

## **Jobs Victoria Community Traineeship Pilot Program: Expressions of Interest for Host Organisations Frequently Asked Questions (FAQs)**

### **What are the aims of the project?**

The Jobs Victoria Community Traineeship Pilot Program (January 2019 – December 2020) – being managed by VCOSS – will develop, trial and evaluate a best-practice model that will create training and employment opportunities in the community services industry for young people experiencing barriers to labour market participation and assist community services to host traineeships and meet their future workforce needs. The program will:

- commence 200 traineeships in the community services industry for eligible young job seekers living in the Cities of Greater Dandenong, Hume and Greater Bendigo;
- maximise opportunities for trainees to secure ongoing or fixed term employment in the community services industry at the end of their traineeships;
- ensure trainees undertake high-quality, industry-relevant training through RMIT and local TAFE providers.

### **What organisations can express interest in participating as a Host Organisation?**

VCOSS invites Expressions of Interest from Victorian community services organisations who are willing and able to employ a full-time trainee studying a Certificate IV in Community Services for a 12 month period. Additional selection criteria are outlined in the 'Request for Expressions of Interest' document.

Host Organisations can be located:

- In the City of Greater Dandenong, City of Hume and City of Greater Bendigo; or
- Within a reasonable travelling distance of/easily accessible from the City of Greater Dandenong, City of Hume and City of Greater Bendigo (including – but not limited to – the Melbourne CBD/inner city for metropolitan-based trainees).

### **What will the Host Organisations be responsible for?**

Host Organisations are responsible for supervising and providing on-the-job training for program participants as trainees within their organisations on a full time basis. More detail is provided in the 'Request for Expressions of Interest' document that accompanies this 'Frequently Asked Questions' document.

## **What does a traineeship involve?**

A traineeship is an opportunity for a trainee to gain paid work experience and on-the-job training while working towards a nationally recognised certificate or diploma in a relevant field – in this instance, the community services industry. Traineeships allow employers to engage new workers whose training is directly related to the organisation's business needs.

Participants in the Community Traineeships Pilot Program will undertake a Certificate IV in Community Services, delivered by a recognised vocational education provider (TAFE). Commonwealth recognised traineeships can be full-time or part-time, however, in the Community Traineeships Pilot Program, all traineeships will be 12-months full-time.

## **Who is eligible to undertake a traineeship in the Community Traineeship Pilot Program?**

The Community Traineeship Pilot Program is designed to support young job seekers experiencing disadvantage. Young people will be eligible to participate if, at the commencement of their traineeship, they are:

- Residing in one of the program's three designated local government areas (Greater Dandenong, Hume or Greater Bendigo) **and** an Australian citizen, permanent resident or temporary resident holding a visa with work entitlements;
- Aged between 15 – 24 years old;
- Without tertiary qualifications; and
- Not enrolled or engaged in any form of education, employment or training.

## **How long are the traineeships within the program?**

Each traineeship will run for 12 months, full-time. Host Organisations will be responsible for employing trainees and managing their placement within their organisation. Host Organisations will be recruited at various **intake** points between January 2019 and February 2020. There will be five intakes of trainees across the two years. Trainees will be matched to Host Organisations by the three Local Partner Organisations, who will be supported by VCOSS to recruit young people and facilitate their placements with Host Organisations.

## **What training will be provided to young people undertaking these traineeships?**

Trainees will undertake foundational/entry level vocational education at Certificate IV level, delivered by one of the participating local education providers. It is envisaged that the training will be delivered on-campus, with trainees attending one day per week.

### **How will the program address young people's barriers to engagement?**

Host Organisations will work closely with the trainees over a 12 month period.

Local Partner Organisations will recruit young people to the program and play a key role in delivering youth work support that enables the early identification of issues and works with the young person to put in place appropriate supports. This youth work support will span both learning and work environments.

At the commencement of the program, all trainees will participate in an intensive pre-work period on campus with their education provider and peers from their cohort, in order to build confidence and connection before they start with their Host Organisation. This pre-work period will provide a further opportunity to identify each trainee's needs and put in place appropriate wraparound supports. Trainees will have the opportunity to further develop supportive peer relationships and networks through participation in a trainee Community of Practice, facilitated by the Local Partner Organisation, for the duration of the traineeship.

A youth worker will be on-site during the intensive pre-work period on campus and there will be youth worker attendance at other times when students are on campus to assist trainees overcome barriers to participation in the classroom.

Each Local Partner Organisation will administer a Flexible Wrap Around Support Fund that can address issues that are directly or indirectly impacting the trainee's ability to stay engaged with their traineeship.

The program will enhance the capacity of Host Organisations to support trainees from disadvantaged backgrounds, through the provision of professional development, including funding for supervision training, the establishment of Communities of Practice for supervisory staff, and access to youth work expertise from Local Partner Organisations.

### **What is the Flexible Wrap Around Support Fund?**

This fund provides tailored support to ensure participating trainees can remain engaged in their training and employment during the course of their traineeship. Local Partner Organisations will administer the fund on an 'as-needs' basis, and will be informed by FWAS guidelines. Host Organisations can make recommendations to Local Partner Organisations about the use of the FWAS fund to address issues that directly or indirectly affect a trainee's ability to remain engaged in the traineeship. Examples of methods of assistance include (but are not limited to): purchase of myki cards, childcare, suitable work clothing.

### **What employment outcomes are expected from the program?**

The Community Traineeship Pilot Program seeks to maximise the employment prospects of young job seekers experiencing disadvantage and address workforce demand in the community services industry. High levels of support will be provided to help ensure that

trainees remain engaged in their traineeships and that the program is responsive to the needs of Host Organisations.

The program aims to secure ongoing or fixed-term employment for trainees at the conclusion of their traineeships on a full-time or part-time basis. Host Organisations will be eligible to receive a sign-on bonus for each trainee they employ at the conclusion of the traineeship. Additional incentives may be available to Host Organisations as per below.

### **What wage will Host Organisations need to pay trainees?**

Trainees will need to be paid the appropriate industry award for trainees. VCOSS is partnering with MAS National – a Commonwealth-funded Apprenticeship Network Provider – who will provide detailed advice to Host Organisations on a case-by-case basis. Prospective Host Organisations are welcome to contact MAS National for more information about trainee wages.

### **What incentives may be available to Host Organisations to participate?**

The Community Traineeship Pilot Program seeks to address the workforce needs of a rapidly expanding community services sector. It offers organisations an opportunity to influence the training of the future workforce and to attract new workers in a flexible, supported program at a time of growing workforce demand.

The following program funding is available to participating Host Organisations:

- An upfront payment of \$3,425 per trainee to contribute to trainee supervision and administration and for supervisory staff to participate in supervision training.
- \$1,000 sign-on bonus to the employer if they employ the trainee following the completion of the traineeship. The employment must be full-time or part-time and must be for an ongoing or fixed-term period of not less than six months, which commences following completion of a traineeship.

In addition, employers may be eligible to access wage subsidies from the Commonwealth under the Australian Apprenticeships scheme. VCOSS is partnering with a Commonwealth-funded Apprenticeship Network Provider who will advise and assist each Host Organisation to access the relevant subsidy on a case-by-case basis.

As an example only: For a trainee aged under 24 years, who is an Australian citizen or permanent resident, and does not have a degree or diploma, a Host Organisation may be eligible to receive the following wage subsidies:

<b>Commonwealth wage subsidies for host organisations</b>	
Commencement subsidy for new trainees (paid at six months)	<b>\$1,500</b>
Completion subsidy (upon sign-off by vocational education provider)	<b>\$2,500</b>

### **How does the Community Traineeship Pilot Program intersect with other employment programs?**

There are a range of Commonwealth and State-funded employment and training programs that will likely offer referral pathways into the program and assist the Local Partner Organisations to recruit trainees. Some of these programs specifically target young people who are disengaged from study and community or facing other barriers to employment. For example, it is envisaged Local Partner Organisations will partner with Victorian Local Learning and Employment Networks, which seek to improve outcomes for young people who are disengaged from education and training, to identify young people who are eligible for the Community Traineeships Pilot Program. Similarly, it is envisaged that the Local Partner Organisations will engage with Reconnect providers to refer young people who are ineligible for Reconnect programs to the Community Traineeship Pilot Program.

Local Partner Organisations will also work with local Commonwealth employment services providers such as Jobactive and Disability Employment Services to identify and match eligible trainees with Host Organisations.

### **How do I express interest?**

Please complete the [online form](#) by Friday 22 February 2019 to be considered for the Round 1 intake to employ a trainee.

VCOSS and/or a subcontracted Local Partner Organisation will then contact you to discuss the potential of your organisation to host a trainee. We are undertaking rolling recruitment for this program, as organisations will be required to commence trainees between February 2019 and February 2020. As there are multiple intakes for trainees, your organisation will be automatically considered for future intakes if you are not contacted shortly after completing this form. Please specify online which location/s are appropriate for your organisation – you may select more than one.

For further information, please contact Olivia Killeen, Project Coordinator – Community Traineeships Pilot Program via phone 03 9235 1020 or email: [olivia.killeen@vcoss.org.au](mailto:olivia.killeen@vcoss.org.au)