Career Planning and Development Framework (CPDF) Action Plan 18 September 2014

**Goal:** The proposed development of a regional specific framework for career development practitioners that will encourage ongoing networking and skills development supporting a regionally consistent approach to career planning and development for youth.

**Partners:** Ainslie Reed, Pacific Lutheran College / Andrew Campbell, DETE / Clive May, QUT Careers & Employment / Jana Morrisova, Nambour State High School / Joe Proctor, DETE / Kim Smoother, Sunshine Coast Institute of TAFE / Larney McDonald, Maroochydore State High School / Laura Simpson, Sunshine Coast Institute of TAFE / Lydia Najlepszy, Personal Best Consulting and CDAA / Lyn Druery, Immanuel Lutheran College / Maree Cansick, Siena Catholic College / Natasha Wicks, Chancellor State College / Elisa Reeves – Breeze Hodges, University of the Sunshine Coast / Tony Welch, Central Queensland University / Wayne Troyahn, Nambour State High School

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| Regional Endorsement | Career Planning and Development Framework partners | Position career development as part of the shift in focus for state and federal governments from student educational attainment to performance indicators for schools on successful transition of young people into employment. | **Influence up:**  
- Regional champions meet with DETE Regional Director & Director of Training to discuss supporting data and the DRAFT Framework | Andrew to call a meeting for Term 4 |
| DETE | Regional Education and Training Providers | | **Identify and provide supporting research and data:**  
- Clive May - Longitudinal Surveys of Australian Youth (LSAY) studies  
- Lydia Najlepszy – CDAA data  
- Compiled survey data  
- Share research and data with regional champions for their meeting | Ongoing |
| Sustainable Partnerships Australia | | | **Decision makers and champions influence change:**  
- A ‘Key Driver’ is identified to support this collaboration into 2015  
- The Partnership Broker and ‘Key Driver’ build the capacity of the partnership to operate in a self-sustaining capacity  
- The CPDF working group is formalised into a partnership absorbing the existing Senior Phase Network partnership  
- An Action Plan is endorsed with short and long term goals and actions  
- Career development awareness is raised and processes are adopted across the region based on this groups activities | Fri 19 Sept  
Andrew & Partnership Broker  
Term 4 and into 2015  
Andrew & all CPDF members |
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| Mapping Prep to Tertiary Best Practice Initiatives to a Career Planning and Development Framework | Career Planning and Development Framework partners Schools identified in Regional Principal “Career Development Options Report” Additional schools identified from partner knowledge Sustainable Partnerships Australia DETE | Develop a whole of region best practice professional career development framework across the four developmental phases of: P-6, 7-9, 10 -12, tertiary and adults. Improve skills development & networking to provide exceptional career education, development and guidance for Sunshine Coast young people based on the eleven career management competencies of the Australian Blueprint for Career Development | **Development of a DRAFT Framework (DF) of best practice and PD:**  
- Andrew and Clive (in collaboration with Wayne) develop a final DF based on a flowchart format to be endorsed by the group  
- Map initiatives into a regional framework of direct and indirect career development activities that are linked to the Blueprint  
- Support pilot schools to implement the framework  

**Stakeholder engagement to build knowledge and expertise around, what does career development look like:**  
- Engage stakeholders from across the four developmental phases  
- Build connection and consider transition across the phases  

**Identify, map and promote regional initiatives:**  
- Draw from the knowledge of the group and their networks to identify models of good practice  
- Engagement and communication to ensure links to existing curriculum  
- Integral grassroot engagement to develop ownership of the future strategies  

**Identify, map and promote evidence based actions including:**  
- Develop base grade data from a sample of schools/providers to:  
  o Ascertain levels of engagement  
  o Conclude what is different and what can be learnt  
  o Identify existing structures and processes (formal and informal)  
  o Gain student input  

**Supporting resourcing:**  
- Speak to academic and University contacts at USQ and QUT to see if students can assist in the future (Clive, Lydia, Ainslie, Maree)  

**Promote the survey to gather supporting information:**  
- Re-send the updated survey to all stakeholders across Sunshine Coast closing by Wednesday 17 September  
- Summarize the survey information into a report and share with the CPDF Group (Partnership Broker)  
- Discuss survey responses | Fri 19 Sept Term 4 and into 2015  
Fri 19 Sept  
Mon 8 Sept  
Thurs 18 Sept  
Fri 19 Sept | Full group engagement during weeks 1 to 4 of Term 4  
Discuss at the next meeting Fri 19 Sept  
Mon 8 Sept  
Thurs 18 Sept  
Fri 19 Sept |
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| Professional Knowledge | Career Planning and Development Framework partners                           | Teachers & career advisors provide high quality & relevant CD assistance & are supported to gain relevant professional training & qualifications in line with the Professional Standards for Australian Career Development Practitioners | Development of a DRAFT Framework (DF) of best practice and PD:  
• Andrew and Clive (in collaboration with Wayne) develop a final DF based on a flowchart format to be endorsed by the group  
• Map initiatives into a regional framework of direct and indirect career development activities that are linked to the Blueprint  
• Support pilot schools to implement the framework  

Identify, map and promote the skills, knowledge, experience or qualifications that teachers and career practitioners require to provide:  
• Research to identify definitions of Career Education, Career Coaching, Career Counselling, Informed career information and share with the CPDF group for feedback (Clive)  

Define the range of career development levels of engagement and identify a draft base range for:  
• Staffing roles across the levels  
• The level of skills, knowledge, experience or qualifications  
• How to obtain the necessary skills, knowledge, experience or qualifications  

Identify, map and promote:  
• Professional training & qualification opportunities from introductory to advanced  
• Models of good practice where organisations are providing CD assistance in line with the Professional Standards for Australian Career Development Practitioners  

Collaborate with the Senior Phase Network to engage in their annual activities:  
• Career Development Conference  
• Industry Consultation and planning Day – 26 November 2014  

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• Summarize the survey information into a report and share with the CPDF Group (Partnership Broker)  
• Discuss survey responses | Fri 19 Sept | Term 4 and into 2015 |
<p>|                     | Schools identified in Regional Principal Career Development Options Report |                                                                     |                                                                                                                                         | Clive to table at the meeting on Fri 19 Sept |
|                     | Additional schools identified from partner knowledge                        |                                                                     |                                                                                                                                         | Discuss on Fri 19 Sept |
|                     | Sustainable Partnerships Australia                                           |                                                                     |                                                                                                                                         | Full group engagement during weeks 1 to 4 of Term 4 |
|                     | DETE                                                                          |                                                                     |                                                                                                                                         | Ongoing Term 4 |
|                     |                                                                                |                                                                     |                                                                                                                                         | Mon 8 Sept |
|                     |                                                                                |                                                                     |                                                                                                                                         | Thurs 18 Sept |
|                     |                                                                                |                                                                     |                                                                                                                                         | Fri 19 Sept |</p>
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| Central Repository for resources | Institute of Professional Learning (IPL) | The development of on-line modules to give students, parents, education & training providers and the wider community access to CD resources | Identify, map and promote appropriate resources:  
  - Identify and map links to school based information supporting school curriculum and career guidance (See Nambour SHS & USC Career Connection etc...)  
  Develop a “Career Development and Practitioners” page on the Student Futures website. This can be modeled on the Murri Pathways page and include appropriate resources that would assist students and career practitioners to make informed decisions around careers:  
    - Identify the best way to store appropriate and relevant resources  
    - Link to the resources that are on the IPL site  
    - Key networks & partnerships – keep a copy of the latest action plan loaded on the site  
    - Upcoming events – don’t have to be ours either eg. Could be a CDAA event & we just add a hyperlink directly to it  
    - Best practice models – cleared via the partnership for uploading on the site as a 1 page flyer  
    - Link to the Career Development info on DETE’s website  
    - Info for Career Practitioners on the Department of Education (federal) website  
    - Anything else the group felt was necessary  
  Make the site accessible to all people considering aspects such as:  
    - Information presented should have a clear focus on developing self-awareness for the student or individual accessing the site  
    - Spoken language, ESL?  
    - The literacy level of the individual and how accessible is the information  
    - Phone links for people not able to freely access the internet  
    - Clear links to appropriate websites so that frequently asked questions may be answered independently  
    - Ongoing updates to resources  
    - Identify strategies to ensure that links are still active and/or appropriate | Full group engagement during weeks 1 to 4 of Term 4 Joe Proctor Term 4 and into 2015 |