SCHOOL TO WORK PROGRAM

Creating Future Pathways

STUDENT SURVEY

School Procedures Manual

UPDATED 2007
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>2</td>
</tr>
<tr>
<td><strong>SECTION 1: BACKGROUND</strong></td>
<td></td>
</tr>
<tr>
<td>What is the Student Pathways Survey?</td>
<td>3</td>
</tr>
<tr>
<td>Why offer the survey?</td>
<td>3</td>
</tr>
<tr>
<td><strong>SECTION 2: PREPARING FOR THE SURVEY</strong></td>
<td></td>
</tr>
<tr>
<td>Regional position</td>
<td>4</td>
</tr>
<tr>
<td>School preparation and implementation models</td>
<td>4</td>
</tr>
<tr>
<td>Student preparation</td>
<td>4</td>
</tr>
<tr>
<td><strong>SECTION 3: IMPLEMENTING THE SURVEY</strong></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>5</td>
</tr>
<tr>
<td><strong>SECTION 4: INDIVIDUAL STUDENT FEEDBACK REPORTS</strong></td>
<td></td>
</tr>
<tr>
<td>Student feedback reports</td>
<td>6</td>
</tr>
<tr>
<td>Direct feedback</td>
<td>6</td>
</tr>
<tr>
<td>Factored feedback</td>
<td>6</td>
</tr>
<tr>
<td>Random quote</td>
<td>7</td>
</tr>
<tr>
<td>Career counselling</td>
<td>7</td>
</tr>
<tr>
<td>Information for nominated teaching personnel</td>
<td>7</td>
</tr>
<tr>
<td><strong>SECTION 5: WEBSITE ACCESS TO STUDENT SURVEYS AND FEEDBACK REPORTS</strong></td>
<td></td>
</tr>
<tr>
<td>Secure website for staff nominated by the Principal</td>
<td>8</td>
</tr>
<tr>
<td>Secure website facilities</td>
<td>10</td>
</tr>
<tr>
<td><strong>SECTION 6: AGGREGATED SCHOOL REPORTS</strong></td>
<td></td>
</tr>
<tr>
<td>School reports</td>
<td>11</td>
</tr>
<tr>
<td>Report content</td>
<td>11</td>
</tr>
<tr>
<td>Data analysis</td>
<td>11</td>
</tr>
<tr>
<td>School planning and reporting</td>
<td>11</td>
</tr>
<tr>
<td>School report instructions and guidelines</td>
<td>12</td>
</tr>
<tr>
<td><strong>Appendix A: Teacher instructions (teacher-led approach)</strong></td>
<td>13 - 17</td>
</tr>
<tr>
<td><strong>Appendix B: Teacher instructions (student-led approach)</strong></td>
<td>18</td>
</tr>
<tr>
<td>Student instruction card</td>
<td>18</td>
</tr>
</tbody>
</table>

CONTACTS

REGIONAL ENQUIRIES
For general enquiries and regional-specific enquiries about the Student Pathways Survey, please contact:

Regional Vocational Education Consultant
Contact your local regional office for contact details.

TECHNOLOGY SUPPORT
For technology support enquiries about the Student Pathways Survey, please contact:

IT Help Desk
Information Technology Directorate
1800 338 483

Regional Technology Advisers
Contact your local regional office for contact details.

GENERAL ENQUIRIES
For general enquiries about the School to Work Program, please contact:

Sue MacLean
Senior Coordinator Vocational Learning and Career Education
Vocational Education in Schools Directorate
Telephone: (02) 9244 5243
Fax: (02) 9244 5020
Email: sue.maclean@det.nsw.edu.au

Steve Montgomery
Coordinator, Transition from School
Vocational Education in Schools Directorate
Telephone: (02) 9244 5066
Fax: (02) 9244 5020
Email: steve.montgomery@det.nsw.edu.au
SECTION 1: BACKGROUND

What is the Student Pathways Survey?
The web-based Student Pathways Survey, also known as the Creating Future Pathways Student Survey, is a joint venture between the Vocational Education in Schools Directorate, Educational Measurement and School Accountability Directorate and the Information Technology Directorate. The survey was developed between 2002 and 2003, then piloted in 2004 with 108 schools and 18,302 students. The survey has been available to all schools with a secondary enrolment since 2005.

The survey is designed to encourage students to reflect on and report their confidence in the outcomes of the School to Work Program. Students report their confidence levels on employment-related skills, goal setting, part-time work, job choice, career information and support, pathway options, career and transition planning, and intended school exit destination and timing.

Upon completion of the online survey, students receive an instantaneous feedback report which reflects their current thinking and which offers them ways to improve their confidence and capacity to self-manage their personal career pathway.

Why offer the survey?
The vision of the School to Work Program indicates that students will need to “…take on personal leadership and responsibility for planning and self-managing their career transitions to construct a fulfilling and productive life.”

Current national and international thinking about the importance of “…the systematic career development of young people and adults faced with needing to more actively manage life, learning and work in… a society that is typified by changing technologies, changing work practices, changing employer expectations and changing family structures.” (draft Australian Blueprint for Career Development 2006).

The Student Pathways Survey is therefore a tool which supports individual students to develop the skills, confidence and capacity to self-manage their career journey through and beyond school.

The survey provides careers advisers and other significant school personnel with an invaluable insight into the student’s stage of career development. It provides an excellent basis for individual career counselling, and can be used with existing tools, practices and programs to better support students career planning, increase student motivation and student engagement with education and training.

The survey also allows schools to capture data which reflects student’s perceptions around the areas above. This useful information can inform school and regional plans to better support students in their career and transition planning.
SECTION 2: PREPARING FOR THE SURVEY

Regional position
Regional executive have been briefed by the Vocational Education in Schools Directorate about the survey and as a result each region will establish an implementation model. Schools should check with their Regional Vocational Education Consultant to ensure they are aware of regional expectations before preparing to implement the survey.

School preparation and implementation models
It is important that schools taking time to plan how the Survey will be implemented. Schools are encouraged to use an implementation model for the survey which best meets local needs. Creativity is strongly encouraged. Some possible implementation models include:

• timetabling identified groups of students through available computer rooms
• using the survey as an activity within existing computer-based classes to achieve computer skills outcomes
• allowing students to complete the survey as an independent learning activity in their own time at home or at school
• completion of the survey through Work Education, Work Studies and/or Career Education classes

Forward planning will ensure that:
• regional expectations are met
• the survey is used in conjunction with school curriculum activities that support student career development
• teachers and careers advisers are well briefed with regards to school implementation strategies, student preparation needs, survey implementation requirements and student follow-up expectations
• teacher facilitators ensure that the survey experience is positive for students and reinforced as important for them
• students are provided with at least 30 – 40 minutes to complete the survey
• students have access to computers with internet access and a connected printing function
• students are able to receive individual career counselling support within a reasonable time of completing the survey
• aggregated data can be captured and reported back to the school in a timely way to support such activities as school planning and annual school reporting

Student preparation
The survey has been designed to assist students to begin to plan for life beyond school. It is essential students are well prepared before undertaking the survey. Advice for student preparation is provided in the Teacher Instructions at Appendix A (teacher-led approach) and Appendix B (student-led approach).
SECTION 3: IMPLEMENTING THE SURVEY

Administration
Schools administering the survey should ensure that:

- supervising teachers are aware of whether the survey will be completed as a classroom-based / teacher-led activity or as a student-led activity, where students will complete the survey in their own time
- supervising teachers have been briefed and have a copy of the Teacher Instructions (Appendix A for a teacher-led approach or Appendix B for a student-led approach)
- students will need to have their DET user ID and password to access the survey
- all students who are completing the survey have been briefed and have a copy of the Student Instruction Card (Appendix B, page 18)
- computer rooms, classrooms or other locations are adequately prepared
- consideration has been given to the logistics of printing student feedback reports upon completing the survey and informed on how they can access their feedback reports at a later time
- the survey website at https://www.det.nsw.edu.au/epublishing/swssurvey is saved in ‘favourites’ on school computers for easy student access
- IT support needs have been considered and prepared
- timetabling arrangements are in place and teachers have been informed
- special provisions for targeted students are in place
- all students within targeted student groups have completed the survey within the expected timeframe – careers advisers or other nominated teachers can check this through the secure website https://detwww.det.nsw.edu.au/ecmcfs/cadvisers/
SECTION 4: INDIVIDUAL STUDENT FEEDBACK REPORTS

Student feedback reports
Personalised student feedback reports are instantaneously generated when students submit their survey responses. These reports are able to be printed immediately. Students should be encouraged to read and reflect upon their reports before talking to the careers adviser, other teachers, parents and friends. Students should store their reports in their personal Employment Related Skills Logbook.

The student feedback reports provide information and guidance to strongly support personalised career and transition planning for individual students. They also provide an excellent basis for independent student learning by equipping students with the knowledge and understanding to self-manage their career pathway.

The feedback provided to students consists in three forms:

• direct feedback
• factored feedback – including live links to useful websites
• random quote

NB. The student feedback report is able to be printed at a later date if printing facilities are not available. It can also be saved to a folder, memory stick or CD.

Direct feedback
The first part of the student feedback report is direct feedback which reflects actual responses that they have provided in the survey. This appears under the heading ‘Ideas about the future’.

The direct feedback particularly highlights the student’s current thinking about:
• part-time work
• career interest areas
• career and transition planning
• leaving school considerations
• how the school can help them with their career development

Factored feedback
The second part of the student feedback report is the factored feedback. This feedback is provided as the result of student responses to combinations of questions which the Educational Measurement and School Accountability Directorate have identified as having high degrees of correlation.

The factored feedback is provided to students under four separate headings:
• planning and preparing for the future
• career challenge
• influences on thinking about future job options
• the importance of career information and services
Students receive feedback for each of these factors which give consideration to the student’s school year group and level of confidence they indicated against each of these factors. Whilst this feedback is based upon current career developmental thinking, it is important that the feedback is used in conjunction with local knowledge and information when reviewing the factored feedback with individual students.

Random quote
Each student will receive a random quote at the bottom of their report. The quotes have been specifically chosen to encourage and motivate students.

NB. These will not appear on reports printed later by the careers adviser / nominated teacher.

Career counselling
The survey provides the careers adviser with an excellent basis for conducting career counselling with individual students. Training has been provided by an independent and internationally recognised career development specialist to support careers advisers in using the survey as a career counselling tool. Strategies, information, resources and support have been provided as part of the training. Careers advisers should contact their local Vocational Education Consultant to enquire about the training.

Information for nominated teaching personnel
The survey provides information which may be useful for teachers who have particular roles in working with individual students. Such teachers could include welfare teachers or teachers within a school welfare team, year advisers, school counsellors and senior school executive representatives (eg head teachers, deputy principals).
SECTION 5: WEBSITE ACCESS TO STUDENT SURVEYS AND FEEDBACK REPORTS

Secure website for staff nominated by the Principal
Careers advisers and other teachers identified by the school principal have direct access to each student’s individual survey responses and personalised feedback report via a secure website. This website is located at https://detwww.det.nsw.edu.au/ecmcfs/cadvisers/.

School principals are emailed the school password and the above URL to enable access to student responses and feedback reports. For further support and information regarding passwords contact officers in the Vocational Education in Schools Directorate (see p.2).

School personnel nominated by the principal can access student responses to the survey by following these steps:

STEP 1:
‘New users’ from your school need to initially click on the above URL to ‘sign up’ and will be required to enter the following details:
School code: XXXX
Password: XXXXXXX (NB this is in upper case and is case sensitive)
Then click ‘Go’
STEP 2:
‘New users’ will then be asked to enter their name and email address (optional) and to click on ‘submit’.

STEP 3:
After submitting the details in step 2, ‘new users’ will be automatically issued a login name and password. The user should record these details (please take care to record this accurately).

STEP 4:
The ‘new user’ is now known as an ‘existing user’ because they have completed the registration process (steps 1 to 3). This person should now log off and then re-access the above URL at any time as an ‘existing user’, using the user name and password allocated to them at step 3.
Secure website facilities

The secure website enables selected staff to access individual student survey responses and feedback reports. Students are listed in alphabetical order and by year. Further facilities include:

- **Select survey year** facility allows you to find students who have participated in the survey for a particular year.

- **Date submitted** is the last date the student attempted the survey in that year.

- **Print selection** – by checking a box in the print selection column you are able to print the student’s feedback report.

- **PRINT FEEDBACK** - this extra function enables you to select a number of students and print their reports by clicking once.

(with permission from St George School)
SECTION 6: AGGREGATED SCHOOL REPORTS

School reports
School principals have on-line access to their school’s real-time aggregated data reports. These reports can be accessed at any time through the DET intranet at [https://detwww.det.nsw.edu.au/schooladmin/](https://detwww.det.nsw.edu.au/schooladmin/). Principals can retrieve aggregated data for:

- whole year cohorts at their school, Years 9 - 12
- specific groups of students at their school, including:
  - Aboriginal and Torres Strait Islander
  - disabilities
  - language backgrounds other than English
  - gender
  - customised groups

Report Content
The school report provides aggregated feedback in relation to:

- key questions involving:
  - part-time work
  - job choice
  - career and transition planning
  - leaving school timing and factors
  - post-school destinations
- factored feedback in relation to:
  - planning and preparing for the future
  - career challenge
  - influences on thinking about future job options
  - the importance of career information and services

Data analysis
The data provided by the *Student Pathways Survey: School Report* provides unique and valuable information about the school community and its aspirations.

The *Student Pathways Survey: School Report* provides data that reflects student voice when thinking about their future. **It must be emphasised that this is NOT an accountability tool nor does it measure school effectiveness.**

The report should be considered within the context of local knowledge.

School planning and reporting
The report provides schools with actual student data that can be used to support planning for targeted student cohorts and equity groups. It can be used by the school to:

- Provide information and data for the Annual School Report (ASR) such as:
  - Key evaluations (mandatory element)
  - Student satisfaction (mandatory element)
  - Vocational education programs (optional element)
Inform whole school strategic planning, especially to improve:
- A quality student career development process
- Student transition outcomes
- Student retention
- School to Work Program outcomes

Meet NSW State Plan priorities, in particular that students fulfil their potential by:
- Better equipping 15 – 19 year olds to individualise their career pathway planning
- Identifying the diverse needs of 15 – 19 year olds and provide targeted support for individuals and groups

School report instructions and guidelines
APPENDIX A
TEACHER INSTRUCTIONS (TEACHER-LED APPROACH)

These instructions have been developed to support a teacher-led approach where the survey is completed by students within a structured classroom setting.

Student instruction card
Teachers may wish to provide students with an instruction card to assist them in completing the survey. The student instruction card can be copied from Appendix B page 18.

Student preparation
Before commencing the survey please explain to the students that:
- the survey has been developed to assist all students from Year 9 to Year 12
- the survey will assist them with their thinking and planning for life through and beyond school
- the survey will provide them with an instantaneous personalised feedback report which they should print, read, reflect upon and then store in their Employment Related Skills Logbook
- there will be support provided by key teachers in the school after they have completed the survey
- their survey responses will allow the school to better support them in their thinking and planning for life beyond school (ie their voices will be heard)
- only teachers at the school will have access to each student's personal information
- the survey is not a test, so there is no pass/fail and no marks
- there are no right or wrong answers in the survey
- the survey enables students to reflect on their individual career perceptions, so they should not talk to other students or ask teachers to help with answers
- they can redo the survey again at a later time, remembering that only their most recent attempt will be retained

Completing the survey: teacher led / classroom approach
1. Ask students to log on to https://www.det.nsw.edu.au/epublishing/swssurvey/ (NB: it is a good idea to have this URL pre-saved on school computers for easy student access).

   Alternatively, go to https://www.det.nsw.edu.au/vetinschools/index.html and follow the links to the survey.

2. Ask students to click onto this website and enter their DET user ID and password in the appropriate boxes.
3. Ask students to read the information on the front page of the survey (or you can read this for them), including the privacy notice (see below). It is a good idea to check that the students are clear at this point on the purpose of the survey and that their survey responses will only be accessed by teachers at the school. Once this has been done, ask students to click on ‘continue’.

---

**Privacy Notice**

The information provided by you is being obtained as feedback on the School to Work Program. It will be used by teachers at your school to provide you with better careers information. Only teachers at your school will have access to your personal information.

Your school will receive a report of the information students in your school have provided. The school report will not include your name. The information from your school will be added to that obtained from other schools to improve school-to-work programs across the region.

You don’t have to fill in this survey if you don’t want to, but we believe it could be very helpful to you to do so.

You may correct the personal information you have provided in the survey by contacting a teacher in your school.
4. Remind students that the survey is not a test – there are no right or wrong answers. Also, as the survey is about them as individuals, they should not ask teachers or other students for help with answers.

5. Advise students to think about each question carefully before responding. The survey includes 29 questions which should take approximately 30 - 40 minutes to complete.

6. Be aware that some questions ask for responses using a likert scale. These questions ask students to think about how confident, how likely, or how important something is to them. You may need to explain to your students how to make the best use of these scales when answering (see Q1 example below).

7. Some questions ask students for free responses using a text box. Please ask students to limit their responses to no more than 40 words (see Q7 example below).

8. Inform students that they must complete all of the questions that the survey asks of them. Encourage students to check their responses before they click on ‘submit’. (NB Clicking on ‘reset’ will remove all existing survey responses).

9. If the survey does not submit the student has missed a question or two. A message will tell them which question and they will then need to scroll back and answer before they can submit.
10. Once students have clicked on ‘submit’ they will see the following prompt:

```
are you sure you want to submit now?
```

11. Once students have clicked on ‘OK’ they will see an instantaneous personalised feedback report on their screen. This report will have a ‘print’ option. It will also provide an option to create the report as a PDF document which can then be saved electronically to a personal file.

```
Survey submitted.
```

12. If students choose the “Create Report as PDF” option they will see the following prompt:
13. If student reports are unable to be printed immediately, please explain to the students that they can access their reports from the careers adviser or a nominated teacher at a suitable time.

14. Encourage students to carefully read and think about the personalised feedback contained in their report. They may eventually like to discuss their feedback with their careers adviser, other teachers, their friends and their family. Encourage students to store their reports in their Employment Related Skills Logbook.

15. Once the reports have been printed and the survey is no longer needed, ask students to close their browsers. This is important to ensure that other students do not access the private information of the students who have used the computers.
APPENDIX B
TEACHER INSTRUCTIONS (STUDENT-LED APPROACH)

These instructions have been developed to support a student-led approach where the survey is completed by students within their own time (e.g., at home, school library, computer room).

NB: If this is set as an independent homework task or assignment for students, please ensure that:
- the timeframe for completion is provided to students
- students have equitable access to computers at school with internet access and a printing capacity (NB some students may choose to complete the survey at home)
- teacher support is available for students during this time

Student preparation
Before commencing the survey please explain to the students that:
- the survey has been developed to assist all students from Year 9 to Year 12
- the survey will assist them with their thinking and planning for life through and beyond school
- the survey will provide them with an instantaneous personalised feedback report which they should print, read, reflect upon and then store in their Employment Related Skills Logbook
- there will be support provided by key teachers in the school after they have completed the survey
- their survey responses will allow the school to better support them in their thinking and planning for life beyond school (i.e., their voices will be heard)
- only teachers at the school will have access to each student’s personal information
- the survey is not a test, so there is no pass/fail and no marks
- there are no right or wrong answers in the survey
- the survey enables students to reflect on their individual career perceptions, so they should not talk to other students or ask teachers to give answers.
- they can redo the survey again at a later time, remembering that only their most recent attempt will be retained

Student instruction card
After students are well prepared to complete the survey, they can be provided with the following instruction card to complete the survey in their own time.

<table>
<thead>
<tr>
<th>STUDENT PATHWAYS SURVEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: __________________</td>
</tr>
<tr>
<td>1. go to web site</td>
</tr>
<tr>
<td>2. add DET user ID and password</td>
</tr>
<tr>
<td>3. read instructions and complete survey</td>
</tr>
<tr>
<td>4. print your feedback report upon completion &amp; save</td>
</tr>
<tr>
<td>5. read your report and store in your Logbook</td>
</tr>
<tr>
<td>6. inform your careers adviser / supervising teacher</td>
</tr>
</tbody>
</table>

Date to be completed: _____________________________________
Signature: _______________________________________________