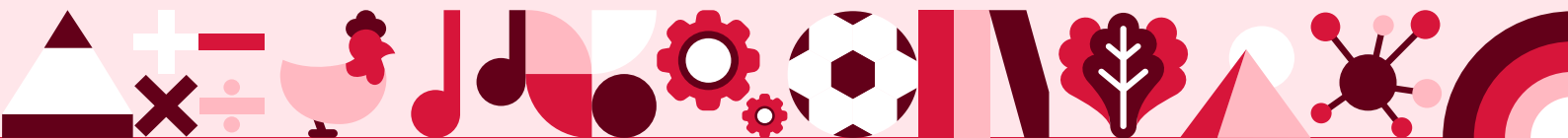


School to Work Funding Guidelines

Career and Workplace Learning

2026



Acknowledgement of Country

We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, songlines and stories. We strive to ensure every Aboriginal and/or Torres Strait Islander learner in NSW achieves their potential through education.

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School to Work program funding guidelines

Government commitment

The School to Work (STW) program is a key component of the NSW Government's commitment to supporting students as they transition successfully from school to further education, training, and employment. This program provides students with access to high-quality career learning activities and educational programs. Schools are encouraged to adopt a flexible, future-focused and innovative approach, partnering with the broader community to meet the diverse career and transition needs of their students.

Students accessing the School to Work program

The STW program is designed for all students enrolled in NSW public schools with a secondary enrolment and actively supports their informed, planned and quality transitions throughout their schooling from Kindergarten to Year 12. The program involves collaboration with primary schools to coordinate career-related learning, helping to strengthen students' transition from Year 6 to Year 7. Schools are expected to implement strategies and provide opportunities that enable students to achieve a smooth and successful transition from school to post-school education, training and employment. Overall, the STW program enhances the quality of career education and addresses the diverse transition needs of all students.

Funding guidelines for the 2026 School to Work program

The funding guidelines for the 2026 STW Program are designed to assist schools in effectively managing and appropriately using program funds. These guidelines provide recommended actions to be considered during the strategic planning and delivery of the STW program, ensuring funds are used to maximise student outcomes.

The STW program supports the department's goal: *Every student finishes school ready to succeed in their chosen pathway as an informed, responsible citizen.* Through this program, all learners gain the skills needed to be employable, adaptable and contribute to the productivity and prosperity of NSW.

To achieve these goals and effectively implement school to work initiatives, schools will enable students to:

- explore a comprehensive range of current and emerging career opportunities
- investigate future education, training and employment pathways
- engage in authentic and meaningful experiences with employers and employees
- develop the skills and motivation to create, articulate and maintain an ongoing personal career plan, and begin acting on it while at school
- learn about career support and guidance available to assist them after leaving school
- understand how to find and create meaningful work aligned with their interests
- develop skills to build personal connections and networks and appreciate their importance
- provide feedback on what has effectively prepared them to complete their schooling.

The School to Work program's four key areas include:

1. **Planning transition pathways:** Supports students to develop confidence in self-managing their career and transition planning.
2. **Exploring career futures:** Provides students with access to people, opportunities, and various media to help them understand their work, education, and training options.
3. **Strengthening student outcomes through vocational learning:** Supports teachers to identify and provide a range of opportunities for students to make explicit links to career and enterprise learning and gives greater relevance to all curriculum areas. Supports teachers to provide students with opportunities to explore the world of work, identify career options and pathways and build career development.
4. **Building connections and networks:** Strengthens students' career, community and workplace learning opportunities through strategic connections, partnerships, and networks.

The Career and Workplace Learning team within the Careers and Pathways Programs business unit provides direction, advice and support to staff through the policy directions, professional learning, management tools and support materials.

Additionally, VET Support Advisors and VET Support Officers from the VET for Secondary Students business unit support schools in implementing quality career learning and career education programs and initiatives by providing leadership in the four key areas of the STW program. For further assistance and to look up support for your school, you can visit the [School Support](#) contact.

Provision and management of funds

Funding is allocated for one school calendar year, based on the previous year's actual enrolments for Years 9 to 12. Expenditure of these funds should align with the provided guidelines and be determined through a strategic planning process that identifies local STW priorities in consultation with relevant local stakeholders.

All funds must be fully expended before the end of the calendar year.

Use of funds

Strategies funded through the STW program should enhance the quality of career learning, career education and career advice for students by strengthening partnerships between schools, registered training organisations, TAFE NSW, universities, local communities, businesses, and industries.

The School to Work program funds may be used by the school's careers and transition team to:

- Build the professional expertise, leadership, and capacity of career and transition teams to deliver high-quality career development services, including career learning, education, and transition activities for students. This work should be led by the principal and relevant executive members, informed by careers and transition advisers, reflected in the School Excellence Plan (SEP), and undertaken with internal and external stakeholders.

- Implement the Department's Workplace Learning Policy, procedures, and guidance to ensure student safety and well-being during workplace learning and uphold the department's duty of care.
- Enhance and expand the quality and reach of career learning and education programs, including for students from Kindergarten to Year 8.
- Support and promote innovative strategies to strengthen student career learning, education, and transition planning.
- Provide opportunities to identify and support new and enterprising activities.
- Facilitate student participation in and access to careers expos.
- Strengthen the capacity of schools in regional, rural and remote areas to support career learning, career education and transition pathways for students.

Misuse of funds

Funds allocated for the STW program are not intended for the purchase of capital equipment and must not be used to replace school allocated operational funds for careers and transition advisers.

Planning for the use of STW funds must be conducted in accordance with the Code of Ethics and Conduct 5.1, Acting in the public interest.

The use of STW funds, which are allocated to support initiatives that bridge the education and the workforce, may be restricted or not supported in certain situations, including but not limited to the following:

- **Ineligible expenses:** Funds cannot be used for expenses unrelated to the goals of the STW program. Examples include teacher attendance at conferences, membership fees for professional associations, personal vacations, or luxury expenses that do not directly contribute to student career education and development.
- **Ineffective training programs:** Funding training programs that have historically shown little or no impact on improving students' job readiness or employability is not supported.
- **Lack of clear objectives:** Proposals lacking well-defined goals, objectives, or a clear implementation plan for the use of funds will not be supported.
- **Misalignment with educational goals:** STW funds must enhance educational programs and align with workforce needs. Uses that do not improve the quality of career education or better prepare students for the workforce will not be supported.
- **Overemphasis on administrative costs:** Allocating a significant portion of funds to administrative expenses rather than direct program delivery or activities benefiting students is discouraged.
- **Duplicative initiatives:** Funding initiatives that duplicate existing programs or services without a clear justification for redundancy will not be supported.
- **Funding personal projects:** STW funds must not be used for personal entrepreneurial ventures or projects unrelated to education and career development.

Supporting individual student courses

It is recommended that schools document the outcomes and impact of these courses on students' career readiness and success, as this information is vital for program evaluation.

Note: The allocation of STW funds for student courses may vary depending on the specific objectives of each school's STW program. Schools utilising STW funds for courses should ensure that these funds are distributed equitably to support all students within the program.

The use of School to Work funds for student courses is possible but typically depends on the program's intended outcomes and the purpose of the courses. Considerations include, but are not limited to:

1. **Relevance to career development:** Courses funded by STW should align with students' career goals and interests, focusing on skills or knowledge areas that are in demand in the job market.
1. **Career-related courses:** STW funds may support career courses, school-based apprenticeships and traineeships, or other programs that prepare students for specific careers or industries.
2. **Partnerships with employers:** Funds may be used to support courses developed or delivered in collaboration with employers.
3. **Curriculum enhancement:** Funds may be used to enrich curriculum delivery by integrating industry-relevant content, certifications, or specialised training modules.
4. **Support services:** Funds may also be allocated to support students, such as career counselling, workplace learning assistance, or transportation to activities (excluding work experience or work placements).
5. **Career exploration:** STW funds may support courses that help students explore various career options and discover their interests and talents.

Resources

Consider the following documents and resources when planning the use of the funds:

- [Our Plan for NSW Public Education](#)
- [NSW Skills Plan](#)
- [Career Industry Council of Australia \(CICA\) School Career Development Service Benchmarking Resource](#)
- [Australian Blueprint for Career Development](#)
- [National Career Education Strategy](#)
- [National Career Development Strategy](#)
- [URH Pathways resources: Provide meaningful post school pathways](#)
- [Pathways Self-assessment and planning tool](#)
- [Career and workplace learning resources: guide and reflection tool](#)

Locating the School to Work funds

STW funds can be found in the SAP/eFPT system under Unassigned Funds, alongside other flexible funding such as operational funding. To access these funds, log in to SAP/eFPT and click on 'School Budget Allocation'.

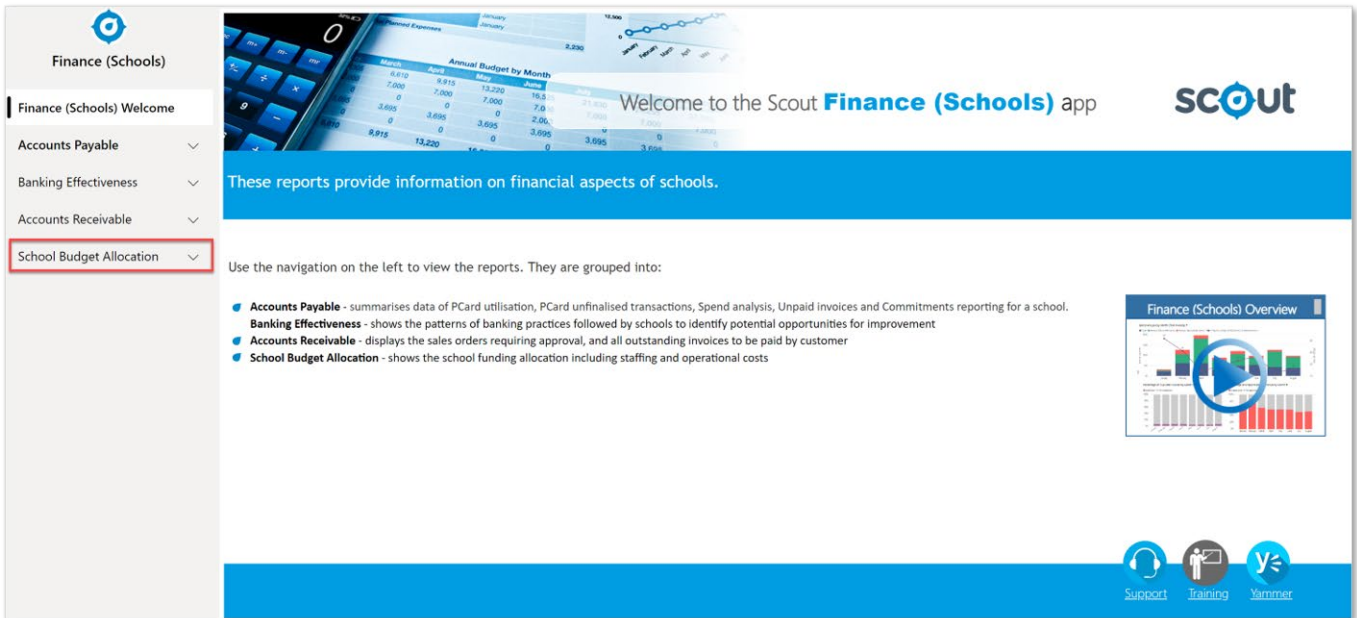


Figure 1. Click on 'School Budget Allocation'.

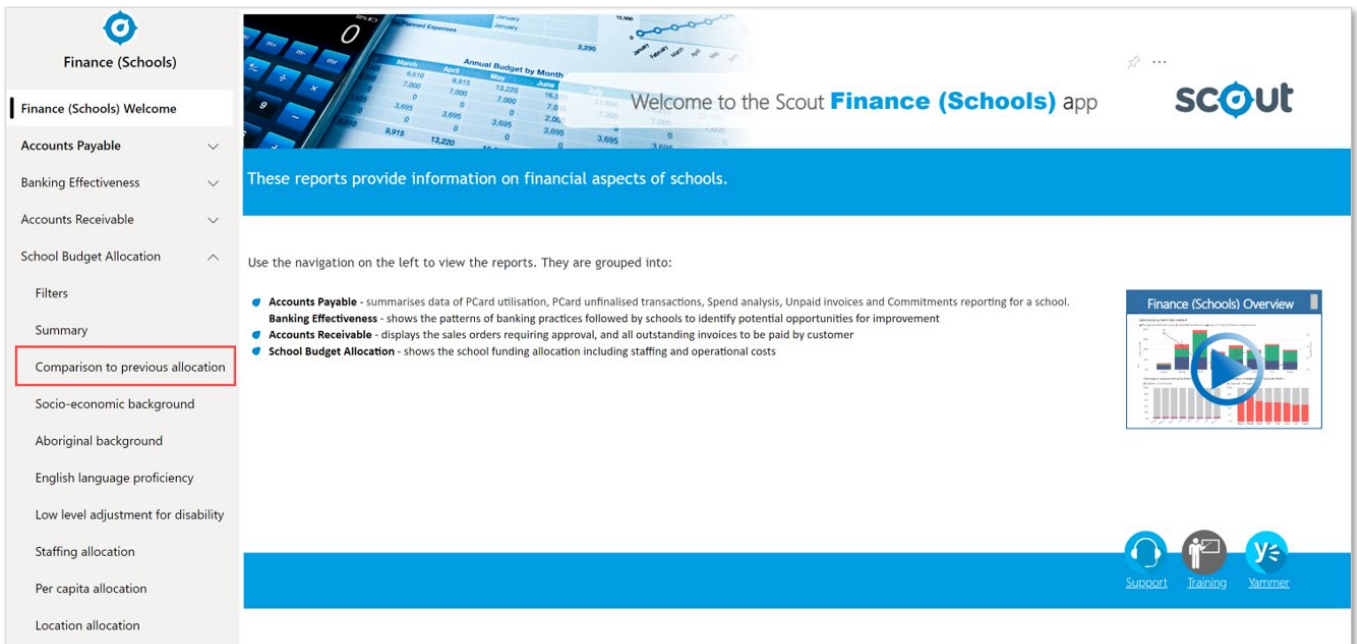


Figure 2. Under 'School Budget Allocation', click on 'Comparison to previous allocation'.

Comparison of current allocation and previous allocation

[SBAR resource hub](#)

RAM component		Current allocation \$	Previous allocation \$	Variance \$
Targeted		\$237,179	\$263,650	-\$26,471
Integration funding support		\$237,179	\$263,650	-\$26,471
Equity		\$787,750	\$784,510	\$3,240
Socio-economic background		\$36,719	\$36,719	\$0
Aboriginal background		\$2,137	\$2,137	\$0
English language proficiency		\$563,115	\$563,115	-\$0
Low level adjustment for disability		\$185,780	\$182,540	\$3,240
Staffing - Base		\$13,858,573	\$14,589,468	-\$730,895
Secondary - Allowance		\$195,366	\$206,858	-\$11,492
Secondary - Executive		\$3,311,977	\$3,318,870	-\$6,893
Secondary - SASS		\$1,203,519	\$1,203,519	\$0
Secondary - Teachers		\$9,147,712	\$9,860,222	-\$712,510
Staffing - Targeted		\$988,325	\$1,002,167	-\$13,842
Secondary - Specialist Support Class		\$988,325	\$1,002,167	-\$13,842
Staffing - Other		\$735,318	\$662,789	\$72,529
Secondary - School Counsellor		\$114,921	\$114,921	\$0
Sick and FACS leave model		\$524,339	\$547,868	-\$23,529
Student support officer		\$96,058	\$0	\$96,058
Operational		\$952,234	\$982,470	-\$30,235
School operational funding		\$464,498	\$492,153	-\$27,655
Utilities		\$41,132	\$42,599	-\$1,467
Per capita		\$420,520	\$420,520	\$0
Urgent minor maintenance		\$26,085	\$27,198	-\$1,113
Initiatives		\$219,748	\$222,625	-\$2,877
Professional learning		\$139,519	\$139,519	\$0
School support allocation (principal support)		\$80,229	\$83,106	-\$2,877
Site Specific		\$48,142	\$47,567	\$575
Commonwealth strategic assistance		\$3,655	\$3,631	\$24
School security banking		\$1,458	\$1,537	-\$79
School to work		\$8,500	\$8,500	\$0
Specialist support provisions allocation		\$1,200	\$1,200	\$0
Support classes		\$317	\$317	\$0
VET program support		\$1,500	\$1,500	\$0
Year adviser		\$31,512	\$30,882	\$630
Grand total		\$17,827,269	\$18,555,246	-\$727,977

Figure 3. In the RAM component column, access the 'Site Specific' heading and then the 'School to work' subheading. Refer to the allocation provided in the current year and the previous year allocation for comparison.

Enquiries

For further information, please contact:

Leader, Careers and Workplace Learning

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