



KNOX CAREERS EDUCATION PROGRAM

The Knox Careers Education Program is a comprehensive career development program for students from Years 10 – 12. It emphasises that careers education is not a one-off event but part of a lifelong process. The aim of careers education is to assist students to become aware of this process, and to equip them with the capabilities to make decisions with regard to post-school options. The development of knowledge, skills and attitudes through learning experiences help students make informed decisions about school and post-school options to enable effective participation in working life.

There are 3 distinctive, but related, group programs in the Knox Careers Education:

YEAR 10

The Year 10 Careers Education Program is introductory with an emphasis on career planning, career education and career development. Throughout the year, students will engage in the following activities and programs:

- Career talks during mentor groups throughout Term 1
- Career Avenues Program - career assessment including aptitude, interests and personality profiling:
 - Career Profile Report
 - Career Profile Interview (30 minutes) with Accredited Career Avenues Counsellor
 - Career Development Workbooks
 - Total Cost: \$148 per student
- Subject selection information evening
- UMAT information evening
- Australian Defence Recruiting information evening
- Knox Grammar School Careers Night
- Subscription to My High School Careers website
- Knox Grammar School Careers Office Portal page
- Career information / announcements during Year Group meetings and in Year 10 weekly newsletters

YEAR 11

In Year 11, the emphasis shifts to the *School to Work* Program, an educational program designed to assist students with the transition from school to work and develop generic skills for the workplace. Throughout Year 11, students will engage in the following:

- School to Work Program
 - Resume writing and cover letters
 - Presentation skills
 - Interview skills
 - Total cost: \$40 per student
 - Optional extra: Individual interviews \$25 + GST per student
- Individual career planning
- Individual Career Assessments
- Tertiary course / career information
- Lunch time seminar series
- UMAT Information evening
- Australian Defence Recruiting information evening
- Knox Grammar School Careers Night
- UAC Information Sessions
- Subscription to My High School Careers website
- Knox Grammar School Careers Office Portal page
- Career information / announcements during Year Group meetings and in Year 11 weekly newsletters

YEAR 12

In Year 12, the focus of the Careers Education Program shifts to preparation for post-school applications for cadetships, scholarships, universities and TAFE. This includes help for our international students and those interested in interstate and overseas applications. Throughout Year 12, students will engage in the following:

- Individual career planning
- Individual Career Assessments
- Tertiary course / career information
- Lunch time seminar series
- UMAT Information evening

- Australian Defence Recruiting information evening
- Knox Grammar School Careers Night
- UAC Information Sessions
- University applications
- Cadetship and scholarship applications
- Writing resumes and cover letters
- Subscription to My High School Careers website
- Knox Grammar School Careers Office Portal page
- Career information / announcements during Year Group meetings and in Year 12 weekly newsletters

The Knox Careers Education Program outlines the importance for students to develop the understanding and skills to manage their pathways from learning to work. Taking a positive and active approach to career development assists students with self-discovery and self-evaluation, and to equip our students with the skills they will need to manage their careers throughout their lives.



Mrs Linda Gomez
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