

PROGRAM CHECKLIST FOR RIJI TEACHERS

	ACTION/TASK	RESPONSIBILITY	COMPLETE
TERM 1 Pre-Program	RIJI Lead Teacher(s) attend RIJI pre-program workshop		
	RIJI Team (teachers, careers practitioner and wellbeing staff) meet and plan for Term 2 delivery, ensuring the program is tailored to meet the needs of students and team teaching opportunities considered		
	Communicate with families to support learning at home		
	Industry Partners have been contacted and planning for co-delivered sessions is complete		
TERM 2 In-class program delivery	In-class program delivery commences		
	Student registrations complete on the Jobs for Youth website		
	A real job advertisement has been selected by students that is suitable to their level of experience		
	Student resumes and cover letters complete		
	Resumes and cover letters reviewed and feedback provided to students prior to submitting to RIJI Coordinator. Students have been given the opportunity to make final amendments.		
	A single PDF file of each students job ad, cover letter and resume received from students and uploaded to the RIJI Google Drive A summary sheet of all participating students' names, year level ad title of job selected included in this package.		
	Interview schedule received for the event from RIJI Coordinator and communicated with school staff to make arrangements for bus, consent forms etc.		
TERM 3 After the mock-interviews	Participate in mock interviews		
	Deliver final session and distribute interview packs to students. Students have been provided with an opportunity to reflect on the interviews and have made necessary changes to their resumes and cover letters.		
	RIJI Team have evaluated and reviewed their program delivery. How can we improve for next year?		
	INLLEN Student and Teacher Evaluation Forms completed		