

CAREER DEVELOPMENT TOOLS

At CSHS, you will work through the four stages of career development:

1. Thinking about your future
2. Exploring the Options
3. Documenting the Plan
4. Revisiting the Plan

The following websites are useful career education resources:

Job Outlook: <https://joboutlook.gov.au/>

My Future: <https://myfuture.edu.au/>

SkillsRoad: <https://www.skillsroad.com.au/>

Options Career Bulletins

This website (<https://optionscareerinformation.com.au/login>) is a collection of articles and information from 2020 that may be relevant to school leavers

School access code: **cent2020**

SCHOOL BASED TRAINEESHIPS

School based traineeships are commonly known in schools as 'SATs'. A SAT involves:

Paid employment whilst undertaking a qualification - student working one day a week with an employer, e.g. Certificate III in Retail at McDonalds.

Receiving theoretical training from an RTO (e.g. TAFE) toward the qualification.

Student being absent from school one day a week but must attend the other days and catch up on any work they missed.

Credit toward QCE (up to 8 credits for a Certificate III)

There are several ways to **find a SAT**, as outlined below:

Enrol in a prevocational course through an RTO (registered training organisation). Tafe at School programs are a wonderful way to develop industry knowledge and skills

Undertake work experience. We recommend students approach an employer for work experience. *Sometimes* these may lead to a student being offered a SAT, but are nevertheless a great way to gain employability skills. Once a work experience position has been found, pass on the details to the senior schooling department to prepare the Work Experience Agreement.

Use a placement company to find a work experience placement for you. Another way to gain a SAT is to apply for work experience or SAT through a placement company such as SCIPs or Apprenticeships Qld (AQ) See the Senior Schooling Department for more details about this and note that fees apply, payable directly to SCIPs or AQ.

Read the Senior Schooling notices for advertised positions and apply as directed.

Actively look for advertised school-based positions through Apprenticeship companies such as Busy at Work and MEGT. You can find more and the most up-to-date positions at www.traineeshipcentral.com.au for Busy at Work, or go to: <http://www.megt.com.au/apprenticeship-network-provider/> for MEGT positions.

Visit the **Australian Apprenticeships Pathways** website <https://www.aapathways.com.au/> for:

Industry aptitude tests

Numeracy and Literacy aptitude tests

Apprenticeship information (full-time or school-based)

Job hunting skills

Job pathways charts & career exploration

YEAR 12 TRANSITION INFORMATION

Regardless of your intended pathway, the following resources are useful for all students when planning their next steps after Year 12:

Certificate III Guarantee Funding

Free Certificate 3 Programs for School Leavers

https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf

<https://tafeqld.edu.au/information-for/school-students/year-12-fee-free.html>

Skills Gateway

Everything students need to know about vocational education and training in Queensland, including courses, training providers, government funding and career pathways

<http://www.skillsgateway.training.qld.gov.au/>

Year 13 Website

A national website for students in transition from High School <https://year13.com.au/>

JobActive

Includes job advertisements, information about training providers and tips on résumé writing and writing job applications <https://jobsearch.gov.au/>

JobAccess

Contains information about disability employment services, including job advertisements, financial support for workplace modifications and support for finding or changing jobs

<https://www.jobaccess.gov.au/>

Group Training Australia

Directory of organisations offering traineeships and apprenticeships across the country

<http://www.grouptrainingdirectory.com.au>

QTAC

<https://mypath.qtac.edu.au/>

myQCE

<https://myqce.qcaa.qld.edu.au/>

Jump Start

<https://www.jobjumpstart.gov.au/article/what-cover-letter-and-why-do-i-need-one>

For more information about how to gain full-time apprenticeships, visit:

WPC Group	www.wpcgroup.org.au
MRAEL	https://www.aasn.com.au/index.php/gateway-registration-p1
Apprenticeships Qld	https://apprenticeshipsqld.com.au/registration
East Coast Apprenticeships	https://ectraining.com.au/

OFF-CAMPUS STUDY EXPECTATIONS

Those students studying through another provider (TAFE, University or SAT), must adhere to the following rules and expectations.

Student/Parent/Carer must:

Notify school and institution in the event of absence.

Abide by institution's dress code and behavioural expectations.

Apply to 'drop a subject' by making an appointment with Mr McDonald (Year 11) or Mr Richter (Year 12). There is **no guarantee** this will be granted.

Liaise with outside provider for all administrative issues (e.g. enrolment, assessment, etc.)

Pay fees and liaise directly to the institution (if relevant). The school cannot process payments or paperwork.

Student on flexible program must:

Attend course/SAT regularly, notifying school and provider if absent

Organise materials to study with prior to the lesson and bring necessary workbooks or assignments each day if in a study lesson

Be responsible for catching up on any missed work

Abide by usual school rules of arriving on time, following teacher directions and completing set work. Students are not permitted to leave school early or arrive late if on a study line

Understand that no special consideration will be given for assessment due to flexible study arrangements. **All assessment must be submitted before day of absence**

Attend any extra training/assessment sessions during block exams or as required. *Failure to attend may also result in the cancellation of your enrolment*

Meet core requirement for continuing enrolment

Consequences for failing to follow expectations. School will:

Relinquish Study Line Option and require student to choose another subject/class

Cancel enrolment of student at TAFE, Uni or SAT

Review continuing enrolment