



MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

Mangakahia Road
Titoki PDC, Titoki, Whangarei
Phone: 4331-702 Fax: 4331-714
E-mail: admin@mangakahia.school.nz
Website: www.mangakahia.school.nz

SECONDARY TERTIARY ALIGNMENT RESOURCE (STAR)

LEGISLATION

Education Act (1989) National Education Goals (1993)
National Administration Guidelines (1993)
Memorandum of Understanding with He Matariki Teen Parent Unit

FOCUS

STAR is an important grant used to meet identified learning needs of senior students that cannot be catered for in the traditional school curriculum. In particular, it is to be used to:

- (i) facilitate transition to the workplace for students, particularly those intending to go into the workforce or likely to leave school without formal qualifications;
- (ii) provide or purchase tertiary-type courses which will better meet students' needs, which will motivate them to achieve, and which will facilitate their smooth transition to further education, training or employment;
- (iii) support students to explore career pathways, and help them make informed decisions about their schooling and future work or study.

The above policy was reviewed and mandated by the Board of Trustees on 5th August 2014. This policy is next to be reviewed during Term 4 2015

Chairman of the Board of Trustees: *Susan Henderson* (signature)
Susan Henderson

Date signed off: 6 - 8 - 14

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.
-