

SCHOOL LEAVERS EMPLOYMENT SUPPORT

Gold Coast Disability and Youth Pty. Ltd.

Stage 1- Exploration

The first step in SLES is to investigate, this will assist the participant to understand the individual needs. This includes meeting with the participant to assess their current situation. Simply described as:

- Where are you at?
- Where would you like to be?

We will work together to assess how we can work towards your employment goals.

The second step is to gain knowledge on the direction for investigation. We will undertake some further assessment on that would impact employment engagement and sustaining employment.

- Strengths – areas that can be developed and applied to employment
- Weaknesses - areas that need to be attended to
- Barriers – things that we need to plan or work around

Now that we have a greater knowledge of you, we can more formally assess suitable job/careers we may use some career assessment tools such as:

- RAISEC codes: assist with identifying what your career interests are as well as some employment pathways to explore
- Schwartz Values Survey: assist with a greater understanding of your appropriate work environments
- Strengths profiler: to gather insight and a range of individually descriptive terms to use in resumes and job applications

Following this investigation, we explore three possible job pathways. This will include increasing our understanding of the following categories of employment:

- Casual
- Part-time
- Full-time
- Seasonal work - contractual period

Stage 2 Creating an Individualised plan

Set up plan. During this stage meet again with the participant to check in and readjust the plan to reflect information investigated in stage 1.

- We define the goals using the SMART goals framework. This plan will set milestones and time frames for the steps within the goals
- We will teach the skills for constructing flexible resumes to appropriately reflect the employment sector and level within that sector.

Stage 3 Putting the plan into action

Implementing the plan and updating with any relevant changes. This will require following the SMART goals developed in stage 2.

We will be developing skills required to find and engage in chosen employment areas is carried out in this stage, for example where can I look for work and how do you represent yourself. We may connect with training services, workshops, work experience during this time.

Stage 4 Employment connection and support

Finding Employment and connecting with a DES, if the plan requires. This involves assisting the participant to sustain employment and help with any challenges that may arise.

SLES ceases when the participant is ready to be unsupported or their plan ends, this can be up to two years.

SLES Activities

Discovery activities; exploring job interests and skills

- Employability and/or vocational specific skill development
- Work experience in an inclusive work environment
- Job training in the work environment
- Communications and taking instructions
- Money handling
- Travel training

Developing a work profile, and job customisation plan

- Applying for jobs online
- How to email employers
- How to fill in time sheets
- How to catch public transport
- Understanding seasonal work
- Dressing and preparing for interviews

- Reading and responding to a work roster
- What information is required to request time off
- What are your requirements for work in relation to social media and communication?
- Different levels of Supervision – direct line supervisors, managers, owners/directors, etc.

Identifying transferable skills

- Technical
- Communication
- Critical Thinking
- Multitasking
- Teamwork
- Creativity
- Leadership

Different categories of employment

Investigation of these categories and their pros and cons relevant to your needs.

- Casual
- Part-time
- Full-time
- Seasonal work
- Contractual periods

Resume construction

- This will include learning the skills to make a variety of resumes styles to appropriately reflect the employment sector and level within that sector.

Possible work experience in inclusive workplaces

- Research possible employment pathways - areas of interest, current skills, areas for skill development for further employment opportunities
- Individualised supports focused on employment outcomes
Engagement with families and carers around the participant's goal
- Opportunities within the current support group for work experience

Building strong links to employers and the community

- Communicating with employment agencies
- Linking with DES providers seamlessly
- Being adaptable

SLES providers are encouraged to:

- Learn, innovate, and build on the lessons from other transition to work programs
- Develop practical skills to get a job
- Connect with education or training
- Find and participate in work experience opportunities
- Identify employment opportunities in the local area
- Connect with relevant local community services
- Work with other employment services

- Seek training and technical support to replicate current best practices