



School to Work reporting

Table of Contents

School instructions	2
Accessing the School to Work report.....	2
Access through DoE Staff Portal	3
Preparation for completing the School to Work report.....	4
Tips on data entry	5
Tips on saving	5
Approval of the School to Work report.....	5
By the principal	5
By the relieving principal.....	5
Principal review and approval process	6
Accessing your report after submission	7
What happens to the report next?	7
Support and Contacts	7
Overview of the process	8

School to Work program: school report

Leading a whole school career development approach

School instructions

The School to Work (STW) annual reporting is to be completed through the DoE staff portal.

The system allows schools to enter data in stages and revisit the report at any time up until completion and submission. You can choose to complete any of the 9 sections; you do not have to complete them in numerical order.

Reporting includes sections:

1. School details
2. School program management
3. Student participation
4. Planning transition pathways
5. Exploring career futures
6. Strengthening student outcomes through career learning
7. Building networks and connections
8. Reflection, achievements and directions
9. Feedback

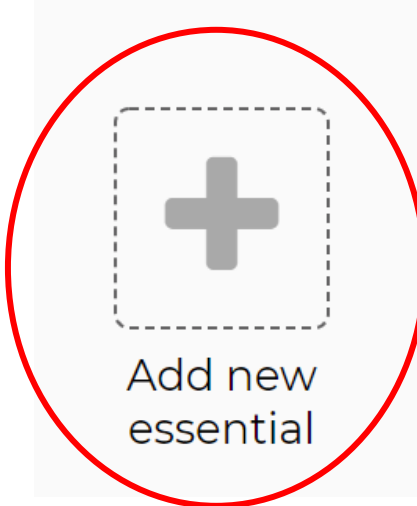
Accessing the School to Work report

The person at the school responsible for completing the report (e.g. School to Work coordinator, careers adviser, teacher, head teacher, deputy principal, or welfare officer) can access and update the report as follows:

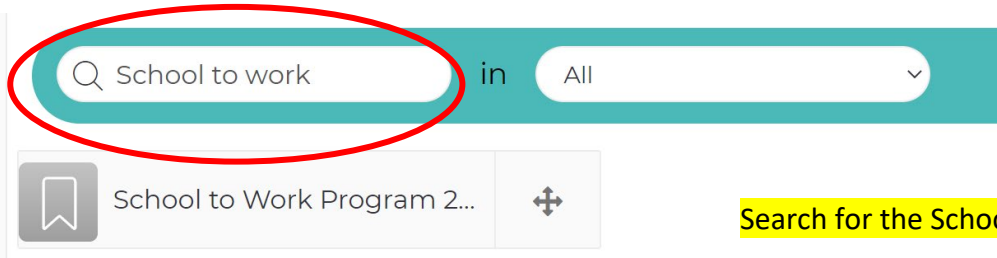
Logon to the Staff portal. Under the ***My applications*** tab, select **School to Work program school report**.

Please note that casual teachers who do not have a DoE login will not be able to access the report.

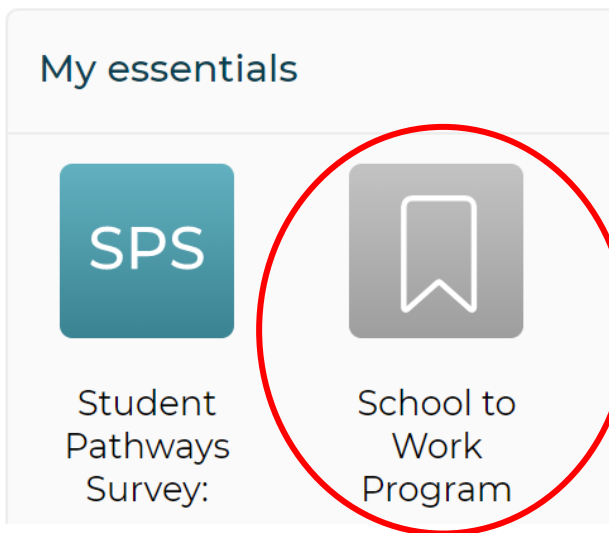
Access through DoE Staff Portal



Select 'Add new essential'



Search for the School to Work Program



Add the School to Work icon in your essentials

Preparation for completing the School to Work report

Before accessing the report, you should download the PRINT VERSION to enable you to collect and record the data. Access to this document is on the front page.

NSW DEPARTMENT OF EDUCATION

School To Work: Creating Future Pathways

School to Work Program: 2018 School Report - *Leading a whole school career learning approach*

The School to Work Program encourages leaders to be flexible, future-focused and innovative in engaging teachers and the wider community to develop a career education plan that supports the career development needs of all students.

Purpose of reporting:

The School to Work (STW) program: School Report provides both qualitative and quantitative data for schools, School Services and state office that informs:

- accountability in the use of state STW program funds
- future direction and priorities for the STW program
- achievement as well as gaps in STW program provision
- innovative and creative initiatives that could be adopted more widely
- evidence of the wide variety of career and transition initiatives that cater for all students across the state
- the range of management models used by schools to administer the STW program.

Please submit your information by Friday 7th December 2018

Please select and confirm your school

Glendale High School



Print Version To help you complete the report we recommend you print the questions to assist your data collection.



[Print report questions](#)

[Print instructions to complete report](#)

NB: Your Senior Pathways Officer may request a separate complementary STW financial report.

CONTINUE >>

Tips on data entry

- Free text boxes require text information, if the question does not apply to your program, type N/A.
- Fields that require numerical data must have a number or a “0” response. Do not enter combined text and numbers in these boxes e.g. when asked for Year Group, enter 9 as opposed to Year 9.
- The maximum characters allowed in most free text boxes is 400. The counters will prompt the number of available characters.
- The maximum characters allowed in “Other” boxes is 50.

Tips on saving

Important: If you exit before completing a whole section the data will not be saved.

- If working remotely, system times out after 15 minutes.
- If working in your school, system times out after an hour.
- The data is saved in a database on completion of each section. Click on <<SAVE>> at the end of each section.
- On completion of a section, you will be prompted to return to any incomplete mandatory fields.
- All completed sections show a tick ✓ on the School to Work report homepage.
- The creator of the report can revisit and update the survey (including completed sections) at any time until you click <<SUBMIT>>.
- You can print pages of the report by printing from your internet browser.
- Once the report has been submitted, an email will automatically be generated to the principal’s email account requesting they view and approve the report.

Important: Please notify the principal that you have completed the report and submitted it. The principal should look for an email from stw@det.nsw.edu.au titled: **School to Work program school report urgent action required.**

Approval of the School to Work report

By the principal

The principal needs to approve the report. To do this, logon to the Staff portal. Under the **My applications** tab, select **School to Work program: school report**.

The system will automatically recognise that the principal has approval rights and will be taken to the Principal Review home page as shown below.

By the relieving principal

For relieving principals to approve a report, select the school you are relieving in from the drop-down box on the front page. You can then proceed to approve the report for that school (see instructions below for **Approval of the School to Work report by the principal**).

If there are difficulties with this process, please send an email to stw@det.nsw.edu.au with a description and a screen shot (if possible) of the issue.

Principal review and approval process

The principal needs to review and approve the report.

NSW DEPARTMENT OF EDUCATION

School To Work: Creating Future Pathways

School Report 2018 Home >

School to Work Program: 2018 School Report - *Leading a whole school career learning approach*

School: Sefton High School. School Services/Operational Directorate: Public Schools NSW, Ultimo [Log Out](#)

Principal Review

Principal approval is required. Please:

- Review each section of the report.
- SAVE each section (whether changes are made or not)
- After reviewing and saving all sections, please click the << **APPROVE** >> button below.

REVIEWED

1. School Details	✓
2. School Program Management	✓
3. Student Participation	✓
4. Planning Transition Pathways	✓
5. Exploring Career Futures	✓
6. Strengthening Student Outcomes Through Vocational Learning	✓
7. Building Networks and Connections	✓
8. Reflection, Achievements and Directions	✓
9. Feedback	✓

View your entry in the previous School To Work Report

- ▾

<< APPROVE >>

1. The principal needs to review the data in **each section** of the report and click <<SAVE>> at the bottom of the page.
2. Progress will be tracked, with all completed sections showing a tick ✓ next to each section name on the Principal Review home page.
3. When all sections have been reviewed, the principal can approve the report by clicking <<APPROVE>>. The report won't allow submission for approval until each section has been reviewed.
4. The principal may **amend** data before **approving** the report. Click <<SAVE>> at the end of the section.
5. On approval by the principal, an email will be automatically generated to the School Services team officer advising them that the report has been completed and approved by the school.

Accessing your report after submission

1. Logon to the Staff portal. Under the ***My applications*** tab, select ***School to Work program school report***.
2. The database acknowledges that you have submitted your report and will allow you to access a PDF version of the **approved report**. You will only be able to access this once your principal has approved the report.

What happens to the report next?

1. The data from all the school reports automatically generate the basis of the School to Work School Services team report.
2. Teaching Quality and Impact team officers can access but not edit individual school reports.
3. These reports form the basis of the annual state report.

Support and Contacts

For assistance with the School to Work program school report:

- Contact your Teaching Quality and Impact team officer or
- email stw@det.nsw.edu.au

School to Work program school report

Complete School to Work report
For example by careers adviser / STW coordinator



Submit report
Captured in database



Principal notified
Principal reviews and approves report



Senior Pathways Officer notified
Senior Pathways Officer views school data and completes Teaching Quality and Impact team report



Senior Pathways Adviser notified
Can view and approve by the Teaching Quality and Impact team



Teaching Quality and Impact Director notified
Can view report

Senior Pathways: Education Skills Reform
Develops state annual report