



Edenhope College

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POLICY AND PROCEDURES – Edenhope College Career Pathway Policy.

1. PURPOSE

The purpose of this policy is to ensure that Edenhope College provides a comprehensive and high-quality career education program in alignment with the Department of Education Victoria (DET), Victorian Curriculum and Assessment Authority (VCAA), Disability Inclusion requirements, and the specific Career Industry Council of Australia (CICA) principles and standards. This policy aims to equip students with the skills, knowledge, and experiences they need to make informed and confident career decisions, supported by ethical and professional standards. The policy is also committed to ensuring career practitioners deliver services consistent with CICA's standards of ethical conduct, inclusivity, and student-centered practices.

2. SCOPE

This policy applies to all students from Years 7 to 12, staff involved in the delivery of career education, and associated departments such as VCE, VCEVM, VPC, and inclusion support teams at Edenhope College. The policy governs career education activities, resources, and pathways programs, including work experience, vocational education and training (VET), and industry engagement initiatives. It also specifically applies to career practitioners, ensuring they meet the standards set by CICA, including the delivery of ethical, inclusive, and developmentally appropriate career services to all students, particularly those in priority cohorts such as Koorie students, students in out-of-home care and students with disabilities.

3. PROCEDURES

3.1 Pathways Leadership and Implementation

The Pathways, Careers and Transitions Coordinator and Inclusion Leader will ensure that all career education programs comply with DET, VCAA, and Disability Inclusion standards, as well as CICA's ethical and professional standards for career development practitioners.

Pathways, Careers and Transitions coordinator will incorporate CICA's key principles, including promoting ethical behaviour, providing accurate information, and respecting the rights and dignity of students during career counselling and education activities.

Regular collaboration between key staff, including the Pathways, Careers and Transitions coordinator, VCE, VCEVM and VPC Leader, Workplace Learning Officer, and Inclusion Leader, will ensure that career programs are informed by best practice as outlined in the CICA principles.

3.2 Career Education Funding (CEF)

Edenhope College will utilise CEF to support career education activities from Year 7 to Year 12, ensuring that programs comply with CICA's principles of equity, inclusion, and access to quality career education. Funding will be directed toward activities that align with the CICA's professional standards and ensure that all students have the opportunity to develop robust career action plans, supported by accredited and ethically trained career practitioners.

3.3 My Career Exploration and My Career Portfolio

My Career Exploration (Years 7-8): Career development activities will be designed according to CICA's standards of promoting self-awareness and exploration. Students will engage in activities that help them identify their skills, values, and aspirations in alignment with CICA's principles of lifelong learning and career development.

My Career Portfolio: The portfolio will provide a platform for students to track their progress over time, update their career action plans, and reflect on their personal development, consistent with CICA's emphasis on continuous improvement and reflection in career education.

3.4 Industry Engagement for Priority Cohorts

Edenhope College will facilitate workplace learning opportunities for priority cohorts, ensuring that these students receive appropriate support to access these opportunities in line with CICA's standards for social justice, inclusivity, and accessibility in career education.

3.5 Senior Secondary Certificate Reform

The College will implement the VCE, VCE Vocational Major and Victorian Pathways Certificate (VPC) in alignment with CICA's principle that career education should be adaptable and flexible to meet the varying needs of students. The programs will provide equitable access to career opportunities and enable students to pursue diverse post-secondary options.

3.6 Modifying/Changing Pathways

Students changing pathways between Senior Secondary areas (VCE and VPC/VM), are to be moderated by the following school bodies. Careers/Pathways Coordinator/Sub School Coordinator (relevant), relevant teachers and SIT team (students and families), and all moderation evidence (diagnostic testing), and conversation is recorded prior to changes occurring.

3.7 Enhanced Resources for Students with Disabilities

Edenhope College will provide enhanced resources for students with disabilities, reflecting CICA's commitment to ensuring that career services are accessible and tailored to individual needs. Pathway, Careers and Transitions Coordinator and Inclusion Leader will ensure that career education for students with disabilities adheres to CICA's standards for professional conduct, ensuring respectful, ethical, and equitable treatment.

3.8 Workplace Learning Opportunities

All students will have access to workplace learning programs that adhere to CICA's ethical standards for engaging students in real-world experiences. This includes ensuring that students understand their rights and responsibilities in the workplace, with a focus on promoting health and safety, ethical behaviour, and informed decision-making.

4. ROLES AND RESPONSIBILITIES

4.1 Reporting

The Pathways, Careers and Transitions Coordinator and Inclusion Leader is responsible for ensuring that all career education programs are implemented in line with CICA's ethical standards, including reporting any incidents or violations related to the delivery of career services. Incidents should be reported to the Principal or Leadership Team using designated reporting mechanisms that comply with CICA's standards for confidentiality and integrity in career practice.

4.2 Records Management

All records related to career education, including career action plans, student engagement, and practitioner/coordinator/leaders notes, will be securely maintained in the College's recognised record-keeping system. Pathways, Careers and Transitions Coordinator/Inclusion Leader are required to manage these records in accordance with CICA's standards on confidentiality, ensuring that all information is stored ethically and accessed only by authorised personnel.

4.3 Monitoring and Review

This policy will be reviewed every two years to ensure compliance with DET, VCAA, Disability Inclusion, and CICA standards. Monitoring processes will include evaluating the effectiveness of career education programs through feedback from students, staff, and practitioners, in accordance with CICA's standards for continuous improvement and accountability in career practice.

4.4 Distribution and Communication

This policy will be distributed to all relevant staff, including the Principal, Managers, Coordinators, Teachers, and Support Staff. Regular updates to the policy will be communicated via email, staff meetings, and the College intranet XUNO, ensuring that all personnel are aware of their responsibilities under the policy and CICA's ethical guidelines. This policy will be available by all stakeholders via Edenhope College Website and Student portal.

5. DEFINITIONS

Career Industry Council of Australia (CICA): The national peak body representing career practitioners in Australia, setting professional standards, and promoting ethical conduct in the field of career development.

CEF: Career Education Funding supports schools to provide career education activities for all students in Years 7 to 12.

CICA Standards for Career Development Practitioners: A set of guidelines developed by CICA to ensure career practitioners provide high-quality, ethical, and student-centered services.

Career Action Plan: A personalised document outlining a student's career goals and the steps needed to achieve them, designed in accordance with CICA's principles of self-reflection and lifelong learning.

DET: Department Education and Training is committed to providing Victorian students with the best possible learning and development experience.

VET: Vocational Education and Training programs that provide students with practical skills for work in accordance with the Australian Qualifications Framework (AQF).

VCAA: Victorian Curriculum Assessment Authority is responsible for the development and provision of the curriculum for Victorian government and Catholic schools.

VCE: Victorian Certificate of Education is the certificate that many students in Victoria receive on satisfactory completion of the secondary education.

VCEVM: Victorian Certificate Education Vocational Major is a two-year applied learning program that's part of the VCE.

VPC: Vocational Pathways Certificate is an inclusive, flexible option to complete your studies. It is designed for students who, for various reasons, aren't able or ready to complete the VCE, or VCEVM.

XUNO: is a school management system that gives complete control over all aspects of the school, including attendance, incidents, reporting, data tracking, parent communication.

6. RELATED LEGISLATION AND DOCUMENTS

Career Industry Council of Australia (CICA) Professional Standards

Disability Inclusion Act 2024 (Vic)

Equal Opportunity Act 2010 (Vic)

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 (Cth)

Education and Training Reform Act 2006 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Victorian Curriculum and Assessment Authority (VCAA) Guidelines

DET Managed Individual Pathways (MIPs)

VCE, VCE VM, and VPC Guidelines

7. REVIEW AND APPROVAL DETAILS

Next Review Date: August 2026

Approval Authority: Principal; School Council

Administrator: Pathways, Careers and Transitions Coordinator

8. APPENDIX <or APPENDICES>

Appendix 1: Career Action Plan Template

Appendix 2: My Career Exploration Activity Guide

Appendix 3: VCE VM and VPC Curriculum Overview

Appendix 4: Resources for Disability Inclusion in Career Education

Appendix 5: CICA Code of Ethics and Professional Standards

This policy ensures that Edenhope College meets its obligations under DET, VCAA, Disability Inclusion, and CICA guidelines, promoting ethical, inclusive, and high-quality career education for all students.