**Academic Counselling - Year 9 Checklist**

**Possible ways to start the interview:**

* Greet the student.
* How is your year going so far? In AC1 ask - how are you settling in to high school/college?
* What option do you have this term?
* What are your favourite subjects? Why?
* What are you interested in? Engagement out of school.

**Tracking Achievement:**

* Look at data on SMS– asTTle reading, writing, mathematics, PAT results, Mid-Yis results, any other testing/assessment results.
* Explain the data to the student.
* What subjects are you doing well in? Why?
* What subjects are you not doing so well in? Why?
* What could be done to raise your academic achievement? (Sit at the front/avoid distractions/ask questions/tell the teacher/study/get extra help etc).

**Attendance:**

* Look at attendance data on SMS.
* Your attendance is currently at ……..%. How do you feel about that?
* What are the reasons for your lateness/low attendance?
* How could you improve your lateness/attendance?
* Ask the student to set themselves an attendance goal for the next term.
* Goal setting: ask the student to set a short term and long term S.M.A.R.T goal, based on the information from the interview and their PLP Booklet.
* Review progress towards short term and long term S.M.A.R.T goals each term.

**What else needs to be discussed?**

* What sort of job/training are you interested in doing when you leave school? Discuss. (Start Year 9 students thinking about their future goals and learning pathways).
* How are you coping with your workload?
* Emotional wellbeing at home and at school - (with care- if needed)
* Career pathways - where do you see yourself in 5/10 years’ time?
* Interpersonal skills - what are your strengths? What are your areas for development?
* How your parents can support you with your learning.
* Admin issues - if necessary.
* Your belief and support for the student as academic counsellor.
* Possible catch up, tutoring sessions offered.
* Ask the student for feedback on the process.

**Other possible questions:**

* Are you having any difficulties in any of your classes?
* Uniform issues? (discuss if necessary)
* What co-curricular activities are you involved in? Consider time management here.

**Academic Counselling - Year 10 Checklist**

**Possible ways to start the interview:**

* Greet the student.
* How is your year going so far?
* What options are you taking this year? Why?
* What are your favourite subjects? Why?
* What are you interested in? Engagement out of school.

**Tracking Achievement:**

* For AC1 - How did you go last year at school? How do you feel about your achievement in Year 9? Where did you do well? Where could you have improved?
* Look at data on SMS – asTTle reading, writing, mathematics, PAT results, Mid-Yis results, any other testing/assessment results
* Explain the data to the student.
* What subjects are you doing well in? Why?
* What subjects are you not doing so well in? Why?
* Are you eligible for any NCEA credits in any of your subjects? How many? In which subjects?
* How many credits have you gained so far? When are those assessments scheduled for?
* What could be done to raise your academic achievement? (Sit at the front/avoid distractions/ask questions/tell the teacher/study/get extra help etc).

**Attendance:**

* Look at attendance data on SMS.
* Your attendance is currently on ……..%. How do you feel about that?
* What are the reasons for your lateness/low attendance?
* How could you improve your lateness/attendance?
* Ask the student to set themselves an attendance goal for the next term.

**Goal setting:**

* Ask the student to set a short term and long term S.M.A.R.T goal, based on the information from the interview and their PLP Booklet.
* Review progress towards short term and long term S.M.A.R.T goals each term.

**What else needs to be discussed?**

* What sort of job/training are you interested in doing when you leave school? Discuss. Start Year 10 students thinking about their future goals and learning pathways.
* What subjects would you like to take in Year 11? Why? Which subjects would you need to take for the pathway you are thinking about?
* How are you coping with your workload?
* Emotional wellbeing at home and at school - (with care - if needed)
* Career pathways - where do you see yourself in 5/10 years’ time?
* Interpersonal skills - what are your strengths? What are your areas for development?
* How your parents can support you with your learning.
* Admin issues - if necessary.
* Your belief and support for the student as academic counsellor.
* Possible catch up, tutoring sessions offered.
* Ask the student for feedback on the process.

**Other possible questions:**

* Are you having any difficulties in any of your classes?
* Uniform issues? (discuss if necessary)
* What co-curricular activities are you involved in? Consider time management here.

**Academic Counselling - Year 11 Checklist**

**Possible ways to start the interview:**

* Greet the student.
* How is your year going so far?
* What options are you taking this year? Why?
* What are your favourite subjects? Why?
* What are you interested in? Engagement out of school.

**Tracking Achievement:**

* For AC1 - How did you go last year at school? How do you feel about your achievement in Year 10? Where did you do well? Where could you have improved?
* Look at NCEA data on SMS.
* Explain the data to the student.
* What subjects are you doing well in? Why?
* What subjects are you not doing so well in? Why?
* How are you tracking towards achieving your NCEA Level 1?
* How are you tracking towards Level 1 Literacy and Numeracy?
* Are you aiming for Merit or Excellent endorsement in some of your subjects, or overall? How are you tracking with this?
* How are you doing with credits on your vocational pathway? (If applicable).
* What could be done to raise your academic achievement? (Sit at the front/avoid distractions/ask questions/tell the teacher/study/get extra help etc).
* What upcoming assessments do you have? Do you know what the assessment entails/ success criteria/ what material you need to revise/study?

  **Attendance:**

* Look at attendance data on SMS.
* Your attendance is currently on ……..%. How do you feel about that?
* What are the reasons for your latenesses/low attendance?
* How could you improve your latenesses/attendance?
* Ask the student to set themselves an attendance goal for the next term.

**Goal setting:**

* Ask the student to set a short term and long term S.M.A.R.T academic goal, based on the information from the interview and their PLP Booklet.
* Review progress towards short term and long term S.M.A.R.T goals each term.

 **What else needs to be discussed?**

* What sort of career/tertiary education are you interested in completing when you leave school? Discuss.
* Have you been working on a vocational pathway at school? Would you like to do this type of work when you leave school?
* What subjects are necessary for you to take in Year 12? Why? Do they relate to your pathway?
* Are you aware of the pre-requisites for the subjects/course you have chosen?
* How are you coping with your workload?
* Emotional wellbeing at home and at school - (with care - if needed)
* Career pathways - where do you see yourself in 5/10 years’ time?
* Interpersonal skills- what are your strengths? What are your areas for development?
* How your parents can support you with your learning.
* Admin issues - if necessary.
* Your belief and support for the student as academic counsellor.
* Possible catch up, tutoring sessions offered.
* Ask the student for feedback on the process.

**Other possible questions:**

* Are you having any difficulties in any of your classes?
* Uniform issues? (discuss if necessary)
* What co-curricular activities are you involved in?

**Academic Counselling - Year 12 Checklist**

**Possible ways to start the interview:**

* Greet the student.
* How is your year going so far?
* What options are you taking this year? Why?
* What are your favourite subjects? Why?
* What are you interested in? Engagement out of school.

**Tracking Achievement:**

* For AC1 - How did you go last year at school? How do you feel about your achievement in Year 11? Where did you do well? Where could you have improved?
* Look at NCEA data on SMS.
* Explain the data to the student.
* What subjects are you doing well in? Why?
* What subjects are you not doing so well in? Why?
* How are you tracking towards achieving your NCEA Level 2?
* How are you tracking towards UE Literacy?
* Are you aiming for Merit or Excellent endorsement in some of your subjects, or overall? How are you tracking with this?
* How are you doing with credits on your vocational pathway? (If applicable).
* What could be done to raise your academic achievement? (Sit at the front/avoid distractions/ask questions/tell the teacher/study/get extra help etc).
* What upcoming assessments do you have? Do you know what the assessment entails/ success criteria/ what material you need to revise/study?

**Attendance:**

* Look at attendance data on SMS.
* Your attendance is currently on ……..%. How do you feel about that?
* What are the reasons for your lateness/low attendance?
* How could you improve your lateness/attendance?
* Ask the student to set themselves an attendance goal for the next term.

**Goal setting:**

* Ask the student to set a short term and long term S.M.A.R.T academic goal, based on the information from the interview and their PLP Booklet.
* Review progress towards short term and long term S.M.A.R.T goals each term.

**For students tracking to tertiary study:**

* Have you planned to take three university approved subjects in Year 13?
* What subjects are necessary for you to take in Year 13? Why? Do they relate to your pathway?
* Are you aware of the pre-requisites for the tertiary subjects/course you are considering?
* Are you aware of scholarships/funding opportunities you can apply for to help with your tertiary study? Do you know what you will need to achieve in Year 13 to be able to apply for any of these?
* Do you have your CV, testimonial and references ready for when you leave school?
* Career pathways - where do you see yourself in 5/10 years’ time?

**For students not tracking to tertiary study:**

* What sort of career are you interested in completing when you leave school? Discuss.
* Have you been working on a vocational pathway at school? Would you like to do this type of work when you leave school?
* What subjects are necessary for you to take in Year 13? Why? Do they relate to your pathway?
* For AC 3 - Do you have a plan in place for next year? What is your Plan A? Your Plan B? If you don’t intend going on to tertiary study when you leave school, what will you do?
* Do you have your CV, testimonial and references ready for when you leave school?
* Career pathways- where do you see yourself in 5/10 years’ time?

**What else needs to be discussed?**

* How are you coping with your workload?
* Emotional wellbeing at home and at school - (with care - if needed)
* Career pathways- where do you see yourself in 5 / 10 years’ time?
* Interpersonal skills- What are your strengths? What are your areas for development?
* How your parents can support you with your learning.
* Admin issues - if necessary.
* Your belief and support for the student as academic counsellor.
* Possible catch up, tutoring sessions offered.
* Ask the student for feedback on the process.

**Other possible questions:**

* Are you having any difficulties in any of your classes?
* Uniform issues? (discuss if necessary)
* What co-curricular activities are you involved in? Consider time management here.

**Academic Counselling - Year 13 Checklist**

**Possible ways to start the interview:**

* Greet the student.
* How is your year going so far?
* What options are you taking this year? Why?
* What are your favourite subjects? Why?
* What are you interested in? Engagement out of school.

**Tracking Achievement:**

* For AC1 - How did you go last year at school? How do you feel about your achievement in Year 12? Where did you do well? Where could you have improved?
* Look at NCEA data on SMS – in particular requirements already reached for UE (Level 1 Numeracy, UE Literacy).
* Explain the data to the student and comment on what you see (comment on previous year/s also if relevant).
* What subjects are you doing well in? Why?
* What subjects are you not doing so well in? Why?
* How are you tracking towards achieving your NCEA Level 3?
* How are you tracking towards UE? Do you need UE Literacy?
* Are you aiming for Merit or Excellent endorsement in some of your subjects, or overall? How are you tracking with this?
* How are you doing with credits on your vocational pathway? (If applicable).
* What could be done to raise your academic achievement? (Sit at the front/avoid distractions/ask questions/tell the teacher/study/get extra help etc).
* What upcoming assessments do you have? Do you know what the assessment entails/ success criteria/ what material you need to revise/study?

**Attendance:**

* Look at attendance data on SMS.
* Your attendance is currently on ……..%. How do you feel about that?
* What are the reasons for your lateness/low attendance?
* How could you improve your lateness/attendance?
* Ask the student to set themselves an attendance goal for the next term.

 **Goal setting:**

* Ask the student to set a short term and long term S.M.A.R.T academic goal, based on the information from the interview and their PLP Booklet.
* Review progress towards short term and long term S.M.A.R.T goals each term.

 **For students tracking to tertiary study:**

* Which course/s are you considering taking at tertiary level?
* Are you aware of the pre-requisites for the tertiary subjects/course you have chosen?
* Are you aware of scholarships/funding opportunities you can apply for to help with your tertiary study? Have you applied for any of these?
* Which universities/institutions are you considering?
* Do you know what to expect if you attend a university in your home city?
* Do you know what to expect if your university of choice is away from home? (e.g. flatting, looking after yourself, finances)
* Have you applied for hostel accommodation? Do you know how to work through this process and when the deadlines for applications are?
* Do you know where to go to get help with enrolling and university life?
* Have you spoken to a university liaison person?
* Do you have your CV, testimonial and references ready for when you leave school?
* Career pathways - where do you see yourself in 5/10 years’ time?

**For students not tracking to tertiary study:**

* What sort of career are you interested in completing when you leave school? Discuss.
* Have you been working on a vocational pathway at school? Would you like to do this type of work when you leave school?
* For AC 3 - Do you have a plan in place for next year? What is your Plan A? Your Plan B? If you don’t intend going on to tertiary study when you leave school, what will you do?
* Do you have your CV, testimonial and references ready for when you leave school?
* Career pathways - where do you see yourself in 5/10 years’ time?

**What else needs to be discussed?**

* How are you coping with your workload?
* Emotional wellbeing at home and at school - (with care - if needed)
* Interpersonal skills- What are your strengths? What are your areas for development?
* How your parents can support you with your learning.
* Admin issues - if necessary.
* Your belief and support for the student as academic counsellor.
* Possible catch up, tutoring sessions offered.
* Ask the student for feedback on the process.

**Other possible questions:**

* Are you having any difficulties in any of your classes?
* Uniform issues? (Discuss if necessary)
* What co-curricular activities are you involved in? Consider time management here.