



# NSW Teachers Federation Careers Advisers Special Interest Group Meeting Minutes

Wednesday 13<sup>th</sup> Feb 2019

4.30pm

Level 1, NSW Teachers Federation House

<b>Attendance:</b>	Mary Fogarty; Lynne Graham; Liri Latimore; Michael Lee; Richard Harding
<b>Apologies:</b>	John Chamberlain; Karen Van Ess; Mark Nichols; Danielle Fisher; Ian Watkins; Gina Lockton; John Olovich
<b>Meeting Opened:</b>	4:30pm

1. **Acknowledgement of Country**
2. **Apologies:** John Chamberlain; Karen Van Ess; Mark Nichols; Danielle Fisher  
Ian Watkins; Gina Lockton; John Olovich
3. **In Attendance:** Mary Fogarty; Lynne Graham; Liri Latimore; Michael Lee; Richard Harding
4. **Confirmation of Minutes of the Meeting :** Held on 1 November at CAA Conference TAFE, Ultimo

**Moved:** Lirri Latimore  
**Seconded:** Richard Harding  
**Carried.**

## 5. **Business Arising**

### a. **Report on Business Paper for 12 February Executive.**

3 items raised at CAA Annual Conference referred to Teachers Federation Executive and Listed on Business Paper.

#### **Careers Adviser Issues**

##### **Careers Advisor Special Interest Group**

The Careers Adviser Special Interest Group requests that the NSW Teachers Federation seek a meeting with the Department of Education on the following issues:

- That a permanent, fulltime Careers Adviser be appointed to all High Schools as per the Staffing Agreement. Increasingly Careers Advisers are being appointed locally on a temporary or casual basis.
- That in consultation with the Principal, it is recognised that the primary role of the Careers Adviser is to counsel and advise individual students with no more than 20 percent of a Careers Advisers time spent teaching career related classes.

- That when Careers Advisers are on leave they are replaced by fully Qualified Careers Advisers who are not to be used to replace other staff members.
- Recommendation: GS reply. Refer to the Deputy Secretary (Research/Industrial and Professional Support), the Deputy Secretary (Schools) and Senior Vice President.

**b. Motion re: Working in School Vacations.**

“Careers Advisers should be advised that working during schools vacations is unacceptable. Counselling of students in regard to their UAC application should be undertaken outside of the September Vacation period.

The Department and UAC should enter into discussions in regard to changing the closing date in regard to UAC applications”.

Moved: Lynne Graham  
 Seconded: Michael Lee  
 Carried.

**c. Legal advice be sought from the NSW Teachers Federation as to the responsibilities of Careers Advisers when supervising students at TAFE Colleges. Often these classes have students from Private Schools attending and it is currently unclear as to the actual responsibilities of Careers Advisers when supervising these students.**

Moved: Michael Lee  
 Seconded: Richard Harding  
 Carried.

**d. General Discussion of Clause 7:11 in Department Document “Principles for Determining the Mix of Staff in Schools”.**

This meeting if the Careers Advisers Special Interest Group seeks clarity from the Department in regard to the appointment of Careers Adviser’s when retirements occur in light of Clause 7:11 below:

7:11 The specialist teacher staffing component of Every Student, Every School is adjusted every three years. If a vacancy occurs in this position, the principal cannot reduce the quantum of specialist teacher support. A principal can choose to employ different relevant teacher specialisations within the allocation to meet the needs of students with disability or students who require learning adjustments.

Moved: Richard Harding  
 Seconded: Liri Latimore  
 Carried.

**Motion: Clarity in Careers Advisers Appointments**

**e. “This meeting of the Careers Advisers Special Interest Group requests that Federation seek from the Department, clarity in Careers Advisers appointments.**

The system on each vacant position being filled alternatively by advertisement and transfer is clearly being manipulated.

There are increasing numbers of examples where there is no clarity!

Casuals are being appointed as permanents ahead of transfers and without going to advertisements”.

Moved: Liri Latimore

Seconded: Michael Lee

Carried

**f. Discussion of Articles listed in Agenda**

- i. Article: How to choose the right University course
- ii. Youth Survey Report
- iii. The Vocational Education and Training sector: a quick guide
- iv. Article Teenagers want more practical skills taught in schools; study reveals.
- v. Survey Report: Youth happiest in apprenticeships and full time work.
- vi. NCVET: Unaccredited training.

<b>Meeting Closed:</b>	6:00pm
<b>Next Meeting:</b>	1 May 2019