

Site Establishment Plan

# **Program proposal**

TAFE Specialist Employment Partnerships (TSEP) is an employment service based weekly (part thereof) on the TAFE campus (as negotiated between partners). TSEP aims to meet the specific needs of graduating or graduated students with disability seeking post study employment. The service may be available to students identified as having a disability and/or who access support from the TAFE due to the impact of their disability.

Referral to TSEP can occur in a variety of ways, for example, referral through TAFE career and student equity services, or student self-referral. The TSEP consultant works with individual students who will be eligible for a Specialist Employment Service Provider after they complete full-time study. The student must:

* have a disability, injury or health condition and medical documentation dated no more than 2 years
* have a future work capacity of at least 8 hours per week
* be an Australian resident or on a Special Category visa (SCV) or Temporary Protection visa (TPV)
* be within last 12 months of study
* not be working above their benchmark hours (8 hours per week for a Disability Support Pension recipient and 15 hours per week for someone on Job Seeker Payment or no benefit).

If a student chooses to register with the Specialist Employment Service Provider after their study, they will be required to complete a Job Capacity Assessment (JCA) at Centrelink. The TSEP consultant may be able to support the student through this process.

Students who do not meet the criteria may access support from the TSEP consultant, pending the consultant’s capacity to provide support. Students who do not have a disability, or who do not meet TSEP/Specialist Employment Service Provider eligibility criteria will be referred by the consultant to other agencies or TAFE staff for assistance.

When assisting people with disability to engage with employers and the recruitment process, the TSEP consultant will work closely with the Disability Advisor / Accessibility and Careers Advisor to form a relationship that includes Specialist Employment Service Provider cross-training and sharing skills and knowledge from both TAFE and Specialist Employment Service Provider perspectives.

# **Roles and responsibilities**

The program relies on a collaborative partnership approach with both internal and external parties. The following activities will occur to aid development and delivery of the program.

## Employment Services (Specialist Employment Service Provider)

Strategic managers or leaders; TSEP consultant/s

* Invest resources, such as staff time, into activities that address the aim of the TSEP model, appreciating that the TSEP model differs to typical employment Services Provider operation.
* Engage students/graduates in TSEP through active promotion of the service internally within the organisation and by attending appropriate TAFE events and workshops.
* Monitor and respond to incoming referrals.
* Advise students of eligibility status and help them to access the TSEP service where possible.
* Make referrals to other internal TAFE services (e.g. careers and employment teams or disability services) or external support for ineligible students/graduates.
* Assist TSEP students to complete student surveys (prior to, or at the initial appointment and when exiting TSEP). Prepare monthly reports for partnership meetings and provide data. National data can be used to lobby for sustainable funding and ongoing delivery of TSEP services.
* Seek to build students/graduates’ understanding, self-determination and confidence in relation to sharing personal information and access requirements during interviews or employment.
* Participate in post study career development and employability events, and TAFE-led networking with a view to identify and engage employers interested in employing graduates with disability.
* Assist in supporting employers to develop inclusive recruitment practices by discussing flexibility, adjustments and workplace supports that can help the student/graduate during the recruitment process and subsequent employment.
* Share knowledge and experience with colleagues working in careers, student equity and other areas of the TAFE as requested or required.
* Clearly communicate rights and responsibilities with TSEP participants actively involved in the program.
* Foster an ethos of continuous improvement by actively participating in professional development, network meetings and events.

Students currently registered with a specialist employment Services Provider will not be approached directly but will have the option to access the TSEP program and may choose to transfer to the TSEP provider.

TAFE Teams

Student services directors and managers; Disability liaison officer; Careers services; Careers advisor; Work integrated learning officers or school engagement officers; TAFE alumni and/or recent graduates with disability

* Invest resources, such as staff time, into activities that address the aim of the TSEP model.
* Assist in referring students/graduates to the TSEP through active promotion of the service within careers and employment activities and across campuses
* Assist in identifying and engaging employers interested in graduates.
* Provide advice to the TSEP employment consultant about available TAFE careers support and TAFE student support services, and share opportunities to network with industry, as requested or required.
* Share specialist knowledge with the TSEP consultant including information regarding selection criteria and applying for skilled graduate jobs.
* Careers and employment service continue to deliver services to students including assistance with resume development, general job search and interview skills.
* DLOs/DSOs may work with the TSEP consultant to help translate current reasonable adjustments for a student into a workplace environment (in line with confidentiality agreements).

# **Program timelines (complete ASAP):**

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| --- | --- | --- |
| **Date** | **Activity** | **Details/action** |
|  | Program local implementationDiscussion with all stakeholders Develop and approve partnership agreement | Key stakeholder partners meet to develop programAgree on terms for partnership and responsibilitiesAgree on key stakeholder schedule of meeting times |
|  | Introduction – campus orientationTraining delivered to TSEP consultants who are provided with appropriate induction training and all tools and equipment required to work within the TAFE setting | TAFE IT to add referral link and information on TAFE websiteCareers/disability teams to communicate with TSEP consultant and ensure students can be supported on campus with no technical or tangible difficulties |
|  | Marketing and promotion of TSEP internally to studentsTraining delivered to TAFE staffTSEP consultant participates in TAFE career or employer activities/events | TSEP information and referral link on TAFE careers and disability services webpage, including a student referral link to TSEP consultantTSEP consultant to be invited by TAFE teams to participate in student events; for example, alumni social or learning events, or careers accelerators |
|  | Evaluation (first 3 months)Discussion with all stakeholders | Identify any gaps or needs for the local partnership, including any specific opportunities to build national good practice |

# **Marketing and promotional strategy:**

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| --- | --- | --- |
| **Activity** | **Action** | **Date** |
| TSEP banner | To be printed from Promotional Material available on TSEP website.Local partner logos to be inserted by TAFE or Specialist Employment Service Provider and sent to printer for partnership |  |
| TSEP flyers | This has been designed and available on TSEP website.Local partner logos to be inserted by TAFE or Specialist Employment Service Provider and sent to printer for partnership |  |
| TSEP Facebook post | Post launch of new site and boost launch post to students who attend the TAFE |  |
| Exhibitor stalls or attendance at TAFE careers and employer events | As required and appropriate |  |

# **Risk management strategy:**

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| --- | --- | --- |
| **Risk** | **Action** | **Review** |
| Students do not access the service | Refer and review marketing and promotional strategyFind out reasons for students not engaging with the service; for example, review intake/assessment form or create a communications plan, whereby all possible methods of communication directly to students are listed, and a rotating timetable created for regular promotional posts across the various channels | Monthly |
| More demand for TSEP than can be resourced internally by TAFE | Develop contingency planning for this potential scenarioCould involve:* creating a wait list to prioritise student needs
* reallocating case load, referral to other services
* additional Specialist Employment Service Provider resourcing for TSEP students
 | Annually |
| TSEP consultant support is inconsistent across campuses | Key stakeholders will meet to develop a response when needed | Twice annually |
| TAFE staff are not engaging with Specialist Employment Service Provider consultant | TSEP partners to meet regularly and include this item as part of a standing agenda to identify barriers and discuss opportunities for staff engagement and collaborationKey stakeholders will meet to develop a response as/if needed | Twice annually |
| TSEP consultant is not engaging with TAFE staff or participating in relationship-building opportunities  | A specialisation of the TSEP consultant includes the ability and confidence to work within a TAFE hierarchy; the qualities required for this should be anticipated at the time of recruitment/selection of a TSEP consultant |  |
| Confidentiality or privacy concerns around referrals from student equity services | DSOs/DLOs (student equity services) do not directly refer all students details; rather, the Specialist Employment Service Provider will undertake privacy and consent.Consent forms are updated with students when appropriate | As required |

# **Budget**

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| --- | --- | --- | --- |
| **Activity** | **Details** | **Stakeholder responsible** | **Cost** |
| TSEP website  | Developed and online | NDCO Program | $Paid |
| TSEP online resources for project initialisation and delivery | Developed and online | NDCO Program  | $Paid |
| TSEP marketing materials | Developed and online | NDCO Program | $Paid |
| TSEP banner | Designed and online | TAFE partner | $250  |
| TSEP flyers and postcards | Designed and online | TAFE partner | $100 |
| TSEP online portal | Domain and website hosting; portal  |  |  |
| On-campus accommodation | Location for TSEP consultant | Managers (career services and student equity/disability services) | In-kind |
| Induction and orientation sessions |  | Careers officers (TAFE) | In-kind |
| Promotional or launch event marketing | Promotion at the start of a new partnership | TAFE | To be determined by the TAFE  |