

**Quality LinCS/DECS Inner South  
Career and Transitions Action Team  
Wednesday 22<sup>nd</sup> August 2007  
4.15pm till 5.30pm  
Urrbrae Skills Centre  
MINUTES**

**Present:** Lori Hocking, Peter Leolkes, Bill Bonney, Irma Rodda, Rod Dyson, Ross Lamb, Michael Huggett, Tanya Sharkey, Peter Smith and Bill Deegan.

## **1. WELCOME**

**1.1 Apologies:** Wendy Lowes, Taissa Ceric, Kevin Nelson, Sue Howlett, Prue Wilkosz and Richard Whaites.

**1.2 Acceptance of Minutes of previous meeting** (30<sup>th</sup> May 2007)

**Moved:** Lori Hocking

**Seconded:** Bill Bonney

## **1.3 Business Arising**

### ***Parents as Career Partners***

After the last meeting and the presentation by Anna Mirasgentis from Mary Mackillop College, Peter had asked that if sites were interested in trialing a Parents as Career Partners event. As yet, Peter has not received any replies and hence the offer to support such an event is still on valid. Peter noted that Mitcham Girls had run a version of the program which was a part of their SACE Information night - for which they have requested and will receive some funding.

### ***Parents representation***

Lori and Peter have again met with Ann Bliss (Executive Officer Federation of Catholic School Parent Communities SA). The Federation has a strong working partnership with the SA Association of School Parents Clubs Inc. Both bodies are keen to work with Quality LinCS and Inner South District to support increased parental involvement in careers and transition. At this stage a Forum for Principals and key staff in the region is being planned to publicise the Family School Partnerships Framework (yet to be endorsed by MCETYA) which has been developed as a model for successful parent/school partnerships. Lori and Peter to keep the CTAT informed and may look at working with schools to gauge an understanding of what levels of involvement parents currently have.

### ***Career Lessons for schools Project***

This project is ongoing – as yet not all Curriculum areas have been taken up and hence by the end of the year, a final product should be available for use in schools.

### ***Career Week and Industry Visits***

Lori spoke about the Industry Tours – the last Tour (Advanced Automation / Engineering) in June attracted 20 students and was extremely well received. Ross Lamb attended the Tour and also commented that students found it valuable and were very interested in the equipment. The next Tour (Community Services - Thursday August 30<sup>th</sup>) is full and has a waiting list. At present, the information will go out to schools on Friday confirming the details for the day. Lori noted that the Tours are rotated across the 3 southern regions (LCP's and DECS Districts) and that the Fleurieu was to undertake the Advanced Automation / Engineering next Wednesday August 29<sup>th</sup>. At this stage they have no students – Lori commented she is not keen to cancel the Tour and hence would (if schools were in agreement) fill the Tour if necessary with students from the Quality LinCS and Inner South region. Lori also reminded those in attendance that the next Tour is Food, Wine and Diary on Friday November 2<sup>nd</sup>.

### ***Trades Skill Expo 2007 on 27<sup>th</sup> June 2007***

Bill and Peter provided a summary of the Expo this year and feedback was extremely positive. Numbers (students and parents) had increased from previous years and the day was better structured than previous years (less students at one time and more evenly spread across the day). The stall holders or exhibitors provided valuable feedback and were overall happy with the event. 95% intended to return in 2008.

Peter and Bill asked those who attended for feedback - Irma noted that there was less for 'girls', Ross said that Hamilton finds it difficult to move students to off site events and there was general discussion about creating the right mix. The difficulty some students have (e.g. from Seaview) to actually find their way to the expo was discussed. Possibly provision of a bus to collect students.

The event next year will be the Gym at Urrbrae and is planned for Thursday June 26<sup>th</sup> 2008.

Lori held a brief discussion re the Mitsubishi Careers Expo – it was poorly attended this year with approximately 400 students attending. Local Councils who support the event had questioned the viability of the event as it now competes with the Career One Expo at Wayville.

Peter contributed funds towards the expo and there was discussion about whether these funds may benefit more Inner South students if they went towards a bus to collect students for the Trades skill expo.

Lori asked those in attendance to indicate how they had advertised the Mitsubishi Careers Expo given the poor student / family turnout. Responses included:

**Cabra** – advertised in the daily student bulletin prior to the event and visits by Careers Coordinator to pastoral care classes also advertising.

**Tabor Christian College** - advertised in the daily student bulletin prior to the event and flyers sent home with the reports of senior students.

**Scotch College** - in editions of the 'Scotch News'.

**Hamilton Secondary College** – advertised in the daily student bulletin prior and an email reminder sent to all students in the school.

**Seaview High School** - advertised in the daily student bulletin prior and flyers given out in pastoral care classes.

**Mercedes College** - advertised in the daily student bulletin prior, handed directly to Year 12 students after exams and the Careers Coordinator did home room visits week prior to senior classes to distribute flyers.

**Urrbrae** - advertised in the daily student bulletin prior.

Lori to pass this information on to the Local Councils.

## 2. GENERAL BUSINESS

### 2.1 Individual Learning Plan follow up proposal

Peter was seeking ideas as to the next phase of this process. It is hoped that a session will run in late Term 3 (Week 9) Peter sought ideas as to what might be valuable – Michael noted that discussion about how it actually works (ie. Who is responsible, where does it sit during the school day) would be useful. Ross noted that Hamilton had worked hard to ensure students owned the plan and would find it valuable to look at how it relates to the Personalised Learning Plan (PLP) as part of the *future* SACE. Peter had invited a representative from the *future* SACE office to talk about the PLP trials but they refused given there was little to talk about at this stage.

It was strongly felt that any ILP session should be linked with the PLP and what this might look like for schools.

### 2.2 A new 'Careers Kit' <http://www.jobjuice.gov.au/whats-new/tools-and-resources/>

This item was transferred to the last item as time was limited and Peter walked those interested through the site.

### 2.3 ACDS2 training

Training to occur at the Urrbrae Skills Centre on Thursday 13<sup>th</sup> September and 25<sup>th</sup> October from 8:45am to 1:00pm. This will be delivered by TAFE. Peter has sent out a flyer/registration form to this and other districts/regions. It will only go ahead if there is a viable number.

There was much discussion about training which builds onto ACDS2, specifically the ACDS3 level of training. It was also discussed at what qualifications will be required by 'Careers' Coordinators in future year. If people would like to do the training, contact Peter or Lori ASAP – funding for the training is available.

### 2.3 School Leaver's guide – Compass

All schools by now should have received their allocation of Compass. Peter noted that last year we asked for feedback and extensive feedback was provided. This has been taken into account and hence the 2007 version is a much more thorough publication. Peter and Lori noted that next year, they will focus on the methods of distribution to students to ensure that they are valued and used.

### 2.4 Check off priority actions for this team

Those initiatives which were identified as high priorities in 2006 by this group include:

- ◇ Document and share good practice in the implementation of the IL & TP – a seminar.
- ◇ Organise Industry promotion and awareness visits for teachers/students in skill shortage areas.
- ◇ Provide T&D opportunities for teachers in career education and work preparation.
- ◇ Facilitate and support workshops to deliver Australian Career Development Studies
- ◇ Organise Industry promotion and awareness visits for teachers/students in skill shortage areas
- ◇ Develop, collate and distribute to all school leavers, a leavers booklet.
- ◇ Provide schools and key staff with relevant, current and timely labour market information
- ◇ Support schools to map and to write career development teaching modules
- ◇ Support schools to undertake intended destination surveys

The following had been identified as priorities in 2007, at an earlier meeting:

- The provision of information about the *future* SACE Personal Learning Plan and sharing of ILP/TP experiences.
- The Trades Skill Expo.
- Parents as Career Partners - search for experienced organiser of such an event to address this group.

This group is on track, with many of the priorities completed, and hence at the next meeting a representative from the *future* SACE office will be invited to talk about the PLP trials.

### **2.5 Distribution of career development resources for schools.**

Peter provided a number of copies of resources for those in attendance to take away. For any more resources, please contact Peter who will order.

### **2.6 The Transition Portfolio revamp to suit Yrs. 8 and 9. Feedback required.**

The meeting spent about 20 mins. discussing the dividers for the transition portfolio. The views which were expressed were strongly felt. Some said that they don't use the dividers- just the folders.

Some of the suggestions are below. Generally, the meeting thought that the dividers were too wordy for students and not sufficiently clear about what needed to go into a particular section.

#### ***Content***

Remove Foreword. It is written in a language which is not understood by or relevant to students. Possibly replace with a clear and simple explanation of what a portfolio is for and what to put in it.

Change language throughout so that it is understood by students.

#### ***Format***

Simplify: make it explicit what bits go where. e.g. Resume, application letter, references, grades etc. Add some illustrations/diagrams

#### ***Font***

Larger font, less words

#### ***Colour***

Add more colour

#### ***Other comments***

Refer to myfuture website for style and ideas about presentation

Make available an outline of the on the web which can be customised by students so that they can claim ownership.

### **3. OTHER BUSINESS**

**Meeting Closed: 5.40pm**

**Next meeting: Wednesday 14<sup>th</sup> November**