Transition Adviser Training

Principal quick guide - 2026 nominations

TRAINING DATE

Two-day face-to-face training: 17-18 November 2026

Nominated teachers complete required eLearning before attending.

Why this role matters

Transition advisers support targeted groups of students to stay engaged at school and make successful transitions into further education, training or employment. The role complements, but does not replace, the work of the careers adviser.

What transition advisers do

- Promote engagement and retention for students at risk of disengaging.
- Co-design personalised career and transition support with students.
- Connect students with authentic career learning, community and pathway opportunities.
- Strengthen communication between schools, employers, families and local services.

How the role fits in the school

- A distinct role that works alongside the careers adviser.
- Part of the school Career and Pathways / School to Work team.
- Supports school planning, equity, wellbeing, engagement and post-school transition outcomes.
- Builds local partnerships with industry, business, government and community organisations.

Best suited to teachers who

- Build strong, trusting relationships with students.
- Inspire student engagement and a love of learning.
- Work collaboratively across the school.
- Can develop meaningful links with industry, business and the wider community.

Selection considerations

- Pastoral care, year adviser, welfare or career/pathways experience.
- Interest in working closely with the careers adviser.
- Strong communication, interpersonal and listening skills.
- Understanding of community, industry and workplace learning as part of career planning.

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Transition Adviser Training - what principals need to know

Minimum school commitments

- Provide a minimum of 0.4 FTE non-teaching time over two years for a high school transition adviser.
- Ensure the transition adviser is an active member of the career and pathways team and works collaboratively with the school careers adviser.
- Actively participate in and contribute to the ongoing community of practice established for new and experienced transition advisers.

Nomination and training process

1	The principal identifies and nominates a permanent staff member who expresses interest in the role.
2	Nominee completes the required eLearning modules before attending face-to-face training.
3	Career and Workplace Learning will deliver the two-day training program on 17-18 November 2026.
4	Career and Workplace Learning covers accommodation and all training costs for nominated participants.
5	School supports the trained transition adviser to apply the role locally as part of the career and pathways team.

Pre-training eLearning focus areas

- **Role and school context**
- **Student engagement and transition planning**
- **Diverse learners and complex needs**
- **Pathways, programs and opportunities**
- **Impact and sustaining practice**

Principal decision checklist

- Is there a clear student cohort or school context that would benefit from targeted transition support?
- Can the school commit the required release time and team support over two years?
- Has the nominated teacher demonstrated the relationship-building, collaboration and community engagement strengths needed for the role?

Registering your nominated teacher's expression of interest

- Ask your nominated teacher to complete the following form - Transition Adviser Training 2026.
- EOI applications close Tuesday 22 September 2026 at 11.45pm.
- Applications are competitive. Completing the form does not guarantee entry to transition adviser training.

Transition Adviser Guidelines 2026 document

Further information for principals about transition adviser training is available in the transition adviser guidelines document on the department's website:

https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/professional-learning/transition-adviser-training.

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