# Nowadays, most schools offer a range of opportunities for students to engage with the world of work. This might involve learning about employer expectations, spending time in a workplace through placement or community work, or in paid part-time employment. For these programs to be successful, it is vital to have the support of quality host workplaces and employers.

HOST Employer Participation

SCHOOL-EMPLOYER ENGAGEMENT SUPPORT PROGRAM

# Becoming a host employer or involving yourself in school activities is a great opportunity for you to:

# participate in the education, career development and training of young people in your community

# talk to students about your industry, its career paths and future directions

# promote the attitudes and skills you want in your workforce

# identify young people with potential for your industry

# strengthen your links with the community and raise your business profile

Types of activities that you can support include:

* Work Experience and Structured Workplace Learning placements
* School Based Apprenticeships and Traineeships
* School Community Work (school-approved volunteering)
* Events such as workplace visits, mock interviews, career expos, etc.

# PROGRAM OBJECTIVES

The School-Employer Engagement Support program aims to:

* Facilitate quality, meaningful engagement between schools and employers
* Identify and raise awareness of local needs and industry priorities
* Generate and promote opportunities
* Increase the number of school students accessing appropriate opportunities

# ROLEs AND RESPONSiBILITIES

**INLLEN STAFF SHALL:**

# Work with schools and employers to develop, implement and evaluate activities which support the program

# Provide employers with copies of the Child Safe Standards and the Department’s Privacy and Information Sharing Policy.

# Advise employers of procedures and legal documentation requirements for placements and/or events

# Review all employer and opportunity data and communications for accuracy and completeness

# Communicate approved opportunities to local schools and students via the SWL statewide portal

# Provide support to schools and employers as required

**HOST EMPLOYERS SHALL:**

* Work collaboratively with LLEN staff to develop, implement and evaluate program activities

# Read, understand and agree to abide by the relevant Department of Education and Training protocols and guidelines, including Child Safe Standards and Privacy and Information Sharing Policy

# When undertaking placements:

# Meet applicant students for placements and sign the relevant Arrangement Form(s)

# Communicate established protocols for placements and working with students to staff

# Inform LLEN staff of any issues that may arise during placement or other activities

# Provide a safe working environment, including a full induction for the student, based on company policy

# Provide clear instructions, supervision and varied tasks for the placement student each day

# Ensure placement student is paid according to the agreement, as signed on the appropriate Arrangement Form

**SCHOOLS SHALL:**

* Follow agreed SWL Portal protocols regarding correct use of opportunities and events
* Encourage students to provide feedback on events through the SWL Portal
* When undertaking placements:
* Determine that the school student is suitable to undertake work placement
* Provide placement students with appropriate placement readiness training
* Ensure that the student has met the employer prior to commencing the work placement
* Ensure that the relevant Arrangement Forms have been completed and signed by the student, parent (if applicable), host employer and principal prior to the student commencing placement
* Contact the host employer during the placement, to support the student and host employer with any issues that may arise.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HOST EMPLOYER AGREEMENT** | | | | | | | | | |
| **GeNERAL details** | | | | | | | | | |
| **Employer (business) name:** | | | | | | | | | |
| **Type of industry:** | | | | | | | | | |
| **Student’s work location address:** | | | | | | | | | |
| **Number of employees:** | | | **❑ <6** | **❑ 6-20** | | | **❑ 21-100** | | **❑ >100** |
| **Activities being offered:** | | ** Work Experience  SWL  SBAT**  **School Community Work** ** Events** | | | | | | | |
| **Are you able to host multiple placements across the year?**  **Are you able to host multiple placements at the same time?** | | | | | | | **❑ Yes**  **❑ Yes** | **❑ No**  **❑ No** | |
| **contact details** | | | | | | | | | |
|  | **WORKPLACE CONTACT** | | | | | **WORKPLACE SUPERVISOR** | | | |
| **Name:** |  | | | | |  | | | |
| **Position:** |  | | | | |  | | | |
| **Mobile / Phone:** |  | | | | |  | | | |
| **Email:** |  | | | | |  | | | |
| **HOST employer acknowledgEment** | | | | | | | | | |
| ***All hosts to tick the first box, then select either of the remaining boxes depending on whether they approve of their business details being visible on the SWL statewide portal’s public site.***  **As a person authorised to sign on behalf of my organisation:**  **❑ I agree with the Host Employer roles and responsibilities of the INLLEN School-Employer Engagement Support Program, and either *(tick relevant box)*:**  **I also agree to either:**  **❑ have my business details and opportunities published on the SWL statewide portal; or**  **❑ have my opportunities published on the SWL statewide portal without my business details being visible.** | | | | | | | | | |
| **Name:** | | | | | **Signature:** | | | | |
| **Position:** | | | | | **Date:** | | | | |

**Please email your signed copy back to Yu-Wen Chien, Manager Industry Partnerships at** [**ychien@inllen.org.au**](mailto:ychien@inllen.org.au)**. Thanks!**