



PLANNING KIT FOR SCHOOLS

The stage is set for Education Week 2019, which is all about ‘Celebrating Careers’.

Education Week is an opportunity for all primary and secondary schools and early childhood services to showcase the innovative and outstanding work they are doing for student’s passions and how they can lead to exciting career pathways in schools.

The week aims to shine a spotlight on careers and the many pathways you can take to get to the job you want. Also, to help students see the wide range of careers that are available and may be available in the future.

During Education Week, we encourage schools to get involved and hold creative activities and events that relate to the ‘Celebrating Careers’ theme and we hope this guide will help towards your planning.

WAYS TO GET INVOLVED

- Attend one of the fun and free activities on offer to schools
 - share your photos and updates on social media using the hashtag **#edweekvic**
- Hold a careers activity in your school
 - let us know what you’re up to by [emailing](#) your photos and stories to us
 - share your activity with us on [social media](#) by using the hashtag **#edweekvic**
- Download, print and display Education Week resources around your school, including:
 - [Education Week 2019 poster](#)
 - Career themed resources

If your school is doing something interesting during Education Week, we would love to hear about it in advance. Please send your stories and photos to education.week@edumail.vic.gov.au

HOLD AN EDUCATION WEEK ACTIVITY AT YOUR SCHOOL

Below are some ideas of activities related to the ‘Celebrating Careers’ theme to help guide your plans for Education Week. Activities can be as large or as small as you like.

Primary and secondary

- Dress up day – dress as the job you want, make a collage from magazines about jobs/vision for the future.
- Run a careers day within your school or within a school cluster – it can be facilitated by regional careers groups or your local learning and employment network (LLEN).
- Set up a space to highlight some careers that are popular with your students.



EDUCATION WEEK 2019

CELEBRATING CAREERS

- Excursions to popular places, thinking about what careers and jobs are there. e.g. go to the zoo and look at all the jobs and roles that it takes to run the zoo such as marketing, vets, café staff and cleaners.
- Poster competition on jobs and work – current and future – based on alphabet.
- Employer day – invite employers to come and speak about the roles within their workplace.
- Parents visit classes and talk about their jobs and explain how they use what they learnt at school in their jobs e.g. painter using maths to calculate when mixing paint, landscape architect when measuring etc.
- Invite alumni back to school to speak about their career journey at assemblies and invite parents.

Secondary

- Invite industry reps to be careers practitioners for a day.
- Industries to host visits by careers practitioners across the state.
- Allocate time for your students to run through the Australian Government job outlook online tool. The tool has: information on jobs of the future and the skills, knowledge and abilities students may need to get and keep a job, a career quiz to help students think about their work preferences, ideas about different careers, a snapshot of the industries and careers that are likely to be in demand in five years.
- Parent's day/evening to talk about careers. Include presentations from alumni.
- Help to arrange work experience for your students in local workplaces.

USEFUL RESOURCE

[Transforming Career Education initiatives](#)

[Careers online discovery tool for year 9 students](#)

Resources to help you teach your students to make [informed career decisions](#)

[Professional learning](#) for teachers in careers

CONNECT WITH EDUCATION WEEK ON SOCIAL MEDIA

We would love you to share all of the exciting things your school does during Education Week. Remember to use the hashtag (#edweekvic), and link the department accounts so we can share your posts. A social media tile is available for download on the Education Week [webpage](#).

- Ed Week hashtag: #edweekvic
- DET Twitter: @DETVic
- DET LinkedIn: <https://www.linkedin.com/company/educationvic>
- Education Week website: <http://www.education.vic.gov.au/educationweek>

Use of photos: Please remember to check your policy regarding permission for the use of photos online.



USE THE COLOURFUL EMAIL SIGNATURE BLOCK

To use the Education Week email signature, download the image from the website and copy and paste into your signature and link to the Education Week Website <http://www.education.vic.gov.au/educationweek>

Instructions for changing your email signature below:

[Outlook](#)

[Gmail](#)

[Apple Mail](#)

FURTHER INFORMATION

If you have questions or require any assistance, please get in touch with the department.

education.week@edumail.vic.gov.au