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**TAFE Specialist Employment Partnerships (TSEP)**

**Memorandum of Understanding**

**(Insert Dates here)**

**BETWEEN**

**TAFE Provider Name**

**&**

**Specialist Employment Services Name**

**&**

**Other (if applicable)**

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**MEMORANDUM OF UNDERSTANDING**

## TAFE SPECIALIST EMPLOYMENT PARTNERSHIP

## (TSEP) MODEL

## Partners: TAFE NAME, PARTNERS NAMES

### INTRODUCTION

The TAFE Specialist Employment Partnership (TSEP) is a model that bases a specialist consultant one day per week on the TAFE campus, and aims to meet the specific needs of graduating or graduated students with disability seeking employment. The service will be available to all students identified as having a disability and/or who access support from the TAFE due to the impact of their disability who are graduating in the current calendar year or are up to one-year post graduation.

The TSEP has been established as an initial pilot as a disability specialist recruitment-style support service to improve transitions and linkages for graduating students with disability into employment. The TSEP Partnership Group is formed to develop and shape the delivery of the model and determine its viability to expand.

### PURPOSE

* To set out the composition and operating arrangements of the TAFE Specialist Employment Partnership (TSEP) Model.
* To define the level of service provided by the TSEP Partnership Group members (as listed in section 6) in relation to the TSEP Model.
* To provide the guiding principles of communication and co-operation between the TSEP Partnership Group members in relation to the TSEP Model.
* To define the commencement of the agreement, its initial term, and the provision for reviews.
* To provide for all parties to the Memorandum of Understanding (MoU) a single, easily referenced document which caters for all the objectives listed above.

### AIM

To improve graduate employment outcomes for students with disability by establishing an on-campus specialist employment service that links a specialist employment service consultant with TAFE career advisors and disability support officers.

### GOVERNING BODY

The TSEP Partnership Group provides advice and recommendations to shape the development and delivery of the TSEP Model.

### PERIOD OF AGREEMENT

This agreement will commence on the date as signed below by all parties to the MoU and will continue from (DATES) through to (DATES) unless terminated by agreement between the parties. The TSEP Consultant will be allocated office space at TAFE with commencement to be negotiated (time/days) etc. with TAFE to suit availability of space.

On or before the (DATE) the MoU will be subject to review by the TSEP Partnership Group members and open to extension or new agreement period.

### MEMBERS

Members of the TSEP Partnership Group consist of the current key stakeholders involved in the TSEP Model. If the TSEP Model is evaluated as successful in working towards graduate outcomes, the TSEP Model will be presented, scaled up and implemented by other campuses across Australia.

State based TSEP Partnership Groups can then form and be populated by nomination from interested parties.

The TSEP Model Partnership Group consists of representatives from:

* the specialist employment services sector
* the TAFE tertiary education sector
* the student community e.g. Current and past students with disability (on a consultancy basis only – not required as signatory parties)

### MEETINGS

The TSEP Partnership Group meetings will be held at key points according to the project implementation timelines (refer to the TSEP site establishment plan) and throughout the project as required for the period of this agreement.

A meeting quorum will be half plus one of the members of the TSEP Partnership Group.

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

The TSEP Partnership Group members will actively use alternatives to face-to-face meetings to discuss and agree on items or decisions out of session (e.g. email, phone, Zoom, Skype).

Meeting agendas and discussion notes will be Initially provided by the NDCO, this includes:

* Organising agendas and supporting papers
* preparing and distributing meeting notes and information
* overseeing the engagement and responsibilities of the TSEP consultant
* long term responsibility for agendas and minutes will be rotated amongst TSEP partners

**GUIDING PRINCIPLES**

The TSEP Partnership Group will commit to high standards of integrity and ethical behaviour through transparency and consistency in the actions of its members.

The TSEP Partnership Group will do this by:

* endorsing and abiding by the TSEP Model MoU; keeping an accurate record of meetings and its decisions and distributed to all members
* respecting confidentiality of discussions and decisions made by the TSEP Partnership Group
* sharing a vision of improving opportunities for people with a disability to participate fully in the community
* attending the arranged Partnership Group meetings or sending an appropriate delegate, knowledgeable of the sector at which the confirmed member represents
* sharing knowledge about their sector and any information and communications to the TSEP Partnership Group members; ensuring that all communication is provided openly and timely on any issues that may arise
* responding collaboratively to and addressing issues that may impact on students or the TSEP program relationship to ensure a prompt and mutually agreed solution is achieved
* helping to identify opportunities to constantly improve the TSEP Model
* providing input and guidance into the TSEP Model processes and advising on adjustments to the service according to the current and emerging circumstances in the tertiary education and the specialist employment service sectors
* assisting the TSEP consultant to form linkages with relevant stakeholders, advocating for and promoting the TSEP Model to these sectors
* notifying members of the TSEP Partnership Group, as soon as practical, if any matters arise which may be deemed to affect the development of a collegiate partnership.

The members of the TSEP Partnership Group will expect:

* that each member will provide complete, accurate and meaningful information in a timely manner; to be given reasonable time to review information for discussion at meetings
* open and honest discussions to verify the overall status and ‘health’ of the partnership
* each party agrees that it will adhere to both the ‘Privacy Act 1988’ and the ‘Information Privacy Act 2000’
* none of the parties to this MoU are contractually bound to each other and parties have entered this MoU in good faith.

### ROLES and RESPONSIBILITIES

#### The Specialist Employment Services Provider:

* invests in resources such as staff time and activities that address the aim of the TSEP Model
* works across the TAFE Campus/es as negotiated
* is responsible for responding to student enquiries and registrations, advising students of eligibility status and assisting students to access the TSEP service
* engages students/graduates into the TSEP through active promotion of the service internally within the organisation and attending appropriate TAFE events and workshops
* assists TSEP students to complete student surveys, prepare monthly reports for partnership meetings and provide data as requested to facilitate national data analysis.
* collaborates with TSEP partners to develop and deliver workshops and events to promote TSEP to students and across campus as required
* attends TSEP Community of Practice meetings as required
* refers students to other internal TAFE services (e.g. careers and employment teams or disability services, Skills and Jobs Centres) or external supports including ineligible students/graduates
* enables students/graduates to be self-determined and confident in understanding and applying disclosure during an interview or employment
* assists in identifying and engaging employers interested in graduates, utilising TAFE-led events and workshops
* educates employers regarding adjustments and workplace supports that can assist the student/graduate during the recruitment process and subsequent employment
* shares knowledge and experience with colleagues in careers, student equity and other areas of TAFE, as requested or required

#### TAFE Disability Liaison Officers, Careers and Employment Teams:

* invest resources, such as ICT and staff time into activities that address the aims of the TSEP Model with in-kind support
* assist in identifying and engaging employers interested in graduates
* establish a TAFE website student registration link and update website information as required
* provide advice to the TSEP employment consultant regarding available TAFE careers supports and share ongoing opportunities to network with industry and relevant stakeholders, as requested or identified.

**TAFE Student Equity Teams:**

* invest resources, such as staff time, into activities that address the aim of the TSEP Model
* assist in referring students/graduates into TSEP through active promotion of the service internally within Student Equity Services, across campus and at appropriate TAFE events or workshops
* share ideas with the TSEP employment consultant regarding strategies to collaborate with TAFE staff who can support student referrals and graduate outcomes
* provide ongoing advice to the TSEP employment consultant about successful strategies or latest equipment for reasonable adjustments.

### REPORTING REQUIREMENTS

Monthly reports from the TSEP consultant will be forwarded to the TSEP Partnership Group and evaluation/feedback surveys conducted at student commencement into the TSEP program, midway and on completion. The TSEP consultant will work in establishing an evaluation framework for the TSEP program.

Evaluation measures will be captured during the program and reported to the TSEP Partnership Group. These measures include but are not limited to the following numbers of:

* students eligible for a specialist employment service including stream/tier allocation
* early school leavers eligible for employment services
* student employment outcomes including industry sector/matched to TAFE course completed
* students referred to TSEP program via Disability Liaison Officers/student walk ins/discussions
* TSEP consultant hours worked and student working hours (when placed in employment)
* referrals to Skills and Jobs Centre/other services – miscellaneous
* students requiring NDIS plans and support coordination
* training in disability awareness for staff and employers if required
* students de-identified and/or confidentiality agreements signed
* student types of disability
* skills gap analysis of individual students
* other evaluative measures as required/a minimum of two case studies to be provided.

### MEMBER AGREEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Accepted By:** | **NAME & TITLE** | **ORGANISATION** | **SIGNATURE** |
|  | Name  Position |  |  |
|  | Name  Position |  |  |
|  | Name  Position |  |  |