

1.0 PURPOSE OF POLICY

- 1.1 To break down barriers between school and work.
- 1.2 To provide students with knowledge of a variety of employment areas.
- 1.3 To give students an appreciation of the function of the nature of work.
- 1.4 To help students gain a knowledge of themselves thereby enabling them to make a realistic assessment of their abilities.
- 1.5 To skill students in the presentation of themselves thus providing advantage in the competitive atmosphere of employment.
- 1.6 To encourage students to develop aspirations for their future.
- 1.7 To equip students to cope with change.

2.0 PRINCIPLES

Work Education at Timboon P-12 should:

- 2.1.1 Increase awareness of occupations, industry and the work place.
- 2.1.2 Foster the growth of self esteem and confidence.
- 2.1.3 Develop student ability to collect and critically evaluate information.
- 2.1.4 Improve decision making skills in relation to career opportunities.
- 2.1.5 Demonstrate the relationship between skills, knowledge and competencies acquired at school and those used in the work place.
- 2.1.6 Cater to the individual;
- 2.1.7 Ensure that appropriate resources are accessible to student, parents and teachers;
- 2.1.8 Be coordinated by a qualified teacher, provided with appropriate time, resources and space.
- 2.2 Be integrated throughout the curriculum where possible or appropriate.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1 Students will undertake appropriate education in building self esteem, confidence and decision making skills.
- 3.2 **Work Education Resources** will be established and maintained by the coordinating teacher with information on online resources being available. It will be readily accessible to all students.
- 3.3 Regular features in the School Newsletter will provide broader community information regarding Career Choices
- 3.4 A planned, sequential work education program will be provided for students where appropriate.
- 3.5 Activities will be aimed at a range of abilities, interests, skill levels and learning styles. They will include work experience, information gathering, practical exercises and decision making.
- 3.6 Counselling will be available to individuals by a qualified teacher. This will be relevant to subject and course choice and to preparation for work.