#### Fairfield Business Education Partnership Inc (FBEP)

**Recruitment Information Pack** 

FBEP trading as South West Connect. It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.

www.swconnect.org.au



Connecting Youth to Opportunities in Business and the Community

The Workplace Learning Team organises a one week workplacement in businesses for Year 11 & 12 VET students to enhance the skills learnt in the classroom and to prepare them for the workplace.



## **POSITION VACANT: WORKPLACEMENT OFFICER**



## (Administration & Customer Service Focus) Apply Now!

(STEP 1) Submit your resume and covering letter on this SEEK platform/website. **IMPORTANT:** ensure your covering letter explains how you match the requirements of this position

(STEP 2) Complete the brief "SWC Workplacement Officer Application" via the Google Form:

#### https://forms.gle/ULUKTNoPt9fL5QPF9

(STEP 3) Send a separate email to jayne@swconnect.org.au to notify SWC that you have completed the Google SWC Application Form AND reattach your covering letter and resume

SWC will assess each application based on merits and if successful, we will contact you to move forward with the next stage of your application process.

## JOIN US NOW



SWC offers the right candidates a rewarding career opportunity to develop, inspire and achieve. With a strong reputation in the school and business community for delivering innovative, engaging and impactful initiatives we are uniquely positioned to create projects that make a real and positive difference to the lives of young people in our community.

#### WORKPLACEMENT OFFICER BASIC ROLE POSITION DESCRIPTION

#### **REPORTS TO:**

Workplacement Manager

The Workplacement Officer works under the supervision of the Workplacement Manager to organise, monitor and review workplacements and to perform administrative tasks as required.

#### **RELEVANT AWARD:**

Social, Community, Home Care and Disability Services Industry Award 2010, Level 3.

info@swconnect.org.au

<u>twitter.com/sthwestconnect</u>

f facebook.com/SouthWestConnect

#### Please apply as soon as possible. We are actively interviewing suitable candidates

This recruitment process will close when suitable applicants are appointed.

If this aligns with your career aspirations, please review our application process and submit the relevant information in the job application process outlined above.

\*\*\*By submitting your application to South West Connect, you agree to receive emails from us containing information that we think may interest you (E.g. SWC newsletter publications, volunteering / job opportunities, and future Events / Programs)\*\*\*

Thank you for your interest and we wish you all the best in your future endeavours.

#### Maintain database

- Enter employer, placement & student registration details, evaluation comments, etc
- Record details of follow up calls/emails and all changes to WP arrangements on database

#### Foster strong relationships with schools

- Produce workplacement details for schools
- Email workplacement allocations together with relevant paperwork to VET Co-ordinators and teachers each term.
- Email weekly confirmations of student placements to schools/TAFE
- Respond to workplacement changes
- (from schools/TAFE & employers)
- School visits

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- (from schools/TAFE & employers)
- School visits

#### Follow up students on workplacement

- Call employers and monitor students and record details of calls/emails made on database
- Problem solve and take responsibility for problems discovered and alert Manager or Employer Liaison Consultant if needed
- Thorough follow up and resolution with schools and employers
- Suggest topics for possible articles for newsletter, website & media

#### Foster strong relationships with host employers

- Call existing employers to arrange workplacements for schools
- Employer visits

#### Follow up employer contacts with relevant paperwork

- Email requests
- Post / Email information packages
- Maintain Host Employer Details folder/ database/ archives
- Email student confirmations

## Key Tasks & Responsibilities

WORKPLACEMENT OFFICER POSITION DESCRIPTION

#### Technology Skills: MS Office 365, Pathways Database & more

- Competency and accuracy in computer skills SWC utilises Microsoft Office 365 (mail merge, spreadsheets), Sharepoint, Teams, Pathways Database, Spreadsheets, Zoom, Canva, Adobe etc
- Enter employer, placement & student registration details, evaluation comments, etc
- Record details of follow up calls/emails and all changes to WP arrangements on database

#### General Office Duties

• It is the responsibility of all staff members to assist with tidying, maintenance of machines and generally maintaining a clean and well-functioning office environment.

#### Policies & Procedures

- Adhere to all FBEP Policies and procedures
- Adhere to WHS, EEO and principles of EthicalPractices
- Adhere to the legislative requirements of the current DoE Funding Agreement
- Contribute to the development of the Business Plan
- Complete the relevant actions in the Business Plan to contribute to the achievement of the outcomes.
- Ensure security and confidentiality of all information
- Professional presentation
- Actively contribute to team environment
- Maintain quality standards of customer service
- Attend team meetings
- Assist with preparation for meetings, eg. Catering, compile documentation

#### Other duties as determined by Manager

- Other duties as required, including Annual SWC Thank You Evening
- Relieve in other team members position as required
- Attend work functions/meetings during and outside normal work hours as required
- To take a proactive, team and solution approach to completing your tasks and achieving the goals of SWC



## Key Skills & Requirements

WORKPLACEMENT OFFICER POSITION DESCRIPTION

#### Employability Skills Required

In order to perform the above duties, the Workplacement Officer will need:

- Some understanding of school & industry cultures
- Current Driver's Licence
- Confident telephone manner and strong customer service skills
- Competency in computer skills word-processor, database and spreadsheet
- High level of accuracy in data entry
- High level written & verbal communication skills
- Ability to work in a team environment
- High attention to detail
- Ability to manage time effectively and meet deadlines
- Ability to work independently
- Ability to demonstrate initiative
- Awareness of need for confidentiality

#### Additional Essential Requirements:

- This full time position is based at Bossley Park Community Centre. Occasionally, a requirement of this role is to travel to various locations including businesses and schools. Therefore you must have daily access to your own fully insured and reliable vehicle (Kilometre allowance payable)
- To be eligible for this role, you must have the right to live and work in Australia, complete a satisfactory Police Check and Working with Children Check along with a current Drivers Licence
- This role is 37.5 hour per week, 4 weeks Annual Leave per annum to be taken during the Christmas and New Year period
- This role involves working on projects delivered on site at Aged Care Facilities. They require all visitors to show proof of immunisation before entering their Aged Care Facility. SWC also interacts with thousands of students and teachers at expos, summits, workshops and excursions. To safely perform your role, you are required to have and provide proof of taking the Influenza and COVID-19 vaccines.



SWC has a proven track record of empowering over 86,000 young people in South West Sydney to discover pathways to a better future for themselves and their families.

The Structured Workplace Learning Team and the Youth Collective Impact Team work with businesses, government agencies, community organisations, parents and schools to create initiatives that connect young people (5 -25 years of age) and their families to opportunities to enhance their life options beyond school.

#### Our Mission



**ABOUT US** 

- Empower young people to achieve their educational, social and employment potential
- Support students in career exploration, career decision making and the transition into work
- Engage communities, in particular local government and employers, around the needs of young people transitioning into the workforce
- Engage with and build relationships with schools and career advisers across our region to promote the importance of career education and workplace learning



#### Our Vision

To inspire young people and their families by connecting them to the resources, skills and opportunities that enhances their options and empower them to be their best.

#### Our Reach

We work with 42 High Schools and 103 Primary Schools, engage with all 3 education sectors NSW Department of Education, Sydney Catholic Schools and Association of Independent Schools NSW. We operate in Fairfield and Liverpool LGA and also in parts of Cumberland and Canterbury-Bankstown City Councils. SWC services "Region E" covering 3 LGA's:





#### **Our Action & Collaborative Approach**

We achieve this through our Workplacement Program and the Youth Collective Impact Initiative. We partner with stakeholders across all sectors (business, school, family and community), building community capacity and strengthening aspirations and resilience for all young people in South West Sydney so they can create their own pathways to a better future.



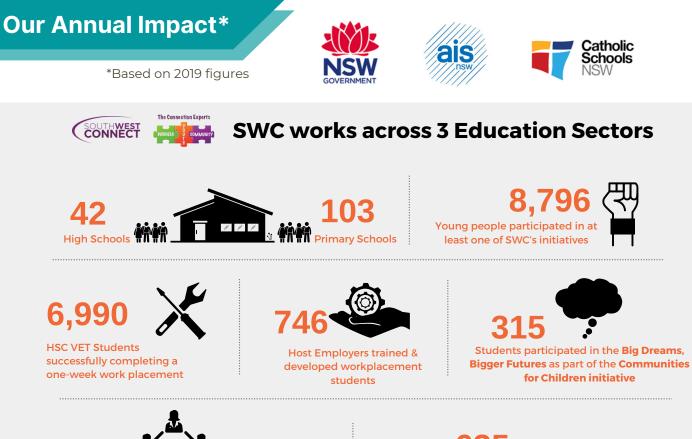


#### Structured Workplace Learning (SWL)

Organises a one week placement in businesses for Year 11 & 12 VET students to enhance the skills learned in the classroom

#### Youth Collective Impact Team (YCIT)

Creates & delivers initiatives & projects to inspire, develop & empower young people to achieve their potential



Students developed their employability skills, confidence & ambition through Work Ready sessions, mock interviews & career skills workshops



635 Students exp

Students expanded their horizons and **made** industry connections during the Future Links, Future Ready Tours

#### Workplace Learning Network (WLN)

PROUD MEMBER OF THE ORKPLACE LEARNING NETWORK

SWC has been an active member of the Workplace Learning Network (WLN) for the past 3 years. The WLN is an association comprised of 16 organisations with a business model that focuses on the youth of NSW.

**STATE** wide Strength

LOCAL knowledge, impact, network and change

#### Across NSW, the WLN works with:







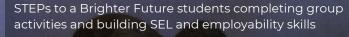


Primary School students' Aspirational Future Links Tour at Cabra-Vale Diggers Club learning about hospitality / restaurants and the live entertainment industry before they went to the Sydney Theatre Company to do a backstage tour and watched a live Shakespeare performance



Cirque du Soleil performance as part of the STEP Up To Success program

**Primary Industries** workplacement students maintaining the Cabra-Vale Diggers Club landscaping and greens



Fonise

High School students interacting with aged residents in the FUSION program at a local aged care facility





Primary School students experience being a 'uni student' at Sydney University as part of many of SWC's Aspirational Future Links Tours including Mini Career Pals, Dream Big For a Better Future

#### **Structured Workplace Learning Program**

Workplacement is a mandatory component of industry based VET courses that students can choose as part of their studies for the NSW Higher School Certificate (HSC) in Stage 6.

Recognising the importance for students to gain real life work practices in order to build their employability skills and improve their employment prospects, SWC engages a broad range of Host Employers on behalf of all schools in Region E.

Workplacement is a one week placement with businesses, to enhance students skills learned in the classroom. It is a mandatory component of industry based VET courses for the NSW HSC and involves 70 hours of workplace learning. (35 hours in Year 11 and another 35 hours in Year 12).

SWC realises it can take some students more than 2 workplacements to complete their necessary hours, and placements may need to be changed due to extenuating circumstances. Staff work with schools sympathetically to accommodate these students. SWC is flexible, we arrange replacement workplacement as necessary.

SWC's flexible service delivery model maximises workplacement take-up by schools. Staff consult with VET coordinators/teachers regarding workplacement planning/ requirements, teacher expectations, specific deadlines, exam and assessment timetables, SWC utilises the whole school year arranging workplacements to accommodate differing availabilities of many schools and year groups in Region E.

SWC plan for individual student's requirements such as disability/learning support. SWC regularly communicates with VET coordinators/ teachers regarding workplacement planning/ requirements, teacher expectations, deadlines.

#### Workplacement | Stakeholder Engagement

SWC is the Workplacement Service Provider for Region E. SWC follows a proven methodology and a reliable process when engaging with current and prospective workplacement host employers. SWC strategies are tailored to program objectives, scope, individual students and local context. SWC has a thorough in-depth understanding of the four NSW Education Standards Authority (NESA) Principles underpinning workplacement in the HSC.

SWC workplacement opportunities are purposeful, planned, and structured, ensuring the placement is relevant to the student's interests and aspirations, while performing 'real' tasks building on learnt skills and gaining exposure to professional work environments, culture and commercial operations.

SWC's 15 years experience in delivering workplacement services and 1,100+ community connections provide a strong foundation to schedule workplacements which meet course requirements and student readiness/expectations.



Host Employers are assigned an Employer Liaison Consultant who provides assistance with every aspect of the workplacement process. Dedicated Workplacement Officers contact the host employer before, during and after the placement. They also are a main point of contact for any issues arising during the placement.



Students are supported throughout their 2-year VET course and can access a range of resources on SWC's website. SWC assists schools with Work Ready presentations and mock interviews prior to the placement. SWC ensures students settle in well at the workplace and gain a meaningful experience relevant to their course.

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Teachers are supported throughout the year by SWC including VET Advisory Panel (Workplacement Reference Group) meetings held each term. SWC sources and administers workplacements on behalf of the school. VET teachers have a dedicated Workplacement Officer who is the conduit between the school and the host employers, providing prompt and effective support throughout the student's workplacement.

Parents and Carers can access the Parents & Carers Guide to Workplace Learning before their child attends workplacement. This contains important information about preparing for a positive and realistic workplacement experience.

#### Youth Collective Impact Team

#### Collaborative Approach | Stakeholder Engagement

The Youth Collective Impact Team applies the methodologies determined by the Evidenced Based Programs that we deliver. Our approach involves creating initiatives that are tailored, based on consultation and research. To ensure an inclusive and robust process, we set up a Steering Committee comprising of stakeholders from the education, government and business sectors for our large scale projects.

For all other projects, SWC consults with Principals and the executive team, including classroom teachers, Year Advisors or Faculty Head Teachers to agree on common shared goals /objectives, decision making and evaluation process to measure impact of the project. Outcomes are reported back to key stakeholders in detailed impact reports and communication with other stakeholders and the broader community is made available through our newsletters, annual operational reports and video summaries on our website.

Throughout each program, SWC works with school teaching staff/ executive team to share resources and build capacity at each school to allow them to continue to benefit from the objectives/ outcomes of each program. SWC is a conduit for communication of opportunities, broadcast to appropriate personnel at school. SWC links students with employment opportunities (entry level jobs and Apprenticeships/ Traineeships). https://www.swconnect.org.au/youth-collectiveimpact/programs/

SWC facilitates the **Student Pop Up Café** and the **RIEP Class Chefs (student restaurant takeover)** events which both provide a workplace co-assessment opportunity and workplacement hours to students.



Student Pop Up Café: VET students run a café for the morning. Students make and serve up to 200 barista coffee and bacon and egg rolls in 4 hours; comparable to some of the busiest cafés in Sydney.



RIEP Class Chefs: VET students run a restaurant for one evening, showcasing their skills (120 paying customers receive a 3-course fine dining experience, including drinks). Schools receive a resources package developed in consultation with NSWDoE and Industry bodies.







SWC will project manage every aspect from start to end, including subsidised ticket sales/promotion through Eventbrite & table allocation.

### **Annual Youth Mental Health Summit:**



#### (Evaluation feedback from all participants 2014 to 2020)



#### 95% of Students agreed that mental health is important

and it needs to be talked about more



## 86% of Students learnt

something new

about mental health and wellbeing at the YMHS



#### 96% of students thought the YMHS was beneficial

and would recommend it to their friends or colleagues



#### 97% of students had a positive experience

at the YMHS and thought it helped to reduce the stigma attached to mental health



#### 89% of students met a new service provider

at the YMHS that they were not previously aware of



#### **92%** of students were inspired

by the presenters and workshop facilitators to take positive action towards improving their own mental health and wellbeing















found the professional development session useful for their jobs

place in early term 2 Details to follow at: www.swconnect.org.au

The 2022 YMHS will take





#### 95% of schools created strategies

and mental health and wellbeing action plans at the YMHS to complement their existing policies

Strong mental health and wellbeing is the foundation for success at school, the workplace and in life. According to the Productivity Commission "there are up to a million people going untreated for mental health conditions in Australia with these illnesses costing the economy around \$180 billion each year." The YMHS addresses the importance of young people having the skills and knowledge to identify the signs of mental illness and where to access their support networks. This increased awareness and support will reduce absenteeism and lost productivity at school, during workplacements, work experience and in post-school employment.

#### **Outcomes Achieved | VET Impact Summary since 2006**

#### South West Connect actively supports and promotes VET careers across all sectors.

60,500 Workplacements across 12 VET Courses:





Information & Digital Technology



Entertainment Industry



Retail

Services



Food & Beverage



Kitchen Operations



Primarv Industries

Electrotechnology



Automotive



Financial



Services



#### <u>hi</u> 26,900 Work Ready and **Mock Interviews**

Students from Years 9 to 12 developed their employability skills and confidence

Career and **Transition Expos** 23,300 students



participated in Seek a Skill, Careers Market, Apprenticeship & Traineeship Expos

#### Wellbeing & **Bully Prevention** students

participated in sessions (includes Best Enemies, Stymie and YMHS)



participated in Career Immersion events (includes workshops, Speed Networking, Career Explorer Industry Tours & STEAM Expos)



#### **Student Restaurant Takeovers** 13,560 dishes 11,355 drinks 4,410 customers

served by 980 students in Class Chefs & Student Pop Up Café

SWC supporting the NSW DoE EPPP initiative to "Strengthen careers advice and job-ready life skills for young people."

#### **SWC Collaboration Impact**



#### **96%**

of participants discovered new skills, resources and career and education pathway options

## **94%**

of participants were inspired to set goals and make plans to achieve them



## 98%

of Teachers reported positive impact of program (increased confidence, participation and contribution)

## **92%**

of students reported positive impact of program (these include increased engagement at school, improved problem solving and better decision making skills leading to reduced conflict and incidents at school)



#### Satisfaction 97% of participants



would recommend SWC to their peers and colleagues (because they enjoyed and found it worthwhile to participate in a SWC initiative)

# Future Links, Future Ready **3,800** participants

includes students that completed workshops, Speed Networking, Q&A sessions, Career Explorer Industry Tours & Expos

#### FECAP (Fairfield Emerging Communities Action Group) Pathways to Employment Expo

## 2,700 participants

participants from CALD, migrant and refugee backgrounds attended (supported by Cabra-Vale Diggers Club since 2015)





in 338 sessions across Dare to Dream, STEPs to a Brighter future and Dream Big for a better Future.

## STEP Up to Success 330 students

participated in workshops and Aspirational Future Links Tours, including a Cirque du Soleil tour

#### Mini Career Pals

**1,600** students



**12,800** letters exchanged **36,400** questions answered

Aspirational career exploration and mentoring program for primary school students through letter writing

**FUSION** Fun Unite Smile Ignite Older New (Work Immersion and Volunteering in Aged & Health Care)

#### **384** students **187** sessions **6,295** hours of voluntary work experience

(Reducing generational and cultural barriers, increasing social cohesion and connectedness)

() Future Links, Future Ready (breaking the cycle of generational unemployment and welfare dependency) a unique & innovative approach to navigating careers and connecting with employers. The program includes a series of interactive sessions and tours to improve career and employability skills, help students gain the skills and resources to help them overcome common barriers. SWC Partners with Local Employers like Cabra-Vale Diggers Club to deliver the Career Explorer Industry Tours component, a guided, interactive excursion where students (aged 11-19) visit and meet future employers onsite to learn about the different skills, attributes and other requirements for the role / industry. These Work Immersion / Inspiration style sessions include workshops, team activities and mentoring by staff to gain work related experiences. This leaves a lasting impression on the students and increases engagement, helping them to link what is learned in the classroom and how it can be applied in the world of work. Students who do not have positive work role models noticeably benefit from these tours. The Speed Networking component allows up to 200 students to meet role models in a variety of career sectors and ask questions in small groups. Students can meet up to 30 professionals, where they can gain mentoring opportunities and build on the Skills Journal provided to assist them map their career journey.

FUSION, (Fun Unite Smile Ignite Older New, an Aged and Youth Partnership) is a program that bridges the cultural and generational gap, promotes careers and volunteering in the aged and health care sectors and is based at an aged care facility. 384 high school students have participated in 187 sessions gaining 6,295 hours of voluntary work experience. Early intervention programs that provide employability skills for successful transition from primary to high school include Dare to Dream, STEPs to a Brighter Future and Dream Big for a Better Future . 950 students have participated in 338 sessions gaining skills to improve resilience, problem solving, communication and responsible decision making, which enhance employability skills.

- Mini Career Pals The program involves a class of Year 5/6 students from different schools exchanging letters throughout the school year with adult volunteers from different vocations and professions to improve literacy and inspire their learning through the art of letter writing. At the conclusion of the year, students had an opportunity to meet their career pals during a group excursion to the CBD where they had lunch at the iconic Sydney Tower restaurants and had a behind the scenes tour of the Sydney Opera House and ABC television and radio studios. SWC hosted a breakfast training session to share the resources and tools to allow schools to replicate the program within their own schools. Building the capacity of the teachers allowed the program to be self-sustaining leading to over 1,600 students exchanging over 12,000 letters with hundreds of adult 'Career Pen Pals'.
  - STEP up to Success (Empowering Aboriginal Future Leaders) This program works with young Aboriginal leaders and their peers to train them to build resilience and life skills in raising their aspirations and financial literacy skills which empowers them with the confidence to excel in class and in life. The program comprises of multiple layers of activities and programs that lift the aspirations of the students and encourage them to dream about their futures.



www.swconnect.org.au to access details

about past and current projects. The initiatives outlined above were made possible through the funding received under the NSW ClubGRANTS program by Cabra-Vale Diggers Club, administered by Fairfield City Council. SWC also thanks all our funding providers for their continued support of our projects and initiatives in the community.

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Region E Environmental Scan		Aboriginal and Torres Strait Islanders 3,012 Liverpool City 1,482 Fairfield City 181 Merrylands Central	<b>60% Socio-Economic Disadvantage</b> 42 out of 70 suburbs in Region E are socio-economically
The Connection Experts BUSINESS 0 COMMUNITY	Liverpool Liverpool Fairfield Cumberland Canterbury-Bankstown	Population 441,095 (2016) 464,165 (2019)	<ul> <li>121,374</li> &lt;</ul>

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disadvantaged, have a SEIFA (Socio-economic Indexes for 42 out of 70 suburbs in Region E are socio-economically Areas) Score below 960

**43,988** Tertiary Education / Young Workforce

aged 18 to 24

**180,740** Total labour force (participation rate) **91.07%** Total Employed (164,607) **Employment & Labour Force** 

8.93% Total Unemployed (16,133)

# 16,736 **22,253** Non Employing Businesses **Registered Businesses 19** Industry Sectors 38,989 **Employment Status** 106,693 Full-time \$ 52,935 Part-time 4,979 other

Source: Australian Bureau of Statistics data (2016 Census) interpreted by South West Connect.





Road, Railway, T-Way, Bus and Motor Vehicle

201,869 Born Overseas

40.7% Liverpool City (83,238)

53.9% Fairfield City (107,068)



. . . . . . . . . . . . .

**49.3%** Merrylands Central, (11,563)







#### **Moving Forward**

Through our collaboration and established networks across the education, business and community sectors, SWC have created sustainable initiatives that address health and wellbeing, youth unemployment, employability skills, transition and pathway options that will allow young people to become economic, social and civic contributors in their community.

Thank you for your support by showing interest and taking the time to read this information package. SWC wishes to thank schools, businesses, community organisations, volunteers and participants for their contribution towards a better future for the youth in our region. Valuable partnerships with forward thinking schools and businesses allows SWC to continue to improve learning and employment outcomes for young people to make a sustainable, positive impact in Region E.





Students and parents participated in the **Big Dreams**, **Bigger Futures** as part of the **Communities for Children initiative** 





Students from Years 9 to 12 developed their employability skills, confidence & ambition through our career skills workshops



**Students, teachers & service providers** participated in the annual **Youth Mental Health Summit** (focused on removing stigma & making positive connections with service providers)

#### **OUR IMPACT SINCE 2006**



Students participated in a Mega or Mini Seek a Skill Interactive Careers Expo



Work Ethic Awards & Gift Cards awarded to students at annual presentation days



**Evidence Based Program sessions** delivered to students (to build resilience, improve problem solving skills, make responsible decisions & achieve goals)







Students attended 319 Industry visits & tours



Hours Volunteered by young people through initiatives like FUSION & Youth Advisory Committees



#### Host Employers, Project **Partners** & Stakeholders **engaged**

For additional information,

please contact South West Connect on:(02) 9822 9370 | <sub>(select option 2 for the Youth Team)</sub> www. swconnect.org.au | info@swconnect.org.au PO Box 68, Edensor Park NSW 2176 | Bossley Park Community Centre, 28 Belfield Rd Bossley Park NSW