



Career Taster Program – Booking Guidelines

Before You Book

Please ensure the following steps are completed **before** confirming a booking:

- **Internal approvals** have been secured and appropriate supervisors (school staff and/or parents/carers, where required) have been arranged.
- Your **school calendar** has been checked to ensure the session date does not clash with other school activities or pupil-free days.
- A **backup supervisor** is available in case of illness or unforeseen circumstances.

General Booking Guidelines

One full-group booking per term

Schools are asked to limit full-group bookings to **one industry taster per term**, to ensure fair access for all students. Additional full-group bookings may be made only if places remain available after one week of public advertising.

Full-group sessions

Only book a **full-group** taster if you are confident your school will attend with a complete group. Holding places that are not filled reduces opportunities for other participants.

Designated cohort sessions

Some tasters are marked with a **designated cohort** identifier (e.g. Students at Educational Risk SAER; Education Support Students) to indicate they are intended for a specific student group.

- **Only** book these sessions **if your students genuinely meet** the criteria for that designated group.
- These sessions are set aside for targeted cohorts and should **not** be booked for general Year 9 groups unless the identifier applies.



New – Waitlist Option

If a taster session is fully booked, you may now add your group to the **waitlist**.

- When a place becomes available, waitlisted schools will be notified **in the order they joined** the list.
 - You will have **24 hours** to confirm a booking before the place is offered to the next school.
 - If no waitlisted schools accept the place, the session will be reopened for general booking.
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Who Can Make a Booking

- All Career Taster bookings must be made by the **school's nominated representative**.
 - **Exception:** Homeschooled students may be booked by a parent or guardian.
 - **Bookings made by parents/guardians on behalf of a school, without school approval, will be cancelled.**
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Career Curious Sessions (Career Exploration – Non-Accredited)

Career Curious sessions can be booked directly through our website.

Although listed as *at-school delivery*, these sessions can also be delivered at one of our South Metropolitan TAFE campuses if preferred.

Simply make a booking and our team will contact you to tailor the session to your needs.

Personal Protective Equipment (PPE)

If PPE is required for a session, this applies to **both students and attending supervisors**.

Please ensure all participants arrive with the required PPE.



Contact Us

To learn more about what we offer schools and home-educators:

 Email: careertaster@smtafe.wa.edu.au

 South Metropolitan TAFE – [Career Taster Program](#) webpage

 DTWD DoE – [Career Taster Portal](#)