

Workplace Learning's Steps to Success (S2S) Program is funded by the Department of Education, Training Services NSW and is primarily aimed at Year 11 students who are disengaged from learning. Workplace Learning is working with high schools in the Illawarra and Shoalhaven regions to identify potential participants and to inform the students and their parents/carers of the benefits of S2S. Through career path planning, relevant training and work experience, S2S aims to try to get these young people either into employment and/or enrolled in further studies. There are five segments to the Program.

Step 1. Career Path

A personalised profile will be developed to identify career path and study options, including assessment of the participant's individual interests, abilities, and literacy and numeracy levels. Based on the profile and in consultation with the participant and their parents/carers, a career path to be pursued will be agreed on. Participants will be allocated a case manager to assist them through the S2S Program.

Step 2. Training

The participants may be able to undertake a **fully subsidised part qualification** under the NSW Government's Smart and Skilled Program. A **part qualification** is a short training program made up of a skill set or units of competency selected from nationally recognised training qualifications, including pre-apprenticeships and pre-traineeships. The training will be approximately 4 days per week for five weeks.

Every effort will be taken to try to match the training to the participant's needs, as agreed to in *Step 1*. Access to training is reliant on the courses being offered by training organisations in the Illawarra and Shoalhaven regions.

It is important to note, **to be eligible for fully subsidised training**, the participants **cannot still be at school**, requiring participants to be formally signed out of school. Also, to study at a minimum Certificate II level participants will require literacy/numeracy ability equal to, or greater than, the NSW Education Standards Authority (NESA) Minimum Standards Tests. Participants who require support to increase their literacy/numeracy ability will initially be enrolled in a Foundation Skills course, Certificate I level.

Step 3. Job Preparation

Participants will receive coaching and mentoring on: employability skills; job application and resume writing; and interview preparation.

Step 4. Work Experience

Participants will undertake a **total** of at least **one week's work experience** in their preferred industry area. Depending on the availability of host employers, this work experience may be on a full-time or part-time basis. The purpose of work experience is to give the participant an understanding of the 'world of work' and to help develop essential employability skills, for example, communication, team work, problem solving, customer service and time management.

Participants will utilise the skills they have learned in *Step 3* and attend a pre-work experience interview with the host employer. A structured work plan and a list of suggested work activities for on-the-job training will be provided to give guidance to the participant and host employer.

Step 5. Career Launch

Participants will undertake a review and evaluation session with their case manager which will include identifying work and further study options which can be pursued. A follow-up with the participant will be undertaken and additional guidance will be provided, where required.

Participants who complete the training and work experience will receive a Certificate of Completion to form part of their resume.

Participants will also be referred to relevant support agencies, such as, Australian Government's Transition to Work Providers who are able to provide on-going support for young people to gain the skills and experience they need for work.

For further information contact WORKPLACE LEARNING

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