



Senior Schooling

Year 12-13

Next Step Policy



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1. SENIOR SCHOOLING TEAM

Senior Deputy Principal	Mrs Kate Jorgensen	kjorg4@eq.edu.au
Senior Schooling Head of Department	Mrs Jodie Teng	Jteng5@eq.edu.au
HOSES	Mrs Lindsay Russell	lhall138@eq.edu.au
Senior Dean	Mrs Kandice Shaw	kxoli2@eq.edu.au
Guidance Officer	Mr Rishi Jagunundan	rjagu4@eq.edu.au
Transitions Pathways Officer – Department of Education (DOE)	Mrs Tiana Enoka	Tiana.ENOKA@qed.qld.gov.au
Industry Liaison Officer (ILO)	Mrs Shelley O’Sullivan	sosul35@eq.edu.au
Link and Launch Officer (L&L)	Zarah Murray	zmurr40@eq.edu.au

2. NEXT STEP

Next Step is an annual suite of post-school destination surveys that identify the study and work Destinations of school leavers after completing or leaving all government, Catholic or independent schools in Queensland. It informs the school and wider community about Year 12’s transitions to further study, training and employment. The survey is conducted six months after the end of each school year when students will have accepted tertiary education places.

The suite of surveys include:

- Next Step Year 12 Completers survey for all students who completed Year 12 (and were awarded a Senior Statement) in the previous year in Queensland, including international students;
- Next Step Early School Leavers survey for students who left school before completing Year 12 in the previous year in Queensland (Year 10-12); and
- Longitudinal studies that annually track targeted cohorts of Year 12 completers and early school leavers (Source – NCVER).

At Nerang SHS, we have historically experienced low to moderate response rates which has not given an accurate summary of the cohort’s destinations. See our [Next Step data here](#) for the 2018-2020 cohort. We have implemented a Year 13 Next Step Program to support school leavers beyond Year 12. This data is analysed and used to improve our practice and how we can better support students into study and employment Post Year 12.

3. EARLY SCHOOL LEAVERS

Students who elect to leave school early or have their enrolment cancelled will receive the following support and guidance:

- Referred to the school’s Transition Pathways Officer (TPO). Referral to be completed and recorded on OneSchool.
- Student and Parent/Caregiver will be requested to attend a cancellation/review or leaving school meeting with the Senior Deputy Principal, Senior Schooling Head of Department, Guidance Officer and TPO.
- Alternative pathways are discussed such as TAFE, SDE, employment and alternative educational settings – Helensvale Learning Centre (HLC). Refer to [Pathways Brochure](#).
- Action Plan put into place and recorded on OneSchool.
- Senior Deputy Principal or TPO to follow up within one week to confirm exit pathway.
* Contacts will be recorded on Oneschool.

4. YEAR 12-13 NEXT STEP PROGRAM

Nerang SHS's Year 13 Next Step Program consists of the following:

Final year of leaving school (Year 12)

- Every student to complete the 'Post Year 12 Pathway/Destination' form to outline their preferences. Refer to Appendix 1.
- Every student has an interview with the Guidance Officer or Senior Schooling Head of Department during Term 2-4 to discuss Post School Pathway/Destination. Indigenous students to meet with our Indigenous Liaison Officer and SEP students will meet with our HOSES.
- This is recorded on Year 12 Post Pathway/Destination Spreadsheet and recorded on OneSchool.
- Personal email addresses and mobile phones are collected from students (and Parents/Caregivers) for future communication and alerts regarding Post School Employment and Study opportunities. This information is kept confidential and will be given to L&L Officer. Refer to Appendix 3.
- Non ATAR students and those identified who are transitioning to employment Post Year 12 to have an interview with a relevant training provider to support them in seeking and gaining employment or apprenticeships.
- ILO to support students in creating/updating their CVs and application letters.
- Non ATAR students with no Post Year 12 Pathway to undertake work experience where suitable and participate in mock interviews.
- Guidance Officer to present QTAC talk to Year 12s regarding preferences and due dates. Interviews to be booked if required.
- Guidance Officer to present TAFE Direct Entry talk to Year 12s regarding course selection and due date. Interviews to be booked if required.
- Students are informed of the importance of the Next Step Survey and L&L Program. Refer to Appendix 4 and 5.
- Senior Schooling Head of Department and Guidance Officer to follow up with students who did not accept QTAC offers and those who achieved a low ATAR score of less than 65 to offer help and guidance for Post Pathway/destination. Referral to be made to L&L Officer.

Year 13

- Invite Year 13 students back to Nerang SHS for an afternoon tea by the end of Term 1 to celebrate successes and share stories of success and achievements. Communicate the importance of Next Step Survey participation.
- Share stories of success and pathways to the school community and current Year 12s. Invite Year 13 students to come back as guest speakers.
- The Next Step Survey will commence in March. L&L Officer to email Year 13 students/Parents/Caregivers and current siblings to strongly promote participation in the survey.
- L&L Officer to also promote on the school's Facebook page.
- L&L Officer to contact by phone Year 13 students or Parents/Caregivers to remind them about the survey and enquire about Post School Pathways/Destination. This is to be recorded on the tracking Year 12 Post Pathway/Destination spreadsheet.
- When the Next Step data is released, this is to be communicated to the Management Team (HODs and Teachers) and the Year 13 Next Step Policy to be reviewed.

Refer to Year 12 Next Step Timeline in Appendix 2.

Next Step Manager – Contact Details

For further information or to provide feedback about the Early School Leavers survey, contact Ms Cassie McFarling, Next Step Manager, Department of Education, by email at nextstep@qed.qld.gov.au or on (07) 3513 6848.

5. SUPPORT SERVICES FOR SEP STUDENTS POST YEAR 12

DISABILITY SUPPORT PAYMENTS

- **Centrelink** – A welfare payment to support those with a verified disability who are not able to maintain employment or who may need a high level of support to build skills and capacity before entering an employment situation
- **NDIS eligibility** – The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. Case Managers from the Special Education Program can support parents/carers in accessing local organisations who assist families in signing up for NDIS and managing their NDIS plans.

DISABILITY EMPLOYMENT SUPPORT SERVICES

There are many different services available on the Gold Coast, each one with a tailored service. The Senior Case Manager will assist parents and students in finding a service that suits students and their needs.

- **SLES** – School Leavers Employment Support is NDIS funded support. It's designed to assist young people once they leave school by building their skills, independence, and confidence to be able to participate in supported employment or seek open employment with the support of a DES service.
- **Supported Employment Services** - For people with a disability who are not able to work without support. To be eligible for Supported Employment, you must have a Disability Support Pension (DSP) and an NDIS plan.
- **DES** - A Disability Employment Service supports people with a disability, injury or mental health condition to prepare for, find and keep a job in an open employment situation.

6. FINANCIAL ASSISTANCE

Some students may be eligible to apply for Youth Allowance. This is accessed on a case by case basis however you **must** fit the following criteria:

To get Youth Allowance as a student or an Australian Apprentice you must be one of the following:

- 18 to 24 and studying full time
- 16 to 24 and doing a full time Australian Apprenticeship
- 16 to 17 and [independent](#) or needing to live away from home to study
- 16 to 17, studying full time and have completed year 12 or equivalent.

You must also do all of the following:

- meet [Australian residence rules](#)
- satisfy [income and assets](#) tests
- be doing an [approved course](#) or full time Australian Apprenticeship.

7. APPENDIX 1 – POST YEAR 12 PATHWAY/DESTINATION FORM



Post Year 12 Pathway/Destination Form

Name: _____ Surname: _____ Form: _____

Personal email address: _____

Parents/Caregiver Email address: _____

Date of Interview: _____

I want to be/ work as: _____

Studying for: ATAR / NON ATAR / VET TRADE (Please circle)

POST YEAR 12 I PLAN TO: (Please tick appropriate box)

Apply to University

Apply to TAFE

Continue with Trade apprenticeship/traineeship

Work part-time/fulltime

Other i.e. gap year (please list): _____

SUBJECTS (GENERAL/APPLIED)	
1. _____	5. _____
2. _____	6. _____
3. _____	Other qualifications (e.g. Certificate III, Diploma,SAT):
4. _____	_____

QTAC PREFERENCES

Preference	Course Name	Institute	ATAR Score	Prerequisites
1				
2				
3				
4				
5				
6				

NOTE:

Desired Courses (Preferences 1&2) – courses you want to study

Back up Courses (Preferences 3&4) – less competitive courses you want to study

Pathway Courses (Preferences 5&6) – courses that will help you upgrade into a preferred course

APPLYING FOR: (Please circle)

TAFE Direct entry: YES / NO

STAR Scheme at Southern Cross: YES /NO

Students apply directly through scu.edu.au/star

GRIFFITH GUEST PROGRAM: YES /NO **SUBJECT:** _____

Other relevant information (auditions/portfolio/gap year/ Defence/Army):

Scholarships: YES / NO

Applying for EAS: YES / NO

- Financial Hardship
- Home Environment and Responsibilities
- English Language Difficulty
- Personal Illness or Disability
- Educational Disruption

Visit: www.qtac.edu.au/applications/educational-access-scheme

QTAC Info: www.qtac.edu.au Phone : 1300 467 822 Address: PO Box 1331, Milton QLD 4064

QTAC site is useful – video demonstrations regarding applications and managing offers.

Save application number, online account details including non-EQ email address and password, LUI number.

LUI number can be found by logging into OneSchool.

8. APPENDIX 2 – YEAR 12-13 NEXT STEP PROGRAM TIMELINE



YEAR 12-13 NEXT STEP PROGRAM TIMELINE

TERM	ACTIVITY	FACILITATOR
1	Contact by phone Year 13 students or Parents/Caregivers to enquire about Post School Pathways/Destination. Offer support if required. This is to be recorded on the tracking Year 12 Post Pathway/Destination spreadsheet.	L&L Officer
1-3	Year 12s to complete Post Year 12 Pathway/Destination Form	GO
1	Gold Coast Careers Festival – Thurs- Sat 9-10 March 2022 Yr11-12 Students invited to attend	GO / ILO
2-3	Post Year 12 School Pathway/Destination Interview	GO, SS HOD, ILO (Belinda), Shelley (ILO)
2-3	Non-ATAR students transitioning to employment Interviews - CVs	ILO (Shelley)
2-3	Non-ATAR students transitioning to employment Interviews - RTOs	SS HOD, ILO (Shelley)
2-3	Non-ATAR students transitioning to employment - Work Experience (end of Term 2 and 3)	ILO (Shelley)
3	QTAC Presentation and Interviews	GO
3	Direct Entry TAFE and Interviews	GO
3	Southern Cross STAR Entry Recommendations	GO
3	Scholarship Applications	GO
3-4	Inform students of Next Step Survey and the importance of participation.	GO/HOD SS/L&L Officer
4	Follow up re: QTAC offers and ATAR Scores	GO and SS HOD

*Refer to Wellbeing Program for talks and presentations

9. APPENDIX 3 – YEAR 13 L&L PERSONAL INFORMATION



Private and Confidential – for Link and Launch Support only

NAME	
PERSONAL MOBILE	
PERSONAL EMAIL	

10. APPENDIX 4 – L&L POSTCARD INFORMATION FOR STUDENTS

LINK AND LAUNCH

Helping young people realise their dreams

Leaving school after graduating from Year 12 can be both exciting and scary. There are lots of study, work and training opportunities but sometimes it can be confusing trying to work out what you want to do and how to make it happen.

LINK AND LAUNCH

WANT SOME HELP?
The new Link and Launch program helps young people weigh up their options and realise their dreams.

WHO IS ELIGIBLE?
If you graduated from Year 12 in the past two years and are struggling to enrol in further study or training or can't find a job, you may be eligible to join the program. Older Year 12 graduates who may benefit from the program are also welcome to join.

Want to know more?

Visit www.qld.gov.au/linkandlaunch or call Nerang SHS on (07) 5503 7888 to find out more.



11. APPENDIX 5 – NEXT STEP SURVEY INFORMATION FOR STUDENTS

Have your say...

take part in the

Next Step
survey!



Who? You! All students completing Year 12 in 2021 will be contacted to take part in the survey.

What? The Next Step survey will ask you what you are doing after you leave school – this could be studying, working or pursuing other interests.

How? Expect to be contacted by phone, mail or email. To enable us to reach you, ensure your contact details are correct in your learning account by logging into the student portal at <https://myqce.qcaa.qld.edu.au/>

When? March to June 2022

Why? Your participation in the Next Step survey will help Queensland schools and further education providers improve their services for future students.

More info at www.qld.gov.au/nextstep

