

Engaging Students

University Specialist Employment Partnerships (USEP) university partners should ensure that the USEP Disability Employment Services (DES) consultant is able to connect with key staff, students, employers, and resources, as the effectiveness of the DES consultant in supporting students is enhanced when they have this access. Similarly, the DES consultant can add value to existing university services and supports.

The USEP model works best when university careers, equity services, work integrated learning teams and school engagement officers work collaboratively with the USEP DES consultant and provide student referrals. Regular partnership meetings are a valuable way to ensure that the USEP DES consultant has the tools and on-campus networks needed to best support their student case load.

The following table provides a range of ideas regarding how the USEP DES consultant can best connect with your students.

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| **Connecting with students** | **Timeframe** |
| USEP is launched on campus, with relevant marketing materials available for students. The DES consultant is present for the launch to answer questions and provide further information to students. For more information on marketing and branding refer to the USEP Branding Guidelines and Promotional Resources section of the USEP website. | Upon commencement of USEP |
| A dedicated USEP webpage is added or linked to the university website so that students with disability can easily locate USEP information.  | Upon commencement |
| The university careers and equity teams provide information about USEP to students with disability. Students are invited to make contact with the USEP DES consultant. | Ongoing |
| The university careers and equity teams link the DES consultant with key university contacts, student programs, leadership programs, wellbeing and mentoring programs, chaplaincy programs, guest lecture opportunities, and opportunities to attend key meetings with the heads of departments. | Ongoing |
| The USEP DES consultant is invited to attend careers events to provide additional opportunities for students to connect with information (e.g. lunch resume and graduate information sessions). | Ongoing |
| The USEP DES consultant is invited to regular partnership group meetings with USEP student engagement as an ongoing agenda item.  | Monthly or as required |
| Students are provided with information on the USEP initiative via communication methods such as email, newsletter or job boards. It is important to collaborate with the DES consultant regarding the type and management of communications. The development of a communication plan detailing modes of communication and methods of access will result in a valuable resource for the USEP DES consultant. | Ongoing |
| Additional marketing and promotion of the USEP initiative can be achieved through the USEP DES consultant attending careers fairs or open days, setting up digital banners, posters on campus, stand up banner or email signatures. For more information on marketing and branding refer to the USEP Branding Guidelines and Promotional Resources section of the USEP website. | Ongoing |

# **Engaging students when they and the consultant are not on campus**

Increasing provision of courses in the online learning environment may mean that students are not attending campus regularly. In these instances, it is important to maximise online platforms and technology; this includes social media and emails. It may also be worthwhile connecting with students via hard-copy letters.

Meetings between the USEP DES consultant and the student can take place via online platforms such as Zoom. Meetings – whether face to face or online – must always be arranged with consideration of the accessibility needs of each student.

# **Eligibility and registration**

The service may be available to students identified as having a disability and/or who access supports from the university due to the impact of their disability. The USEP consultant monitors and responds to incoming referrals and makes referrals to other internal university services or external supports, including for ineligible students/graduates. Students who do not have a disability and are seeking recruitment advice or assistance will be referred by the consultant to other agencies or university staff for assistance.

Refer to the memorandum of understanding (MOU) and site establishment plan for further information.