

Procedure	Pathways and Transitions Procedure
Person Responsible	Principal
Staff Involved	Principal and Teachers
Frequency of Performance	Weekly
Related Documents	Curriculum and Assessment Policy

1. Career Education

Career education is part of the Victorian Pathway Certificate (VPC) and VCE Vocational Major (VM) curriculum. Djerriwarrh Community College (the College) acknowledges that Community VPC/VM students have disengaged from mainstream schools and many have had interrupted schooling. Most have not had any strong focus on pathways planning previously.

The College will develop links between schools and other relevant community agencies to broaden student options and increase resources to assist student engagement, retention and successful transition to post-school options.

Career education focuses on students gaining the following skills and knowledge:

- A greater understanding of personal strengths and weaknesses
- Increased communication with peers and the wider community
- A greater understanding of work choice options
- An increased awareness of career options and pathways
- Information gathering skills on career information and options
- Information to make informed decisions

Students are encouraged to undertake work experience or structured workplace learning throughout the year.

To provide effective levels of support and advice, the College integrates careers education and planning into the Work Related skills (WRS) and Personal Development (PDS) units. Teachers work with groups and individuals to provide professional career education and advice and develop a Career Action Plan to assist students to transition into further education programs and /or employment.

Students learn about pathways through the course of their general studies, through participation in the community and through work-based learning to develop employability skills.

The aim of career education at the College is for students to:

- develop knowledge and understanding of themselves and the personal attributes they bring to situations through self assessment, including their strengths, limitations, abilities, skills, qualities, needs, attitudes and values
- develop knowledge and understanding of post-compulsory options and explore the range of opportunities and pathways

- develop resilience and strategies for coping with and managing change
- learn how to make considered choices and plan options in relation to anticipated further study, careers and employment options
- effectively manage the implementation of these choices and the associated transitions from the College
- develop networking and problem solving skills

Prior to graduation, students meet individually with the Principal and Youth Worker to map their pathway beyond school.

2. Community Work

Students can undertake voluntary community work as part of the Work Related Skills (WRS), Personal Development Skills (PDS) and Skills for Further Study (SFS) units. As a community organisation, the College has opportunities for students to undertake a variety of community work and volunteer opportunity that increases their employability skills whilst providing a much needed service to the community. This community work also allows students to develop key partnerships with local organisation.

3. Structured Workplace Learning (SWL)

Some students undertaking a VET program as part of their VPC/VM course may undertake a Structured Workplace Learning (SWL) placement. Structured Workplace Learning placements assist students to develop awareness of the skills and knowledge that are required to become an effective employee in a particular industry. Placements play a vital role in focussing students on skills and knowledge they need to develop and provide an opportunity to develop the competencies required of the accredited curriculum or training package.

The College uses the Department of Education and Training Structured Workplace Learning Arrangement Form which is completed and signed by the student, the parent/guardian (students under 18 years of age), the employer and the Principal of the College.

All students entering into a structured workplace learning arrangement must have undertaken training in workplace health and safety relevant to the workplace they will be entering for the arrangement.

College students undertaking structured workplace learning will complete the [safe@work program](#) prior to commencing the arrangement.

4. Vocational Education and Training (VET)

Intermediate and Senior students at the College undertake VET as part of their VPC/VM program. The College offers students different VET options depending on their level. These options are included in the VPC/VM Student Handbook. For students who are interested in VET options not offered by the College, Teaching staff will assist students to source a relevant external VET course where possible. Completing a VET course of study provides students with a national Qualification or Statement of Attainment. This qualification may provide entry into employment, further study or an Apprenticeship/Traineeship.

5. Issuance and approval

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