Tertiary benchmarks summary sheet

| Organisation engagement | | | | | | |
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| **Subcategory** | **I** | **A** | **CE** | **HE** | **Evidence** | **Actions** |
| **O1.1 Career programme policy and planning**  Is there a policy that states the vision for the career programme, which is grounded in career development theory and considers the needs of Māori and Pasifika students and other priority groups? |  |  |  |  |  |  |
| **O1.2 Organisation-wide approach**  **a) course content, structures and profile**  **b) organisational strategy and documents**  Has career development been linked to planning in some key organisational strategy/documents and also linked to some faculties’, schools’ or departments’ course content and learning programmes? |  |  |  |  |  |  |
| **O1.2 Organisation-wide approach**  **c) equity**  Is career development included in a strategy for equitable engagement of Māori and Pasifika students and students with special education needs? |  |  |  |  |  |  |
| **O2.1 Career development leadership**  Is there a team with a sound base in career development and effective practice that provides leadership and direction for career development and has a direct link to the organisation’s senior management? |  |  |  |  |  |  |
| **O2.2 Career development staff**  Does each career development staff member have a job description that defines their roles and responsibilities, including those in relation to Māori and Pasifika students and other priority groups? And do they maintain currency of knowledge through professional learning and development? |  |  |  |  |  |  |
| **O2.3 Career development specialist’s qualifications**  Does the career development specialist hold a Level 7 career-specific qualification, or working towards one? |  |  |  |  |  |  |
| **O2.3 Career development specialist’s qualifications**  Does the career development specialist participate in professional learning and development opportunities, and also seek opportunities to engage with external organisations whose work is focused on Māori and Pasifika students and other priority groups relevant to the orangisation’s community? |  |  |  |  |  |  |
| **O3.1 Organisation-wide career development information management**  Is there a co-ordinated, secure process across the organisation for the management of career development information? |  |  |  |  |  |  |
| **O3.2 Organisation-wide student data management**  Is there a co-ordinated, process across the organisation for the management of student data collection and storage? |  |  |  |  |  |  |
| **O3.3 Research, collaboration and innovation**  Is there an awareness and utilisation of career development research? |  |  |  |  |  |  |
| **O3.4 Allocation and use of resources for career development**  Are sufficient resources allocated for the implementation of the career development programmes and services within the career development plan? |  |  |  |  |  |  |
| **O3.5 Career development facilities**  Is there a central, accessible, user-friendly space that includes an area for career conversations and/or intensive career guidance? |  |  |  |  |  |  |

| Student engagement | | | | | | |
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| **Subcategory** | **I** | **A** | **CE** | **HE** | **Evidence** | **Actions** |
| **SE1.1 Career development programmes and services**  Do all students have exposure to career development programmes and services? |  |  |  |  |  |  |
| **SE1.2 Online career portfolio**  Do all students use an online career portfolio that is integrated with their learning? |  |  |  |  |  |  |
| **SE2.1 Planning and review**  Is there an identified process for the planning, review and evaluation of information systems and programmes and services? |  |  |  |  |  |  |
| **SE2.2 Response to current trends and new opportunities**  Are programmes and services responsive to new opportunities and change, including government initiatives, new learning insights and labour market trends? |  |  |  |  |  |  |
| **SE3.1 Student access to career development information systems**  Do all students have ready access to career development information and are they supported to access and use this information in ways that meet their needs? |  |  |  |  |  |  |
| **SE3.2 Career development information services content**  Does the organisation’s website have a dedicated career space that links students to employers? |  |  |  |  |  |  |
| **SE3.2 Career development information services content**  Are social media platforms used to interact with students, the community and employers? |  |  |  |  |  |  |
| **SE4.1 Participation**  Are whānau, 'āiga and families enabled to be actively involved in supporting their young people in their career development through communication and consultation? |  |  |  |  |  |  |
| **SE4.2 Networks and partnerships**  Are networks and partnerships developed and fostered, including with iwi, community organisations and industry to support career development programmes and services and ensure career aspirations of students are met? |  |  |  |  |  |  |

| Employer and industry engagement | | | | | | |
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| **Subcategory** | **I** | **A** | **CE** | **HE** | **Evidence** | **Actions** |
| **E1.1 Strategy**  Is the value of employer and industry engagement demonstrated through a clear engagement strategy, acknowledgement in broader strategy documents and support from senior management? |  |  |  |  |  |  |
| **E1.2 Relationships**  Is there clear documentation that shows the development of sustainable and effective relationships with employers and industry and are staff and students aware of the importance and benefits of these relationships? |  |  |  |  |  |  |
| **E2.1 Industry programmes**  Are all students aware of and able to access work experiences, mentoring, internship programmes? |  |  |  |  |  |  |
| **E2.2 Employability skills**  Are all students aware of and able to demonstrate employability skills relevant to their study area? |  |  |  |  |  |  |
| **E2.3 Industry awareness**  Are all students aware of and able to communicate industry trends and activity relevant to their area of study? |  |  |  |  |  |  |
| **E2.4 Events**  Is there a range of suitably publicised relevant evaluated career events that give all students and industry the opportunity to interact? |  |  |  |  |  |  |
| **E2.4 Events**  Are career events communicated in ways that meet student needs, including Māori and Pasifika? |  |  |  |  |  |  |