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Critical Success Factors for TSEP

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

# Integration

☐ Engagement and support are evident within the TAFE 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 Services at an executive level

☐ Full internal adoption occurs within the TAFE and the TSEP Consultant, with excellent knowledge sharing between parties at all levels from management to service delivery

☐ The TSEP 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 TSEP provider to think outside the traditional TSEP model brings innovation to information and strategy development and supports the national success of TSEP

☐ The TSEP provider is committed to TSEP principles, including in-kind service provision

# Communication and Reporting

☐ Commitment of local partnership members promote 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 TSEP participation supports the advocacy efforts of partners.

# Engagement (students)

☐ Students are coached to enable them to be their own advocate

☐ TSEP is promoted effectively on an ongoing basis to TAFE 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 TSEP

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

For solutions, see the tools provided in the online TSEP toolkit: [https://www.TSEP.com.au/partnership-toolkit/](https://www.usep.com.au/partnership-toolkit/)

Also see: Liz’s Story

Connect with other partnerships via the TSEP website:

[https://www.TSEP.com.au/](https://www.usep.com.au/)