

# WORKCHOICE TRUST

## School Information and Planning Pack

Workchoice Day  
12 June 2012

# Teacher Planning

## WORKCHOICE DAY BACKGROUND AND OBJECTIVES

The Workchoice Day programme has been designed to give Year 12 students career exposure. Students generally visit two different organisations in one day and are able to learn about the range of jobs within that organisation.

The objective of the programme is not about work shadowing or work experience but is designed to come before such programmes. Workchoice gives students a valuable chance to visit new environments, ask questions and see jobs in action before they narrow down their career options and start work experience programmes such as Gateway.

It is also an opportunity for a wide range of organisations to have more contact with schools and may be helpful in building school/industry links. The ongoing development of the [Workchoice website](#) seeks to further facilitate such links

## MODULES

Workchoice Day is organised into 'modules'. The 'modules' are groups that consist of two organisations. Groups of 10 or 20 students visit each module (the student number is specified by Workchoice). We aim that each school will have enough modules to cover the total number of students registered to participate.

When you are assigned your modules, you will be able to see the visit profiles of each of the hosting companies. You may know the companies' names but it is recommended that selections are made on the basis of jobs being shown rather than the 'brand' name of the company.

## STUDENT KITS

As laid out in the School Contract, Workchoice require you allocate 3 – 6 periods to prepare students and staff for Workchoice Day. This year we will be distributing Student Guides as part of the Student Kits to help students make the most of the experience. These guides are to be distributed to participating students prior to Workchoice Day to allow students enough time to complete some of the activities laid out within. You may choose to allocate school time to do this or ask students to complete at home.

## TO HELP STUDENTS INDICATE THEIR AREAS OF INTEREST

When students start back in the new year, you will need to start organising them into groups with similar career interests. Some students may not have any clear career interests. To help them choose the best modules on Workchoice Day they may wish to undertake the following activities:

- Look at some of the company and job profiles on the [Workchoice student website](#).
- Work through the [Planning for the Day](#) section on the Workchoice student website
- Use the [Career Services](#) website, particularly the [Skill Matcher](#).
- Visit school careers centre.
- Check daily newspapers for interesting situations vacant.
- Visit company websites.

# Teacher Planning cont...

## SELECTING STUDENTS

In order for Workchoice Day to be a success it is important that students are carefully selected to attend the correct visits. It is important students are engaged, motivated and interested in the area they will be visiting. To select students, Workchoice recommend students are asked to apply to Careers Advisors for the relevant opportunities. Please find a template application form towards the end of this information pack.

## AREAS OF INTEREST

This year Workchoice are changing the way we collect information for school Areas of Interest. You will have noticed you are asked to indicate these on your online registration and we ask for these to be confirmed on your online profile by **Friday 9<sup>th</sup> March** in order for us to assign your visits. It is important that when these numbers are confirmed, they are an accurate representation of students who have shown a genuine interest and therefore we expect that there has been communication with students leading up to this point.

## STUDENT LEADERS

Another change Workchoice is making this year is to ask schools to appoint two student leaders. The student leaders will become a point of liaison for some of the communications regarding Workchoice Day using medium such as facebook and email. It will become the responsibility of the student leaders to report back to Workchoice using an online evaluation to provide a summary of the day.

These students are expected to lead their peers on the day by modeling the right behaviour and thanking hosting companies. They will also be required to liaise with students from other groups (who attend visits different from themselves) in order to ascertain accurate feedback and to select another student to conduct the thank you to the various hosting companies.

Student Leaders will also become part of an advisory panel which will work to improve the Workchoice experience as well as discuss issues such as Youth Unemployment.

As a reward for the work of these Student Leaders, they will be offered opportunities to complete leadership programmes, receive references from The Workchoice Trust and go in the draw to win prizes when tasks are completed.

**Student leaders need to be selected and registered on your school profile prior to APRIL 14 2012.** Their details need to be provided to Workchoice by logging into the Workchoice website and entering the information in your school profile. Student contact information will not be visible to anyone other than Workchoice.

## SCHOOL PROFILES

There is a Public Profile function on the Workchoice website for every participating school and company. All visitors to the website can view this information, consequently giving your school greater recognition and exposure. There is a series of questions for you to answer covering your school's involvement in Workchoice Day. Images and documents can also be uploaded to your profile, allowing you to add even more information to your profile.

# Teacher Planning cont...

Companies have specifically requested that schools complete these profiles as it is of assistance to them; they will be able to gain a good insight into your school and will be able to cater to this, resulting in a more successful visit. There is also the potential to create partnerships with like-minded companies. The possibilities are wide ranging but do require this initial effort to get the initiative up and running.

There is also a private school profile that can only be viewed by the companies hosting you. This profile provides your contact information, along with additional information about your school. The information fields can be completed by copying and pasting information from your public profile. Please ensure that all contact information is available for companies to contact you directly.

## *YOUR SCHOOL WEBSITE*

Don't forget to highlight your school's involvement in the Workchoice Day programme on your own website. We are happy to provide comments and make suggestions for editorial in addition to allowing use of our logo on your site. Photos from the day are also a great idea in addition to student testimonials.

## STUDENT PREPARATION

Along with distributing and working through Student Kits and Guides, Students will need to be informed of the following:

- # Reinforce the date, meeting place for bus, who their supervisor is.
- # Bring student kit and pen – no school bags.
- # Uniforms are preferred by the employer for identification purposes. Where this is not possible, dress must be suitable for work or interview. No caps or jandals for safety reasons.
- # Wear comfortable, closed-in shoes. Also discuss any other specific dress requirements for particular companies.
- # Lunch will be provided – students shouldn't bring any other food, drink or gum.
- # No personal stereos, mobile phones or other entertainment.
- # No cameras.
- # No smoking.
- # There may be hazards on the premises that they don't know about. They must be careful and not interfere with anything, or go anywhere unless invited. If they do any damage, they may have to pay for it.
- # Please respect the confidential nature of employers' workplaces. They must keep sensitive information confidential. Breaching confidentiality could result in court action.
- # ID stickers to be worn, with name and school (supplied by the Workchoice Trust).
- # Good behaviour is essential and expected.

The students also need to be given:

- # Student Permission slips.
- # ID Stickers.
- # Company Visit Profile.
- # Any other information provided by the company to be completed before the day – e.g. quizzes, a blurb on the company, etc.

# Planning Timeline

- Register for Workchoice Day 2012 online
- Put Workchoice Day in the School Calendar and ensure no other activities or assessments are scheduled for that day for Year 12
- Inform Senior Management and HOD's
- Pencil in bus booking

Dec 2011



- Select Student Leaders and update that student's contact details on your online profile by logging into the Workchoice website
- Book space for a Workchoice Day notice in school newsletter and if possible, on school website. Workchoice can provide templates
- Advertise opportunity to participate in Workchoice Day to Year 12 Students

March 2011



- Organise and confirm supervisors for each visit, subject teachers are ideal
- Hold initial student meetings and work on Student Kit booklets
- Remind the rest of the school of Workchoice Day
- Send out and collect back permission slips

May 2012



- Complete online profiles by logging into the Workchoice Website and finalise Areas of Interest and Student numbers on your online profile by Friday 9<sup>th</sup> March and student leaders by Friday 16<sup>th</sup> March

April 2012



- Confirm buses or other transport
- Meet with and brief all supervisors
- Meet with and brief all students participating
- Meet with and brief Student Leaders
- Make contact with hosting companies, finalise student numbers, meeting locations, dietary requirements, etc

May 2012



**WORKCHOICE DAY**  
**12<sup>th</sup> JUNE 2011**

- Student Leaders, School Coordinators and Supervisors to complete evaluations of the day online



- Promote Workchoice Social Networking links to students interested in participating in Workchoice Day 2013

June 2012

# Student Leaders

## For the Students

Potential to attend an external leadership course  
Ability to participate in a student advisory panel  
Reference for CV from Workchoice outlining responsibilities held  
Leadership experience

## For the School

Clearer communications with students to help them prepare for Workchoice Day  
Another point of contact for queries, direction and advice  
Networking opportunities for students

## Benefits

## For Workchoice

Messages targeted more specifically  
Increased use of social networking to develop 'Workchoice Hub of Resources'  
Streamlined processes  
Access to student advisory panel

## For the Company

Access to a student advisory panel  
Expectations for students clearly communicated  
Students well-prepared  
Another point of contact for feedback

## Selecting your Student Leaders:

- A student who has shown motivation, leadership and initiative throughout Year 11
- A student who is well respected by both teachers and peers
- A student who deserves a step up through the opportunity to participate in possible leadership courses
- A student who has shown direction and an interest in any form of career or education after secondary schooling
- A student who is confident and courteous when communicating with business leaders, other students and people of authority
- A student who would benefit from extra leadership exposure in preparation for Year 13
- A student who is hardworking and makes an effort to achieve

# Student Kits

## Changes to Student Kits for 2012

Student Kits will be changed to a booklet format and provide useful and relevant information for students preparing for WCD.

These will be sent to schools a little earlier than in previous years and will need to be distributed to students. The Student Leaders can assist with this.

There will be a couple of short activities that need to be completed ensure students are prepared for the day.

It may be a good idea to do this during the times you will need to allocate to meet with participating students. We recommend three periods of preparation will be required to ensure students have been comprehensively briefed.

Resources within the booklet will provide students with extra knowledge and connects to give them an advantage when entering the job market.

Participating students (and other eager students) will have the opportunity to become a part of the Workchoice Network where they can easily access any career information they may seek.

# Checklist

## Pre-Workchoice Day

- ✓ Promote Workchoice Day within the school, ensure staff and students are aware of the opportunity
- ✓ Select students for each visit carefully
- ✓ Select Student Leaders and update their details to your profile before Friday 16<sup>th</sup> March
- ✓ Confirm Supervisors
- ✓ Finalise Areas of Interest online and complete/update profile
- ✓ View assigned companies online and advertise specific visits to Year 12 Students
- ✓ Select students for each visit carefully
- ✓ Encourage students to check out the Workchoice facebook page and website so that they can become part of the Workchoice Network and go in the draw to win prizes
- ✓ Research each company hosting your students
- ✓ Ensure contact has been made with all of your hosting companies to confirm all details
- ✓ Advise companies and Workchoice of any special needs or requirements
- ✓ Ensure each supervisor knows the exact location and meeting point for each visit
- ✓ Distribute Student Guides and work through any preparation with Students
- ✓ Distribute and collect permission slips (template found at the end of this document)
- ✓ Check Student Leaders are prepared and aware of responsibilities (Workchoice will communicate these once registered)
- ✓ Ensure each student is aware of where they are going, where they are meeting and what is required of them on the day
- ✓ Ensure students are aware of any ongoing promotions Workchoice run, e.g. 'A Week of Workchoice'

## On Workchoice Day

- ✓ Distribute Student Kits and ensure each pupil is wearing their name label
- ✓ Ensure all mobile devices are switched off and school rules are adhered to
- ✓ Ensure school uniforms or tidy attire is worn
- ✓ Encourage students to ask questions
- ✓ Make sure the Student Leaders have selected a student in each group to thank each company
- ✓ Take photos and encourage students to take photos during the day to be uploaded to the Workchoice facebook page
- ✓ Arrive on time for each visit
- ✓ Carry the contact details for each company coordinator with you and ensure Supervisors also have these
- ✓ Complete online evaluations and ensure Supervisor and Student Leader evaluations are also completed

## Post-Workchoice Day

- ✓ Inform students where they can download certificates of participation from
- ✓ Ensure all Students have joined 'The Workchoice Network' by liking our facebook page so they can be kept informed
- ✓ Send Workchoice photos of the day

# Sample School Profile

*Basic company details not included in this example, such as Address, contact name, etc. This profile is for Rangitoto College.*

## SCHOOL VISION:

"Every student of Rangitoto College will maximise their potential through the provision by the school of world class education."

## PROFILE OF STUDENTS ENROLLED AT YOUR SCHOOL:

Rangitoto College is a co-educational, Decile 10 secondary school situated in the East Coast Bays of the North Shore. The school roll of just over 3000 students which includes a small additional intake of international students from Asia, Europe and South America.

## SCHOOL/STUDENT ACHIEVEMENTS: (IE; ACADEMIC/SPORTING AWARDS)

Rangitoto College is home to an extremely talented body of students who excel both nationally and internationally in academic, sporting and cultural pursuits.

### Academic

Rangitoto College only offers NCEA and believes that the qualification provides rigorous and valid information about student achievement. The school offers wide curriculum choices, catering for academic and industry based pathways. There is a high retention rate of students through to Year 13.

### Sport

The proud sporting history of the College features numerous students who have become national champions, also excelling internationally. Rangitoto College acknowledges the importance of students leading active lives and has set two strategic goals: to encourage the widest participation and foster elite performance. Over forty different sports are available to students.

### Cultural Activities

The school provides a diverse Performing Arts programme. Full scale musical productions are a hallmark as are talented smaller ensembles and individual performances in both contemporary and classical music competitions. Performing Arts groups have regularly been national and regional finalists in their fields. Social responsibility is fostered through organisations such as S.A.D.D., Amnesty International and 40 hour Famine.

## SCHOOL TYPE:

State Secondary School (Co-educational)

# Student Permission Slip

TO PARENTS AND CAREGIVERS OF ALL YEAR 12 STUDENTS

We have been invited to send our Year 12 students on **Workchoice Day** on Tuesday 15 May 2012.

This one day national event will involve Year 12 students spending the day learning about different employment options by visiting companies and seeing them in action. All types of employers are being asked to participate, to provide the widest range of options. The norm is for each student to visit two organisations, although this may differ – for example, if students are visiting the District Health Board, they will spend the day there.

**THIS PROGRAMME AIMS TO:**

- Increase students' awareness of employment options.
- Encourage students to further their studies.
- Help students make informed career decisions.

Students will be provided with resources that have been professionally developed by teachers and advisers in the career and transition areas. These include a student kit and a student website. Students will prepare for the day ahead of time and take their worksheets on the visits. They are also encouraged to 'like' the page [www.facebook.com/workchoice](http://www.facebook.com/workchoice) and view a range of different career profiles – they will also go in the draw to win daily prizes!

For further information on the programme and to see who is involved please visit [www.workchoice.co.nz](http://www.workchoice.co.nz)

Date	15 May 2012
Time	Depart school
	Return to school
Transport	
Cost	\$
Dress	School Uniform
Liaison Person	

<input type="text"/>	Give permission for my son/daughter/ward
Parent/Caregiver	

<input type="text"/>	<input type="text"/>
Student	(tutor group/form)

to attend <b>Workchoice Day</b>	
<input type="text"/>	<input type="text"/>
Signed	Emergency Contact No

Please notify the school of any medical/health problems experienced by your son/daughter/ward or if they have any special dietary requirements

<input type="text"/>
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# Student Application Form

Please feel free to tweak this form to fit your needs. You may want to use this prior to finalising your Areas of Interest to assist in confirming numbers, or after your modules have been assigned so students can pick the companies they would like to visit

Workchoice Day – Tuesday 15 May – 2012			Student Application Form	
Name				
Form Class				
Categories of interest				
Group:	Number of places available:	Companies:	Suitable for those interested in:	Select by ticking here:
1	<i>Insert no'</i>	Morning: <i>Insert company name</i> Afternoon: <i>Insert company name</i>	<i>Insert Industry</i>	<input type="checkbox"/> <input type="checkbox"/>
2		Morning: Afternoon		<input type="checkbox"/> <input type="checkbox"/>
3		Morning: Afternoon:		<input type="checkbox"/> <input type="checkbox"/>

Add more rows as required as per your school's visits

Please complete the following:
Why should you be selected to participate in WCD:
What do you hope to achieve from WCD?
How will WCD relate to your career plans?

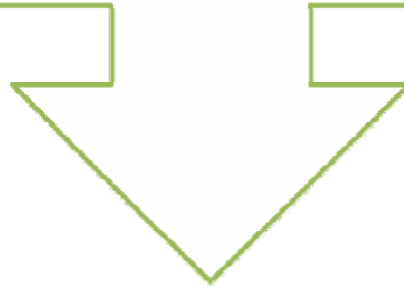
# Important links

Level 3, 48-52 Wyndham Street, Auckland 1010

P.O. Box 911147, Auckland 1142

Telephone 09 361 5435  
Facsimile 09 362 0529

<http://www.workchoice.co.nz>



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