

Career and Workplace Learning

Resources: guide and reflection tool

Rationale

The Career and Workplace Learning team supports students from NSW public schools through the provision of quality career and workplace learning advice and expertise, opportunity, professional learning, and resources to enhance successful post school transitions.

This guide and reflection tool provides practical strategies and reflection questions to help careers advisers, teachers and school leaders develop a school and classroom environment where students are supported to finish school ready to succeed in their chosen pathway as informed, responsible citizens.

When and how to use

This resource will be used by schools with secondary students when developing their Strategic Improvement Plan (SIP) as part of the School Excellence cycle. Principals should review this resource with key school staff to discuss how its contents may be useful in their school's context and consider how it might inform the development of the school's SIP.

Schools can use this guide when planning for progress measures related to career education and as a resource for use as needs arise.

Intended audience

The primary audience for this resource is school principals, executive teams, careers and transition advisers, and all staff, as well as Directors, Educational Leadership (DELs) and Principals School Leadership (PSLs). It may also be used by corporate directorates when supporting principals and leaders.

Evidence base

Evidence-based refers to researching practices to apply proof, reliability, and ethical standards to ensure quality. Evidence-based provides credible knowledge that has been created and tested through rigorous methods.

- Career Industry Council of Australia (CICA), 'Australian Blueprint for Career Development', [Australian Blueprint for Career Development \(ABCD\)](#), accessed July 2023.
- DESE (Department of Education Skills and Employment) (2019) 'National Career Education Strategy', Future Ready: A student focused National Career Education Strategy, DESE, Australian government, accessed February 2021.

- DESE (Department of Education Skills and Employment) (2019) ‘Alice Springs (Mparntwe) Education Declaration’, Australian government, accessed February 2021.
- Education Council (2020) Looking to the future, Report of the review of senior secondary pathways into work, further education and training, accessed February 2021.
- NSW DoE (NSW Department of Education) (2017) School excellence and accountability, ‘School Excellence Framework’, NSW government, accessed February 2021.
- NSW DoE (NSW Department of Education) (2021) Rural and Remote Education, Rural and Remote Education Strategy 2021 -2021, NSW government, accessed February 2021.
- DESE (Department of Education Skills and Employment) (2014) Preparing secondary students for work, ‘Key Elements for Career Education’, Australian government, accessed 2021 (<https://www.education.gov.au/school-work-transitions/resources/preparing-secondary-students-work>) Site last modified 2020).
- CICA (Career Industry Council of Australia) (2014) CICA School Career Development Service Benchmarking Resource, ‘School Career Development Resource’, Career Industry Council of Australia, accessed February 2021.

Alignment to system priorities and/or needs: NSW DoE (NSW Department of Education) (2024 - 2027) NSW Department of Education Our Plan for NSW Public Education 2023 “support, inform and inspire all students to choose post-school pathway options aligned to their goals”; NSW DoE Pathways for Secondary Students Strategy (2022).

Alignment to School Excellence Framework: Learning domain: Curriculum, Teaching and Learning Programs; Teaching Domain: Effective Classroom Practice, Lesson Planning.

Consulted with: This publication was produced in collaboration with the Pathways Resources Working Group including representation from Directors, Educational Leadership, Principals, Principals School Leadership and subject matter experts from across the department.

Reviewed by: Pathways and Transition and Career Programs Directorates.

Created/last updated: October 2023.

Anticipated resource review date: Resources are reviewed every 12 months for currency and relevancy as part of the Career Learning team’s evaluation plan.

Feedback: To ensure ongoing improvement of this resource, feedback on this resource can be provided via the [Career Programs feedback form](#) or QR code below to provide an evaluation or feedback on this resource.



Career and Workplace Learning Resources

Overview

This guide outlines the services and resources provided by the Career and Workplace Learning team who support students from NSW public schools through the provision of quality career and workplace learning advice and expertise, professional learning, and resources to enhance successful post school transitions.

Career and Workplace Learning Services

➤ Workplace Learning

- Provide policy, resources, and expert advice to enable students to successfully prepare for and experience the world of work.
- Maintain the Workplace Learning Policy and Procedures mandatory eLearning module.
- Create opportunities for students to engage with business and industry partners.

➤ School to Work

- Manage, coordinate and initiate programs enabling schools to successfully prepare students for post school life through connections with industry, tertiary providers and community.
- Use data to identify future directions for innovative career education programs.

➤ Curriculum Support

- Support K-12 school staff to embed career learning in the curriculum.
- Implement career and work related curriculum and develop future focused resources.

➤ Professional Learning

- Lead and co-design targeted professional learning to support student transitions from school to work, further education and training.
- Support and lead training for career and transition advisers.

Workplace Learning

Workplace learning enables students to develop skills and knowledge, which improves their ability to link curriculum outcomes, and their relevance to lifelong learning.

Workplace learning includes work experience for students who are at least 14, as well as work placement for students studying Vocational Education and Training (VET) subjects.

Activities must be suitable to ensure student safety and wellbeing. We maintain our duty of care for students while they are on work placement or work experience.

Resources including prohibited activities, activities for special consideration and a teacher's accident quick guide can be found on the [Keeping student's safe](#) page on the department's website.

Workplace learning is supported by:

- mandatory and support documents
- professional learning
- policy and procedures.

See the [Workplace learning](#) section of the Career Learning and Vocational Education and Training website for further information and resources including current policy and procedures.

All staff who facilitate workplace learning activities are required to complete the Workplace Learning Policy and Procedures e-learning (MyPL - NR26976).

Workplace Learning for Secondary Students in Government Schools Policy

This Workplace Learning for Secondary Students in Government Schools [policy](#) applies to all education and training organisations involved in the provision of work experience and work placement to students, aged 14 or over, in public secondary, central and schools for specific purposes, or External Vocational Education and Training (EVET) providers and school students undertaking VET courses with a mandatory work placement component.

Models of workplace engagement

The department has worked in collaboration with industry, schools, and pilots with student voice to develop four [models of workplace engagement](#).

There are four key models of Workplace Engagement:

- in-school projects developing capabilities
- discovery, exploration, and broadening aspirations
- engagement, motivation, and inspiration
- skills training and work readiness.

The Career and Workplace Learning team provides professional learning to schools interested in the models.

Reflection questions:

- Who facilitates workplace learning in my school? Have these staff members all completed the mandatory e-learning module?
- How does my school engage with the four key models of Workplace Engagement?

Curriculum Support

The Career and Workplace Learning team provides support and resources to K-12 school staff to embed career learning in the curriculum. The team develops and implements career related curriculum and develops future focused resources.

Career Learning in Curriculum (CLiC)

Quality assured CLiC resources, are available via the [Universal Resource Hub](#) or the [Career and Workplace website](#).

CLiC resources are informed by K-12 Career Learning Framework which guides preparation of students for their future careers through development of:

- skills and general capabilities required in the workplace
- students' career management and navigation skills
- strengthened school and employer collaboration

CLiC resources:

- embed effective career education including Australian Blueprint for Career into teaching and learning programs
- develop career management skills
- link classroom learning to workplace applications
- support the delivery of syllabus outcomes and should not be considered additional delivery.

iEntrepreneur

Entrepreneurial learning empowers students to transform creative and innovative ideas into action. These skills facilitate a smooth transition from the school environment into the workforce with the tools they need to succeed. Schools are supported to embed entrepreneurial learning into curriculum.

[iEntrepreneur](#) aims to enhance the capabilities of teachers to develop the entrepreneurial mindset of students. The iEntrepreneur resource supports curriculum delivery by:

- offering teachers professional learning (MyPL NR38318 eLearning Module 2 hours)
- aligning well-structured lesson plans to key learning areas
- supplying student e-resources.

Work Education 7-10 and Stage 6 Work Studies support

[Work Education 7-10](#) and [Stage 6 Work Studies](#), provide students with opportunities to develop knowledge and understanding of the world of work, including its dynamic and diverse nature. The Career and Workplace Learning team supports school delivery through provision of curriculum resources, facilitated professional learning and shared resources in the Work Education 7 – 10 and Stage 6 Work Studies statewide staffroom.

Reflection questions:

- What is our whole school approach to career education and supporting students into diverse postschool pathways?
- Which of these programs and resources align with my school's priorities and strategic plan?
- Where are the opportunities for us to develop a whole school approach to career education and supporting students into diverse post - school pathways?
- What further actions or resource allocation is required to initiate or sustain one or more of these programs?

School to Work

The School to Work (STW) Program is for all students in NSW public schools with a secondary enrolment. The program actively supports their informed, planned and quality transitions through school and as they prepare to exit. The STW program extends its scope to collaborate with primary schools to ensure a smooth continuum of career related learning as students transition from Year 6 to Year 7.

The goal is to equip all learners with the essential skills they need to be employable, adaptable and contribute to the productivity and prosperity of society and their wellbeing.

School To Work (STW) Funding

The School to Work Program funding guidelines support schools in the management and appropriate use of STW Program funds. The [guidelines](#) suggest actions to be considered in the strategic planning and delivery of the program in schools.

Student Pathways Plan

The [Student Pathways Survey and Plan](#) is designed for students in years 9-12. It is an online tool that helps students reflect on and take action to enhance their career development and maturity. Accessed through the student portal, it generates reports useful for school staff to improve career education programs. The data can inform school planning and self-assessment against the Schools Excellence Framework. See also the Student Pathways Plan and Discussion Guide on the [Universal Resources Hub](#).

STW Programs

The Career and Workplace Learning team supports schools to implement quality career learning and career education programs and initiatives. STW programs support, inform and inspire all students to choose post-school pathway options aligned to their goals.

Launch your Career (LyC)

[Launch your Career](#) provides schools with access to student industry engagement through activities, curriculum resources, excursions, panels, webinars, and work experience. Students can explore various pathways to identify future careers through a variety of ways including resources, work experience, excursions, workshops, and events.

LyC virtual events are recorded and shared on the [Distance And Rural Technology](#) (DART) Learning website.

Targeted Initiatives

The following programs support School to Work student engagement.

Rural and Remote K-12 Career Education Initiative

The Rural and Remote K-12 Career Education Initiative (R&R K-12 Career Education Initiative) is designed to further enhance career education in rural and remote schools. It builds on research and strategies outlined in the Department of Education's K-12 Career Learning Framework, the Pathways for Secondary Students Strategy, Strategic Priority B, and the Rural and Remote Education Strategy (2021-2024). The initiative:

- raises student awareness and expectations of pathways into further study and/or training
- strengthens student transition programs between primary and secondary school; and
- supports rural schools to implement an innovative and sustainable career education program.

Ready Arrive Work (RAW)

Targeted vocational educational program open to all high schools in New South Wales with refugee student enrolments and can be delivered in regional NSW. Trained and experienced facilitators deliver the RAW program modules at the school assisted by an EAL/D teacher, a careers adviser and/or a transition adviser. The program is delivered at no cost to the school; however, teacher supervision is required.

The RAW program will also cover teacher relief for RAW excursions and bus hire or public transport costs to and from locations.

Targeted work experience (Aboriginal and Torres Strait Islander students)

The department partners with leading organisations (for example Microsoft and Teachers Mutual Bank) to provide Aboriginal students with invaluable hands-on work experience and mentorship.

Targeted work experience may include:

- work experience block
- scholarship to assist with the purchase of appropriate office clothing
- associated travel expenses
- Personal Protection Equipment (PPE)
- micro-credentials
- resume writing and mock interviews
- mentoring.

Reflection questions:

- Which of these programs does my school engage with?
- Which of these programs aligns with my school's priorities and strategic plan?
- Is there need and capacity for any of these programs to be introduced in the next school planning cycle?
- What further actions or resource allocation is required to initiate or sustain one or more of these programs?

Professional Learning

The Career and Workplace Learning team is dedicated to the development and provision of quality [professional learning](#) for careers advisers, transition advisers and school staff.

Careers adviser professional learning is delivered online and in real-time. Participants have access to recordings, presentations and resources post event located on respective channels within the **Careers and Transition Advisers Statewide Staffroom**.

Professional learning offered includes:

[Careers Adviser 101 Professional Learning](#)

- For teachers new to the careers adviser role
- Delivery term 1 annually in 3 x 2 sessions.

[Careers Adviser 201 Professional Learning](#)

- For all career advisers, particularly useful to new careers advisers
- Builds the capability, knowledge, and skills of careers advisers to develop and deliver quality careers education to secondary students in public schools
- Delivery term 2 annually in 3 x 2-hour sessions.

[Careers Adviser 301 Professional Learning](#)

- Available to all careers advisers
- Builds and extends the capability, knowledge and skills of careers advisers to develop and deliver quality careers education to secondary students in public schools
- Delivery term 3 annually in 3 x 2-hour sessions.

[Career Bites](#)

- Short, sharp webinar series designed specifically for careers and transition advisers
- Delivered three times each term via the Careers and Transition Advisers Statewide Staffroom.

[Inclusive transition strategies for students with disability](#)

- For careers advisers, transition advisers, learning and support teams and staff supporting the transition of students with disability
- Designed to increase knowledge and understanding on providing equitable pathways for students with disability, utilising pathways resources, programs and strategies that are inclusive of students with disability.

[Inclusive career learning strategies to support students from refugee backgrounds](#)

- For careers advisers, transition advisers, teachers and EAL/D teachers supporting senior students, school counsellors, year advisers and executive staff
- Designed to:
 - increase knowledge and understanding about the refugee experience and its impact,
 - demonstrate collaborative practices within schools and

- offer strategies on how to effectively communicate with students from refugee backgrounds and their families.
- Professional learning is updated annually to ensure approaches and programs that support students from refugee backgrounds as they move into their senior years of school and beyond.
- Participants have access to recordings, presentations and resources post event located in the Professional Learning and Meeting channel within the Careers and Transition Advisers Statewide Staffroom.

myfuture

myfuture is Australia's National Career Information Service which supports people to make career decisions, plan their career pathway and manage work transitions. The career education platform is supported by the NSW Department of Education and is accessible to all schools and all NSW residence.

Professional learning workshops are provided annually for teachers and parents/carers. These workshops deliver a range of topics, such as, but not limited to:

- summaries of principles of evidence-based best practices in career education
- psychometric career interest test, known as 'My Career Profile'
- comprehensive information on various occupations, courses, enriched with videos and enlightening case studies
- demonstrations of the use of the resources mapped to the Australian Curriculum Work Studies sub-strands.

For further information visit [myfuture](#) or contact the Career and Workplace Learning team at CareerWorkplaceLearning@det.nsw.edu.au

Transition adviser training

Transition advisers support the school in ensuring that all students are known, valued and can engage in activities and programs to prepare them for successful transitions to further education, training, or employment. [Transition adviser training](#) is delivered annually during term 4. This training incurs no cost for participants.

Transition support training

Transition Support Training provides teachers and staff with the skills and knowledge to support:

- student pathways improvement measures, and
- students to make informed choices on their pathways and post-school destinations.

[Transition support training](#) is delivered annually during Term 1 or 2. Dates are advertised in Term 1 on staff noticeboard. This training incurs no cost for participants. Principal identifies staff member (with experience in supporting student transitions) for training.

Reflection questions:

- Has my career (and/or transition adviser) undertaken the available professional learning? Do they belong to the Statewide Staffroom?
- Would a trained transition adviser enhance current school programs? Do we have a trained transition adviser? Who would be suitable for training?