



NSW Teachers Federation Careers Advisers Special Interest Group Meeting Minutes

**Thursday 1 November 2018
3.15pm – 5.00pm
TAFE Ultimo, Muse South Wing, Harris Street**

Apologies:	
Meeting Opened:	3.15 pm

Acknowledgement of Country

Confirmation of Minutes of the Meeting held on 9 August 2018

Minutes confirmed.

Moved: Richard Harding
Seconded: Liri Lattimore

Carried

Business Arising

General discussion on the following Agenda Items

1. Departmental letter regarding responsibilities of Careers Advisers
- 2/3. Department of Education letters regarding Work Experience contact
4. Exposure to World of Work article
5. Ross Gittins article dated 1 August 2018
6. Enquiry into Career Advice in Victorian schools
7. Skills for a Global Future – NCVET
8. SMH Article dated 20 April 2018
9. Careers Readiness – Cross Sector Competencies

General Business

Recommendation for Executives

- a. *That the NSWTF SIG endorse the holding of meetings of a needs basis by Federation members who are Career Advisors in order to discuss industrial issues specific to Careers Advisors. These issues could then be forwarded to the NSWTF SIG for further discussion and action*

Moved: Ian Watchirs

Seconded: Mark Nichol

Support in discussions from members of both the Cumberland Forum and Macarthur Forum

Carried unanimously.

- b. *Propose the NSWTF liaise with UAC in order to bring deadlines for 2019 forward to at least one week prior to holidays (SRS and EAS)*

- c. *In the interim NSWTF advise all Careers Advisors of this action and that under the current teaching award they can not be expected to work in the holidays.*

Richard Harding put the case and other members' cited examples in support. A discussion ensued regarding the potential effect on UAC putting forward applications to March.

b. Proposed: Richard Harding

Seconded: Liri Lattimore

Carried unanimously

c. Proposed: Richard Harding

Seconded: Grace Stagg

Carried unanimously

- d. The issue was then raised of a TAFE 'YES' (Youth Engagement Strategy) program (and a document submitted).

It was stated in the documentation issued that members would attend TAFE and supervise both their disengaged students along with students from other schools, (potentially including private schools). Concerns were raised regarding members' rights and responsibilities along with their legal duty of care in such situations especially regarding students not from their school.

The following recommendations were formed;

That NSWTF via federation Law provide advice to members of their legal obligations and responsibilities in relation to these supervisory duties.

- e. *That NSWTF SIG liaise with TAFE in order to bring about an amicable solution to this problem in 2019 (guided by the advice received in the first recommendation).*

d. Proposed: Richard Harding

Seconded: Catherine Rumi-Badger

- e. Proposed: Richard Harding
Seconded: Mick Lee

Carried unanimously

4. Discussion on careers advisors going on leave at school and not being replaced by a trained careers advisor.

Discussion where multiple examples of careers advisors not being replaced effectively, instead casual teachers that end up doing other work at the same time, eg. Cover other classes. NSWTF are receiving phone calls about this issue. At some schools there is a lack of qualified casuals generally, let alone a qualified careers advisor. A related problem is that much of the work comes from email and under DEC guidelines members are not supposed to share email with those that replace us. With local decisions local schools have the replacement rules change? No the staffing agreement remains the same.

Dr. Fogarty said that NSWTF must seek a meeting with the Department to clearly state this as a separate issue. NSWTF policy is every school must have a trained careers advisor, and this should be for replacements (where possible) as well.

Motion

- a. As a matter of urgency NSWTF discuss the issue of Careers Advisor leave entitlements up with the DEC in order to assert that the Careers Advisor must be replaced wherever possible by a qualified Careers Advisor to complete the specific role and duties of a Careers Advisor and not to be used for other purposes. We ask that Career Advisors are consulted in this process in order to ensure both the integrity of the position and maintain professional standards. This is a matter of equity for our members.

Proposed: Richard Harding
Seconded: Gail Sheldon

Carried unanimously

Agenda Items/new articles and letters

1. Departmental letter regarding responsibilities of Careers Advisors.

List of non-mandatory duties (although not to give a definitive list). Issue with teaching classes up to 50% even if it is work studies / work education etc. Verbal agreement was no more than 20% and only if they agreed to teaching this. These are identified as roles a Careers Advisor would be performing in all schools.

Discussion regarding – “Point 4 Provide workplace learning opportunities for students.”

Discussion ensued that this had previously been discussed at SIG meetings, specifically, that the verb ‘provide’ should not be used in isolation as it had previously been resolved that Career Advisors may ‘provide assistance in identifying’ but not ‘provide’.

Again if the workload seems wrong, bring it up with your local organiser at the Teachers Federation (TF) for action. The action is to look at this offline and email back to TF thoughts on it to look at amendments (including rations).

2. /3. Clarification on WE visits, and it was turned back by TF re visits. A telephone call can suffice. This can be used to show principals.

4. Exposure to the world of work justification.
5. Ross Gittins how our students are underemployed / casualization of young people in the workforce.

Meeting Closed:	5.09 pm
Next Meeting:	Wednesday 13 February 2019