprint for Career Development (ABCD) provides guidelines for developing and evaluating careers services. It identifies eleven competencies across three areas (personal management, learning and work exploration and career building). Each competency is broken into a developmental phase with performance indicators. This framework informs how the careers program is pitched to students in various year levels.

The Employability Skills framework identifies transferable skills that employers expect, including teamwork, communication, planning, problem solving, personal attributes, technology and initiative. The development of these skills is incorporated within the careers program, pastoral care programs and the broader curriculum at Daramalan College.

The MCEETYA developed a Career and Transitions Services framework which provides strategies for supporting students' transition to post-school destinations through exit surveys, learning pathways plans and portfolios. The ACT Department of Education and Training provides a Pathways Plan resource.

The Five Principles of Career Development underpin many of these frameworks. The principles inform the themes of many of the Daramalan careers program. The principles are promoted to students by a flyer on the Careers Noticeboard.

The Careers Curriculum

The careers services supports and encourages the participation of students to actively engage in learning and planning relevant to their needs and life stage.

The service provides appropriate learning opportunities for students to explore a range of personal, family, social and environmental factors that impact on their career decisions.

Each year level has a full day dedicated to Careers. The learning opportunities for each year level reflect the guidelines recommended by the Australian Blueprint for Careers Development.

The Year 7 program uses the careers resource "The Real Game" to explore the World of Work. Students are randomly allocated an occupation for the day. They explore the occupation and design a business card to represent their job. The program involves many group activities to allow students to gain an understanding of multiple occupations through peer learning. The theme for the Year 7 program is the World of Work and the activities aim to develop student's understanding of the realities of a working life exploring reasons for working, the need to adapt to changes in employment and how to secure stable employment.

The Year 8 program theme is Find Your Career and seeks to provide opportunities for students to reflect on their strengths, interests and needs to identify possible careers. Both self and peer evaluations are undertaken to assist students to clarify their personal perceptions. From this

activity, students are asked to design their own A4 advertisement representing a positive perception of themselves. Students then code their skills to identify areas they could develop. An on-line personality test (abridged Myer-Briggs style) is used as a fun interactive activity to indicate a personality type and subsequent occupations to consider.

Based on student feedback from 2013 feedback surveys, period 3 will feature presenters representing a range of popular occupations. The presenters include a journalist, graphic designer, marine biologist, nurse, chef, defence, a builder and a vet. The presentation will be "A day in the life of ...". Due to time constraints each student is asked to nominate two of the 20 minute representations they want to attend.

One session of the Year 8 Careers Day uses the on-line careers resources of www.myfuture.edu.au and www.whirl.com to further explore specific occupations of interest to individual students. Daramalan College pays an annual subscription to the WHIRL Careers Exploration website.

As identified by the Employability Skills Framework, the concept of transferable employability skills is introduced and the contribution of school subjects to developing these is explored to emphasise the relevance of school study to future career opportunities. A fun trivia game taken from "The Real Game" resource is used to reinforce the relevance of school subjects to occupations.

The Year 9 careers program takes a workshop format focusing on Getting A Job. At this stage of their lives, many students are undertaking casual paid employment for the first time and the program is designed to assist students to prepare to getting a job. The workshops include lessons on job seeking skills, developing a resume, writing cover letters and applications and interview preparation skills. These workshops will be facilitated by class teachers using student workbooks and teacher guides developed by Paula Robinson, Careers Advisor. Students will use their laptops to complete activities. In 2014 there will be guest speaker The Interview Doctor, a dynamic recruitment speaker who will present on the topic of employer expectations and how to prepare for a successful interview.

The Year 10 careers program has historically been a series of seminars with presenters from local universities and training organisations. Each presenter spoke for 20 minutes to groups of 25 students who were cycled through each of the eight seminars. In 2013 the program was extended to include a multimedia presentation of jobs of the future and a pathways activity encouraging students to take the information presented in the morning seminars to plan possible study pathways.

However in recognition that not all students intend to undertake further studies post school and that most of the information presented is easily accessible on-line, the seminars will now feature past Daramalan students. Each student has been invited to speak at the careers day as they represent various post-school career pathways including experiences with local universities, CIT, gap year experiences, apprenticeships and combinations of all of these options. It is hoped that personal first hand experiences of students will prove most relevant to current students. To provide students with the opportunity to investigate post-school options further, there will be a Careers Expo for all Year 10 students to visit with stands manned by university representatives from ANU, UC, ACU, UOW and Charles Sturt, CIT, RGT, Masters Builders and Defence Force Recruitment. To complete the day, all students will complete a Pathways Plan.

There is a unit of Careers Development in both the Year 11 and Year 12 Pastoral Care Program. The Year 11 unit theme is Uncertainty in the Career Journey with an emphasis on the need to develop resilience to manage change in careers. The Year 12 unit is taken from the Pathways Planning careers resource. The English department offers a course entitled English for Work. The Careers Advisor consults with the teachers to develop resources on preparing resumes and cover letters and preparing for interviews.

At the conclusion of each year's careers day, all students and participating teachers are encouraged to complete a feedback survey to ensure the continuous improvement and relevance of the programs.

Consultations

The constructivist approach of the Daramalan College Careers Service necessitates the opportunity for students to have individual consultations. These narratives acknowledge the complex influences on student's career decisions and develop their self-awareness.

The location of the Careers Office in the vicinity of the College lockers, quad and House Coordinators is deliberate. All students but particularly College students are encouraged to drop in to the office anytime. If the Careers Advisor is unavailable, students may complete a service request form and the Careers Advisor will respond with information requested via email or schedule an appointment.

Each Year 10 student has a one-on-one careers interview scheduled in Term 3 to assist with College subject selection and general school engagement and career direction.

In Term 2 each Year 12 student is scheduled a one-on-one careers interview to ensure each individual student has a career pathway, as advocated by the National Career Development Strategy.

An average of five students per day will drop into the office without appointments, seeking information. Students are encouraged to conduct their own information research and are directed to relevant websites or resources. As espoused by the National Career Development Strategy, although information dissemination is part of the Careers Service's role, it is deemed more useful to teach students the tools to independently research their own career decisions and once they have sourced relevant information, provide guidance and direction as they compare their options.

Notes are recorded of interviews that discuss significant issues such as program change implications and specific career direction advice. If deemed appropriate, the Careers Advisor may email the parents to outline the issues discussed and perhaps to extend an invitation to meet. If the student was referred by a House Coordinator, an email will be sent to confirm the interview occurred and if relevant the outcome.

House Coordinators, Directors of Curriculum, Student Welfare APs and teachers are encouraged to refer students to the Careers Advisor. Students considering package or subject changes are encouraged to discuss the implications of these changes on post-school options such as pre-requisites for university courses. Disengaged students may lack direction and goals, not understanding the relevance of their studies to post-school options. These students often benefit from engagement in work placements.

Work Experience Program

Daramalan College recognises that students can benefit from experience within the workplace. Work experience placements can assist students to make career decisions, skills, develop a greater understanding of the relevance of their studies to their careers post-school ambitions and prospects, develop their employability skills and even secure paid employment.

Daramalan College offers work experience industry placement as a registered unit in Years 11 and 12. A student will be awarded 0.5 points per 30 hours they complete of unpaid work experience. The placement will on be recognised if it has been registered with the Careers Office prior to the placement.

The responsibility of securing a placement is on the student, with the school providing Public Liability and Accident Insurance coverage to the student whilst they are in the workplace. Any student, including those working towards university entry, can register to undertake work experience in a week that does not interfere with their studies eg. during school holidays or in the

last week of the semester where there are no classes after the examination week. Further details of the work experience program are available from the Careers Advisor.

Transitions

The National Career Development Strategy identifies the need for careers support at key transition points. Daramalan identifies the transition from High School to College and College to the world of work as two key transition points. The Year 10 students have a transition day program with a focus on developing work and study practices required for College.

Year 12 Accredited students who gain the points required to gain their Senior Certificate are eligible for the Early Departures Program. This is a two week transition program intended to provide students with the tools and skills to secure work or further study/training upon their departure. Training and certification in Senior First Aid, White Card and RSA are provided by external agencies. Presenters from Centrelink and the CFMEU speak with the students about their rights and entitlements in the workplace. Other presenters will present students with information about the labour market to assist them to make informed choices. Work placement is an integral part of the program. This assists to consolidate student's immediate career decisions, open up employment opportunities and expand their resumes.

Information Services

There is a Careers Services display counters featuring displays and brochures. A weekly newsletter is produced and displayed on the Careers Noticeboard along with immediately relevant careers related information about jobs or information sessions by external agencies. Daramalan College has developed a Careers website providing resources and information at www.Daracareers.com.au

The Dara Careers Facebook page provides an interactive opportunity for students to receive current information via newsfeed and to post questions.

Professional Conduct

The Daramalan Careers Service upholds the Professional Standards for Career Development Practitioners (CICA 2006). The code of ethics provides guidelines for confidentiality, testing, record keeping, referral and decision-making. The Careers Advisor Paula Robinson, maintains professional membership with the ACT/NSW Careers Advisor Association (CAA) and the Australian Association of Careers Advisors (AACAA).

The Strategic Plan

The Daramalan Strategic Plan states that the College shall "prepare students for civic life and the workplace". The Careers Service refers to the various guiding Careers Development frameworks to ensure Daramalan College provides an effective support service that assists our students to achieve a successful and fulfilling transition from school to civic life and the workplace.