Cnr Edinburgh & Nile Streets

**Coffs Harbour High School**

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COFFS HARBOUR NSW 2450

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ABN No: 74 847 241 814

31st January 2018

Dear Students, Parents and Carers,

**Year 10 Careers Faculty Update for 2018**

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.

**SkillsOne Vocational Thrills and Skills – Wednesday February 21st 2018**

Students will find out the latest on jobs of the future, industry trends and how to connect passions to a successful career. Held at the BCC Cinema in Coffs Harbour, this one day event will fill fast. Places are limited and at no cost to the students. Permission forms will be issued soon

**WHS White Card for the Construction Industry – Friday May 25th 2018**

The school will be hosting a WH&S Work Safely in the Construction Industry White Card course on Friday 25th May 2018. Any student considering doing work experience or employment in a construction related field must complete this course for safety and insurance purposes. Cost is $110 per student and limited to 20 places. Reservations can be made by contacting the school.

**Midcoast Connect Year 10 Careers Expo – Thursday May 31st 2018**

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 later in term 2.

**Work Experience – 25th – 29rth June 2018**

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 25th – 29th June 2018. 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 25th May 2018. 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 tab of [www.coffsharbourhighcareers.com](http://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 websites as soon as possible so as to avoid disappointment.

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**The Smith Family iTracks Program**

The iTracks program is held in term 2 & 3 each year for students in Year 10 who would like an online mentor to guide them through career making decisions. Each session is run on a Wednesday afternoon, in the library and there is no participation cost. Only 12 places are available. If interested please speak to Mrs Neville as soon as possible.

**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 20-24th 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](http://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](http://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. 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 timeframe 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 <http://www.mhscareers.com/> and [www.coffsharbourhighcareers.com.au](http://www.coffsharbourhighcareers.com.au)

Yours sincerely



**Dionne Court**

**Careers Adviser / HT Senior Studies**

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