



# Procedure

## Senior education and training (SET) planning

### Audience

State schools, learning providers and registered training organisations

Implementation Date: 30/05/2018

Version: 5.0

### Purpose

To detail the roles, responsibilities and processes for ensuring that senior education and training (SET) plans are developed, implemented and transferred.

### Overview

State schools ensure that students in Year 10 develop a SET plan in partnership with their parents. The SET plan is a key component of a school's career education program. It maps out a plan of action to put students on track for success in senior secondary, post-school education and work.

During the SET planning process, students identify their intended learning option (ILO) to be achieved through the compulsory participation phase. Students are supported to acquire the knowledge and skills to develop their SET plan and to revise it during Years 11 and 12.

During the compulsory participation phase, the main learning provider (school, learning provider or registered training organisation) ensures that learning opportunities are provided in accordance with the SET plan. The SET plan is reviewed and updated as necessary and transferred when required.

### Responsibilities

#### **Principal, main learning provider (school, learning provider, registered training organisation)**

- may delegate responsibilities relating to SET planning processes to a nominated officer, employee or contractor engaged by the educational establishment
- record their institution as the main learning provider
- establish career education activities in junior secondary
- ensure implementation of the SET planning process and the provision of career education advice for SET plans in the compulsory participation phase
- ensure that Year 10 students are provided with the opportunity, and supported through the process to develop a SET plan.



## Deputy principal, guidance officer, head of department or coordinator – senior phase

- ensure staff are trained in the SET planning process
- ensure career education and advice is integrated into learning programs to enable students to develop their SET plan
- ensure that students in Year 10 [develop a SET plan](#) in partnership with their parents. The SET planning process has four stages:
  - thinking about the future
  - exploring the options
  - documenting the plan
  - implementing the plan
- ensure that students develop their SET plans with the aim of achieving their intended learning option (ILO)
- consider the need for more targeted and intensive [transition strategies and support](#) for students with disability
- ensure that students enrolling in Year 10, 11 or 12 from another learning provider are assisted to access their SET plan and:
  - use OneSchool on transfer of active enrolment
  - arrange for the student's SET plan to be scanned and emailed by the previous learning provider
  - upload the student's SET plan to OneSchool
- ensure that students are assisted to take ownership of their SET plan by accessing it regularly through OneSchool, and to accept the main responsibility for maintenance and transfer
- ensure that Year 10 students and their parents understand how the student's personal information contained in the SET plan may be held, used, disclosed and transferred
- ensure that Indigenous support networks are used to help Aboriginal and Torres Strait Islander students in consultation with their families and communities, consider a range of options for suitable pathways after school
- ensure that students acquire skills and knowledge to define, map, maintain and modify their compulsory participation phase pathway
- ensure students have access to appropriate resources to support the acquisition of the required skills and knowledge necessary to develop a career pathway
- ensure that the SET plan is consulted by staff during subject selection and prior to the provision of career advice, and when assisting students to remain focused during the compulsory participation phase
- ensure that students' attendance, participation and achievement are monitored as a basis for updating the SET plan.

## Process

### **Activities prior to development of the SET plan**

- register the institution as the main learning provider for students through the Queensland Curriculum and Assessment Authority (QCAA) on the [Student management application in QCAA portal](#)
- ensure that SET plan information (i.e. the intended learning option) is consulted when registering a student in Year 10 with the QCAA
- ensure students engage in career exploration activities prior to Year 10 SET planning.

### **Development of the SET plan in Year 10**

- develop a SET planning process for Year 10 students
- train all staff taking part in SET planning development to ensure they understand the process and have all necessary reference documentation at their disposal
- inform staff involved in the SET planning process regarding the privacy and confidentiality of the personal information included in a student's SET plan in relation to:
  - recording, storing and using personal information
  - disclosing personal information to external government agencies and other learning providers
- implement the SET planning process with Year 10 students and their parents
- record the SET plan for each Year 10 student in [OneSchool](#) (DoE employees only).

### **Implementation of the SET plan in the compulsory participation phase**

- devise a regular review cycle throughout Years 11 and 12, and ensure students are provided with the opportunity, and supported through the process to review their SET plan to ensure that it takes into consideration students' eligibility to achieve the Queensland Certificate of Education or the Queensland Certificate of Individual Achievement
- provide guidance when students need to change their learning pathway (i.e. through career guidance sessions and subject selection processes)
- broker with other agencies where necessary in order to provide the learning opportunities set out in students' SET plans
- build partnerships between learning providers, registered training organisations, employers and youth service providers throughout the community in order to meet the needs of students as set out in their SET plans.

### **Transfer of the SET plan**

- transfer students' information, where possible and with their informed consent, to a new main learning provider as part of a formal hand-over of responsibility in the event that a student's program changes from one main learning provider to another:
  - if transferring to a state school learning provider, upon activation of enrolment, a student's SET plan will become accessible on OneSchool.
  - if transferring to a non-state school learning provider, a copy of the student's SET plan is scanned and emailed to the new learning provider.

## Definitions

<b>Intended learning option (ILO)</b>	The education goal the learner works towards during the senior phase of learning. Possible ILOs include: full-time employment, the Queensland Certificate of Education, the Queensland Certificate of Individual Achievement or Vocational Education and Training qualifications.
<b>Main learning provider</b>	The educational institution that provides the majority of learning for a student.
<b>Principal</b>	The person who controls or governs the affairs of a school, learning provider or other registered training organisation. This may be the principal, headmaster, head of college, head of school, director, managing director, chief executive officer, or general manager.
<b>Senior education and training plan (SET plan)</b>	Maps out a student's individual learning pathway through the senior phase of learning. The SET plan supports students working towards the Queensland Certificate of Education, Queensland Certificate of Individual Achievement, Senior Statement or vocational qualification, and/or a viable work option. Some learning providers may use alternative terminology.

## Legislation

- [Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 10, Part 1, Sections 231-232; Chapter 19, Part 3, Section 426
- [Education \(Queensland Curriculum and Assessment Authority\) Act 2014](#) Part 3, Sections 48-49
- [Information Privacy Act 2009 \(Qld\)](#) Chapter 2, Part 1, Section 27

## Delegations/Authorisations

- Nil

## Related policies

- [Queensland the Smart State – Education and Training Reforms for the Future: A White Paper](#) – actions 4 and 17
- [P-12 curriculum, assessment and reporting framework](#)

## Related procedures

- [Management of student accounts \(QCAA learning accounts\)](#)
- [Information privacy and right to information](#)

## Guidelines

- Nil

## Supporting information/websites

- [Preparing students for success in senior secondary](#)
- [Planning QCE pathways factsheet](#)
- [Pathway planning: Information for parents and carers](#)
- [Student Connect – Support for Aboriginal and Torres Strait Islander Students](#)
- [Education Plans](#) (DoE employees only)
- [Employment – Which Way? Your Pathway](#)
- [Further education and training for Aboriginal and Torres Strait Islander people](#)
- [My Path](#)
- [myfuture](#)
- [Generation Success – resources for young job seekers](#)
- [Job Outlook](#)
- [CareerMe](#)
- [My Big Tomorrow](#)
- [My Future: My Life](#)

## Contact

For further information, please contact your [closest regional office](#).

## Review date

30/04/2020

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

- 2.0 CRP-PR-001: Senior Education and Training Plans
- 3.0 Senior Education and Training Plans
- 4.0 Senior education and training (SET) planning

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