Shailer Park State High School is a progressive campus whose big plans and bold ambitions have seen it become one of the most successful independent public high schools. With excellent teaching and training practices, high expectations and a supportive, nurturing educational community, students are continuously guided throughout their personal pathway to success. A tradition of excellence has been created and maintained through our vocational pathways that aim to prepare students and assist them to be ‘ready’ for a career. These pathways include the Trade Ready, Tech Ready, Health Ready and Events Ready Programs. These Programs further challenge and extend students with exceptional vocational abilities and strengthen their love of learning in a specific field, developing Resilient, Reflective, Resourceful and Relational learners.

Our Vocational Career Ready Programs offer personalised learning approaches to reflect your student’s needs, in conjunction with strong industry and institutional partnerships. Students will be equipped to succeed.

We welcome you to explore our Vocational Career Ready Programs where big plans are made together and bold ambitions are goals to be realised.

Dorothea Jensen
Principal

The Values underpinning the learning of the Career Ready Programs are:

- Pursuit of Excellence in Chosen Vocational Pathway
- Teamwork and Training
- Integrity and Honesty
- Service
- Legacy

Each Career Ready Program is managed and supported by key stakeholders and teams, who provide opportunities and guidance for all students. These people are:

- Head of Vocational Education
- Industry Liaison Officer (ILO)
- Career Ready Mentors
- Teaching and Training Staff
- Industry Partners
- Previous Students
- Parents, and Parents and Citizens Association
- Community Partners
Enrolment and Tracking

The Vocational Pathways Program Staff will connect with students in the following activities to support and manage their engagement in the “Career Ready Programs”:

1) Application
Students will need to complete the written application included in this document. This application will be supported by relevant documentation including (but not limited to):

- Academic report cards, NAPLAN reports and other test data. Results in effort and behaviour are highly regarded and valued by the Career Ready Program Team.
- Relevant certificates and achievements.
- Endorsement by a current teacher.
- Other relevant experience.

Students will need to bring their application to the Education and Training Plan Meetings (JETP & SETP) held between themselves, their parent/guardian and a staff member from the school.

2) Shortlisting and Interviews
Interviews will be conducted on the planning/meeting day. Second & third choice programs must be selected at that time for students not successful in gaining entry into the “Career Ready Program” of their choice. Applicants will be shortlisted and their written application checked.

Successful applicants will be notified through their timetable.

3) Payment of Fees
Some of the Career Ready Programs attract a fee in the final two years (Years 11 and 12) of the course. These are listed in the Senior Student Handbook.

Students from whom fees have not been received at that time will be withdrawn from the Career Ready Program. For cases of financial hardship please direct all inquiries to the Shailer Park State High School Business Manager.

4) Support for Students
Each Career Ready Program will be guided by a Mentor who will track and monitor student engagement in the program. Effort, behaviour, achievement and attendance data will also be tracked, to validate students continuing in the program. Students are expected to follow the School Code of Conduct that focuses on Resilient, Reflective, Resourceful and Relational learners. Students who do not fulfil their obligations under the Code will be considered for withdrawal from the Career Ready Program and will forfeit all payments to date. Students who are not adhering to the Code may also be withdrawn from any Traineeships, School Based Apprenticeships or Structured Work Placement, at the discretion of the Head of Vocational Education and the Industry Liaison Officer.

5) Process for Withdrawal of a Student from a Career Ready Program
Students will be provided with support and mentoring to maximise their opportunities for success. If issues arise, there will be clear and timely communication with the student and families, with strategies developed for addressing any issues impacting on meaningful engagement in the program. The steps enacted by the Head of Vocational Education, the ILO and the Career Ready Mentors and possible actions are listed below and reflect the intentions of the School’s Behaviour Development Plan for Students.

**LEVEL 1 - Monitoring**
Behaviours include:
- Unsatisfactory rate of attendance at school/class.
- Non-payment of fees.
- Breach of any other policies e.g. Dress Code.

**Actions**
- Warning: Student/Family to provide a response to warning.
- Conversation between program mentor and family.
- Conversation with Head of Vocational Education.
- Withdrawal from activities, work placement opportunities etc.

**LEVEL 2 – Show Cause**
If the breach of the relevant Code or School Policies continues:

**Actions**
- Show-Cause Letter issued during meeting with Head of Vocational Education.
- Possible Monitoring Card.
- Written Response to Show Cause letter required.
- Student-developed action plan
- Review of application and eligibility.
- Other actions as per Level 1

If there is an improvement, student moves back to Level 1

**LEVEL 3 - Cancellation**
If no response or no improvement after Level 2

**Actions**
- Notice of Cancellation of Enrolment in Career Ready Program.
- Contact with family to issue notice and arrange a meeting time.
- Family meeting with Head of Vocational Education and Senior Deputy.
- Timetable and pathway review as necessary.
Career Ready Program Application Form

Applicant’s Name: ____________________________________________________________
Applicant’s D.O.B: _____/_____/_______
Parent/Guardian Name: ______________________________________________________
Parent/Guardian Mobile Phone Number: _______________________________________
Parent/Guardian Email Address: _____________________________________________

IMPORTANT: Please use this checklist to ensure you provide all the appropriate
documentation for your application.

☐ Completed Enrolment Application.
☐ Relevant Career Ready Program
   Selected (Number your preference).
☐ Endorsement by a current
   Teacher.
☐ Signature by Parent/Guardian in
   support of the application.
☐ Other evidence of relevant
   achievement that could include;
   • Past academic school reports.
   • Relevant skills/achievements.
   • Teacher/Community
     recommendation.
   • NAPLAN Reports.

Trade Ready (includes Certificate I Construction)

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<th>Engineering Skills</th>
<th>General / Essential Mathematics</th>
<th>Industrial Tech Skills</th>
<th>General / Essential English</th>
<th>Certificate III in CAD</th>
<th>Furnishing Skills</th>
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Tech Ready (ATAR Eligible)

|-----------------------------|---------------------------------|--------|----------------------------|-----------------------------------------------|-----------------------|

Health Ready

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<th>Certificate II in Health Support Services</th>
<th>General / Essential Mathematics</th>
<th>Information &amp; Communication Technology</th>
<th>General / Essential English</th>
<th>Applied Science</th>
<th>Health</th>
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Event Ready

|---------------------------------------------------------------------|---------------------------------|-----------------|-----------------------------|---------------------------|--------------------------------------|
**Personal Statement by student:**

In your own words, please explain why you would like to enrol in this **Career Ready Program**:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Outline why you would be suitable for the **Career Ready Program**:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

What do you bring (skills/aptitude/previous knowledge etc.) to the **Career Ready Program**?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

List your Behaviour and Effort results from the previous Semester. (Write the subject name then your A-E result in the space provided)

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<thead>
<tr>
<th>Subject</th>
<th>Effort</th>
<th>Behaviour</th>
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Provide any extra information you believe will assist you in gaining entry into the **Career Ready Program**:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Provide information on any connections you may have (family/friends) with an employer who may be interested in hosting you for work experience (leave blank if unknown):

Contact Name: ___________________________  Company: ___________________________
Email: ___________________________  Phone: ___________________________

**Endorsement by current Teacher:**

This student is currently enrolled in my ___________________________ class. I, ___________________________ support their application to enrol in the chosen **Career Ready Program**.

Teacher Name and Signature: ___________________________  Date: ___________

**Support by Parent/Guardian:**

As Parent/Guardian of: ___________________________ I support their application to enrol in the ___________________________ **Career Ready Program**.

Parent/Guardian Signature: ___________________________  Date: ___________

**NOTE:** Any other information indicating past effort and behaviour, suitability for the chosen program and/or any further Teacher/Community recommendations may be placed here as an attachment to your application.