



# NSW Teachers Federation Careers Advisers Special Interest Group Meeting Minutes

Wednesday 8 August 2018  
4.30pm  
Level 1, NSW Teachers Federation House

<b>Attendance:</b>	
<b>Apologies:</b>	Richard Harding, Geoff Hagen, Brigid Cleaver, John Chamberlain, Liri Latimore
<b>Meeting Opened:</b>	

## Acknowledgement of Country

## Confirmation of Minutes of the Meeting held on 9 May 2018

Minutes confirmed.

Moved: Gail Shelston  
Seconded: Lynne Graham

Carried

## Business Arising

General discussion on the following Agenda Items

1. Independent Review into Regional Rural and Remote Education
2. Government funded students and courses NCVER
3. Times Educational Supplement Article
4. Financial Review Article
5. School Based Apprenticeships – Telegraph Article
6. “Enrolments Plummet” – SMH Article
7. Media Release – “Vision for VET”
8. Speech – Federal VET Policy Forum

9. Final Report – Improving Retention Completion and Success in Higher Education (separate bundle)

**General Business**

1. Letter tabled from Department outlining position on responsibilities of Careers Advisers in relation to students on Work Experience.

It is not mandatory to visit students at their worksite; a telephone call will suffice to check on a student's wellbeing.

See quote below.

- A duty of care to contact both the student and workplace supervisor/host employer during placement to ensure that the placement is progressing satisfactorily. Contact can be either by phone or if practical a site visit by the responsible teacher. Site visits have clear benefits for students, teachers and host employers but are not mandatory. These contacts and visits are to be documented.

Where placements involve a greater potential for risk such as construction, involving livestock, involving machinery, or where students are staying overnight as part of the placement, this contact should be made on the first or second day.

**Recommendation 1**

The Careers Advisers Special Interest Group requests the Federation Executive contact the Department as a matter of urgency with regard to informing all Principals and school staff about changed contact requirements for students on Work Experience ie. "Contact can be either by phone or if practical a site visit by the responsible teacher."

Moved: Lynne Graham  
Seconded: Gail Shelston

Carried

**Recommendation 2**

A recent 'Job Feed' advertisement for a Careers Advisers position had as a requirement for any applicant that they are prepared to teach a VET Retail course to senior students.

The Careers Advisers Special Interest Group asks the Federation to lodge objections to any such job advertisements that undermine the Careers Advisers position in a school.

Moved: Gail Shelston  
Seconded: Lynne Graham

Carried

**Recommendation 3**

The Careers Advisers Special Interest Group accepts the invitation from the CAA to hold our next meeting at the CAA Annual Conference on 1 November at TAFE Ultimo Campus.

Moved: Lynne Graham  
Seconded: Gail Shelston

Carried

<b>Meeting Closed:</b>	5.30 pm
<b>Next Meeting:</b>	1 November 2018