**ROLE OF THE CAREERS ADVISER**

The role of the Careers Adviser is to encourage and enable a student’s career development interests and aspirations to be explored and achieved.

This aims to be achieved through the following avenues:

**Careers Counselling**
Meet with students in individual appointments (parents are also most welcome to attend); typically in Years 10-12 to discuss their career interests and plans.

**Application and Interview Support**
If your child is planning to apply for cadetships, scholarships or tertiary education courses which require an interview or application form (typically in Year 12), support and assistance can be provided in this process.

**Career Development Activities and Excursions**
Individuals and year groups will be invited to attend careers expos, university career days to expose students to the range of career and further education opportunities available to them.

A Careers Day for Years 10-12 will be hosted at Masada College in June, where people from a range of different careers, professions and industries will be invited on campus to discuss their career paths, education and career insights with students to enable them to better understand different work settings, educational pathways and careers.

**Careers information Library**
The Careers Adviser can provide you with a range of brochures, books and e-resources to enable you to research and explore different types of education, employment and training options open to students during and post school.

**Work Experience Coordination**
Assistance with exploring work experience options as well as coordination of necessary paperwork & insurances.

**Visiting Speakers**
Universities, private higher education providers (colleges, GAP year programs), TAFE, scholarships, cadetship programs will be invited to the college to come and talk about different careers, education and training opportunities.

**Careers Adviser Availability**
Suzy Hughes is available at the college on **Wednesdays, Thursdays and alternate Fridays (Week A)** for student and parent appointments. Before and after school appointments are able to be arranged upon request.
YEAR 12 CAREERS ROAD MAP

This year is an important one on a number of fronts, not the least of which is planning and preparing for life after school.

As the Careers Adviser, it my role to ensure your child’s individual needs are being met in this area.

I hope this communication serves to inform you of the approach I will take in this regard, but I would welcome you to contact me should you have any additional expectations in supporting your child’s career development this year and beyond.

Have a Plan

At this stage, from a career development perspective, a Year 12 student should be:

- formulating a sense of their academic strengths, personality traits and life values, and how they may be harnessed in their future career

- in the processing of researching higher education and professional requirements that would enable and support their career interests

- aware of the information resources available to support their careers research

Ways to stay informed

To keep parents and students up to date on events, closing dates and career information resources I will be using a variety of avenues including:

- Shofar updates:  

- Regular Year 12 Careers newsletter circulated via student emails during terms 2 and 3.

- Year 12 briefing sessions during test Periods
  - Term 1: Career Transition Planning workshop (Week 3)
  - Term 3: Applying to University (Week 7)

- Lunchtime University and Scholarship information sessions

- Updates at Patron Meetings

Parents are most welcome to attend the briefing sessions or be included on the e-mail distribution for the newsletter, please e-mail Suzy Hughes [shughes@staff.masada.nsw.edu.au](mailto:shughes@staff.masada.nsw.edu.au).
YEAR 12 CAREERS ROAD MAP cont...

Key Dates

Please find below a summary of the important dates. Reminders will be regularly communicated via the avenues detailed above.

- **14th March** | Career Transition Planning workshop (Period 5)
- **Early April** | UMAT registrations open
- **15th May** | Chartered Accountants Cadetship Evening
- **Early June** | UTS Bachelor of Accounting Coop Scholarship applications close
- **7th June (5pm)** | UMAT registrations close
- **27th June** | Masada Careers Day (Periods 3-5)
- **End June** | UTS Bachelor of Information Technology (BIT) Coop Scholarship applications close
- **31st July** | Sit UMAT
- **Aug-Sept** | University Open Days
- **Early August** | University Applications open via UAC
- **15th August** | University Scholarship applications open
- **End September** | Applying to University briefing (Period 5)
- **On time UAC Applications Close**
- **University Scholarship applications close**
- **UNSW Coop Scholarship applications close**
- **Medicine course applications close**
- **18th December** | HSC results released
- **19th December** | ATARS released

YEAR 10 2012 WORK EXPERIENCE

In the first week of December our Year 10 students went out into the world for a week of work experience.

This program is intended to give students a broader appreciation of the contemporary workplace and also prepare them for the important decisions that lie ahead in relation to their future careers and education.

Our students diverse interests and career curiosities were reflected in the extraordinary range of careers they chose to explore, everything from Periodontics to Make Artistry; from Nutrition to Graphic Design, as well as a number that ventured into the Legal world exploring the life of a Barrister, Commercial Lawyer and Court Solicitor. The medical field also
proved popular for the Year 10 of 2012 with many shadowing Surgeons and Specialist Doctors, as well as the allied health professions of Speech Therapy, Physiotherapy and Occupational Therapy. The business domain is typically an area of great interest to many of our students and this year was no exception with a number choosing to take a look at Stockbroking, Marketing, PR and Banking, as well as Business Management.

**YEAR 11 2013 WORK EXPERIENCE NEXT STEPS**

With the conclusion of work experience students will now need to request the host employer complete an appraisal of their conduct and learning during the week.

This, together with the completed Student Learning journal, will need to be submitted to Ms Hughes via e-mail shughes@staff.masada.nsw.edu.au or dropped off at the College reception **by the end February 2013**. Students will then be presented with a Certificate of Participation and a completed appraisal from the employer.

**YEAR 10 WORK EXPERIENCE OPPORTUNITIES- Get in early!**

If your child is in Year 10 this year, they will be doing work experience in December 2013 (Monday 2nd to Friday 6th December) and some of the more popular opportunities fill quickly and you often need to get in a year ahead to secure a place. Please start your enquires NOW to avoid disappointment.

A couple worth mentioning that do require early applications are the following:

Taronga Zoo  
(only take 1 student per school each year and a student from Masada has already been confirmed)  

ABC- Australian Broadcasting Corporation  

ACP Magazines (Cleo, Dolly, Shop Til You Drop etc)  

University of Sydney Institute of Marine Science  

Art Gallery NSW (will take applications from February 2013)  

NSW Fire and Rescue  
CSIRO (applications open 1st March 2013)

Museum of Contemporary Art

Australian Defence Force

Historic Houses Trust
http://www.hht.net.au/about/employment/work_experience

Kids Research Institute Children’s Hospital Westmead

The Sydney Observatory

CAREERS ADVISER CONTACT DETAILS

Suzy Hughes
B.Com (UNSW), MEd (UTS), Grad Dip Counselling (ACAP)
PCDAA, PCAA

Available Wednesdays, Thursdays and alternate Fridays (in Week A)
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