

SET PLAN SCHEDULE 2024 – Final V2



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### TIMELINES & ACTIONS NEW Subject Proposals – DUE ACCESS Program Cert II Skills for Work Project 3 – Gareers Resume and Interview Project 3 – Gareers Project 4 – Gareers Project 4 – Gareers Project 5 – Gareers Project 5 – Gareers Project 6 – Gareers Project 6 – Gareers Project 7 – Gareers Project 8 – Gareers Project 9 – Gareers Pr	LEGEND						
Week 3 Week 4 NEW Subject Proposals reviewed by SLT Cert II Skills for Work Project 3 – Careers Resume and Interview Talk (W.A. & W. W. S.) Nock Interviews (W.k. 8) Occurriculum Handbooks (2025/2026) open for edits Faculty HOD Talks (English, Maths & Humanities) Week 6 Occurring during Mathematics Lesson; Subject Decision Trees issued w/ parent communication Week 7 Parent Communique #1 (Introduction to SET Planning) Vear 10 into 11 Talk by HOD SS OCC, ATAR Subject Selections Introduction to Set Planning Faculty HOD Talks (ACCESS Presentation) All subjects except for Maths and English (to occur during class time) Week 8 Promotional Phase Career Tools Website NLSC SET Plan Padite Cect Estaff Bulletin (Refile) Facebook (Refile) De finalised and approved. Week 9 Curriculum Handbooks (2025/2026) to be published via email, and added onto NLSC Website, and SET Plan Padlet (Vanessa/Damien) Week 10 Curriculum Handbooks (2025/2026) to be published via email, and added onto NLSC Website, and SET Plan Padlet (Vanessa/Damien) ACCESS Program Cert II Skills for Work Project 3 – Careers (Bilss) Parent Communique #2 (Information re SET Planning Day) (Damien) ACCESS Program Cert II Skills for Work OCE, ATAR Subject Sections Introduction to SET Plan Module – Presentation by HOD Senior Schooling (Bilss) Sissue student SETP Handbooks Bookters (ACCESS) (Refile) Vicios – CACA, QCE etc. 2025 Subject Perference Survey #1 Via Microsoft Forms) – Ocea, QCE etc. 2025 Subject Perference Survey #1 Via Nicrosoft Forms) – Ocea, QCE etc. 2025 Subject Perference Survey #1 Via Nicrosoft Forms) – Ocea, QCE etc. 2025 Subject Perference Survey #1 Via Nicrosoft Forms) – Set-up to be completed (open Wk. 3) (Bilss) Parent Communique #2 (Information re SET Planning Day) (Damien) Booking system (via Microsoft Forms) – Set-up to be completed (open Wk. 3) (Bilss) Faculty Recommendations Due (TBC)	Senior Schooling Team Cu		Curriculum HOI	D's	Timetabler	Date Claimers & Information	
Week 4 • NEW Subject Proposals reviewed by SLT • Resume and Interview Talk (Wk. 4 & Wk. 5) • Mock Interviews (Wk. 8) • Cut, ATAR • Subject Selections • Introduction to SET Planning) • Occurring during Mathematics Lesson; Subject Decision Trees issued w/ parent communication • Parent Communique #1 (Introduction to SET Planning) • Yr. 10 Mathematics – Semester 2 Subject Decision Tree due to Classroom Teacher (Lesson 1) • Yr. 10 Mathematics – Semester 2 Subject Decision Tree due to Classroom Teacher (Lesson 1) • Curriculum handbooks (2025/2026) to be published via email, and added onto NLSC Website, and SET Plan Padlet (Vanessa/Damien) Week 10 • Curriculum Handbooks (2025/2026) to be published via email, and added onto NLSC Website, and SET Plan Staff Superstars to be sent via email (Bliss) • Project 3 – Careers (Bliss) • Parent Communique #2 (Information re SET Planning Day) (Damien) • Booking system (via Microsoft Forms) – Set-up to be completed (open Wk. 3) (Bliss)	TIMELINES & ACTIONS						
Week 5 - Curriculum Handbooks (2025/2026) open for edits - Occurring during Mathematics Lesson; Subject Decision Trees issued w/ parent communication - Vr. 10 Mathematics – Semester 2 Subject Decision Tree due to Classroom Teacher (Lesson 1) - Vr. 10 Mathematics – Semester 2 Subject Decision Tree due to Classroom Teacher (Lesson 1) - OCE Staff Bulletin (Kellie) - NLSC SET Plan Padlet - OCE Staff Bulletin (Kellie) - HOS Campus News (Kellie) - HOS Campus News (Kellie) - HOS Campus News (Kellie) - Mathematics – Semester 2 - 2025 Subject Perference Survey #1 (via Microsoft Forms) – Opens More Madded onto NLSC Website, and SET Plan Padlet (Vanessa/Damien) - Curriculum Handbooks (2025/2026) to be published via email, and added onto NLSC Website, and SET Plan Padlet (Vanessa/Damien) - Curriculum Handbooks (2025/2026) to Sending Staff Superstars to be sent via email (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 3 – Careers (Bliss) - Parent Communique #2 (Information re SET Planning Day) (Domien) - Project 4 – Project 4 –	Term 2	Week 3	NEW Subject Proposals				
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Week 8 Parent Communique #1 (Introduction to SET Planning) • Yr. 10 Mathematics – Semester 2 Subject Decision Tree due to Classroom Teacher (Lesson 1) Promotional Phase • Career Tools Website • NLSC SET Plan Padlet • NLSC SET Plan Padlet • Facebook (Kellie) • Facebook (Kellie) • HOS Campus News (Kellie) • Date Claimer • Assemblies Permotional Phase • Introduction to SET Plan Module – Presentation by HOD Senior Schooling (Bliss) • Issue student SETP Handbook Booklets (ACCESS) (Kellie) • Uvideos – QCAA, QCE etc. • 2025 Subject Preference Survey #1 (via Microsoft Forms) – Opens More Week 10 • Curriculum Handbooks (2025/2026) to be published via email, and added onto NLSC Website, and SET Plan Padlet (Vanessa/Damien) ACCESS Program Cert II Skills for Work • Project 3 – Careers (Bliss • Parent Communique #2 (Information re SET Planning Day) (Damien) • Booking system (via Microsoft Forms) – Set-up to be completed (open Wk. 3) (Bliss) ACCESS Program • Yr 10 Assembly • Faculty Recommendations Due (TBC)		Week 6				(ACCESS Presentation)	
Week 9 Subject Decision Tree due to Classroom Teacher (Lesson 1) Promotional Phase Career Tools Website NLSC SET Plan Padlet Presentation by HOD Senior Schooling (Bliss) Issue student SETP Handbook Booklets (ACCESS) (Kellie) Facebook (Kellie) Facebook (Kellie) Facebook (Kellie) Date Claimer Assemblies Promotional Phase Career Tools Website NLSC SET Plan Padlet Facebook (Kellie) Faceb		Week 7	Parent Communique #:	Parent Communique #1 (Introduction to SET Planning)			
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Week 10 ACCESS Program Cert II Skills for Work Project 3 – Careers (Bliss) ACCESS Program Booking system (via Microsoft Forms) – Set-up to be completed (open Wk. 3) (Bliss) ACCESS Program Booking system (via Microsoft Forms) – Set-up to be completed (open Wk. 3) (Bliss) ACCESS Program Pathways & SET Plans EOI for SET Plan Staff Superstars to be sent via email (Bliss) Parent Communique #2 (Information re SET Planning Day) (Damien) Booking system (via Microsoft Forms) – Set-up to be completed (open Wk. 3) (Bliss) ACCESS Program Pathways & SET Plans Faculty Recommendations Due (TBC)		Week 9	• • • • • • • • • • • • • • • • • • • •				
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• Yr 10 Assembly • Faculty Recommendations Due (TBC)	Term 3	Week 1	Cert II Skills for Work Project 3 — Careers	Parent Comm	• Parent Communique #2 (Information re SET Planning Day) (Damien)		
SETP Booklets		Week 2	Yr 10 Assembly (Kellie)	Faculty Completed Subject Trees Due (TBC)			
Week 3 ACCESS SETP Program OS SETP (Kellie) VWP Program SET Plan Staff (Kellie) Student Folders & Forms (Bliss) Line Structure released to students and parents/caregivers for Subject Selections (V/D) SET Plan Printing & Folders SET Plan Staff (Kellie) Student Folders & Forms (Bliss) Parent Communique #3 (SET Plan Reminder) (Kellie)		Week 3	OS SETP (Kellie) VWP Program (V/D) SET Plan Printing SET Plan Staff		g & Folders f (Kellie)	NLSC College Futures Evening (Tuesday) (Bliss & Alex) Parent Communique #3 (SET Plan)	
 ACCESS SETP Program OS SETP (Kellie) VWP Program SET Plan Staff Training (Monday, 3pm – 4pm) – Learning Lounge (Kellie & Bliss) Microsoft Forms Booking Survey Closes (Friday) (Bliss) TrackED Profiles sent home via email to student and parents (w/ pre-requisites) (Bliss) 		Week 4	OS SETP (Kellie)	SET Plan Staff Training (Monday, 3pm – 4pm) – Learning Lounge (Kellie & Bliss)			
 Follow-up on bookings not yet made (Bliss) Confirm appointment times – Mail merge email (Wednesday) (Bliss) 		Week 5	-				
Week 6 • Year 10 SET Planning Day − Wednesday, 14 August − ALL DAY (7:30am − 6:00pm) (Senior Schooling Team)		Week 6	11 11 11 11 11 11 11 11 11 11 11 11 11				
Week 7 • SET Plan Follow-Up (Kellie)							

- Staff Supporting SET Planning Deputy Principals (7-12), Heads of Department (7-12), GO (10-12), House Leaders (10-12) + 1 x Faculty Superstar
- Industry Liaison Officer Supporting w/ front-desk support on event day and preparation of materials etc.