



PROFESSIONAL CONNECTIONS PROGRAM GUIDELINES

INTRODUCTION

The Professional Connections Program (PCP) aims to support students through their senior schooling years and help them prepare for their future careers and life after school. The Burgmann school community includes a wide range of parents and caregivers who have considerable experience in a particular career, profession or industry. The PCP is designed to harness this experience and provide valuable insight and feedback to students who may wish to pursue a particular career path. PCP connects community members and senior school students to facilitate a collaborative exchange reflecting the lived, 'real world' perspective of various careers. At Burgmann, our philosophy states that we aim to provide a supportive and inspirational learning environment, encourage students to achieve their best and to form a partnership between the school and our community. The PCP is a direct reflection of these values.

AIM

The Professional Connection Program is aimed at providing an opportunity for students to learn more about a variety of careers and professions to ensure that they are able to make informed and educated career decisions.

PURPOSE

The purpose of the PCP is to harness the abundance of professional knowledge and experience of the Burgmann community to provide senior school students with an opportunity to learn more about a variety of career options. This will ensure they are better prepared and more knowledgeable when making critical choices regarding future careers as well as opening up potential vocational choices they may not have previously considered. The program will provide:

- A personal perspective on professions
- Considerations which may help students succeed in the particular profession (e.g. skills that may assist with career options, consideration of volunteer work, leadership positions etc.)

PROGRAM OVERVIEW

The PCP will utilise the skill and knowledge of the Burgmann community to provide career and information resources for school students based on their professions and associated experiences. This will be facilitated through various forums hosted at the school. The program aims to provide students with the opportunity to ask questions of presenter who can provide an insight into what may be expected for a particular career or profession.



GUIDING PRINCIPLES

Scope of participation

The program is voluntary in nature and allows for participants to represent their profession or past experiences to students.

Impartiality

While participants are asked to provide students with the 'lived', 'real world' perspective of their career, it is important that they remain impartial to particular educational institutions, the occupation and remain balanced in the information they are providing.

ELIGIBILITY

Volunteers

In accordance with school policy, volunteers within the school must possess a Working with Vulnerable People Card issued by the ACT Government and available through [Access Canberra](#). Please refer to the Professional Connections page on the Portal for more information.

PROCESS

Registration

Individuals wishing to be involved in the PCP will be required to register their interest through completing the online registration form via the PCP Portal page.

Code of Conduct

Participants will be required to acknowledge and sign a **Volunteer Code of Conduct and Declaration** form as part of the registration process.

RESPONSIBILITIES

Participants

Participants involvement is limited to providing individual perspectives regarding their own profession (and where relevant closely related fields), including study method and duration, experiences, daily work life, and career pathway. Presenters should not provide advice that is biased towards a particular educational institution. The scope of the program is limited to providing general information and should not develop into a mentoring or sponsorship relationship between the participant and student.

Students

Students and participants should be aware that the program is designed to provide general information to students, and the advice given should not be taken as a definitive endorsement, or otherwise, from the presenters. Students and Parents/Carers should ensure that they liaise with the school Careers Advisor and make their own enquiries with educational institutions and professional bodies if they have an interest in a particular career path.

The participants of this program are volunteering their time to assist students to ensure their understanding of particular careers or professions. Students are expected to be courteous and respectful at all times.



OTHER INFORMATION

Control and Use of Information

Please refer to the **Burgmann Anglican School General Information Collection Notice** on the school Portal which outlines how the school will utilise all information collected.

CHECKLIST

- Complete the online **Registration Form** via the PCP Portal page
- Acknowledge and sign a **Volunteer Code of Conduct and Declaration** form
- Have current **Working with Vulnerable People** (WWVP) registration
- Review the **General School Information Collection Notice**