

Brimbank Youth Services YMCA

**Careers
HOPE
Program
2006**

Parents Pack



BRIMBANK
CITY COUNCIL



YMCA

We build strong **PEOPLE**
strong **FAMILIES**
strong **COMMUNITIES**

Dear Parent,

Welcome to the Careers HOPE Program, and thankyou for your interest in the program.

This pack contains all the information you should need to become familiar with the HOPE program in 2006. It contains:

- An overview of Brimbank Youth Services YMCA
- An introduction to the program, including history of its development, its design, and the purpose of the program
- Aims and Objectives
- Who is involved in the program
- Explanations of the Components of the Program
- 2006 Overview

I invite you to read through the pack and call me at the office on 9364 1800 if you would like to discuss your child's involvement further.

Marisa Uwarow

Careers HOPE Program Coordinator
Brimbank Youth Services YMCA

Brimbank Youth Services YMCA

Brimbank Youth Services YMCA works with young people aged 12-25 years in the City of Brimbank.

Managed by the YMCA, Brimbank Youth Services is located at 90 Taylors Road in St Albans (next to the St Albans Leisure Centre).

Services include:

- Counselling
- School Services
- Art Projects
- Skate Services
- Drop-In

*The YMCA aims to build strong people, strong families,
strong communities.*

In all services, the YMCA works at building the following assets in all the young people we work with:

- Providing activities and spaces to ensure young people are **using their time constructively**
- Making young people aware of their **boundaries and expectations** in all areas of their lives
- Providing **support** and promoting a caring environment both in schools and outside schools
- Promoting **empowerment** of young people, by providing choices and respecting the decisions of young people
- Allowing young people to make decisions, and increasing their **social competencies** through planning and resistance skills
- Providing programs such as HOPE to increase school engagement and their **commitment to learning**
- Promoting **positive identity** in young people through increased self esteem of young people and giving them a positive view of their personal future
- Raising self awareness in young people of their **personal values**

*The YMCA works from four basic values in all programs we
provide:*

HONESTY
RESPECT
RESPONSIBILITY
CARING

Introduction

Why is there a Careers HOPE Program?

The HOPE program has been designed in response to the ever-increasing problem of school retention and drop out rates across the municipality of Brimbank.

Statistically, Brimbank, along with the neighbouring area of Melton, encompass one of the highest percentages for early school leavers in the Melbourne Metropolitan area. This is coupled with the ongoing problem of youth unemployment.

Who is it designed for?

The HOPE program is specifically designed for students in Year 9 and 10 identified as being at risk of dropping out of school or struggling with their grades and workload. The program also works with students who have indicated they would like further support in shaping their futures.

All year 9 students completed a Participant Selection Form (yellow page, attached) and were selected based on either their responses to this form or were recommended by their school network.

Your child has been selected from a large number of possible participants, and has indicated they would like to be a part of the program.

When did it begin?

In 2003 the program was introduced as a pilot program in two secondary schools; Keilor Downs and Deer Park Secondary Colleges. In 2004 HOPE was funded by School Focussed Youth Services (SFYS), which enabled us to extend the program by adding an extra two secondary colleges. This year, the program is run in six local secondary schools.

What does it aim to achieve?

The key objectives of the program are to introduce and connect students to business people from a variety of professions, key staff inside their own school, and employment and welfare agencies within the local community. Students also attend regular workshops at their school and external Field Trips.

The program is designed to encourage young people to take responsibility for their own lives, provide them with information about the range of opportunities that might be appropriate for them, and help them plan a pathway to achieve their career dream.

In these ways we aim to help cultivate a sense of HOPE.

Aims

- H**elping Empowering young people to find confidence and gain a positive outlook towards their future.
- O**pportunity Providing a range of opportunities for young people to explore and access relevant information relating to their own career interests.
- P**articipate Young people actively participate by making personal choices from the range of options we present to them.
- E**ncourage Providing young people with personal encouragement, mentoring, increasing their self-belief and enabling them to pursue their own personal dream and to make choices that are appropriate for them.

Objectives

1. To run the HOPE program with 15 –20 students from each school involved.
2. To provide ongoing support and mentoring to the young person with regular meetings from staff and volunteers in the program.
3. To organise field trips for the young people to community agencies where they will be trained in Resume writing, Interview skills and general Career Education.
4. To organise field trips for the young people to obtain hands on experience in one or more possible career paths taken from their survey interests and to build a network of connections in the greater community.
5. To obtain appropriate feedback and evaluation from both employer and students upon the completion of the field trip and provide a debriefing session with the student.
6. To help build a network of career-related contacts (eg. school careers facilitator) for each participant and their individual pathway.
7. To collate a reference folder for each young person so they can access all relevant information including Agency Contacts, Business Contacts, Websites, Educational institutions etc.

Components of the Program

Classroom Workshops

To enable students to feel connected to the program, HOPE Instructors visit the school on a regular basis. It is suggested that students are visited within their school setting for at least two periods, once a week. This depends on the requests from the school.



Classroom workshops involve working with what the students want to gain from the program. Classroom Workshops run for the duration of the year, with Instructors attending ongoing training. Visits to Classroom Workshops by experts are also a highlight for students.

The program is aimed at providing support to students, and to help them discover their potential. Brimbank Youth Services YMCA works closely with the school to ensure that relevant resources are available to the students.

Classroom Workshops promote social competencies and a commitment to learning, with sessions covering values, expectations and self awareness.

Students also have the opportunity to create a resume, practice interview skills (for part-time/ casual employment), have some fun and connect with a community organisation.



Field Trips

Each student will attend approximately three Field Trips which are relevant to their career interests. This enables them to get first-hand experience from people within their chosen industry. We have a large range of business partners, and are always keen to have more on board.

Who is Involved?

HOPE COORDINATOR*

Staff member from Brimbank Youth Services YMCA

HOPE ASSISTANT/S*

Student Placement/s from local Universities
and/or HOPE 2005 Instructors wanting to work with this year's participants

SCHOOL HOPE COORDINATOR/S

Chosen by each school
(Usually the year level coordinator or careers teacher)

HOPE INSTRUCTORS*

Trained volunteers (18yrs+) and/ or
Student Placements from local Universities

HOPE PARTICIPANTS 2006

Year 9's identified as being at risk of dropping out of school or who have indicated they would like further support with their career pathways

OPPORTUNITY NETWORK

Industry contacts

**All staff, volunteers and student placements have current police checks and have undergone an induction Brimbank Youth Services YMCA. Volunteers and student placements receive training and ongoing support to ensure all students receive correct and useful information.*

Program Overview 2006

Term 1 : Student recruitment & Program Introduction

Term 1 will involve recruiting students, developing contacts and learning more about each other. Relevant tasks and outcomes include:

- School and HOPE coordinators meet to organise timetable, contact details and program outline.
- Participant Selection Process
- Identification of 15-20 young people (Year 9) that will be invited to join the HOPE program
- Students will fill in survey relating to careers and education interests that will be collated to direct the program.
- **Permission forms to be completed and returned.**

Term 2: Self-Development & Exploring Options

Students will undertake a variety of internal and external workshops designed to focus on self development, give an overview of career and education options, and to make connections with local representatives that can assist them.

Example visits & contacts include:

- Visit Centrelink Office
- Visit from the Brimbank & Melton LLEN
- MIPS Careers Counsellor, Careers Teacher at School (Create a Support Network)
- Visit from Work place Learning Melbourne West – Match surveys
- Visit to Brimbank Youth Service YMCA

Term 3: Employment Focus

Students will spend the majority of this term undertaking research into employment and career opportunities that interest them. They will explore these options via:

- Workshops held within the school setting (regular visits from staff & volunteers)
- Visits from Business representatives
- Field trips to businesses and organisations
- Visit to Job placement agency to learn about finding employment, writing job applications, resume writing and interviews
- Visits to University and TAFE campuses

Term 4: Further study & courses focus

Students will spend the majority of this term focusing on further education opportunities and courses of study available to them both currently and post VCE.

They will explore these options via:

- Introductions to VCAL Coordinator, Work Experience and Year 10 electives

Evaluation

Students and staff will undertake brief evaluations to determine student's experience of the program and identify individual needs for further assistance.

Awards & Celebration

A celebration will be held at the culmination of the program to celebrate the achievement of all involved.

Opportunity Network

It is important to note that the HOPE program would not be viable or effective without the many partners that work together with our service. At the end of 2005 these partners included:

- **Brimbank/Melton LLEN (Local Learning & Employment Network),**
- **Victoria University (Sunshine & Newport Campuses)**
- **ISIS Primary Care (St Albans)**
- **Centrelink (Watergardens)**
- **Claytons Kitchens**
- **Western Bulldogs Football Club**
- **Melbourne University**
 - **Architecture, Building and Design faculty**
 - **Arts**
 - **Education**
 - **Engineering**
 - **Economics and Commerce**
- **Victoria Police (Sunshine Police Station)**
- **Ford Motor Company**
- **MEGT—New Apprenticeships Centre**
- **Workplace Learning Melbourne West (WLMW)**
- **Western Community Initiatives Group (WCIG)**
- **Watergardens Town Centre**
- **Sunshine Marketplace**
- **Defence Force Recruiting**
- **Academy Sofital**
- **Syn FM**
- **Telstra Pty Ltd**
- **Victorian College of the Arts**
- **Ascot Vale Sport and Fitness Centre**
- **Pivot Point Hair Design College**

These businesses are involved during the year in one or more ways. Some of these businesses open their doors and allow students to experience their industry first-hand through field-trips or work experience placements, others come out to the schools and give presentations – all to enrich the lives of HOPE Participants.



Brimbank Youth Services YMCA Permission/ Medical Form



Must be signed by parent/guardian. The information you supply will be kept confidential.

Please use BLOCK LETTERS and print information carefully.

PERSONAL DETAILS

Given Name: _____ Surname: _____

D.O.B: (DAY) _____ (MONTH) _____ (YEAR) _____ Age: _____

Sex (please circle) M F

School Attending: _____

Home Address:

_____ Postcode: _____

Phone Number (Home) _____ (Mob) _____

Email address: _____

Parent/Guardian Name: _____

Emergency Contact Name: _____

Emergency Ph. Number _____ Mob: _____ Work: _____

Relationship to Young person: _____

BACKGROUND INFORMATION

1. Main language spoken at home: _____

2. Is there any relevant cultural information which the YMCA Youth Workers should consider? (eg. Dress, food, etc)

3. For publicity and promotional purposes, do you give the YMCA Youth Service permission to use photos of your child participating in the YMCA activities? (Please circle)

Yes No

MEDICAL INFORMATION *(please consider every question)*

1. Does your child suffer with any allergies, chronic illness, disabilities or special needs that our staff should know about? (eg. Asthma, diabetes, epilepsy)

Please circle: YES NO

If YES: _____

2. Is your child on medication?

Please circle: YES NO

If YES, what type? _____

Frequency of use: _____

Medicare Number: _____

3. Does your child have any special needs related to his/her behaviour which staff should be made aware of?

Please circle: YES NO

If YES, give details _____

PARENT/ GUARDIAN DECLARATION

I give consent for the staff and volunteer leaders of the Brimbank Youth Services YMCA to take responsibility for the care of the applicant during the program the applicant is participating in.

I also understand that if the behaviour of my child is of an unsuitable standard, then he/she will be referred to the appropriate school staff member for disciplinary action.

Parent / Guardian signature _____ Date: _____

Privacy Statement

The YMCA uses this enrolment/booking form to collect personal information for the purposes of program enrolment and statistical recording. The information may be shared with funding agencies, trainers, and administrators. You will be able to access, amend or correct information on request.

Further Reading

The following pages contain some information and statistics that the HOPE Program uses to ensure the correct pathways for participants.

For further information, there is also a list of helpful websites you can look at to find out more.

SCHOOL-BASED PATHWAYS

According to the Australian Bureau of Statistics, in 2003, 83.2 per cent of young people (aged 18-24 years) in Victoria had a Year 12 or equivalent qualification. The Department of Education and training has set a target that by 2010, this figure will be 90 per cent. To reach this goal, the learning options for Years 11 & 12 have been expanded, and there are a number of pathways now available.

VCE Victorian Certificate of Education

The VCE is generally completed over two years (Years 11 & 12), and is the most common pathway to entering further study at University, Technical and Further Education (TAFE), and the workplace. Completion of 20 to 24 units over the two years leads to the VCE qualification, and can include VET subjects, as well as those on the following page.

VCAL Victorian Certificate of Applied Learning

The VCAL is a completed over two year (Years 11 & 12), and is another option to obtaining a senior secondary school qualification. VCAL allows for further training in the workforce or TAFE, but is not recommended for those wishing to go on to University. There are three levels of VCAL – Foundation, Intermediate and Senior – depending on an individuals circumstances.

There are four compulsory strands that must be completed to obtain VCAL. They are: Literacy and Numeracy Skills, Industry Specific Skills (from VET subjects), Work Related Skills (structured workplace learning placement or SBNA/ traineeship, and/ or part-time work) and Personal Development Skills (community-based projects).

VET

Vocational Education and Training

A VET program involves structured workplace learning, that can contribute to obtaining the VCE as well a nationally recognised vocational qualification. A VET program is undertaken in a specific vocational area (for example, hospitality, engineering and so forth).

SBNA

School Based New Apprenticeship

SBNA is another way of vocational training contributing towards VCE. SBNA must be a paid apprenticeship or traineeship, with a signed contract registered with the Office of Training and Tertiary Education (OTTE). There are 12 areas SBNA can be obtained.

Source: Where to Now? Guide to the VCE, VCAL and Apprenticeships and Traineeships for 2005, published by the Victorian Curriculum and Assessment Authority, Department of Education & Training and the Victorian Qualifications Authority

APPRENTICESHIPS & TRAINEESHIPS

An apprenticeship or traineeship involves combining work and training to obtain a qualification. Both of these can be attempted on a part-time basis when completing either VCE or VCAL at school.

To do an apprenticeship or traineeship, an individual must have an employer who is willing to take them on, and must have a signed contract with OTTE. Apprentices and trainees receive wages and regular workplace benefits

Pre-Apprenticeships

Pre Apprenticeships are generally 8 to 16 weeks in length and teach the basic skills of a trade. Some industries require new Apprentices to have completed this pre-training.

Other information...

- A completed VET certificate will count towards VCAL
- A completed VCE subject will count towards VCAL
- Students can change from VCAL to VCE if they change their mind
- SBNA, part-time work and VET can all count towards VCAL
- The General Achievement Test (GAT) must be taken when completing VCE but does not need for VCAL.
- Where an apprenticeship or traineeship requires an individual to be an employee (with at least 10 contact hours per week over 3 years or 15 over 2 years), VCE VET is a structured work place learning placement with eligibility for minimum wages per day of \$5 (lasting up to 40 days) .

New Apprenticeships

You'll be amazed where they can take you.

Introducing New Apprenticeships

New Apprenticeships combine practical work with structured training to give young people a nationally recognised qualification and the experience they need to get the job they want.



New Apprenticeships are a great way to build a career in an increasing number of industries. There is a wide range of industries to choose from, offering a significant rise in opportunities for students to train and work without having to leave their local area.

Traditionally, apprenticeships took three to four years to complete and traineeships lasted for one to two years. New Apprenticeships are 'competency based'. This means it may be possible for a New Apprentice to complete their training sooner if they have reached the skill level required. In some cases it is possible to start a New Apprenticeship while still at school.

New Apprenticeships are covered by formal agreements known as either 'Training Agreements' or 'Contracts of Training'. These agreements set out the training and supervision an employer must provide for the employee, as well as the employee's obligations as a New Apprentice.

Training Packages have been designed by industry for industry. The Training Package can be delivered on-the-job, off-the-job, or a combination of both. Off-the-job training is done with TAFE colleges, and other approved training providers including schools and community training colleges.

Source: http://www.newapprenticeships.gov.au/careers_adviser/intro.asp

New Apprenticeships

You'll be amazed where they can take you.

What industries are New Apprenticeships available in?

New Apprenticeships are now available in more than 500 occupations. Industries that New Apprenticeships are available in include:

- Agriculture, horticulture and related industries
- Automotive
- Building and Construction
- Business services
- Finance services
- Food
- Hairdressing
- Community services and health
- Information technology
- Light manufacturing
- Local government
- Metals and Engineering
- Printing
- Process manufacturing
- Property services
- Public services
- Retail
- Seafood
- Sport and recreation
- Telecommunications
- Tourism
- Transport and distribution
- Utilities and energy

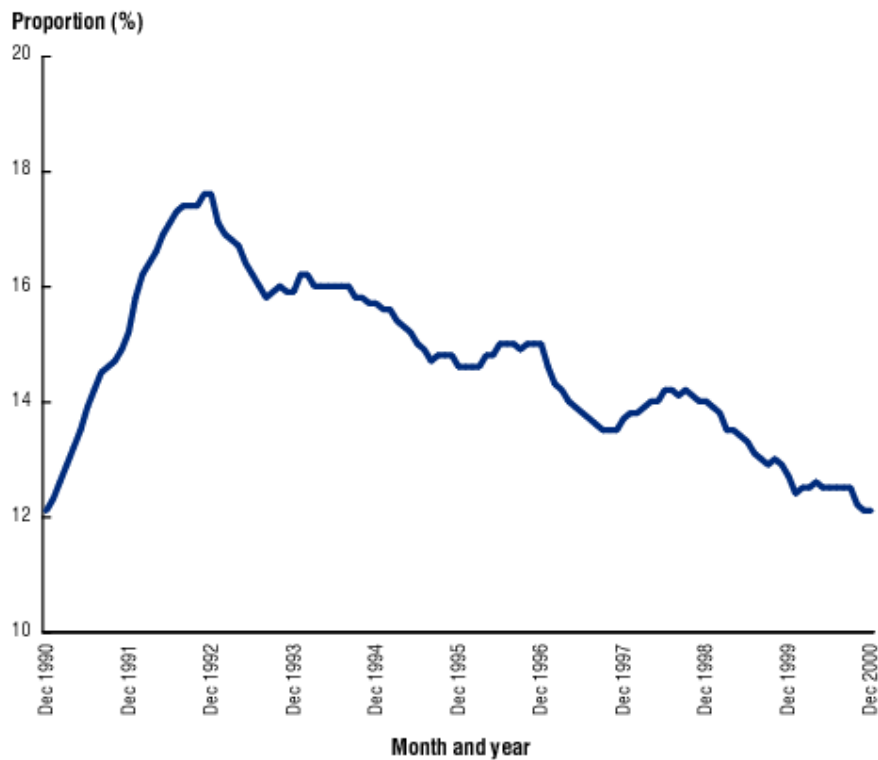
In each of these industries a range of qualifications are available to suit young people and their employers. New Apprenticeships provide an attractive training option in just about any industry young people might be interested in.

Source: http://www.newapprenticeships.gov.au/careers_adviser/whichindustries.asp

Youth at risk

Defining and identifying young people less likely to obtain sustained and rewarding employment or those "at risk" is a difficult exercise. The Dusseldorp Skills Forum proposed a number of indicators in Australia's Youth: Reality and Risk (1998). One of these indicators is the proportion of the 15 to 19 year old population not in full time education and not in full time employment.

**Persons aged 15-19 years: Proportion not in full-time employment or attending an educational institution full-time, Victoria
December 1990 to December 2000 (annually averaged data)**



Source: Australian Bureau of Statistics, Labour Force Survey

The proportion of young people in this category has varied over the last decade declining significantly from its peak in 1992 of almost 18% to just over 12% in 2000. However, it remains significantly high with more than one in ten 15 to 19 year olds in Victoria not engaged in either full time employment or full time education and training.

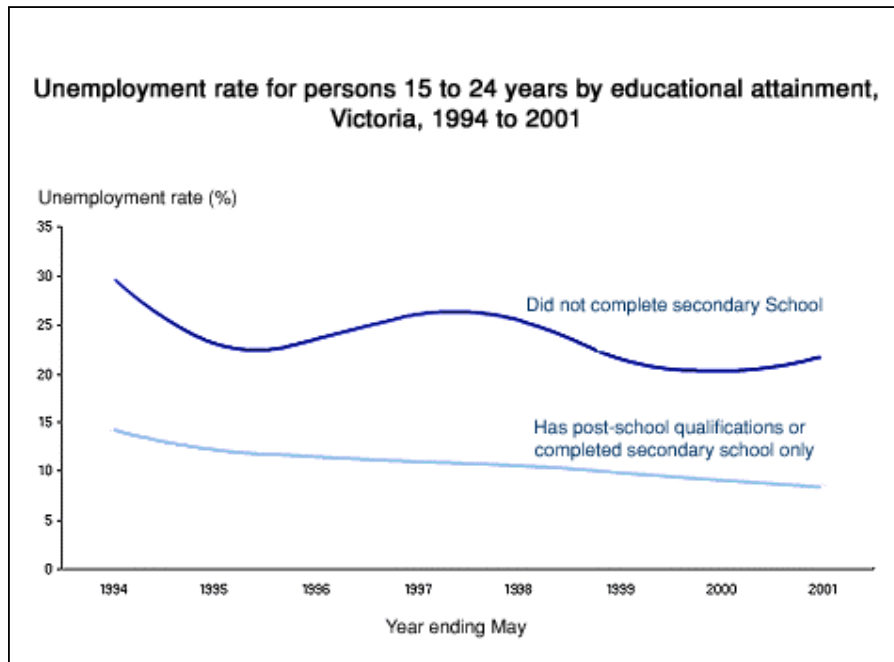
References: Dusseldorp Skills Forum, Australia's Youth: Reality and Risk (1998)

Source: <http://www.llen.vic.gov.au/llen/about/llenstat/youth/risk.asp>

Impact of qualifications

The likelihood of being unemployed is far greater for 15-24 year olds who have not completed secondary school education than for those who have completed secondary school or obtained post school qualifications. Unemployment rates have remained above 20% from 1994 to 2001 for those who have not completed secondary school despite a general decline in the rate of unemployment for all 15-24 year olds.

In 2001, the unemployment rate for 15-24 year olds who did not complete secondary school was almost three times the unemployment rate of those who did complete secondary school or obtain a post school qualification



Source: Australian Bureau of Statistics, Survey of Transition from Education to Work (Cat.No.6227.0)

Source: <http://www.llen.vic.gov.au/llen/about/llenstat/youth/qualifications.asp>

More information can be found at:

Victorian Government Departments and Agencies

State Government of Victoria	www.vic.gov.au
Department of Education and Training	www.det.vic.gov.au
Education Channel	www.education.vic.gov.au/ch/
Office of Training and Tertiary Education	www.otte.vic.gov.au
Office of School Education	www.sofweb.vic.edu.au
Department of Infrastructure	www.doi.vic.gov.au
Department of Innovation Industry and Regional Development (DIIRD)	www.iird.vic.gov.au
Business Channel	www.business.channel.vic.gov.au
Employment Division, DIIRD	www.employment.vic.gov.au
Youth Employment Link	www.yel.vic.gov.au
Small Business Victoria	www.businessaccess.vic.gov.au

Federal Government Departments and Agencies

Australian Bureau of Statistics	www.abs.gov.au
Department of Education, Science and Training	www.dest.gov.au
Department of Employment and Workplace Relations	www.dewr.gov.au
Centrelink	www.centrelink.gov.au

Research Organisations

Australian Centre for Industrial Relations Research and Training	www.acirrt.com
Australian Council for Educational Research	www.acer.edu.au
Dusseldorp Skills Forum	www.dsf.org.au
National Centre for Vocational Education Research Ltd	www.ncver.edu.au
Youth Affairs Research Network	yarn.edfac.unimelb.edu.au

IMPORTANT!

All participants will be given a permission/medical form that will enable them to be part of HOPE 2006. Please return the Permission Slip ASAP for your child to be involved!

Contact Details

Careers HOPE Program Coordinator

Brimbank Youth Services YMCA

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