Career education self-assessment tool for schools

The importance of career education

Every young person should be provided with the best possible opportunities to transition successfully from school to further education, training or employment.

Career education assists students to reflect on their ambitions, interests, strengths and abilities. It helps them to have a greater understanding about career options, pathways, the labour market and employment, and to relate this to what they know about themselves.

Comprehensive career education aims to teach students to plan and make decisions about work and learning. Career education provides information about the labour market and about educational opportunities and supports students to use this information. Information needs to be made accessible to students by organising it, systematising it, and making it available when and where students need it.

A contemporary school career education plan is essential for all Australian schools to ensure they are meeting the career development needs of their students within a rapidly changing and evolving world of work.

About the self-assessment tool

Successful transition through school and on to further education, training and employment requires students to be provided with high quality information as well as access to suitably qualified career development practitioners to assist them in this process.

Students need to develop a knowledge and understanding of themselves in relation to the workforce and need to be aware of current labour market trends before making and following decisions about careers. Schools should consider the differing needs of particular student groups including Indigenous students.

This requires students to be able to consolidate the skills required for further learning as well as to develop employability skills through the course of their everyday learning at school.

This self-assessment tool has been designed to assist schools to consider the key elements of a contemporary career education program that meets the needs of its students. The self-assessment tool can be used to complement and enhance existing frameworks and resources.

The tool has been developed with the cooperation of the Career Industry Council of Australia (CICA) around the key elements for enhanced career education for students developed to support the *Preparing Secondary Students for Work* framework.

CICA Registered Professional Career Development Practitioners have provided input and knowledge

into the development of the self-assessment tool.

Schools who are able to demonstrate a high level of achievement in each of the six key elements will be providing a school career education plan for their school community that meets international best practice and provides their students with high quality career education.

How it works

The self-assessment tool has been developed to be used by both experienced career practitioners and those new to career education in schools. School Principals and members of the School Leadership Team are also encouraged to complete the self-assessment tool.

On completion of the self-assessment, you will be able to share your responses with others and reflect on these to identify priority action areas, areas with room for improvement and areas of high performance. A range of resources are provided for you to access to help plan and implement changes to improve and enhance career education at your school.

Getting Started

Create your user profile below and move through the self-assessment tool at your own pace.

User Profile

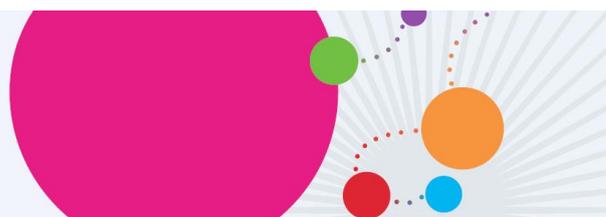| State/Territory	
Sector	
Position	
School	

School leadership

Active and committed leaders visibly support a whole-school approach to the development of a school career education plan through future-focused career education programs and services that ensure students transition effectively through secondary school.

School leadership	Never	Sometimes	Always
The school career education plan is linked to the school strategic plan.	☐	☐	☐
Official school documentation recognises career education explicitly as a strategy for all students and addresses how it will assist in achieving school wide goals.	☐	☐	☐
The school career education plan has stated aims and objectives that are informed by the analysis of student needs.	☐	☐	☐
School leadership changes do not impact upon the school career education plan.	☐	☐	☐
The roles and responsibilities of career development practitioners are clearly defined and reflect the aims and objectives of the school career education plan.	☐	☐	☐
School leadership supports career development practitioners through appropriate professional learning linked to the **CICA Professional Standards for Australian Career Practitioners**.	☐	☐	☐
Professionally qualified career development practitioners are employed.	☐	☐	☐
The school career education plan is discussed and placed on the agenda of school leadership meetings, staff meetings, school and parent council meetings.	☐	☐	☐
The school career education plan is appropriately resourced as a percentage of the school budget.	☐	☐	☐
The school career education plan budget is reviewed annually and amended to support new career education programs and initiatives as required.	☐	☐	☐
School leadership ensures that sufficient time is provided to achieve the stated aims and objectives outlined in the school career education plan.	☐	☐	☐
School leadership publicly support the school career education plan.	☐	☐	☐
The career development practitioner's role description is linked to the aims and objectives of the plan.	☐	☐	☐

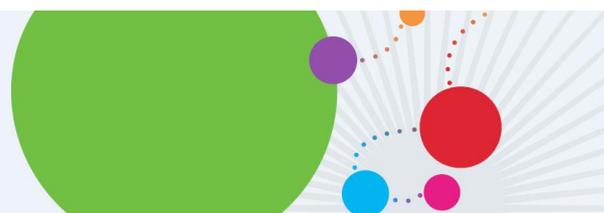|			
School leadership ensures that there is a documented induction and succession plan for staff changes in the career education programs and services.	☐	☐	☐
School leadership communicates its expectations about a whole school approach to career education.	☐	☐	☐
A member of the school leadership team is responsible for monitoring the aims and objectives of the school career education plan.	☐	☐	☐
A member of the school leadership team works in close association with career development practitioners and those teaching career education.	☐	☐	☐
All teachers can describe the aims, objectives and outcomes of the school career education plan.	☐	☐	☐
A career education team is established and provides support and direction for the school career education plan.	☐	☐	☐
Career development practitioners and general teaching staff promote the school career education plan and services in a variety of mediums e.g. staff meetings, parent meetings, school newsletters, school website, annual report.	☐	☐	☐
The school career education plan includes mechanisms for regular review, evaluation and updating.	☐	☐	☐
Regular monitoring mechanisms are in place to review student outcomes.	☐	☐	☐
Student destination data is collected on an annual basis to monitor post-school student outcomes.	☐	☐	☐

Learning for life beyond school

All teachers should link curriculum learning with career management competencies. Career management competencies equip students to better understand themselves, make informed decisions about learning and work options, act on their decisions and participate effectively in work and society. The specific careers curriculum needs to be coordinated and led by an appropriately trained and qualified career development practitioner.

Learning for life beyond school	Never	Sometimes	Always
The school career education plan adopts a developmental approach, tailoring the content of career education and guidance to the developmental stages of the student.	☐	☐	☐
Curriculum and pastoral planning documents contain links to and reference the career management competencies contained in the Australian Blueprint for Career Development (ABCD) and the ten skills areas of the Core Skills for Work Developmental Framework (CSfW).	☐	☐	☐
Purposeful and planned links to career management competencies are consistently demonstrated in classroom practice and pastoral activities.	☐	☐	☐
Teachers are able to articulate how career management competencies assist outcomes in their subject programs.	☐	☐	☐
Teaching and learning helps build career management competencies through connected and contextualised learning across the curriculum and pastoral areas.	☐	☐	☐
Student-centred learning approaches facilitate the development of career management competencies.	☐	☐	☐
Mapping processes identify how and where the building of career management competencies occurs across the school.	☐	☐	☐
Mapping processes identify how student diversity needs are being met.	☐	☐	☐
Systems are in place to identify students disengaged from education and training or at risk of disengaging.	☐	☐	☐
Innovative teaching and learning strategies are used in the delivery of career education programs and services.	☐	☐	☐
Career development theories underpin career education programs and services.	☐	☐	☐
The school ensures consistent, agreed career education terminology is used in classroom practice and pastoral activities.	☐	☐	☐

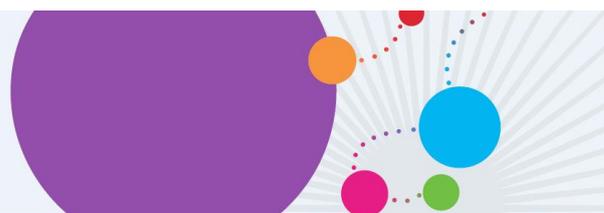|			
Career development practitioners can describe recent developments in career development theory and practice both nationally and internationally.	☐	☐	☐
Latest resources are assessed for currency and accuracy and included in career education programs and services.	☐	☐	☐
All teaching staff are involved in professional learning about career education.	☐	☐	☐
Individual students' career management competencies are measured to help them identify areas of strength and opportunities for further development.	☐	☐	☐

Work exploration and employer engagement opportunities

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. Employers are a valuable asset in working with schools in assisting students to understand work and jobs. Helping students develop skills and knowledge provides many benefits not only for students but also for employers.

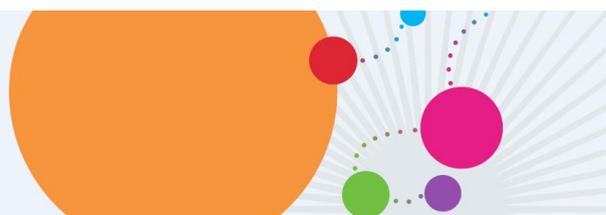| Work exploration and employer engagement opportunities	Never	Sometimes	Always
Engagement with local employers and industry support the school career education programs and services.	☐	☐	☐
Links to business, community and educational institutions are formalised through joint, planned initiatives and activities.	☐	☐	☐
Integrated learning acknowledges personal interests and supports competency development by making overt links between subject matter, the world of work, and opportunities in the wider community.	☐	☐	☐
Workplace learning programs are available for students to participate in as part of the career education program. i.e. work place visits, work experience, structured workplace learning, school based apprenticeships and traineeships.	☐	☐	☐
All guidelines and procedures pertaining to work placements and visits are up to date and adhered to fully.	☐	☐	☐
Systems and procedures are in place to assist students to source work exploration placements.	☐	☐	☐
Employers who provide workplace-learning opportunities are reviewed for appropriateness and effectiveness.	☐	☐	☐
The quality of student work exploration learning and engagement is evaluated and reviewed.	☐	☐	☐
Industry contextualized learning is demonstrated in classroom learning and pastoral activities.	☐	☐	☐
Employers work with career development practitioners and general teaching staff in assisting to bring the curriculum to life by showing students the relevance of what they learn to the world of work.	☐	☐	☐
Students have access to current information from industry/employers to inform their career, education and training options.	☐	☐	☐
Flexible school structures allow work exploration programs to be tailored to the needs of the student.	☐	☐	☐

Individual student needs addressed

Students have different career education needs at different stages. Opportunities for advice and support need to be tailored to the needs of every student. A school's career education plan should embed equality and diversity considerations throughout.

Individual student needs addressed	Never	Sometimes	Always
Student-centred approaches facilitate the development of career management competencies.	☐	☐	☐
Contextualised teaching and learning builds career management competencies.	☐	☐	☐
Blended approaches to teaching and learning acknowledge the complementary nature of online and face-to-face interactions.	☐	☐	☐
Purposeful and planned links to career management competencies are demonstrated in classroom practice and pastoral activities to ensure that every student is given multiple opportunities to explore future career opportunities.	☐	☐	☐
School structures and programs are flexible in order to meet individual student needs.	☐	☐	☐
Strategies are used to remove systemic barriers that might need addressing before students can successfully identify and develop career management competencies.	☐	☐	☐
Systems and structures are in place to ensure that students, in particular diverse and students at risk, know and understand what career management competencies are and why they are important.	☐	☐	☐
Targeted support is provided to students at risk of not achieving satisfactory career management competencies.	☐	☐	☐
The school career education plan responds to diversity and actively engages with students at risk through the promotion of information and services.	☐	☐	☐
Awareness and sensitivity to cultural backgrounds and gender stereotyping is demonstrated.	☐	☐	☐
A variety of approaches are used to monitor the development of students' career management competencies.	☐	☐	☐
The needs of students are regularly reviewed.	☐	☐	☐
All students understand the value and purpose of an individual pathway plan.	☐	☐	☐
Systems are in place to support students at risk of not transitioning successfully.	☐	☐	☐

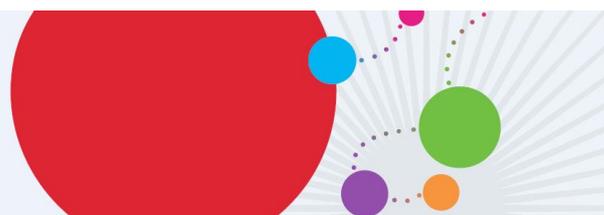|			
Resources are appropriately targeted to student need.	☐	☐	☐
There is a documented methodology for the allocation of resources to the different elements of the school career education plan.	☐	☐	☐
The school leadership team can provide examples of changes to resourcing arrangements that have supported the improvement of student career self-management outcomes.	☐	☐	☐

Awareness of various pathways

Every student, and their parents and carers, should have access to good quality information about future study options and labour market opportunities. All students should understand the complete range of learning opportunities that are available to them. These include both academic and vocational pathways.

Awareness of various pathways	Never	Sometimes	Always
The latest information about school and post-school pathways is available to all students, parents and carers i.e. higher education, VET, school based apprenticeships and traineeships.	☐	☐	☐
Pathway information is made available in user-friendly formats and uses language that is easy to understand.	☐	☐	☐
Pathway information is distributed through a variety of channels and mediums.	☐	☐	☐
The effective use of technology is included in disseminating information about school and post-school pathway options.	☐	☐	☐
Online career information meets the requirements of accessibility guidelines.	☐	☐	☐
Opportunities are provided to all students, staff, parents and carers to access career and pathway information on site.	☐	☐	☐
Pathway information is checked for accuracy, currency and non-bias prior to being disseminated.	☐	☐	☐
All pathway information is presented as valid and valued options.	☐	☐	☐
All students including those from diverse and at risk backgrounds can access pathway information.	☐	☐	☐
Information is regularly checked for currency and updated as required with out of date information discarded.	☐	☐	☐
Systems are in place to facilitate the collection and collation of pathway information.	☐	☐	☐
Students, parents and carers are made aware of changes in education and training requirements as they occur.	☐	☐	☐
Pathway information has links to employment related opportunities.	☐	☐	☐
Local labour market information and labour market information is included as an essential part of the school career education plan.	☐	☐	☐
Students understand the importance of labour market information as part of the development of their career management competencies.	☐	☐	☐
Students know and understand where to access the latest labour market information.	☐	☐	☐

Students understand how to read and interpret labour market information.	☐	☐	☐
Students understand how labour market trends impact upon post-school pathways and future employment prospects.	☐	☐	☐

Career advice and information

Every student should have opportunities for career guidance interviews with a qualified career practitioner. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs.

Career advice and information	Never	Sometimes	Always
The school has a career practitioner with relevant experience and appropriate career development qualifications.	☐	☐	☐
Position description and role statements for career practitioners are consistent with the **CICA Professional Standards for Australian Career Practitioners**.	☐	☐	☐
Career development practitioners maintain currency of knowledge, skills and networks.	☐	☐	☐
The career development practitioner's role description links to the aims and objectives of the school career education plan.	☐	☐	☐
Career practitioners and career advisors hold membership of a career education association and are registered by the Career Industry Council of Australia.	☐	☐	☐
A dedicated career development centre/office in a central school location with the capacity for confidential individual and group guidance is in place.	☐	☐	☐
The career development centre/office is user-friendly and accessible for all students including those with special needs.	☐	☐	☐
Appropriate technology is available for students, staff, parents and carers to access the latest career information including labour market information.	☐	☐	☐
Career practitioners have relationships and built networks with key external stakeholders that support and provide input into the school career education plan.	☐	☐	☐
Career practitioners provides reliable and impartial sources of guidance so that young people are able to make well-informed decisions.	☐	☐	☐
Parents and carers are seen as integral partners in the school career education plan.	☐	☐	☐
Specific programs and services are made available to parents and carers to enable them to participate fully and in an informed manner in providing career guidance to their children.	☐	☐	☐
Career education practitioners/staff update information sources to identify emerging occupations and areas of skills shortage, as well as current and potential areas of skills oversupply and redundancy.	☐	☐	☐

Up-to-date labour market information is included as part of the career education program and is presented in an easy to understand format for students, parents and carers.	☐	☐	☐

Summary Report

State/Territory	
Sector	
Position	
School	

Review your answers for each element of your self-assessment to determine which elements require review, those that could be improved and those elements that are high quality.

Your approach to this element is high quality

Your approach to this element is good although it could be improved

Your approach to this element requires review

Element	Requires review	Good - could be improved	High quality
School leadership			
Learning for life beyond school			
Work exploration & employer engagement opportunities			
Individual student needs addressed			
Awareness of various pathways			
Career advice and information			

Should you require support please contact VocationalPathways@education.gov.au

Career education self-assessment tool for schools

Resources

Below are resources to help you plan and implement changes to improve career education at your school:

National

Resource name and link	Description	Focus element/s
CICA Professional Standards for Australian Career Development Practitioners https://cica.org.au/wp-content/uploads/cica_prof_standards_booklet.pdf	The Professional Standards for Australian Career Development Practitioners were developed through the National Standards and Accreditation of Career Practitioners Project commissioned through CICA by the then Australian Government Department of Education, Science and Training.	All
CICA School Career Development Service Benchmark https://cica.org.au/wp-content/uploads/CICA-School-Career-Benchmarking-Resource1.pdf	This resource has been developed for principals and leadership teams of schools to help them get the best value and outcomes from their career development services. The resource describes the features of a contemporary school-based career development service and sets out progressive performance benchmarks that enable schools to review their service delivery.	All

Australian Apprenticeship Pathways http://www.aapathways.com.au/Home	This website provides information and resources about Australian Apprenticeships including career resources for students and guides for workplaces and careers advisers.	Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Australian Apprenticeships Website https://www.australianapprenticeships.gov.au/	This website is designed to provide quick and easy access to information regarding Australian Apprenticeships.	Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
An Australian Apprenticeship - Endless Career Possibilities https://www.australianapprenticeships.gov.au/sites/ausapps/files/publication-documents/an_australian_apprenticeship-endless_career_possibilitie.pdf	This resource provides information on what is an apprenticeship and how to go about finding one.	Individual student needs Awareness of various pathways Career advice and information
Australian Apprenticeship Support Network https://www.australianapprenticeships.gov.au/australian-apprenticeship-support-network	The Australian Apprenticeship Support Network makes it easier for employers to recruit, train and retain apprentices and better support individuals to succeed in the proven earning and learning pathway apprenticeships provide. The network providers have their own websites which contain some career information for students.	Awareness of various pathways Career advice and information

The Australian Blueprint for Career Development https://www.education.gov.au/australian-blueprint-career-development	The Australian Blueprint for Career Development is a framework for designing, implementing and evaluating career development programs for young people and adults. At its core, the Blueprint identifies the skills, attitudes and knowledge that individuals need to make sound choices and to effectively manage their careers.	School leadership
Group Training Australia Pathways to Success http://www.grouptraining.com.au/test_podcast.html	A series of informative podcasts and interviews with group training ambassadors.	Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Group Training Australia - Exploring Careers & Transitions http://www.grouptraining.com.au/print_profile/R175873%20GTA%20Careers%20BrochureRevised-1.pdf	The discussion questions and activities presented here have been designed as a resource to help engage students in thinking about a range of career related issues.	Learning for life beyond school Individual student needs Awareness of various pathways Career advice and information
Group Training Australia - Pathways to Success Career Resources http://www.grouptraining.com.au/Resources.html	This webpage provides a range of resources for classroom use.	Awareness of various pathways Career advice and information

Skills One TV http://www.skillsone.com.au/	Support and advice for people looking to start apprenticeships, whether in school, just out of school or mature-age.	Awareness of various pathways Career advice and information
Australian Curriculum - Work Studies Years 9 & 10 http://www.australiancurriculum.edu.au/work-studies/curriculum/f-10?layout=1	The Australian Curriculum: Work Studies, Years 9–10 has been written in response to key work-related issues facing young people today and into the future. This is a world-leading, future-oriented curriculum, equal in quality, value and rigour to more traditional academic programs. It is designed for all students, whether they pursue a vocational or an academic path.	School leadership Learning for life beyond school Work exploration and employer engagement Career advice and information
Skills Road http://www.skillsroad.com.au/home	This website is an initiative of the Chamber movement in Australia, supported by NSW Business Chamber, Chamber of Commerce and Industry of Western Australia, Victorian Chamber of Commerce and Industry, and Business SA. Skillsroad offers an independent end-to-end experience for job seekers and students seeking career advice, training information and employment opportunities.	Individual student needs Awareness of various pathways Career advice and information
LMIP http://lmip.gov.au/	This website is hosted by the Commonwealth Department of Employment and provides a wealth of National, State and Territory based labour market information.	Individual student needs Awareness of various pathways Career advice and information
Core Skills for Work Developmental Framework (CSfW) https://www.education.gov.au/core-skills-work-developmental-framework	The CSfW Developmental Framework describes the core non-technical skills identified by Australian employers as important for successful participation in work.	School leadership

WorldSkills Australia http://www.worldskills.org.au/	WorldSkills Australia (WSA) aims to develop and nurture the skills of young Australians. WSA's purpose is to promote and build a skills culture by inspiring young people, celebrating skills excellence and providing students with an opportunity to showcase their trade and skill talent. This website contains information about WSA including activities and how to get involved.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Myfuture https://myfuture.edu.au/	National careers information website managed by Education Services Australia.	Awareness of various pathways Career advice and information
QILT (quality indicators for learning and teaching) https://www.qilt.edu.au/	Website that provides information about higher education options and allows students to compare different institutions.	Learning for life beyond school Awareness of various pathways

Australian Capital Territory

Resource name and link	Description	Focus element/s
Online Pathways Planning https://pathways.act.edu.au/	The Pathways website provides a secure online application for young people aged 10 to 17 years in the ACT to develop a Pathways Plan. The website provides structured and sequential online career development and transition activities with links to a range of quality online career and transition resources.	All
Transitions and Careers Support and Information http://www.education.act.gov.au/school_education /transitions-careers/moving_forward_budget_initiative	Support for students in ACT public schools through the stages of schooling and beyond to further education, training and/or employment.	School leadership Awareness of various pathways Career advice and information
Pathways Website User Guide http://www.det.act.gov.au/__data/assets/pdf_file/ 0007/671425/Pathways-Website-Guide-2016-.pdf	The Pathways Website User Guide provides information and support to teachers to administer and manage the Pathways website and implement career development and transition activities with students.	School leadership Awareness of various pathways
InPlace, an Online Student Work Placement Management System https://workplacement.ed.act.edu.au/Security/Acco unt.mvc/LogOnFederation?ReturnUrl=%2f	A web based solution that connects students with work placement opportunities. These opportunities bring awareness of various pathways to students and assist them in transitioning from school to work.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information

Experience Counts http://www.det.act.gov.au/__data/assets/pdf_file/0019/554113/ACT-ETD-WEX-Program-Guidelines-and-Requirements-2015.pdf	This ACT government resource outlines the ACT Work Experience Guidelines and Requirements.	Work exploration and employer engagement Awareness of various pathways Career advice and information
WEX Information for Employers http://www.det.act.gov.au/__data/assets/pdf_file/0003/554115/WEX-Information-for-Host-Employers-2015.pdf	This resource provides work experience information for host employers/workplace supervisors.	Work exploration and employer engagement
WEX Information for Parents http://www.det.act.gov.au/__data/assets/pdf_file/0004/554116/WEX-Information-for-Parents-2015.pdf	This resource provides work experience information for parents/ guardians and carers.	Work exploration and employer engagement
WEX Information for Students http://www.det.act.gov.au/__data/assets/pdf_file/0005/554117/WEX-Information-for-Students-2015.pdf	This resource provides work experience information for students.	Work exploration and employer engagement Awareness of various pathways

New South Wales

Resource name and link	Description	Focus element/s
Schools and businesses working together https://www.det.nsw.edu.au/media/downloads/doingbusiness/schbusiness/schbuspaper.pdf	A support document to assist principals and teachers to develop school–business relationships – 2004.	School leadership Work exploration and employer engagement
School to Work Program (NSW Intranet) https://det.nsw.edu.au/directorates/vet_schools/school-to-Work/program-Overview	This outlines the four key areas of the NSW School to Work Program and the responsibilities of state, operational directorates and schools.	School leadership
School to Work Program https://www.det.nsw.edu.au/vetinschools/about/reports.html	This provides the NSW State School to Work Annual school reports and the School to Work Fact Sheet.	All
Career and Transition Teams https://www.det.nsw.edu.au/vetinschools/schooltowork/teachers/careerTransition.html	Defines a career and transition team and provides some case studies of good practice.	School leadership Career advice and information
Career Development: Defining and Measuring Quality https://www.det.nsw.edu.au/vetinschools/documents/reports/CareerReport_Aug15.pdf	This report by the University of Melbourne's Centre for Vocational and Educational Policy was commissioned by the Senior Pathways in Secondary Education. It includes an extensive literature review as well as best practice indicators of quality in career development provision at a system level and at a school level.	School leadership
Essential information – Careers Adviser https://www.det.nsw.edu.au/directorates/vet_schools/school-to-Work/professional-Support-and-Development/careeradvisers.php	Outlines core areas of responsibility expected of teachers in the careers adviser position - Topics include - Orientation, Management and Accountability, Career development, Clients and Stakeholders, Professional Learning.	School leadership

Senior Pathways https://www.det.nsw.edu.au/vetinschools/index.html	This website incorporates all the facets of Senior Pathways that include both vocational learning and VET.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Learn It For Life https://www.det.nsw.edu.au/directorates/vet_schools/school-to-Work/career-Pathways-Planning/learn-it-for-life.html	Learn It For Life was developed for disengaging Stage 5 students to help them explore career ideas and concepts with a significant adult.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Career-Related Learning in Primary Schools https://www.det.nsw.edu.au/vetinschools/schooltowork/teachers/executive.html	Includes a paper, case studies and resources for primary schools interested in implementing career development concepts for their students.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways

Enterprise Learning http://www.enterpriselearning.nsw.edu.au/	The Enterprise Learning website is the focal point for the development of an enterprise culture in schools within the NSW Department of Education.	Learning for life beyond school Work exploration and employer engagement Individual student needs
Schools working with business and industry https://www.det.nsw.edu.au/vetinschools/schoolto work/businessindustry/index.html	Provides information to support schools to engage with business and industry.	Work exploration and employer engagement
Work Placement in NSW http://www.workplacement.nsw.edu.au/index.php	This website supports NSW schools to implement structured workplace learning.	Work exploration and employer engagement
Workplace Learning https://www.det.nsw.edu.au/vetinschools/worklear n/index.html	This site provides the policy, procedures and implementation support for workplace learning implementation for schools.	Work exploration and employer engagement
Transition Adviser Initiative https://www.det.nsw.edu.au/vetinschools/schoolto work/teachers/transition.html	The Transition Adviser Initiative is provided through the School to Work Program, an initiative of the NSW Department of Education. This area provides case studies and research related to the initiative.	Work exploration and employer engagement Individual student needs
Student Pathways Survey and Plan https://www.det.nsw.edu.au/directorates/vet_scho ols/school-to-Work/career-Pathways-Planning/futurepathwaysstudsurvey.php	The Student Pathways Survey is a unique career tool in that it enables students to report on self-efficacy in their career and transition planning. The survey partially generates a personal plan which students complete. Schools can also monitor student activity and identify student need.	Individual student needs

Logbook Online https://www.det.nsw.edu.au/directorates/vet_schools/logbookonline/index.php	Logbook Online provides students with the opportunity to document employment related skills they are demonstrating at school and in the community.	Individual student needs
School to Work http://www.schooltowork.com.au/	This website has three sections: students, parents and teachers. Log in details are required for the student and teacher sections.	Awareness of various pathways Career advice and information
Careers Advisory Service http://www.cas.det.nsw.edu.au/	This website provides access to the Careers Advisory Service, an annual initiative which gives students and their families or caregivers up to date information about the range of relevant career and study options available following the release of the Higher School Certificate results by the NSW Board of Studies Teacher Educational Standards (BOSTES).	Awareness of various pathways Career advice and information
Parents and community https://www.det.nsw.edu.au/vetinschools/schooltowork/parentscommunity/index.html	Designed for parents/carers and community members to better understand the current career development landscape and their critical role in helping young people make transitions affecting their career and study.	Awareness of various pathways Career advice and information

Northern Territory

Resource name and link	Description	Focus element/s
PreVET http://prevet.net.au/	PreVET introduces positive ideas around work culture, resilience with work and how literacy and numeracy relate to different industries by providing relevance to learning.	Career advice and information

Queensland

Resource name and link	Description	Focus element/s
Be work smart - pre employment skills workbook https://training.qld.gov.au/training/career/be-work-smart	A practical booklet to help young Queenslanders get and keep a job. The workbook uses real-life scenarios and self-testing quizzes to help young people identify and understand the skills and qualities that employers want.	Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Employment and Jobs - Industry Trend Jobs & Statistics https://www.qld.gov.au/jobs/pages/industry.html	This webpage provides information on industry and labour market trends by linking to the Commonwealth Department of Employment website.	Individual student needs Awareness of various pathways Career advice and information
Queensland Skills Gateway http://www.skillsgateway.training.qld.gov.au/	This webpage allows Queenslanders to search and browse vocational education training and information including courses, training providers, government funding and career paths.	Individual student needs Awareness of various pathways Career advice and information
Employment and Jobs - Education, Training and Qualifications https://www.qld.gov.au/jobs/education/	This webpage provides information on Queensland education, training and qualifications.	Awareness of various pathways Career advice and information

Employment and Jobs - Career Advice https://www.qld.gov.au/jobs/career/advice/	This webpage provides information under 4 categories: career advice and planning, changing careers, networking and professional development and Job Expos.	Career advice and information

South Australia

Resource name and link	Description	Focus element/s
Work Ready - Search Careers & Training http://www.skills.sa.gov.au/careers-jobs/choosing-your-career/search-careers-and-industries	This webpage allows users to search for a career, see what training they need and get ready for the job they want. Get information about the employment prospects, qualifications that are linked to occupations, training pathways to get there and where to go for more information.	Individual student needs Awareness of various pathways Career advice and information
Work Ready - South Australia's Career Practitioner's Networks http://www.skills.sa.gov.au/careers-jobs/for-career-advisers/south-australias-career-practitioners-networks	This webpage provides the details of local career development networks in South Australia that provide support and professional development opportunities to members and are committed to the delivery of high quality, consistent and co-ordinated career development services.	Career advice and information

Tasmania

Resource name and link	Description	Focus element/s
My Education https://my.education.tas.gov.au/Pages/default.aspx	My Education is a supportive and inclusive approach to career education that will inspire and guide all students from Kindergarten to Year 12. It supports students to identify their personal interests, values, strengths and aspirations, and teaches them how to use this knowledge to make decisions about their future learning, work and life opportunities. My Education is a coordinated whole-school approach to career and life planning. It is a partnership between the student, parents and carers, the school and the community, and also aims to engage with business and industry in Tasmania by linking education with a student's future employment options. This site has four sections. Log in is required for the teacher section.	Awareness of various pathways Career advice and information
My Education Framework https://www.education.tas.gov.au/documentcentre/Documents/My-Education-Framework-2015-2017.pdf	The My Education Framework is the Tasmanian Department of Education's Kindergarten to Year 12 approach to career and life planning. My Education supports school leaders, teachers, parents and the community in their shared responsibility to ensure students successfully transition from one phase of schooling to another and from school to further learning or work. A minimum of 11 learning resources have been developed for each year level, mapped to the Australian Blueprint for Career Development, to support implementation of My Education.	School leadership
My Education Online Portal https://meonline.kuder.com.au/landing-page	This site provides an interactive tool students and teachers can access to support careers information including workforce data, tertiary pathways and occupation related information. Learners can identify and 'favourite' occupations of interest to them. Learners can also upload evidence of learning and achievement to populate and develop their own electronic portfolio. Log in details are required for access.	Individual student needs Career advice and information

Year 11 and 12 Curriculum Website http://tas.school/years11and12/	This site is designed to support the delivery of Year 11 and 12 courses and programs to learners across Tasmania.	Individual student needs
Year 11 and 12 course guide https://www.education.tas.gov.au/documentcentre/Documents/016_15_2016courseguide_WEB.pdf	Course information handbook for students preparing for Years 11 and 12.	Awareness of various pathways
Career videos https://my.education.tas.gov.au/Pages/Career_Videos.aspx	A series of career videos.	Work exploration and employer engagement Career advice and information
Workplace learning guidelines guidelines%20https:/www.education.tas.gov.au/parents_carers/schools-colleges/Pages/Workplace-Learning-Guidelines.aspx	This site provides the policy, procedures and implementation support for workplace learning implementation for schools	School leadership Work exploration and employer engagement
School-based New Apprenticeships https://www.education.tas.gov.au/parents_carers/schools-colleges/Programs-Initiatives/Pages/Australian-School-based-Apprenticeships.aspx	This site provides information about Australian School-based Apprenticeships in Tasmania.	Work exploration and employer engagement Individual student needs
TASC http://www.tasc.tas.gov.au/	This site provides learners with information about year 11 and 12 courses.	Individual student needs

Victoria

Resource name and link	Description	Focus element/s
Victorian Careers Curriculum Framework http://www.education.vic.gov.au/school/teachers/teachingresources/careers/carframe/Pages/framework.aspx	The Victorian Careers Curriculum Framework has been designed to provide a scaffold for teachers, trainers, career practitioners, team leaders, curriculum coordinators and school leaders to develop a localised and customised quality career development program for young people in schools, VET providers and the Learn Local adult community education sector (Learn Local providers).	All
Making Career Development Core Business http://www.education.vic.gov.au/Documents/school/teachers/support/CareersreportFINAL.pdf	The Making Career Development Core Business Report was prepared in December 2009 by the Centre for Post-compulsory Education and Lifelong Learning for the Department of Education and Early Childhood Development and the Department of Business and Innovation. It includes information on best practice in the provision of career development, on effectiveness of career development programs for young people in Victoria and recommendations for improving career development services.	School leadership
Managed Individual Pathways (MIPs) Good Practice Framework http://www.education.vic.gov.au/school/teachers/support/Pages/mips.aspx	Whole school approach to MIPs implementation in schools.	School leadership Individual student needs
Career and Transition Resource Kit http://www.education.vic.gov.au/school/teachers/teachingresources/careers/resourcekit/Pages/default.aspx	A series of lesson plans and resources designed to assist career educators to deliver quality programs for students from Year 6 to Year 10.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information

Engaging Parents in Career Conversations (EPiCC) http://www.education.vic.gov.au/school/teachers/teachingresources/careers/parentsframe/Pages/default.aspx	An online resource to assist career practitioners and teachers to encourage and empower parents and carers to get their children thinking and talking about subject choices, courses and career opportunities.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Victorian Skills Gateway http://www.skills.vic.gov.au/victorianskillsgateway/Pages/Home.aspx?Redirect=1	An online one-stop-shop for vocational training in Victoria. It enables vocational training consumers to easily navigate the extensive vocational training options available across Victoria, searching by occupation, course, study area or training provider.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Strengthened Pathways Planning http://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/disabilitypathways.aspx	An online suite of resources which provides guidance to teachers and parents on careers and transition planning, and brings together information on the broad range of options available to young people with disabilities when they leave school.	Learning for life beyond school Work exploration and employer engagement Individual student needs Awareness of various pathways Career advice and information
Career Conversations http://www.education.vic.gov.au/school/parents/beyond/Pages/conversation.aspx	Career Conversations is an online resource to help parents to talk to their child about what sort of career they would like in the future	Awareness of various pathways Career advice and information

Western Australia

Resource name and link	Description	Focus element/s
Western Australia Guidelines for Career Development and Transitions http://www.education.vic.gov.au/school/parents/beyond/Pages/conversation.aspx	These guidelines present a range of options which could be implemented to support young people in making effective transitions and can be used as a tool to assist schools in planning for, and providing, services and information to support this process.	All
Western Australia Career Development and Transitions Planning http://www.careercentre.dtwd.wa.gov.au/practitioners/School%20Zone%20Documents/D12%200578531%20%20CP%20School%20zone%20P%20and%20R%20Planning%20Tool%20FINAL.pdf	A tool to support the design and implementation of career development and transitions programs and services.	School leadership
Western Australia Career Development and Transitions Audit Tool http://www.careercentre.dtwd.wa.gov.au/Practitioners/School%20Zone%20Documents/D12%200578523%20%20CP%20School%20zone%20P%20and%20R%20Audit%20Tool%20FINAL.pdf	A tool for staff to audit activities undertaken in the school.	School leadership

Career Development - Implementation in Schools http://ecm.det.wa.edu.au/connect/resolver/view/WORK7TL001/latest/index.html#0	A suite of resources to support the implementation of career development in WA secondary public schools. This site includes a Guide to Implementing Career Development, Individual Pathway Planning for Years 7 - 12 and useful links.	All
Career Centre - Career Professionals http://www.careercentre.dtwd.wa.gov.au/practitioners/Pages/Practitioners.aspx	This is a dedicated area for career practitioners on the Career Centre website. Career teachers can find useful tools and resources.	Learning for life beyond school Individual student needs Awareness of various pathways Career advice and information
Job Search Guide http://www.careercentre.dtwd.wa.gov.au/ToolsAndResources/Documents/2015_Job_Search_Guide_.pdf	The Job Search Guide provides assistance for individuals to work through the issues and possibilities, and explain practical ways to be prepared and resourceful in their search for work.	Individual student needs Career advice and information
Career Centre http://www.careercentre.dtwd.wa.gov.au/Pages/CareerCentre.aspx	This website provides information about career planning, education and training, occupations, finding and job and the ability to speak to career advisers on the phone or by submitting an online question.	Awareness of various pathways Career advice and information