# Careers Audit

## Template to identify Career Education resources available at your school, make recommendations and plan to include Career Education in a manner that works for your school community and culture.

## Throughout the template, subject headings and content can be changed to reflect your school

### Background – an overview of what lead to/ reasons to, conduct the audit, for example:

Careers Education is taught at \_\_\_\_\_\_\_\_ school for students in years \_\_\_\_\_\_\_\_\_. The Department of Education is introducing Career Education across years 7 - 12 from 2023. Our school is introducing ongoing Career Education to Years \_\_\_\_\_\_\_\_\_\_ in Term 1 and 2 and Years \_\_\_\_\_\_\_\_\_\_\_\_\_ in Term 3 and 4.

### Objective

Provide an overview of current Career Education resources available to years 7 – 12 students and teachers, plus available information and resources for parents, carer and families about Career Education for years 7 – 12 students.

## Scope

| The Career Audit identifies the following: | Page |
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| 1. Career Education resources the school has access too |  |
| 1. Career Education resources students are currently using |  |
| 1. Career Education resources currently being developed/ differentiated to meet student learning Years 7 – 12 |  |
| 1. Career Education resources parents, carers and families have access too and are currently engaging with |  |
| 1. Resources yet to be developed for parents, carers and families to support their child’s Career Education |  |
| 1. Feedback from year 7 – 12 Teachers and Leading Teachers |  |
| 1. Conclusions |  |
| 1. Recommendations |  |
| 1. Action Plan |  |
| 1. Comments |  |

| Career Education resources the school has access to: | | | | | |
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| Provider | | Resource | About | Use | |
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| Career Education resources currently being developed/ differentiated to met student learning Years 7 - 12: | | | | | |
| School | | Resource | About | Use | |
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| **Resources currently being developed/ differentiated to meet student learning Years 5 – 9** | |
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| **Career education resources parents, carers and families have access to and are currently engaging with** | |
| General |  |
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| Online |  |
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| Surveys |  |
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| **Resources yet to be developed for parents, carers and families to support their child’s Career Education** | |
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| **Feedback from stakeholders, year 7 – 10 Teachers and Leading Teachers** |
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| **Conclusions – What we are doing well already and where we might improve** |
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| **Recommendations** |
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| **Action Plan – Introducing Career Education** |
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**Example of Action Plan**

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| **Item** | **What** | **Who** | **When or due** |
| 1 | Present Audit to Senior Leadership Team | Auditor | At conclusion of Audit |
| 2 | Establish a Career Education Working Group include Leading Teacher, AP and Career Practitioners |  | Meet fortnightly |
| 3 | Differentiation of Career Education Curriculum Years 7 – 9 |  | Week 9 Term 1 |
| 4 | Differentiation of Career Education Curriculum Year 5 and 6 |  | Week 8 Term 2 |
| 5 | Differentiation of Career Action Plan Curriculum Year 7 – 9 |  | Week 9 Term 1 |
| 6 | Inclusion of Career Education in years 7 – 9 curriculum |  | Term 2 |
| 7 | Sustainable and accessible information and resources about year 5 – 9 Career Education for parents, carers and families |  | Wk 1 Term 2 (7 – 9)  Wk 1 Term 3 (5 and 6) |
| 8 | Career Immersion Programs for years 5 - 9 |  | Term 3 and 4 |
| 9 | Inclusion of Career Education in years 5 and 6 curriculum |  | Term 2 week 8 - 10 |
| 10 |  |  | Term 3 and 4 |

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| **Comments** |
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