



3rd February 2020

Dear Students, Parents and Carers,

Year 10 Careers Faculty Update for 2020

Throughout this year, students in Year 10 at Coffs Harbour High School will be given the opportunity to participate in activities and excursions that assist them to understand the range of options available to them upon completion of secondary schooling.

These programs are designed to assist students to have a greater understanding of career prospects, university courses as well as develop skills in industry specific work experience. The excursions and activities below are a sample, and additional opportunities will be promoted throughout the year.

Coffs Harbour City Council Botanical Gardens careers excursion – Thursday 5th March 2020

Students from Years 7 to 11 are invited to attend the Botany Garden Week Careers Day. This one-off event is for students who may be interested in plants, food production or conservation to consider a career in Agriculture, Botany, Horticulture, Ecology or Floristry. The day includes presentations from industry leaders and hands on activities to develop interest and skills relevant to the industry. Free event for interested students. Permission notes available soon.

WHS White Card for the Construction Industry – Tuesday 26th May 2020

The school will be hosting a WH&S Work Safely in the Construction Industry White Card course on Tuesday 26th May 2020. Any student considering doing work experience or employment in a construction related field must complete this course for safety and insurance purposes. Cost is \$100 per student and limited to 20 places. Reservations can be made by contacting the school.

Midcoast Connect Year 10 Careers Expo – Thursday 4th June 2020

This annual careers expo is designed to assist students to think about careers, jobs and further education. A wide range of local employers and training providers get together to showcase opportunities for the future for young people. The event also assist students to plan for senior subject selections in early Term 3.

Work Experience – 22nd – 26th June 2020

Coffs Harbour High School has a reputation for delivering a well organised, respected Work Experience program for all Year 10 students. Work Experience is a compulsory activity for all Year 10 students, and students are expected to find their own placement with assistance from parents. Work Experience runs for one full week block from June 22nd – 26th June 2020. Please mark these dates in your calendars.

During the last week of term one, all Year 10 students will be given a work experience package that includes information for parents and employers as well as a Student Placement Record to complete and return to school by 5th June 2020. Students are encouraged to start considering which jobs and industries they would like to explore during the week. Should you like to receive this paperwork earlier please feel free to download the forms from the Workplace Learning/ Work Experience tab on the www.coffsharbourhighcareers.com website.

Students wishing to do work experience with organisations such as the Defence Force, Taronga Zoo and NSW Fire & Rescue should make arrangements via their respective websites as soon as possible so as to avoid disappointment.

SES Cadet Program

We are fortunate to have the SES North Coast region run a week long SES Cadet Program for a limited number of Year 10 students each year. The course is free and all materials are provided. Places are limited to 20 students only. It is anticipated that this course will be held in August this year. Further details will follow later in term 2.

Careers classes

All Year 10 students participate in compulsory Careers classes once per fortnight for the first semester. Within these lessons students gain knowledge about career options, rights and obligations at work, employer expectations, subject selections for senior years and general information about post school decisions. These lessons will also assist students with skills and knowledge on sourcing and securing a placement for work experience.

This year, students will also be developing online career portfolios to use in the future. These can be downloaded at any time from the www.coffsharbourhighcareers.com website.

Resume Development

Students of all ages are encouraged to develop resumes that can be built on for future use. We have an exclusive website www.coffsharbourhighcareers.com where students can develop an online resume that is saved automatically and can be updated regularly. We encourage all students and their parents to review this website as it contains a great deal of information relevant to the next few years of senior schooling.

Please also note that we now have a **CHHS Careers Facebook** page, <https://www.facebook.com/coffsharbourhighcareers/> Students and parents are welcome to like and follow the page to receive updates about job vacancies, careers updates and general career related information.

Throughout the year information sheets, application forms and permission slips will be distributed to your son / daughter pertaining to the different activities and events. We encourage students to return these within the required time frame to ensure activities can run smoothly. With your support I am certain that this will be a prosperous year for all students where they will gain valuable knowledge to assist them for the future.

Should you have any questions please feel free to contact me at school on 02 66523466 or dionne.court@det.nsw.edu.au. Additional information can also be obtained from the following websites <https://thecareersdepartment.com/school> (login name is Coffs Harbour High School password CHHS) and www.coffsharbourhighcareers.com.au

Yours sincerely



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