

KAVANAGH COLLEGE CAREER & COURSE PLANNING FOR 2023

NAME: _____

To assist you to plan your study in the longer term, and to make informed choices for your future we are asking you to fill out the tables on this form.

We hope this will assist you to become more aware and allow you to make better decisions for your course and career planning. Please bring this to your Tutor / Mentor Teacher meeting with your parents on Wednesday 24 August. Also remember to complete your “Smart Goals” google document and share it with your tutor teacher, Dean, Careers Councilor and Parents before the meeting on 24th August.

Steps to make an informed decision:

1. Check out your subject choice implications – will they keep your career options open?
 1. Work out all your current possible career directions
 2. Check the subject requirements
 3. Weigh up the ‘essential’ subjects, then the ‘useful’ subjects.
2. Think about your abilities – can you do well in these subjects?
3. Think about your interest levels – will you have the motivation?
4. Weigh up any differences between interests, abilities and career ideas
5. Talk it over with people who know you well

The ABC Subject Selection Checklist ✓

When you have made your choices, follow this simple checklist:

Ability and Attitude

-are you able and will you be interested

Balance

- will you have a range of options open for future career ideas?

Choice

- are they your own decisions or have you been swayed by others?

To help you think about the future, it’s important to know what you are all about right now! What are you good at? What do you enjoy? Start by filling out the below

My Interests	My Favourite Subjects	My Best Subjects

If you require further guidance on which career paths might best suit you then visit www.careers.govt.nz and have a look at some of the “*Tools*”. (Top middle of the screen).

Scroll down to use these tools, “**Subject matcher**”, “**Skill matcher**”, or “**Career Quest**” to find possible careers. Click on the suggested careers and view the **How to get into the job** (left hand side bar) to find out about the entry criteria & subjects that you should be taking at school.

Possible Careers are: _____

Now you need to find out about any pre-requisites or preferred subjects for training courses that lead to your chosen career.

- go to websites for the training institutes (some are listed on the last page)
- use the information from above to list any required pre-requisite subjects.
- pre-requisite booklets from tertiary institutions are also available from the Kavanagh College careers Department.

Career pre-requisites are: _____

Subject calculator

You may now have a few different Career Paths. Use this calculator to work out how to keep all your career options open.

If I want	Essential subjects	Useful subjects	<p>An essential subject = a school subject you must take to gain entry to future courses or training relevant to your ideas.</p> <p>A useful subject = a subject that can help you but is not an absolute must.</p> <p>To keep all options open:</p> <ol style="list-style-type: none"> 1. Choose all your Essential Subjects first. 2. See what’s left in your Useful list afterwards. <p>Got more essential subjects that you are allowed to choose from?</p> <p>Then you will need to speak to a careers advisor or DP/AP or a Dean</p>
For example: Bachelor of Commerce At Otago University	University Entrance requirements <i>See below</i> Yr 12 English	Yr 13 Statistics Yr 13 Accounting Yr 13 Economics	
	+	+	
	+	+	
	+	+	
Now add up all your essential and useful	=	=	

Now make sure that you have met the requirements for **NCEA Level 1 & University Entrance**

LITERACY AND NUMERACY: NCEA LEVEL 1

There are Literacy and Numeracy requirements for NCEA Level 1 certificate.

Do you have:

- 10 credits in English at Level 1 and
- 10 credits in Mathematics at Level 1.

UNIVERSITY ENTRANCE:

Become familiar with and ensure you have, courses which enable you to meet ALL of the University Entrance (UE) minimum requirements:

- a) a minimum of 60 credits at NCEA Level 3, including a minimum of
 - 14 credits at L3 or higher in each of 3 approved subjects. For the list of Approved subjects please go to <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

AND

- b) Literacy
 - 10 credits at L2 – 5 in reading, 5 in writing – these are available from an English course or an English rich subject, you will need to check the NZQA website to check which Achievement Standards count for Reading and writing in these other subjects by going to <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements>

AND

- c) Numeracy
 - 10 credits at L1 or higher in Mathematics

The English credits could be gained from either the regular Level 2 English course or the Level 2 Alternative English course. Students seeking an exemption from studying English in Year 12 may do so by applying in writing to the Dean or a member of the Senior Leadership Team.

The final task is to use all the above information to plan your proposed courses at Kavanagh College.

Year 11 Subjects	Year 12 Subjects	Year 13 Subjects
*11Religious Studies & Health and Recreation	*12Religious Studies	*13Religious Studies
*11 English	12 English	
*11Mathematics		
*11 Science		

* This subject is compulsory at this year level

All that remains to be done is complete the Option Sheet, via Edge no later than Tuesday 13th September.

Course Advice & Career Planning Evening

The College invites Parents and Students to the Course Advice & Career Planning Meeting in the Kavanagh College Auditorium on **Thursday 25th August at 7:00pm**. The purpose of this evening is to provide Careers and Course planning information rather than be a Career Expo. We will have representatives from the Otago University, Otago Polytechnic, Armed Services, Teachers College, Defence Forces, Police and the Southern Institute of Technology. Information and a model for planning courses at school will also be given, along with the school Careers advisor also being present.

Our invitation is also extended to all **Year 12 – 13 students and parents** that would also like some 1:1 advice from our tertiary providers between 7.00 – 8.00pm in the school library.

More material and pamphlets about various careers are available from our Career Advice office staff – Ms Bresanello (extension 237) or Mrs Paula Dodds (extension 236) .

Useful Websites

The internet has become a valuable tool for accessing information on universities and training institutions. Students have access to the computer suites at lunchtime and after school.

Career Services Rapuara has now established a website for all career information: www.careers.govt.nz

Otago University	www.otago.ac.nz
Otago Polytechnic	www.op.ac.nz
Dunedin College of Education	www.dce.ac.nz
Canterbury University	www.canterbury.ac.nz
Canterbury Polytechnic	www.cpit.ac.nz
Lincoln University	www.lincoln.ac.nz
Victoria University	www.vuw.ac.nz
Massey University	www.massey.ac.nz
Auckland University	www.auckland.ac.nz
AUT (Auckland University of Technology)	www.aut.ac.nz
UNITEC	www.unitec.ac.nz
Student Loans and Allowances	www.studylink.govt.nz
Apprenticeship Guide	www.HGTA.co.nz
Planning your Career	www.kiwicareers.govt.nz
	www.careers.govt.nz
Kavanagh College	www.kavanagh.school.nz
New Zealand Qualifications Authority	www.nzqa.govt.nz

Instructions for Students signing into Choose options

Log in to Edge via your internet browser <https://student.musac.school.nz>, not your phone app.

Click on ‘my summary’ at the top then click on Options tab (second tab along) **then find ‘next year’ on the right** to click on. This ensures you are choosing for 2023.

Your list of options will populate. From here, you will choose your options as per your booklet instructions.

If you are choosing some subjects from different year levels, then go to the top and change the year level to 11/12/13 to find the appropriate course. These can be saved and edited until September 13.