



St Mary's College Toowoomba
Providing quality Catholic education for boys since 1899

2017

Senior Education & Training Plan (SETP)

Information Guide

The Queensland Government has the expectation that all young people should be “learning or earning”. A SET Plan builds on the types of programs already provided for Year 10 students to help them review past achievements and choose a program of education in Years 11 and 12.

The aim of the SET Plan is to set out students’ planned courses of education and training through the Senior Phase of Learning (age 15-17 years). While the plan will help students decide on their course of study before finishing Year 10, they will still be flexible enough to allow students to make changes when and if they need to.

Planning for the Senior Phase of Learning



2017 Senior Education & Training Plan (SETP) Guide

BACKGROUND INFORMATION

A SET Plan maps out the senior schooling journey for each student. The SET Plan is designed to:

- Work as a 'road map' to help each student to achieve their learning goals during senior stage of learning
- Include flexible and coordinated pathway options
- Assist students to examine options across education, training and employment sectors
- Help them to communicate with parents and with personnel from the school/learning provider about their future options.

Set Planning involves four stages:

Stage 1 Thinking About the Future

Stage 2 Exploring Options

Stage 3 Documenting the Plan

Stage 4 Implementing the Plan

Stage 1 – Thinking About the Future

This stage encourages our students to examine their achievements and strengths as young men. During Skills lessons boys have completed work which focuses on their interests and uses these interests to consider where they want to go in the future.

Stage 2. Exploring Options

Stage 2 involves the exploration of career and work options available to students. Again, work in Skills classes during term 2 has revolved around investigating careers options and developing skills to find out more about opportunities within these fields. Boys have used and will continue to engage with www.myfuture.edu.au which outlines many careers and gives additional information about relevant qualifications and skills, pay rates and personal requirements.



2017 Senior Education & Training Plan (SETP) Guide BACKGROUND INFORMATION (CONT.)

Stage 3. Documenting the Plan

This stage is to be completed in year 10 terms 2- 3 by each student with the assistance of both his school and the parents/guardians. It involves coming to an agreement and documenting the SETP.

Before the Plan is documented, it is suggested that students work with their teachers and parents to look at their past achievements and then use the information in discussions about future learning pathways.

For example, encourage thinking around and write down:

- Achievements so far, including:
 - school results
 - literacy & numeracy tests
 - qualifications, eg: first aid certificate, music exams, sport award
 - workplace learning (paid and unpaid)
 - participation in arts, clubs and sporting activities
 - community service
 - individual skills and abilities

Next:

- Use the information gathered as the basis for discussion on senior pathways opportunities
- Students are encouraged to seek information from different avenues, not just from the school. For example, Universities, Tafe, Registered Training Organisation (RTOs) and employers.
- Investigate job requirements including skills and attributes valued by employers
- Students should then revisit their career goals and determine the best way of achieving these goals.

Stage 4. Implementing the Plan

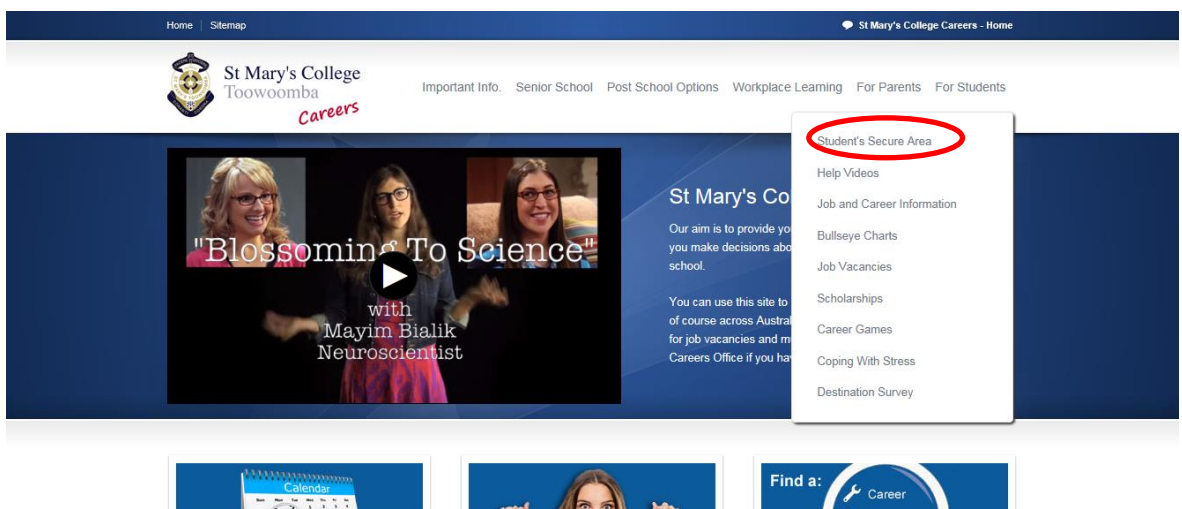
This stage occurs during the student's Senior Phase of Learning. It relates the Plan being implemented and monitored. The student will work with St Mary's as well as other relevant learning providers (e.g. TAFE, RTOs) to ensure the plan is on track and that they are implementing what was agreed.

It is important to remember that it is acceptable for students to review and change their SETP Plans if goals are changed. Parents / guardians are encouraged to stay involved in the SETP Plan process so that they can support the students through their learning.

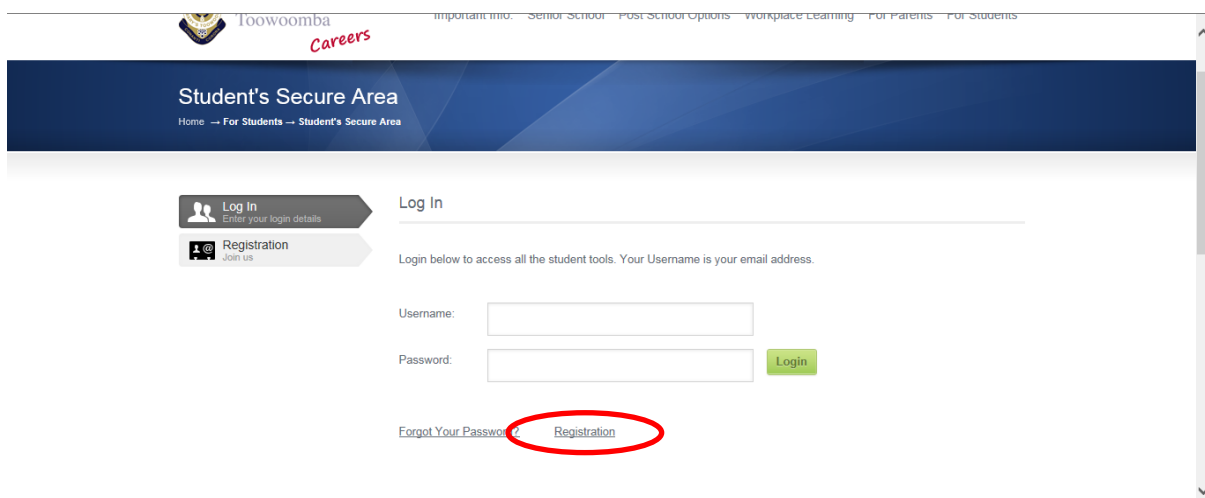


2017 Senior Education & Training Plan (SETP) Guide COMPLETING YOUR PLAN

1. To complete your SET Plan go to www.stmaryscollegecareers.com
2. Go to the 'For Students' tab on the right side of the page and select 'Student's Secure Area'



3. You will need to create your own student account using your email address and a password (choose a password you remember and put it into your iPad notes section as well).





- You will then be directed to a page which looks like the screen below. You will need to click on the 'Career Planner' tab on the left.

The screenshot shows the home page of the careers website. On the left is a vertical menu with various options. The 'Career Planner' option, which includes 'Careers and SET Planner', is circled in red. The main content area on the right is titled 'Home' and includes a welcome message for 'Jen', a 'LOG OUT' button, and a list of instructions for using the student login area.

- From here you will need to hit the 'get started' button. The following pages will take you through your SET Plan document. You can move back and forward through the tabs as many times as you like, adding relevant information.

The screenshot shows the 'Student Pathways Planner' page. At the top, there is a row of navigation tabs: 'GET STARTED', 'MY DETAILS', 'EDUCATION', 'ABOUT ME', 'WORK / EMPLOYMENT EXPERIENCE', and 'WORK SKILLS'. Below this is another row of tabs: 'ACHIEVEMENTS', 'GOALS', 'BARRIERS', 'INTERVIEWS', 'ACTION PLAN', and 'REPORT'. The 'GET STARTED' button is circled in red. The main content area provides instructions on how to use the system to create a Career Plan, including a note that information provided will be made available to the Careers Adviser.



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- Once completed all details (please check you have answered all sections), your SET Plan will be generated. You need to preview the document (by selecting 'preview') to check all sections are complete.

Next, download the SET Plan to Adobe. THEN, EMAIL THE SET PLAN TO cocksl@stmaryscollege.com

The screenshot displays a web interface for a career planning tool. On the left, a vertical menu lists various features: Careers Lessons, Interests Test, Skills and Abilities, Work Values, Career Planner (highlighted), Career Action Plan, Create a Resume, Create a Cover Letter, Digital Portfolio, Job Application, Change Password, and Log Out. The main area shows a progress bar with tabs for GET STARTED, MY DETAILS, EDUCATION, ABOUT ME, WORK / EMPLOYMENT EXPERIENCE, and WORK SKILLS. Below this, another set of tabs includes ACHIEVEMENTS, GOALS, BARRIERS, INTERVIEWS, ACTION PLAN, and REPORT. The 'REPORT' tab is active, showing a 'Report' section. A central preview window displays a document titled 'Career Plan for Your Name Here'. Below the preview, the buttons 'Preview', 'Download/Print PDF', and 'Back' are visible. The 'Preview' button is circled in red. To the right of the preview, a congratulatory message states: 'Congratulations, Your "Career Plan" document has been created (and saved) for you. You have the option to download or print it. It is a "working document" - this means that it is something that you are continually adding to, modifying and updating. You can login at any time, either at school or at home and add or update information.'



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FIELD POSITION (FP) CALCULATOR

Authority Subjects Selected	FIELD A	FIELD B	FIELD C	FIELD D	FIELD E
English	5 x 4 = 20	4 x 4 = 16	1 x 4 = 4	0 x 4 = 0	3 x 4 = 12
TOTALS					

Procedure:

1. In the SUBJECTS SELECTED column write the **Authority Subjects** you wish to take.
2. For each subject write the subject weights for each field in the appropriate columns.
3. Times by the number of semesters of study over senior schooling (4).
4. Add the answers in each column.
5. If the total in the Field columns is **greater than 60 then you are eligible for that FP**. This may be used when gaining entry to a tertiary education course. Refer to your QTAC prerequisite book for FP used for individual courses.

Syllabus	Field A	Field B	Field C	Field D	Field E
Accounting	3	3	5	3	1
Biology	5	4	4	3	2
Chemistry	4	3	5	5	2
Drama	3	2	1	N/A	5
Economics	5	5	4	3	1
English	5	4	1	N/A	3
Geography	4	5	4	3	2
Graphics	1	3	5	3	4
Information Processing and Technology	3	2	4	4	3
Information Technology Systems	3	3	3	3	3
Japanese	1	5	1	N/A	3
Legal Studies	5	4	2	1	2
Mathematics A	1	2	5	4	N/A
Mathematics B	1	2	5	5	N/A
Mathematics C	1	2	5	5	N/A
Modern History	5	4	2	N/A	3
Music	3	1	2	1	5
Physical Education	3	1	3	2	5
Physics	4	3	5	5	2
Study of Religion	5	4	2	N/A	2
Technology Studies	2	1	4	3	4
Visual Art	4	2	2	N/A	5



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Completion of this form constitutes your consent to this information being used by the Queensland Studies Authority for the following purposes

- a) Opening your student account for recording your learning achievements
- b) Extracting statistical information for the purpose of evaluation the trials and future planning by the education and training authorities.

TERMS AND CONDITIONS:

The young person and parents/carers will keep a copy of the original SET Plan, will contribute to the development of the SET Plan and will accept support to implement and monitor the SET Plan.

An automatic copy of your SET Plan will be saved in your Student Secure Area on the St Mary's Careers website. You can download your SET Plan or make change son this site at any time.