

CHRISTCHURCH RUDOLF STEINER SCHOOL

PROCEDURE

School Management

NAG 1 - Student achievement and assessment
.5 Procedure – Career Guidance

National Administration Guideline 1(vi) states:

'It is the responsibility of schools to provide appropriate career education and guidance for all students, in Years 7 and above, with particular emphasis on specific career guidance, for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workplace or further education / training'

Aims

- 1) To assist all students at Christchurch Rudolf Steiner School to make informed decisions about their future educational, training and employment pathways.
- 2) To enable students from Christchurch Rudolf Steiner School to compete equally in the workplace, whichever career they choose.

Guidelines

- 1) Individual students and their parents / caregivers are to have ready access to full, up to date and accurate information about educational, training and career pathways so that they can make informed choices.
- 2) Students will be given advice and assistance to make suitable subject choices to better prepare them for future career options.
- 3) Students will, early in the year, be given assistance to set individual goals, which will be monitored, for progress at regular intervals.
- 4) Students should have ready access to self help and assisted forms of career guidance when this is needed to help them determine their career options.
- 5) Students should be able to match their personal qualities, skills and interests to career and work options through career education and work experience programmes available through the curriculum and integrated within it.
- 6) Careers information, guidance, education and experience should be suited to the range of learning styles that students have, and delivered in culturally relevant ways.
- 7) Wherever possible, students should have the opportunity to meet mentors, role models, and other community figures that can assist them to clarify their career choices.
- 8) Parents / caregivers and Christchurch Rudolf Steiner School staff should be provided with the information and knowledge to be able to assist students to make informed career decisions.
- 9) Targeted groups of students may require additional specialised assistance to help them develop realistic career pathways. These groups should be identified at an early stage to allow for this assistance to be effective.

Christchurch Rudolf Steiner School has a part time Career Guidance Teacher available to students during the week for guidance, advice and information.

Date: 6 September 2012

Signed

Responsibility for administrating this procedure Management

Responsibility for review: Management

Review Date: September 2015