

2024



THE CATHEDRAL COLLEGE

Careers Handbook

Come, live life in all its fullness JOHN 10:10

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a place to grow.

Contents.

Employment Pathways at TCC	4
Why an Employment Pathway	5
Requirements for Students	6
USI	6
Mandatory Training & Requirements	6
Clothing & PPE	6
Travel	6
Exploring the World of Work	7
Student Opportunities	7
Work Experience	8
Certificate Courses	9
When to Undertake Courses	9
School-Based Apprenticeships + Traineeships (SATS)	11
Advantages of SATS to Students	12
Finding an Employer	12
Requirements + Expectations	13
Schedule of School, Work and Study	13
Academic Standards	13
Minimum Employment Requirements	13
Funding	13
QCE/ATAR	14
Defence	14
Careers Office Contacts	15

Employment Pathways at TCC.

The Cathedral College is committed to supporting all students on their individual journeys through school and into the world of work and study post school.

For many of our students, this will involve Vocational Education and Training (VET) Certificate studies whilst at school or undertaking School-Based Apprenticeships and Traineeship (SATs). The Careers Office can assist students to evaluate their options and develop a pathway to help achieve their career goals.

The Employment Pathway at TCC has been developed to cater for students aiming to equip themselves with experience, training

and qualifications that will ease their entry into the workforce or further training on completion of their time with the college.

Students on an employment pathway can divide their time between school, TAFE, other private training providers and workplaces. These qualifications can contribute toward the requirements of the Queensland Certificate of Education (QCE), and potentially the Australian Tertiary Admission Rank (ATAR).

If students elect to undertake courses or work placements off campus, or via online studies, all arrangements are to be made through the Careers Office.



Why an Employment Pathway?

Australia's VET sector produces highly skilled graduates with remuneration and employment outcomes comparable to and sometimes surpassing those of university graduates. Whilst only 65% of degree graduates are employed directly after training, up to 92% of Australian Apprentices go on to fulltime employment after completion and this figure is 78% across the VET sector. Most degree graduates will have incurred a significant study debt for a qualification that can be largely already outdated, whilst a large majority of VET graduates will have received funding for up-to-date, industry led training and have been earning whilst learning.

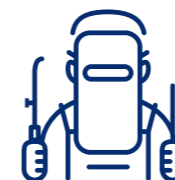
Some jobs and the common salary (taken from seek.com.au)



Enrolled Nurse
\$60,000



Accountant
\$60,000



Boilermaker
\$70,000



Chiropractor
\$70,000



Plant Mechanic
\$103,000



Solicitor
\$70,000



Diesel Mechanic
\$80,000



IT Technician
\$70,000

An employment pathway can set students up for a fulfilling and exciting future. Over 83% of school students that undertake a VET program whilst at school transition to further education, training or paid employment.

Requirements for Students

USI

To undertake any VET studies (including apprenticeships and traineeships), students will need a Unique Student Identifier (USI). A USI can be easily created via usi.gov.au, this site can also be used to check if a USI exists and to retrieve a USI.

Mandatory Training + Requirements

Students wishing to enter construction trade areas for work experience and SATs may be required to obtain a General Construction Induction Card (known as a White Card). Students entering into the Hospitality industry may be required to have completed the Responsible Service of Alcohol (RSA) training.

These courses are provided by Registered Training Organisations (RTO's) and may be undertaken at their premises. The school endeavours to provide these courses at TCC as demand requires. First Aid training, Blue Card Working With Children Checks and immunisations may also be required in certain situations.

Clothing + PPE

For all work experience, SATs, VET courses and vocational placements, students should check with the employer/provider regarding appropriate dress standards and PPE required.

Travel

Students are responsible for their own travel requirements for all off-campus activities involved in undertaking work experience, a VET course or SAT. Boarders should make necessary arrangements through the Boarding office.

Exploring the World of Work.

It is important to remember that students are not deciding on a career forever. It is predicted that today's school leavers will have 17 jobs across 5 careers in their lifetime. The world of work is dynamic and constantly changing. VET's high level of flexibility and practical programs that teach real-life skills make it the ideal way to grow a fulfilling career. VET training can also be used as a springboard to further education and career advancement.

Student Opportunities

A number of student opportunities to explore the world of work are offered throughout the school year. Some of these may be during school time and coordinated by the Careers Office, whilst others will be outside school time and up to individuals to pursue. Some of these opportunities include:

- Try-a-Trades Day at CQUni hosted by Construction Skills Queensland
- CQUni Careers Expo
- Queensland Minerals and Energy Academy Gateway to Industry Schools programs
- Construction Skills Queensland Gateway to Industry Schools Para-Professional Program
- Health Gateway to Industry Schools programs
- Year 10 Careers Day
- ICT Gateway to Industry School Programs
- Industry Tours
- Work Experience
- Year 9 CQUni Tours
- Pop Up Days

Additionally, there is a large amount of information available on-line to help you explore jobs that may be a good fit for you, see the list at the end of this booklet for some starters.

Teachers of your favourite subjects will be able to provide information on career paths relating to that subject. They will also have an idea of your strengths, making them a great person to talk further with.

Work Experience

Work Experience is an extremely valuable opportunity for students to explore the world of work. Work Experience gives students a chance to try out jobs that they may be considering and to learn about their own preferences and how workplaces function.

Work Experience undertaken should reflect the career goals of the student and be undertaken with the full commitment of the student. It is generally required that students complete relevant Work Experience prior to committing to Certificate Course studies in Year 11 & 12.

Students are able to perform a total of 30 days of work experience per calendar year. Students are only able to perform work experience during school holidays up to and including the last day of the school year.

Year 10 students will also have an allocated three days for work experience at the end of term 2. Work Experience forms an important part of the Year 10 curriculum. Information is emailed to all parents in term 1, and is also available to students via the Student Intranet.

For students to perform work experience, a Work Experience Agreement must be completed. Parents and students can make arrangements for work experience directly with an employer with all parties completing and signing the form.

The agreement provides insurance for the student whilst in the workplace. The College must be in possession of the original fully signed agreement before the placement can begin.

Information is provided for the employer, parents and students to peruse the liability/ insurance conditions and exclusions. The College advises parents to have adequate private medical cover as the College insurance only covers permanent injury or death.

Certificate Courses.

The Vocational Education and Training in Schools (VETiS) program offers some subsidised Certificate I and II courses to students who are Queensland residents. It is important to note that students only receive one subsidised course. Students undertaking the Certificate III in Fitness and another certificate course should opt out of the funding for the Certificate III in Fitness. Interstate and International students may undertake any VET course available through the school on a fee basis (no funding applies).

Certificate III and higher level courses may be used towards a student's ATAR when combined with four general subjects (however may not scale as well as a General subject). Advice should be sought to determine if this is an appropriate choice.

QCE Points may be accrued by undertaking certificate courses as per below:

Certificate I

2 or 3 points

Certificate II

4 points

Certificate III + IV

5-8 points

Note: A maximum of 8 points may be counted for any one training package. Some Certificate courses, when combined with a similar school subject, are considered duplication of learning by QCAA and no QCE points would apply.



Costs incurred to study certificate courses depend on the funding available, the usage of consumable materials, texts required and other resources required. The availability of courses and specific costs are published by the RTO providing the training.

When to Undertake Courses

18 Month and Two Year courses are commenced at the beginning of Year 11 (see page 11). One Year courses are undertaken in Year 12 (see page 12). Some One Year courses may be undertaken in Year 11 where further study in Year 12 or undertaking of a Structured Workplace Learning Program (SWLP) in Year 12 is committed to. A SWLP consists of 25 days of relevant work experience combined with log books and a workplace booklet (see page 13). Student Intranet.

The College works very closely with a number of local RTO's. However students are not limited to these providers and may source courses relevant to their career path through any accredited RTO in consultation with Careers Office staff. Individual flyers with full information are available for each of the listed courses through the Careers Office and on-line on the Student Intranet.

School-Based Apprenticeships + Traineeships.

School-based Apprenticeships and Traineeships (SATs) provide students with job opportunities while increasing their available options at school and beyond.

A SAT is the classic way to combine work and study. Students may work towards achieving a Certificate II or III qualification under a traineeship, or commence a Certificate III apprenticeship whilst working towards their QCE.

Should a student be offered a SAT, they will have dual status as a full-time school student and as a paid employee undertaking an integrated education, training and employment program.

Each school-based trainee/apprentice, their parent/guardian and employer enters into a legally binding Training Contract. The employer will arrange for an Australian Apprenticeship Support Network (AASN) provider to undertake this. A parent/guardian will be required to attend this meeting. A member of the TCC Careers Office staff will also attend.

For traineeships, the Training Contract is usually for a two-year duration (i.e. through

Years 11 and 12), but students can complete it in a shorter time. If the traineeship is not completed before the end of the Year 12 school year, employers may employ the student on a full-time or part-time basis until completion.

Apprenticeships usually have a four-year full-time equivalent duration. They are commenced on a school-based mode and at the end of year 12 continue as part-time or full-time until completed.

A comprehensive list of government approved school-based apprenticeships and traineeships can be viewed at www.training.qld.gov.au

Electrical

There are extra requirements regarding academic standards for entry into a SAT in the Electrical field (including Electrician, Airconditioning & Refrigeration Mechanic, Electronics & Communications Technician and Data & Voice Communications Technician). Please seek advice from the Careers Office if you are considering a SAT in any of these areas.

Advantages of SATS to Students

- ✓ Achieve a nationally recognised qualification
- ✓ Get paid for on-the-job time in the workplace
- ✓ Gain valuable skills
- ✓ Receive structured training that is competency based
- ✓ Be trained by a Registered Training Organisation (RTO)
- ✓ Gain confidence and self-esteem in an adult environment
- ✓ Develop skills and attitudes which are relevant to the world of work
- ✓ Increase employability potential

Finding an Employer

The College does not actively seek school-based apprenticeships and traineeships on behalf of parents and students. Students are encouraged to speak to Careers Office staff for advice on how to look for a SAT. Strategies that may be discussed include work experience, cold-calling and using the student's and family's networks of contacts.

The College also provides information for parents and students to pass on to interested employers detailing the program and how the process operates.

Known vacancies are advertised through daily notices and included in the College newsletter. Any eligible student is welcome to apply for these vacancies.

Requirements + Expectations

Schedule of School, Work and Study

A SAT must have an impact on a student's school schedule. This may include allocated time or days during normal school time to attend work. Students may also be eligible to reduce the number of subjects they study and have a study line built into their school timetable. All adjustments to the student's schedule must be approved by the Careers Office.

Academic Standards

Students are required to continue to strive to perform their best in all school subjects. They will need to speak to teachers of subjects they miss to ensure they keep up to date with all required work and are encouraged to utilise homework club and tuition sessions. All assessments must be submitted on (or before) the due date and exams must be sat as scheduled.

Minimum Employment Requirements

All SATs have minimum employment requirements. It is important that you understand what these are for the SAT being considered before committing to it. Careers Office staff can provide exact advice regarding each particular SAT.

Funding

For the majority of SATs, funding towards the cost of the training with the RTO, will be available through User Choice funding. Under the current arrangements, an individual may receive User Choice funding up to two times, however, the second qualification must be of a higher priority level (or second level 1, with level 1 being the highest). Careers Office staff can provide details of the funding level of each SAT and how this may impact on future opportunities.

Depending on the SAT being undertaken, students may also be eligible for Free TAFE funding after school. This funding covers some extra costs for full-time and part-time apprentices and trainees that do not apply during the school-based component.

SATs who are undertaking an apprenticeship or traineeship that appears on the National Skills Needs List or is in Agriculture, may also be eligible to apply for the Trade Support Loan. Students who are boarders and move to the area to continue or commence an apprenticeship post-school may be eligible for the Apprentice Living Away From Home Allowance. This is generally available to Australian Apprentices not able to access funding through Centrelink and is NOT means tested. The AASN who signed the training contract will provide information regarding these.

QCE /ATAR

A SAT may contribute QCE points. For traineeships, points are allocated based on completion of studies. For apprenticeships, points are allocated based on completion of the minimum employment requirements. Careers Office staff can provide further specific advice.



Defence.

Entering the Australian Defence Force opens up an exciting and fulfilling career. Entry can be through:

- General Entry
- Trade Entry
- Officer/ Clerk Entry
- Australian Defence Force Academy (University)
- Gap Year - ONE Year program

Defence Recruitment run regular information sessions in Rockhampton including on campus at TCC and you can also follow them on social media. Brochures and information is also available from the Careers Office.

Defence also run a work experience program. Please see the Careers Office for further details.

Careers Office Contacts.

Careers Office staff are located in the Student Services building and are generally available at the following times (and can arrange interviews at other times):

- Before school from 8am
- PC
- Lunch breaks
- After school until 4pm
- Term 3 Parent-Teacher interview evening

Appointments can be made with parents who wish to discuss their child's career choices. Staff can be contacted via individual emails or CareersStaff@tccr.com.au or by phone through main reception.



Other staff that students may wish to speak with include House Deans, Academic Deans, PC Teachers and individual subject teachers.

Notes.