

<b>Recipient</b>	Principals/Career Advisors of all schools
<b>Purpose</b>	To provide schools with communications that they need to pass onto their students to inform them about the release of the toolkit.
<b>Date for sending</b>	From Tuesday 6 October
<b>Responsibility for sending</b>	Associations

### Email from Associations to Schools:

Dear Principal

I am writing to ask you to tell your students who will be leaving school this year about the **School Leavers Information Kit**. This information kit is part of the Australian Government's Enhanced Support for School Leavers measure, developed by the National Careers Institute (NCI) to help school leavers navigate their education, training and career options. It includes valuable information to help them plan and achieve their next goal after they leave school.

The kit includes:

- Resources to help support students to make decisions about their career and pathway post-school;
- Information on work and education options, such as university, vocational education and training (VET), apprenticeships, volunteering and community service;
- Resources outlining government funding support and subsidies available;
- Information about the School Leavers Information Service – a free phone, sms or email service to support school leavers to navigate the School Leavers Information Kit and the NCI's Your Career website as well as a personalised career guidance session with a qualified career practitioner for up to 45 minutes, as needed.

By now we expect that all schools have received and distributed printed copies of the call to action materials for the **School Leavers Information Kit**. To support the promotion of the kit we are requesting that all schools distribute the printed call to action materials provided and email their students to advise them about the digital resources available as part of the kit.

We have drafted an email (see below) for you to communicate this message with your students and would be grateful if you could pass this on to your Year 12 cohort (and any other students planning to finish their schooling this year) at your earliest convenience.

On behalf of the National Careers Institute we would like to thank you for your support for this initiative. If you have any questions, please do not hesitate to contact Laura Sham, Senior Director, National Careers Institute, School Leavers on (02) 6121 6568 or [nci@dese.gov.au](mailto:nci@dese.gov.au).

Kind regards,

**XXX** (Association)

<b>Recipient</b>	Year 12 students & school leavers
<b>Purpose</b>	To inform students about the release of the toolkit and provide them with a soft copy to download.
<b>Date for sending</b>	Term 4
<b>Responsibility for sending</b>	Principals/Career Advisors

#### **Email from Schools to Students:**

Dear Students,

The **School Leavers Information Kit** has been developed to help you understand the education, training and career opportunities and pathways available to you in 2021.

Transitioning from school can sometimes be challenging and COVID-19 has presented some additional challenges. The aim of this kit is to help support you in making decisions about your next steps after leaving school and to equip you with resources to be better informed about your education, training and work options.

The [National Career Institute's](#) (NCI) [School Leavers Information Kit](#) has been especially developed to help you at this time and includes:

- Resources to support you to make decisions about the right career and pathway for you to get there post-school;
- Information on work and education options such as university, vocational education and training (VET), apprenticeships, volunteering and community service;
- Tips and resources to help you update your resume and apply for jobs;
- Resources outlining government funding support and subsidies available to you.

The NCI has also set up the School Leavers Information Service. This is a free support to help navigate the School Leavers Information Kit and the NCI's Your Career website as well as an opportunity to engage with a personalised career guidance session with a qualified career practitioner for up to 45 minutes. You can contact the service by phone on 1800 CAREER (1800 227 337), by texting 'SLIS2020' to 0429 009 435 or by email at [schoolleavers.nci@dese.gov.au](mailto:schoolleavers.nci@dese.gov.au).

You can visit the [School Leavers Information Kit](#) at [www.YourCareer.gov.au/school-leavers-support](http://www.YourCareer.gov.au/school-leavers-support).

If you have any questions regarding the information outlined above, please reach out to **XXX**.

Kind regards

**XXX**