

SPOTSWOOD COLLEGE
CAREERS EDUCATION POLICY

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Rationale:

Spotswood College is committed to providing a comprehensive careers education programme and providing services that address student needs to meet their potential at school and beyond.

Purposes:

1. To provide careers education for students to ensure that they have the necessary information to make appropriate career choices.
2. To provide data to identify individual needs and group needs for career support and guidance especially for students who are at risk of leaving school unprepared for transition from school to further training or for the work place.
3. To ensure teachers and departments provide career related education and guidance within their curriculum delivery.
4. To enable teachers and parents gain strategies which allow them to provide improved career education information.
5. To allow and encourage students to set career targets and aspirations through IDP process.

Procedures:

1. A Careers Advisor will be identified
2. An Annual Careers Action Plan will be developed and regularly reviewed.
3. Students at Spotswood College will have a programme of careers education which begins at Year 9 and continues through to Year 13.
4. Years 9/10 will be supported on subject choices and long term planning. Years 11-13 the emphasis will be on personal interviews, specific career planning and getting organised for the future.
5. Students identified as at risk through low academic attainment are counselled into appropriate courses both within and outside school.
6. Professional Development programmes will be available to ensure that staff involved in career education are up to date with both training and resources.
7. Careers staff will provide additional career educational opportunities through participation in Expos, Careers Week and by having visiting speakers address students.
8. Teachers will develop instructional techniques to improve levels of career and qualifications knowledge.
9. Whanau teachers will work with students and parents on IDPs.

Conclusion:

Spotswood College is committed to providing comprehensive learning of students while at school to ensure they achieve their potential both at school and beyond.

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Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 25 June, 2012

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____(Date)

Reviewed Date: _____ Signed for B.O.T. _____