CRITICAL SUCCESS FACTORS for University Specialist Employment Partnerships

Key factors have been identified as essential in helping to maximise outcomes and build a successful USEP. Use this checklist to assess the effectiveness of your partnership.

# Integration

Engagement and support are evident within the university at an executive level, and there is commitment to reaching agreement with all partners through development of a memorandum of understanding (MOU)

Engagement and support are evident within the Disability Employment Service (DES) at an executive level

Full internal adoption occurs within the university and the DES, with excellent knowledge sharing between parties at all levels from management to service delivery

The DES consultant is effectively integrated within the careers/equity teams

The right consultant is engaged – a self-starter who is skilled at building relationships

Willingness of the DES provider to think outside the traditional DES model brings innovation to information and strategy development and supports the national success of USEP

The DES provider is committed to USEP principles, including in-kind service provision

# Communication and Reporting

Commitment of local partnership members promotes regular open and transparent communication (scheduled and ad hoc) with partners to review progress, troubleshoot, adjust aspects of the partnership and identify opportunities for collaboration.

Contribution of local partnership members to data collection at commencement and completion of USEP participation supports the advocacy efforts of partners.

# Engagement (students)

Students are coached to enable them to be their own advocate

USEP is promoted effectively on an ongoing basis to university staff, students, employers and external services

Effective strategies are developed and implemented to rapidly respond to changing environments (e.g. COVID-19 impact, change in student circumstances)

# Legal

Legal blockages are managed or avoided (e.g. insurance, confidentiality)

# Outcomes

Engagement with a range of graduate employers is effective and regular

Key employer/industry relationships of partners are maximised and strengthened

All partners are committed to improving career supports and focusing on outcomes for students and graduates, including inclusive recruitment practices

# Knowledge

Best practice in all areas is identified, developed and shared

Consultant’s knowledge is continually improving (leading to enhanced career supports and better employment outcomes for graduates)

# Reliability

Adequate and suitable time and resources is allocated to USEP

Effective strategies are in place to manage administration duties and student supports during staff absences (due to leave, holidays, lock-down etc.)

For solutions, see the tools provided in the online USEP toolkit: <https://www.usep.com.au/partnership-toolkit/>

Also see: [Sam’s Story](mailto:https://www.facebook.com/404085403324035/videos/586374008505412/?__so__=watchlist&__rv__=video_home_www_playlist_video_list)

Connect with other partnerships via the USEP website:

<https://www.usep.com.au/>