



# Frequently Asked Questions Schools

## General

Questions	Answers
<p>What is the Career Taster Program (CTP)?</p>	<p>The Year 9 Career Taster Program (CTP) has been developed to inspire secondary school students about potential career and further study opportunities and to support them to become 'career-curious'.</p> <p>The CTP has two components:</p> <ul style="list-style-type: none"> <li>» a <i>Course in Early Career Discovery</i> to lead students through the stages of early career planning and help them understand the range of career option and pathways available to them; and</li> <li>» industry-based experiences that provide students with the opportunity to explore careers in a practical way.</li> </ul> <p>The <a href="#">Career Taster Portal</a> connects schools with engaging industry experiences through a searchable database. The Portal also houses informational resources to assist schools to plan and deliver a CTP, including teaching and learning resources for the <i>Course in Early Career Discovery</i>.</p> <p>A CTP can be as big or as small as the school can accommodate, using a mixture of the curriculum and taster experiences or one or some of these components. There is no set model.</p>
<p>What do students get from the CTP?</p>	<p>The key outcome for students is to explore careers and pathways through engaging activities that expose them to the world of work and training. The outcome for schools is to take students through a process of self-discovery and broad exploration of a diverse range of industries and occupations.</p>

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Is the CTP available for all Year 9 students?	The CTP is available to Year 9 students in public and private schools, and those who are home schooled.
Can we create a program to suit a specific cohort?	<p>Yes, the flexibility of the CTP allows schools to develop a program based on the specific interests and learning requirements of cohorts within their Year 9 student group.</p> <p>The <a href="#">Career Taster Portal</a> will assist you to identify taster experiences that align to your program requirements. If you are unable to identify an appropriate activity, please contact the CTP team at the Department of Training and Workforce Development on 6551 5084 or email <a href="mailto:Career.TasterProgram@dtwd.wa.gov.au">Career.TasterProgram@dtwd.wa.gov.au</a></p>
Is the CTP compulsory for schools to implement?	No, the CTP is an optional program for schools to offer their students as it is not part of the Western Australian school curriculum. Schools are encouraged to deliver the program and have access to funding to facilitate student participation.
How is this program different from TAFE Try-a-Trade opportunities that are already happening, and programs such as the Australian Business and Community Network (ABCN) and Smith Family?	<p>The Try-a-Trade experience provides exposure to the building and construction industry and is a program of the Construction Training Fund (CTF). The CTP aims to provide students with exposure to a broad range of industries and practical experiences.</p> <p>Programs run by the Smith Family and ABCN are not available to every school across Western Australia, and do not provide schools with the same level of ownership or flexibility to develop programs tailored to suit their students. However, both Try-a-Trade and other existing career-based programs may form part of your CTP delivery.</p>

Questions	Answers
Who do I contact if I have an idea about an employer experience or suggestions about the CTP?	Please forward your ideas and suggestions to the CTP team at the Department of Training and Workforce Development on 6551 5084 or email <a href="mailto:Career.TasterProgram@dtwd.wa.gov.au">Career.TasterProgram@dtwd.wa.gov.au</a>

## Getting started

Questions	Answers
How do I get my school involved?	Talk to your Principal and Deputy Principal about the opportunity for your students.
How do I get started?	<p>The CTP is unique in that it is not a top-down program or learning model. No one model could account for the many ways that schools can provide career experiences to their students to address particular learning needs and interests.</p> <p>The <a href="#">Career Taster Portal</a> hosts a range of ideas and planning resources as well as a database of different experiences to build into your program. Schools have the flexibility to develop a program as big or small as they have capacity for and to build their program in collaboration with industry partners, training providers and other schools. It's the creativity of the teachers/schools/career practitioners that will provide the best outcomes for students.</p> <p>For further assistance on how to get started, contact your school sector support person listed in the <a href="#">Information for Schools</a> resource.</p>
Are there program ideas that could be provided as examples?	<p>Good practice models are being developed. These models will be hosted on the <a href="#">Career Taster Portal</a> and promoted via the CTP newsletter when they become available.</p> <p>To sign up for the CTP newsletter, please email your request to <a href="mailto:Career.TasterProgram@dtwd.wa.gov.au">Career.TasterProgram@dtwd.wa.gov.au</a></p>

## Course in Early Career Discovery

Questions	Answers
<p>Is the <i>Course in Early Career Discovery</i> a compulsory part of the program?</p>	<p>The CTP provides students with early career exploration through the <i>Course in Early Career Discovery</i> (six hours) and access to industry exploration experiences. Schools can choose to deliver any or all parts of the program. Schools that choose to deliver the <i>Course in Early Career Discovery</i> may choose to deliver the course as an accredited vocational education and training (VET) course or as curriculum taught by teachers (non-accredited).</p> <p>Schools that choose to deliver the course via the non-accredited pathway can provide the same benefits to their students.</p> <p>The differences being:</p> <ul style="list-style-type: none"> <li>» there is no need to complete all components of the course – work with what your students need;</li> <li>» no assessment is required – you can focus on the learning experience; and</li> <li>» students will not receive certification of completion from a registered training organisation.</li> </ul>
<p>Where can I find resources for the <i>Course in Early Career Discovery</i>?</p>	<p>All resources, including the <i>Course in Early Career Discovery</i> are available on the <a href="#">Career Taster Portal</a>.</p>

Questions	Answers
How is the <i>Course in Early Career Discovery</i> delivered?	<p>The <i>Course in Early Career Discovery</i> was developed for six hours of delivery. Schools delivering the course through the non-accredited pathway can be flexible in how it is delivered. Examples of course delivery could include:</p> <ul style="list-style-type: none"> <li>» one hour per week over a single term in the school timetable, before commencement of industry activities;</li> <li>» block delivery alongside industry experience activities;</li> <li>» a one-day interactive session using the <a href="#">Your Career Passport</a> student workbook;</li> <li>» one lesson per week over six weeks and practical experiences aligned with areas of interest identified by the students; or</li> <li>» integrating delivery into a subject curriculum over a semester, including full or part-day taster experiences throughout or in the following semester.</li> </ul>
Do students receive a certificate for completing the <i>Course in Early Career Discovery</i> ?	<p>Students who do the accredited pathway, and are deemed competent, will receive a certificate of completion from the registered training organisation (RTO) that delivered the training.</p> <p>For students who do the course via the non-accredited pathway, teachers can download and customise the <a href="#">CTP certificate of completion</a> available on the <a href="#">Career Taster Portal</a>. On the front of the certificate, teachers indicate which components of the course the student has successfully completed with a key to explain these components located on the back.</p>

Questions	Answers
Which registered training organisations (RTOs) deliver the <i>Course in Early Career Discovery</i> ?	<p>All TAFE colleges, and the School of Isolated and Distanced Education (SIDE) RTO, have the <i>Course in Early Discovery</i> on scope. RTO schools can also apply to put the course on scope but can only deliver within their school.</p> <p>For more information contact the CTP team via email at <a href="mailto:Career.TasterProgram@dtwd.wa.gov.au">Career.TasterProgram@dtwd.wa.gov.au</a></p>
Do schools have to pay for the <i>Course in Early Career Discovery</i> through an accredited pathway?	<p>The <i>Course in Early Career Discovery</i> is fully funded for Year 9 students, which means there is no cost to the school or student.</p> <p>It is also possible to deliver the accredited training pathway through an auspicing arrangement with a TAFE college or SIDE RTO. If a school chooses to deliver through an auspiced arrangement, standard auspicing rates will apply and will need to be covered by the school and student. Teachers will also need to hold the relevant qualifications, which includes part, or all, of the Certificate IV in Teaching and Assessment and current industry experience in career development (see question below).</p>
What qualifications do teachers need to deliver the accredited training for the <i>Course in Early Career Discovery</i> ?	<p>Teachers will only need to hold additional qualifications if they are at an RTO school or if they choose to deliver the training through an auspiced arrangement with a TAFE college. To deliver the accredited training under an auspiced arrangement, a teacher is not required to hold the current Training and Education (TAE) qualification. However, they will need:</p> <ul style="list-style-type: none"> <li>» current skills and knowledge in career development practices to the same level as the course; and</li> <li>» to meet the requirements under the <i>Standards for Registered Training Organisations (RTOs) 2015</i>, as advised by the RTO.</li> </ul> <p>Teachers at RTO schools will need to:</p> <ul style="list-style-type: none"> <li>» hold a current TAE qualification;</li> <li>» have the skills and knowledge in career development practices to the same level as the course; and</li> <li>» meet the requirements under the <i>Standards for Registered Training Organisations (RTOs) 2015</i>.</li> </ul>

Questions	Answers
<p>Does completing the <i>Course in Early Career Discovery</i> via the accredited pathway mean students cannot undertake another funded VETDSS course in senior school?</p>	<p>No. Completion of the <i>Course in Early Career Discovery</i> in Year 9 or 10 does not count towards an enrolled school student's eligibility to access two completed funded courses on the VET delivered to secondary students funded list.</p>



## Funding

Questions	Answers
<p>Is there funding available for schools?</p>	<p>Each school sector has been allocated funding to distribute to schools, to help meet additional expenses to implement the program.</p> <p>Funding has also been provided to TAFE colleges to support schools with industry experiences, and to deliver the accredited <i>Course in Early Career Discovery</i>.</p> <p>In addition, there is the opportunity for schools to apply for a grant to deliver large-scale, collaborative and innovative programs. Grant information is available on the <a href="#">Career Taster Portal</a>.</p>
<p>Is there criteria for spending CTP funding?</p>	<p>Yes. The funding provided to your school can only be used for the purposes of providing Year 9 students with career exploration experiences.</p> <p>Schools must also acquit their funding at the end of the year to their school sector. If you have any queries about how to acquit your school's funding, please contact the relevant school sector contact listed in the <a href="#">Information for Schools</a> resource available on the <a href="#">Career Taster Portal</a>.</p> <p>Schools must also report their participation in the CTP directly to the Department of Training and Workforce Development. Reporting can be completed via the <a href="#">online school reporting form</a>.</p> <p>If your school has been provided funding through your school sector or through a grant, there may be additional criteria attached to this. For further information, please check with your school sector contact, refer to the grant application guidelines, or contact the CTP team via email at <a href="mailto:CTP.Grants@dtwd.wa.gov.au">CTP.Grants@dtwd.wa.gov.au</a>.</p>

Questions	Answers
<p>What can CTP funding be used for?</p>	<p>The funding can only be used to cover the cost associated with delivery of a taster event or career exploration activities for Year 9 students.</p> <p>Examples of what CTP funding can be used to cover include:</p> <ul style="list-style-type: none"> <li>» incursions and excursions - face-to-face and online;</li> <li>» resources or perishables required to run an activity at school;</li> <li>» costs associated with taster activities, such as transport, and personal protective equipment (PPE) and other required clothing;</li> <li>» relief-teaching costs to cover student taster participation;</li> <li>» online and virtual reality (VR) career exploration activities; and</li> <li>» assistance to enable participation or develop bespoke programs for a targeted student cohort, such as: <ul style="list-style-type: none"> <li>o students at educational risk;</li> <li>o Aboriginal students;</li> <li>o students with disability;</li> <li>o neurodiverse students; and</li> <li>o Culturally and Linguistically Diverse (CaLD) students.</li> </ul> </li> </ul>

Questions	Answers
What can't CTP funding be used for?	<p>Examples of what the funding can't be used for, include (but are not limited to):</p> <ul style="list-style-type: none"> <li>» activities for other year groups (except in cases of reasonable adjustment, see question below);</li> <li>» training courses, including accredited training for students and teachers;</li> <li>» job preparation/job ready programs and soft skills courses;</li> <li>» work experience, internships, cadetships or placements;</li> <li>» textbooks and computers (including teacher textbooks);</li> <li>» program development or administration;</li> <li>» marketing, promotion (including video and photography costs) and student recruitment;</li> <li>» subsidising existing activities (unless the school can demonstrate that a broader number of Year 9 students would be able to participate with a bit of extra funding).</li> <li>» infrastructure or capital works;</li> <li>» retrospective expenses;</li> <li>» purchase of aids or equipment for individual students (excluding PPE or other resources required for taster experiences); and</li> <li>» individual membership or subscription fees.</li> </ul> <p>For questions about how funding can be used, please contact the CTP team on 6551 5084.</p>
Can reasonable adjustment be made for small regional schools and Education Support Centres?	<p>Yes. For small regional schools and Education Support Centres, the number of enrolled Year 9 students may not make CTP delivery viable. In these circumstances it is reasonable to include students from other year groups as long as the Year 9 students are prioritised and the participation of students from other year groups is reported to the Department of Training and Workforce Development via the <a href="#">online school reporting form</a>.</p>

Questions	Answers
Will there be funding for students in an Education Support Centre?	Yes. All school sectors have been provided with funding to support their schools to implement the CTP, including students in Education Support Centres. In addition, there is the opportunity for schools to apply for a grant to develop innovative and collaborative programs for their students with additional learning needs. Grant information is available on the <a href="#">Career Taster Portal</a> .
How much does the CTP cost to deliver?	<p>The cost of providing experiences to your students will depend on the format of your program. Should your program only involve delivery of the <i>Course in Early Career Discovery</i> through a non-accredited pathway, all the resources are available for free on the <a href="#">Career Taster Portal</a>.</p> <p>Taster experiences provided by TAFE colleges are free of charge, as are most employer provided experiences. However, the cost of transporting students and resource fees will need to be met by the school.</p> <p>There are some virtual and online career experiences on the <a href="#">Career Taster Portal</a> that will incur a cost to the school. Schools looking to buy-in these experiences are encouraged to work with other schools in their region/vicinity and create economies of scale to potentially reduce the cost.</p>

## Reporting

Questions	Answers
Do schools have to report their students' participation in the CTP?	<p>If your school received funding to deliver a CTP activity you must report the outcomes and acquit your funding allocation.</p> <p><b>Reporting student participation</b> Schools can report their student participation activity and outcomes via the <a href="#">online school reporting form</a>.</p> <p>The form can be completed throughout the year, or at the end of the year, and is sent directly to the Department of Training and Workforce and Development.</p> <p>If you have any questions or issues with completing a school reporting form, please email <a href="mailto:Career.TasterProgram@dtwd.wa.gov.au">Career.TasterProgram@dtwd.wa.gov.au</a> or call 6551 5084.</p> <p><b>Reporting funding expenditure</b> Schools acquit their CTP funding via their school sector contact at the end of the school year. Your school sector will provide you with a template and advise when the report is due.</p> <p>If you have any questions or issues with completing the acquittal, please contact your school sector contact listed on the last page of the <a href="#">Information for Schools</a> resource available on the <a href="#">Career Taster Portal</a>.</p>

Questions	Answers
Do schools need to report the participation of students from other year groups in CTP activities?	<p>While the CTP is only for Year 9 students and funding should only be used to support Year 9 students to participate, there are some circumstances where reasonable adjustments need to be made to make the delivery viable, such as delivery in schools with very small numbers of Year 9 students and in Education Support Centres.</p> <p>Where students from other year groups have participated, this activity should also be reported in the same <a href="#">online school reporting form</a> used for Year 9 students.</p>
Who will be able to access the data provided in the online school reporting form?	<p>Student information will only be accessible by the Department of Training and Workforce Development staff involved in the implementation and evaluation of the CTP and de-identified for reporting purposes.</p> <p>The de-identified information will inform the evaluation and future development of the CTP. The information will also be used to report to the Minister for Training, Western Australian Government, and State and Federal bodies, such as the Office of the Auditor General, if required.</p>
Do all students have to complete the online student feedback survey?	<p>Students are strongly encouraged to provide feedback via the <a href="#">online student feedback survey</a>. The survey provides valuable feedback from students on their CTP participation, which informs the ongoing delivery and implementation of the CTP.</p> <p>The student feedback survey is voluntary and does not request identifying information from students, beyond their school name. Schools can request to see their students' feedback by emailing <a href="mailto:Career.TasterProgram@dtwd.wa.gov.au">Career.TasterProgram@dtwd.wa.gov.au</a>.</p> <p>If you have any questions or require assistance with the student feedback survey, please contact the CTP team on 6551 5084 or via email at <a href="mailto:Career.TasterProgram@dtwd.wa.gov.au">Career.TasterProgram@dtwd.wa.gov.au</a>.</p>

## Taster experiences

Questions	Answers
Will a Unit of Competency (UoC) be developed for industry exploration and experience?	The curriculum is not expected to cover the industry experience component of the program. The industry experiences are practical experiences for students and may vary widely. The <i>Course in Early Career Discovery</i> includes a section for broad industry and occupation exploration.
Do I need to send a teacher to supervise and is excursion paperwork provided?	All schools are responsible for supervising their students at all times. Each school sector has its own policies relating to duty of care and templates relating to excursions and incursions.  Please refer to your school sector contact in the <a href="#">Information for Schools</a> resource on the <a href="#">Career Taster Portal</a> , for more information.
Can I book experiences with a TAFE college that isn't in my region?	Schools are able to book any TAFE experience aligned to their students' interests, regardless of location. Schools will have to cover the cost of transporting students to the TAFE campus.  For more information, please contact the relevant TAFE CTP Coordinator listed on the last page in the <a href="#">Information for Schools</a>