



OTAMATEA HIGH SCHOOL 2017 CAREERS ACTION PLAN PART 2

2017 Actions

Time	Action	Human Resources	Physical Resources
Last day of 2016	Part of the Year 13 Leadership Day	Career adviser	
Staff only day	Staff PD on Student Career Management Competencies and setting of goals by teachers	Career adviser Staff	Presentation Resolutions sheet
Term 1	Continue with Self-driven Pathways where new students start with Careers Unit which include workplace experience and producing a CV. Level 2 students who completed the Careers Unit last year do core standards on Time Management and Financial literacy. Level 3 students who completed the Careers Unit last year do core standards on Emerging patterns of work and Financial literacy. Then students work on individual standards that support their chosen Vocational Pathways	Deputy Principal Pathways Coordinator, Pathways Teachers Gateway coordinator, Kaiawhina Students	A4 Chromebooks for class, Workplaces out of school Career Hacks Booklets Instant organisation's booklets and assessments for standards Providers such as SIT, Telford, Kiwihost, G&H training, Skills for Work, ServiceIQ, Boating education, Open Polytech
Term 1	All year 13 to answer CareersFasttrack™ questionnaires and receive first feedback in personal consultation	Career adviser Year 13 students	Careersfasttrack™ Management system
Meet the whānau evening	3 min talk about Careers and Self-driven Pathways Market stall	Career Adviser Kaiawhina Gateway coordinator	E-block Career Management Competencies
March 28	Host Careers Roadshow organised by Northcote, open to surrounding schools	Providers Career Adviser Kaiawhina Gateway coordinator	Hall
Term 1	First round of visits from University Liaison Officers	Liaison Officers Career Adviser Year 13 students	Library The Hub/Te Pokapū
Term 1	Trip to Pahia Tourism College for students interested in Tourism Pathway	Career adviser Selected students	Bus
Term 1	Walking trips to workplaces in Maungaturoto for year 7 and 8's on separate dates	Career adviser Syndicate leader and teachers Students Workplace staff	Workplaces

Term 1	COACH & MASH - Whakapiki Ake program delivered by Auckland University	Kaiawhina Māori students	The Hub/Te Pokapū building Desktop computers
Term 2	Staff PD on Student Career Management Competency issues and review of resolutions	Career adviser Staff	Staff meeting slot Term 2 review sheets
Academic Counselling Day	Rangatahi Futures Programme for all year 10's	CareersNZ personnel Career adviser Kaiawhina Gateway coordinator Deans	Rangatahi Futures posters and resources Adapted resources for Pakeha centred group
Term 2	Rangatahi Futures Programme for year 11's during whanau times	Career Adviser Kaiawhina Gateway coordinator Whatua Dean	Rangatahi Futures posters and resources Adapted resources for Pakeha centred group
Term 2	Trip to Careers Expo in Auckland during week for year 10's and on Saturday for years 11-13's and whānau members	Career Adviser Teachers Students Whānua	Buses / School vans
Term 2	Workplace Day for Year 12's	Career Adviser Teachers	School vans and buses
Term 2	Got a Trade got it made Bus trip in Auckland	Career Adviser / Teacher Interested year 11-13 student Got a trade got it made staff	Bus
Term 2	Make posters of former students and their jobs for class walls	Career adviser Former pupils from school	Photos, printing
Term 2	Students start using <i>Giveme</i> to find scholarships	Career adviser Academic counsellors	<i>Giveme</i> website
Term 3	Staff PD on Student Career Management Competency issues and review of resolutions	Career adviser Staff	Staff meeting slot Term 3 review sheets
Term 3	Work with Syndicate on using Career texts from relevant magazines in English reading unit	Career adviser Syndicate leader Teachers	Tearaway Magazine
Term 3	Open Day Stall with information in the hall	Career adviser Teacher to man stall	Display material from Tertiary providers, ITO's, CareersNZ
Term 3	Open Day Year 11 trip to Northtec and workplace in Whangarei	Career adviser Teachers Northtec Personnel Workplace staff	Bus
Term 3	Leavers visit	Career adviser Year 13's School leavers	The Hub/Te Pokapū Food
Term 3	Auckland University Open Day visit	Career adviser Year 10-13 students	School vans / Bus
Term 3	Scholarship applications by year 13's	Career adviser Year 13's	<i>Giveme</i> website University websites
Term 4	Staff PD on Student Career Management Competency issues and review of resolutions	Career adviser Staff	Staff meeting slot Term 4 review sheets
Term 4	Work with Syndicate on career education units - upgraded from last years units	Career adviser Syndicate leader Teachers	CareerNZ resources, brochures and posters from tertiary providers and industry
Term 4	Careers unit with year 9's and specific lesson on NCEA	Social Science teachers Career adviser	Presentation NCEA material Pathways Cards and Employment Skills

Term 4	Lesson on NCEA for year 10 in one of last Social Science lessons	Social Science teachers Career adviser	Presentation NCEA material Pathways Cards and Employment Skills
Term 4	BEAMS Trip - Auckland University	Kaiawhina Māori students	School van
Term 4	Trip to Northtec for year 8's	Career adviser Syndicate teachers Year 8 students	Bus
Term 4	Careers Speed dating for year 9's	Career adviser Parents and whānau members Year 9 students	Hall Morning tea for parents
Term 4	Year 10 trip to local workplaces	Career adviser Year 10 students	
Term 4	Exit interview forms and short interview Contact information from forms entered in Kamar Other information from forms collated and used in new action plan	Year 13 students Other leavers Career adviser School office	Forms Kamar
Every term	Cate and or CareerNZ cluster meetings in Whangarei	Career adviser Gateway coordinator	Travelling
New initiative for Whole year	Each year group to meet as a group during whānau for career activities Year 13's once every month, year 8-12 once every term and year 7 three times a year	Career adviser Kaiawhina Gateway coordinator Deans	Library / H2 / C2 and 3 / A-block common area
New initiative for Whole year	Careers Central - a digital platform for students to develop career management competencies and for teachers to be able to see students' research and goals	Career adviser Whanau teachers	Careers Central
Whole year	Keep school website current with Careers Calendar and links to information and providers	Career adviser	School website
Whole year	Send information to whānau through school Facebook and especially on year 13 Facebook	Career adviser	Facebook groups
Whole year	Individual meetings with year 13 students as requested by students, teachers or whānau	Career adviser Student	The Hub/Te Pokapū Resources from CareersNZ, tertiary providers, trade organisations and employers
Whole year	Individual meetings for Career Guidance for any students as requested by student, teachers or whānau	Career adviser Students	The Hub/Te Pokapū Consultation room Careersfasttrack™ \$11/student
Whole year	Revise displays in The Hub/Te Pokapū	Career adviser Kaiawhina .Gateways r	The Hub/Te Pokapū building Desktop computers Brochures, Magazines, Posters, Career resources for teachers
Whole year	Revise library and year 13 common room displays and keep current	Career adviser Student learning committee members	Brochures and Magazines
Whole year	Monthly meeting with year 13 in Whanau time about career planning	Career adviser All year 13 students	Careersfasttrack™ Management system slides Career stories Career Central School connect
Whole year	Notices about visits from outside agencies, trips	Career Adviser Nikki	Te Panui

	and tips for whānua in Te Panui		
Whole year	Articles in Monthly Newsletter	Career Adviser Nikki	Monthly Newsletter