



MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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These procedures supported the MAS Policy of : STAR

PROCEDURES:

- Identify priorities for the spending of STAR such as traditional courses eg. Hospitality, automotive, forestry roll over, what new courses or taster courses will be introduced.
- Identify students most likely to benefit from enrolling in a STAR course.
- Career teacher to interview students to identify needs and interests.
- Align STAR programme to meet these needs.
- STAR co-ordinator / Careers advisor use syndicate meetings to inform staff how the STAR programme is run and how students can be referred on to it.
- STAR coordinator / Careers advisor / Gateway coordinator to place students on Gateway programme especially if they are placed in a STAR course.
- Gateway coordinator organises placements using Gateway conditions & process.
- Gateway placements do NOT clash with assessments.
- Gateway coordinator ensures travel arrangements in place for placement attendees
- Gateway coordinator completes Memoranda of Agreements with all outside providers.
- All students in STAR funded courses complete an evaluation form at end of the course.
- STAR funds are tagged to STAR related courses only.
- Business Manager identifies STAR fund separately on chart of accounts & manages it.
- STAR coordinator completes STAR annual report recording expenditure, units taught.
- SMT reviews course evaluation sheets at the end of each year. Review to include:
 - a. student evaluations to evaluate the quality of external providers
 - b. the effectiveness of the programme for students: number of credits gained, impact on students motivation in regular classes
 - c. the overall programme. Considering more cost-effective ways of delivering the programme, and developing proposals for implementing these
 - d. Completing the review forms for the Ministry of Education
 - e. annual review results included in the annual report to the Board of Trustees.
- Record all credits achieved via the Edge system.

Review: These procedures are reviewed at the same time as the supporting policy is reviewed.

Reviewed: 9th September 2014
Next Review: Term 3 2015