INTRODUCTION

St Laurence’s College provides career and counselling services as part of the many services offered at the school. Both the Careers and Counselling Centre run a wide variety of programs that are designed to help students while at school, make positive choices/changes in their lives, so they can overcome hurdles and reach their maximum potential.

This booklet will give you an overview of these programs and how you can take advantage of them. Note this booklet is divided into two sections: the College Counselling Section and the Career Development Section.

COUNSELLING SECTION

The following programs will be available for 2016:

- Counselling Students, Parents and Families on a variety of issues
- Peer Mentoring Programs
- Student Protection Contacts
- Referrals
- Educational Workshops and Fundraising
- Psychometric tests for students

CAREER DEVELOPMENT

The following programs will be available for 2016:

- Case managed approach to career advising and/or counselling
- Work Experience for Year 10s and OP Students
- Career Development Programs
- Test drive University
- Team Project
- Researching Careers and Planning
- Assistance with Resumes and Cover Letter Compilation

CONTACTS

APPOINTMENTS

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Erin Carloss or Nicki Cuolahan</td>
<td>Administrative Assistants</td>
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<td>Email: <a href="mailto:counselling@slc.qld.edu.au">counselling@slc.qld.edu.au</a></td>
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CAREERS COUNSELLOR

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<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Mr Brian Lewis</td>
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CAREERS WEBSITE

The Careers Centre has its own dedicated website which contains a number of important documents and factsheets.

Flyers for the different programs being run by the Careers Centre is also uploaded in the website.

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<th>Tertiary Course Details</th>
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MEET THE TEAM

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Counselling is a way of helping people to express themselves, deal with problems, make decisions, set and achieve goals, and feel supported. It is built on an honest, caring and non-judgemental relationship between the counsellor and the person coming to counselling.

The St Laurence’s Counsellors strive to understand, support, encourage and challenge young people. Throughout the school years, many important changes occur as a young person develops physically, mentally and emotionally. Times of transition may also be particularly challenging. Personal counselling may help a young person during these years to understand themselves better, deal with problems, and make decisions, to become more motivated and to achieve realistic goals.

The counselling team also value working hard with staff and parents in assisting our students to make positive choices/changes in their lives, so they can overcome the hurdles to achieve their personal and educational goals.

The counselling service also extends to support all members of the St Laurence's community, including staff, parents and families.

**Parents** are welcome to phone the counsellors directly for an appointment or can contact their child’s Heads of Year, Heads of School or the Deputy Principal.

**Students** are welcome to talk directly with the counsellors or can discuss the referral with a teacher, Head of Year or their parents.

**The Principal, Deans, Heads of School and Heads of Year** can make referrals directly, often in consultation with the parents.

**Teachers** may make referrals through the appropriate Head of Year or can discuss the referral with the counsellor.

St Laurence’s College provides students with a tailored Careers Program which educates students about the vast opportunities available, helps them to identify their own skills and interest areas and research the world of work and further learning and training. Students are encouraged to undertake work experience to be introduced to specific industry areas and gain valuable employment skills.

Students have a continuous process of learning and development in the Senior School and have the opportunity to be involved in a variety of alternative learning environments and university options.

These services include:

- Individualised Career Counselling
- Interviews with Parents and students
- Advice on subject selection, Queensland Tertiary Admissions Centre (QTAC) preferences and other state and overseas university applications
- Advice on study skills
- Careers section in the weekly newsletter
- Liaison with Universities and TAFE
- Careers information sessions with Years 10, 11 & 12 and organisation of guest speakers
- Use of assessment tools, computer-aided guidance, discussion of results and giving feedback
- Providing job hunting strategies and assisting students prepare resumes and job applications.
WORK EXPERIENCE PROGRAM

At Lauries students are encouraged to experience the world of work by undertaking work experience to assist in their career decision making. The school holidays are the perfect time to trial different workplaces throughout the year.

For more details please visit the Careers Website and access the document ‘How to apply for Work Experience- YEAR 10 and OP Year 11 & 12’.

Furthermore, the College also supports students in the Defence Work Experience Program. For more details please visit http://www.defence.gov.au/workexperience/

VET students also complete three weeks of structured work placement each year.

RESUME & COVER LETTER ASSISTANCE

The Careers Centre also provides assistance to students in creating or editing their resumes and cover letters. On top of this, uploaded in the Careers website are templates, resumes and cover letters, as well as documents containing tips on how to create a resume and cover letter.

In certain cases the Careers Centre can also provide students with helpful tips on how to prepare for an interview.

RESEARCHING, CAREERS & PLANNING

The Careers Centre teaches students how to research careers online and courses on offer at external institutions. Students then have the confidence to research careers during the senior years to help in planning for their future. Planning a career takes time and students can benefit from the work experience program to identify their fields of interest.

COUNSELLING

St Laurence’s College is a unique environment with its acceptance and understanding of the importance of counselling. It is encouraging to see the number of students who self refer to the service; there is a general understanding that it is healthy to ask for help if needed. It is a goal of the counselling service to promote that understanding further, if things are getting too much to handle, support is available and it is perfectly normal and healthy to need that support at times. Accessing and engaging in counselling support is a sign of maturity and willingness to take responsibility for situations that are occurring. As counsellors, it is a position of great trust, which we hold very valuable. It is an honour to have students’ share their stories and journeys with us. Counselling is available to ALL students and families of St Laurence’s College. When undergoing counselling sessions all information is kept confidential. Confidentiality can only be broken in situations where student safety is at risk. All St Laurence’s College counsellors are fully qualified professionals and aim to ensure best outcomes are achieved for clients.

WHAT WE BELIEVE

• We aim to provide students and families with a safe, confidential and a helpful environment, in which to discuss concerns or problems and receive support
• We will do all we can to provide you with the best possible counselling, assistance and support
• We are 100% committed to doing our best to provide an effective service in a professional and ethical manner

SERVICES OFFERED

Counselling can be provided to students and parents on a range of issues including: Peer pressures and conflicts, relationship problems, depression, stress management, anxiety and fear, self-esteem, bullying, study skills, grief and loss, parenting skills, sexual identity, family concerns/separation, anger, coping strategies, and time management.

ASSESSMENT & LEARNING SUPPORT

St Laurence’s Counselling Centre administers assessments and offers support to students with learning difficulties, special needs, and gifted and talented students. The counsellors are trained and authorised to administer assessments on students with identified learning and emotional issues. This includes: Educational assessments – WISC Assessment, and Emotional Assessment – Depression Inventory and Stress Scale.

REFERRALS

In cases where the issues faced by clients are beyond the counsellors’ abilities and or training, the counsellors have a vast network of specialised trained professional, agencies and companies they may refer a client to. They may refer you to:

• Government departments and community agencies
• Specialised professionals that can offer more intensive and one-on-one counselling which may be required on a case-to-case basis
• The Employee Assistance Program, which is a service that provides confidential counselling for staff around work related or personal issues.
PEER MENTORING & SUPPORT

ETHOS

The Peer Mentoring Program perpetuates the fundamental values of the college, with an ethos based on service to one another and a compassionate, collaborative approach.

It aims to build community, leadership skills and equip students with lifelong, transferrable skills in communication, problem solving and teamwork.

The program has been further designed to give as many students as possible access to necessary support within a school context.

The program recognises that young people who have difficulties frequently turn to peers as a source of support.

Research has shown that adolescents are far more likely to confide in their peers, rather than adults, when the going gets tough. By having trained seniors with whom concerned students can identify and talk to, everyday problems can be prevented from escalating into more serious issues.

Under the direction of Mr Moscos, Mrs Martin, Mrs Smith and Ms Hunter our current Peer Mentors aim to strengthen the connection that students have with one another by participating in events such as year level camps and sporting carnivals, coordinating lunchtime activities, and assisting in morning admin.

Each year, the Peer Mentors relish the opportunity to be positive role models and give back to the community that has supported them so well over so many years.

CAREER DEVELOPMENT SERVICES

St Laurence’s College offers a personalised approach to Career Counselling for all students from Year 10 to Year 12. Students have the opportunity to undertake an online career assessment as well as face to face interviews with the Career Counsellor.

The interview provides students with the opportunity to clear any doubts or queries they may have regarding career options and educational courses. The best part about Career Counselling is that it inspires and motivates students to identify their interests and strengths, which empowers students to work hard in their studies to achieve their goals and ambitions.

WHAT WE BELIEVE

- We aim to provide a professional service to students and parents that assists students in their career planning, goals and aspirations
- We provide a wealth of alternative approaches to ensure transitional success
- We are 100% committed to doing our best to provide an effective service in a professional and ethical manner

SERVICES OFFERED

Case Managed Approach to Career Counselling

Each student is unique and has individual ambitions and goals. Students will receive advice from the Career Counsellor tailored to their particular needs at particular times throughout their senior years at school. This includes interviews:

- At various occasions during the senior phase of education;
- For SET Planning during year 10;
- During Year 12 for career pathway advice.

This allows students to discuss options and career opportunities and to get accurate information about their future career goals.

TEST DRIVE UNIVERSITY

High achieving students can apply to extend their studies in an area of interest and to ‘test drive’ university life. Students accepted into one of the following programs can study one course (subject/unit) during semester one and two of Year 12.

The programs are as follows:

- Enhanced Studies Program with University of Queensland
- GUESTS Program with Griffith University
- Student for a Semester Program with Bond University
- Start QUT Program with Queensland University of Technology
- Head Start Program with University of Southern Queensland

All students interested in studying one of these university programs must be interviewed and approved by Mr Brian Lewis (Careers Counsellor).
Every year a peer support team is carefully screened from applications submitted by St Laurence’s students who wish to apply to the program.

Each year many Year 12 students make a commitment to the St Laurence’s College community to assist and support their fellow students by enrolling in the Peer Mentoring Program.

A key component of the program is a two-day Peer Skills workshop, run in partnership with UnitingCare Community and Kids Helpline Australia, which is conducted in the weeks preceding Term One.

Following selection, students are supported by Mr Moscos, Mrs Martin, Mrs Smith and Ms Hunter in fulfilling their role in the college throughout Year 12.

A member of the team will then be assigned a specific year group and class, offering assistance on the different issues that students may encounter on a daily basis.

The Australian School based Apprenticeship Program allow students in year 10, 11 and 12, to work towards their QCE while at the same time undertaking accredited training as paid employees. Students can secure a School Based Apprenticeships and Traineeships through family members, friends, work experience, job applications, advertised positions on the Lauriesnet VET page and asking employers.

For the program to be delivered successfully, the college has designed a number of activities that allow both the Peer Support Team and the year groups to build a relationship. They include:

- Peer mentoring at camps
- Running lunch time activities
- Morning administrations
- Providing support in the classroom for students that need further assistance with their school work
- Assisting the college counsellors with presenting workshops to students on various issues (such as depression)

All students interested in certificate courses and training can obtain further information from the Vocational Education department.

Students interested in School Based Programs and Certificate Courses and Training outside of St Laurence’s College must be interviewed and approved by Ms Michelle Smith (Head of Vocational Education).

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<tr>
<th>Mrs Michelle Smith</th>
<th>Head of Vocational Education and Training</th>
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<tbody>
<tr>
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<td>07 3010 1197</td>
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<td><a href="mailto:mismith@slc.qld.edu.au">mismith@slc.qld.edu.au</a></td>
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<tr>
<th>Ms Anna Foran</th>
<th>Administrative Assistant, VET</th>
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<td>Phone</td>
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<td>Email</td>
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STUDENT PROTECTION

CONTACTS

The school has designated student protection contacts for any issues involving harm to students.

They are:

• Mr Ian McDonald, College Principal
• Mr John Butterworth, Dean of Pastoral
• Mrs Michelle Martin, Head of Counselling
• Mr Paul Moscos, Co-Head of Counselling
• Miss Tiffany Hunter, College Counsellor
• Mrs Melissa Smith, College Counsellor
• Mr Michael Sharkey, Primary Teacher

POLICIES & PROCEDURES

There are a number of documents that have been developed by Edmund Rice Education Australia to ensure student protection issues are handled appropriately and in a timely manner.

They include:

• Child Protection Risk Management Compliance Policy
• Student Protection Policy and Procedures Manual
• Code of Conduct for Interacting with Children and Young People

(A copy of these documents are available on the counselling website and also at Student Services).

LAURIES LEARNING GATEWAY

COLLEGE COUNSELLING WEBSITE

The counselling office runs a website which contains important information and documents outlining the different programs run by the counselling office.

The website also provides a range of different factsheets on different topics for both students and parents.

USEFUL WEBSITES

These websites are run by government agencies and other organisations and contain valuable materials that can assist and shed light on a number of issues that parents and students may face.

For Students

- www.headspace.org.au
- www.youthbeyondblue.com
- www.kidshelp.com.au
- www.theline.gov.au
- www.bullyingnoway.com.au

For Parents

- www.lifeline.org.au
- www.centacarebrisbane.net.au
- www.beyondblue.org.au
- www.blackdoginstitute.org.au
- www.raisingchildren.net.au