

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 215 – Career Education</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 175, 176, 177, 185</i>	
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**Background**

The Division believes Career Education is a priority for all students. Our students are further supported by the Raider Time program at Holy Rosary High School. Extensive career education activities and resources have been developed and are continually being evaluated and refined to meet the needs of the students.

**Procedures**

1. The Superintendent of Learning is the designated Career Education Coordinator responsible for ensuring the prompt and proper dispersal of all career education materials. The Career Education Coordinator and/or Holy Rosary High School Career Counselor will represent the Division at provincial and local partnership meetings and workshops that relate to career education.
2. The Career Education program shall be reviewed annually by the Academic Counselor, Career Counselor(s) and Holy Rosary High School administration. This review will occur in September of each year and will include the review of:
  - 2.1 Career Education Goals for the current year;
  - 2.2 Career Education Calendar for the current year; and
  - 2.3 Communication tools being used in the current year.
3. All students in grade 11 and 12 from Holy Rosary High School shall participate in a survey that will supply the school with information to further enhance the effectiveness of the career education program.
4. The principal of Holy Rosary High School shall ensure the regular maintenance and updating of the Holy Rosary High School Career website.