

	<ul style="list-style-type: none"> <li>This is a continuation of our current activity</li> </ul>			Learning and Development Framework	
<p><b>Recommendation 22:</b> WSC continue its current approach to the Supervisor Training Program.</p>					
<p><b>Activity fourteen:</b> Leadership Development Programs</p>	<ul style="list-style-type: none"> <li>WSC Leadership Development Programs (accredited) are offered at three levels for permanent staff wishing to advance their leadership capabilities</li> <li>Application is via written submission and the outcome of each application is determined by a panel</li> <li>The programs include the delivery of nationally recognised qualifications and employees are registered as trainees under the Apprenticeship and Traineeship Act for the duration of the program</li> <li>A Certificate IV in Frontline Management is achieved for level 1 and a Diploma in Frontline Management is achieved at level 2</li> <li>This program is open to staff of all ages where the learning outcomes align to their role within the organisation.</li> <li>The program is delivered by our in house staff and a partner RTO provides the accreditation</li> <li>This is a continuation of the current program</li> </ul>	<ul style="list-style-type: none"> <li>All current employees can access including youth</li> <li>No changes recommended to frequency or process</li> </ul>	<ul style="list-style-type: none"> <li>Partner RTO</li> </ul>	<ul style="list-style-type: none"> <li>Cost of each program per student is \$400</li> <li>Indirect cost of attendance for 10 days per program</li> <li>WSC receive government incentives of up to \$4000 for some staff through Commonwealth Incentives</li> <li>No additional budget required as part of ongoing Learning and Development Framework</li> </ul>	current
<p><b>Recommendation 23:</b> WSC continue its current approach to the Leadership Development Program Level 1 and level 2.</p>					

<p><b>Activity fifteen:</b> Targeted accredited training</p>	<ul style="list-style-type: none"> <li>Targeted accredited training is offered to permanent staff across WSC to build their skills in areas relating to their work when opportunities arise to provide recognised training at a reduced rate.</li> <li>Youth employees are included in opportunities to participate if course is appropriate to the area of their work</li> <li>These programs are typically offered as a result of federal funding which subsidises the cost of the training</li> <li>Withdrawal time from work is offered for those participating to attend formal classroom based learning</li> <li>This is a continuation of current activity</li> </ul>	<ul style="list-style-type: none"> <li>Program has been building momentum as a result of Government Funding released to support qualifications in areas suitable for WSC e.g. Project Management</li> <li>No changes recommended</li> </ul>	<ul style="list-style-type: none"> <li>RTO's</li> <li>AAC</li> </ul>	<ul style="list-style-type: none"> <li>Cost for course as specified at the time</li> <li>Indirect cost for time to attend course</li> </ul>	<p>current</p>
<p><b>Recommendation 24:</b> continue to seek grant funds as they arise to support its current approach to targeted accredited training.</p>					

Attachment One – WSC Youth Prospectus

**From the consultations young people identified the following six priority areas:**

- Strengthening and Connecting Our Young People
- Valuing Young People
- Involving Young People
- Learning and Working
- Young People and Places and Spaces
- Working Together

As a starting point a set of key initiatives and suggested actions have been developed, to achieve the outcomes for each of these priority areas.

See inside for more details. New ideas and actions are also welcome!

**Interested and want to know more?**

Contact Wyong Shire Council's Youth Engagement Officer on 0408 161 347 or send an email to Youth.Stuff@wyong.nsw.gov.au

View the other documents in the Youth Engagement Strategy [www.wyong.nsw.gov.au](http://www.wyong.nsw.gov.au)

The Background Report shows the process we went through, and the key findings from talking to over 1,000 people about young people in our community.

There are two Toolkits for Youth Participation and Engagement. The Toolkits provide practical guides for young people on how to get involved in the community and tips for community groups and businesses on how to empower, engage with and support young people.

**Wyong Shire Youth Prospectus**  
**Invest in our Young People**  
 An opportunity to make a difference!

Wyong Shire Council  
 Part of the Wyong Shire Youth Engagement Strategy

Name: WSC Youth Employment Strategy 2012-2016  
 Owner: Workforce Development  
 Version: Ten – Councillor Report 24 October 2012



### What is the Youth Partnership Program?

The Youth Partnership Program (YPP) is a new program developed to enable your local business, government agency or community group to partner and champion young people in ways that will make a real difference to the future of our community.

Developed by young people, the YPP is an innovative way to support young people to achieve their goals and aspirations, and to be active, valued members of the community.

An integral part of Wyong Shire Council's Youth Engagement Strategy, this exciting program provides practical opportunities for you to help support and connect young people to community, education and employment.

The YPP invites you to partner with us to bring the Wyong Shire Youth Engagement Strategy alive!



© Newspix/Waide Maguire      © Newspix/Mark Scott      © Newspix/Waide Maguire

### How Can I Make a Difference?

We encourage you to make a difference by resourcing, supporting and partnering with us. You can:

- Become a project partner/champion.
- Provide financial sponsorship for specific actions or projects.
- Form a collaborative partnership and provide human resources.
- Undertake the delivery of specific actions as part of your current program with existing resources.

Benefits of the Youth Partnership Program include:

- The opportunity to engage and empower young people.
- The opportunity to be a partner in our cutting edge Youth Partnership Program.
- Promotion of your business, agency, group for its contribution and partnership.
- The opportunity to make a real difference to the lives of young people in Wyong Shire.

If you like one of the suggested actions in the Prospectus, have a different idea on how you would like to get involved or just want some more information, give us a call. Wyong Shire Council has appointed a Youth Engagement Officer to work with you to implement the Youth Partnership Program.

This is your opportunity to get involved in a project that you are passionate about!



Name: WSC Youth Employment Strategy 2012-2016  
 Owner: Workforce Development  
 Version: Ten – Councillor Report 24 October 2012

### How do we know what young people really want?

The Youth Partnership Program is based on what young people have told us is working in the community for them and what is important to them both now and in the future – and building on this, what would be happening in Wyong if we could do more.

During 2009, Wyong Shire Council undertook a new and innovative process to develop a Youth Strategy “by young people for young people”. This approach has been recognised nationally as an excellent example of youth participation.

The team carried out an extensive and innovative engagement process with young people in their own environments. From skate parks, youth centres, refuges and schools, hundreds of young people were provided with opportunities to voice their opinions, have their say and be listened to by the team also connected with businesses, community groups and agencies. Community input into the development was significant. Over 60 consultations, conversations and events took place involving more than 1,000 people!

- Conversations identified:
- What young people value in their community
  - The services, activities and facilities they use and enjoy
  - The future they want for Wyong Shire
  - Their ideas for improving what is already here
  - And how to go about it

From the process hundreds of young people put their hand up to remain involved as a partner.



© Newspix/Gary Graham



© Newspix/Waive Maguire

Young people wanted the Shire to be “excite, meaning active and busy and having “ heaps of stuff to do”. The Shire would be vibrant, modern, colourful and have a positive vibe with more opportunities for performance, dance, music, festival and events. There would be pathways to local education and employment. There would be a focus on the natural environment and greater environmental awareness with the existing character of the Shire retained.

Young people would like to see a Shire where there is a real sense of community – welcoming, respectful, caring, friendly, happy, safe – with young people having increased connections to the community. There would be better transport and health services and housing would be affordable.



© Newspix/Peter Clark

### Priority Areas

## 1. Strengthening and connecting our young people

There is a strong desire by young people and community members to bring their own ideas to the fore and to be more involved in the local community. Young people want to be part of the community and have a sense of belonging. We are seeking ideas and resources that will produce outcomes like:

- Strengthening young people's access to community activities, resources and support networks.
- Promoting skills that the employer relationship between young people and the community.
- Creating opportunities for youth based initiatives that promote a sense of pride, community and belonging in our community.



**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.

**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.




© Hampshire DASH

## 2. Valuing young people

Young people in Woking often feel overlooked in making a difference to the lives of their families, friends, schools and/or community. We want to ensure that young people are valued for their skills, talents and experiences. We are seeking ideas and resources that will produce outcomes like:

- Recognising, valuing and celebrating the skills and talents of young people.
- Promoting individualised through youth friendly methods.



**You could help sponsor, create or be involved in:**

- Youth Recognition Program.
- Activities and events that recognise the skills, talents and experiences of young people.
- Showcasing the positive contributions that young people make to their communities.
- Activities, projects and events that celebrate the skills, talents and experiences of young people.
- Activities, projects and events that celebrate the skills, talents and experiences of young people.

**You could help sponsor, create or be involved in:**

- Youth Recognition Program.
- Activities and events that recognise the skills, talents and experiences of young people.
- Showcasing the positive contributions that young people make to their communities.
- Activities, projects and events that celebrate the skills, talents and experiences of young people.
- Activities, projects and events that celebrate the skills, talents and experiences of young people.



© Hampshire DASH

## 3. Involving young people

Young people have a lot to offer the community. We are seeking ideas and resources that will produce outcomes like:

- Involving young people in the development of local projects, programs and activities.
- Promoting opportunities for young people to be involved in the development of local projects, programs and activities.



**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.

**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.



© Hampshire DASH

## 4. Learning and working

Many young people have excellent skills or have things they are good at. They are seeking ideas and resources that will produce outcomes like:

- Promoting opportunities for young people to learn and develop their skills.
- Promoting opportunities for young people to learn and develop their skills.



**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.

**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.



© Hampshire DASH

## 5. Young people and places

Young people often feel that they are not valued in the community. We are seeking ideas and resources that will produce outcomes like:

- Promoting opportunities for young people to be involved in the development of local projects, programs and activities.
- Promoting opportunities for young people to be involved in the development of local projects, programs and activities.



**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.

**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.



© Hampshire DASH

## 6. Working together to make it happen

It is important to bring together the resources of government and the community to make a difference to the lives of young people. We are seeking ideas and resources that will produce outcomes like:

- Promoting opportunities for young people to learn and develop their skills.
- Promoting opportunities for young people to learn and develop their skills.



**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.

**You could help sponsor, create or be involved in:**

- Youthly problem solving events and activities on the local community. The events are a youth led and events focused that promote participation by young people, their families and the wider community.
- A Youthly Participation Grant where youth groups are provided with resources to develop their own community projects and enhance the skills of young people.



© Hampshire DASH

## Attachment Two – Volunteer Insurance Coverage

after school hours and are not covered by DET insurance.

School-approved activities with hosts and host organisations require extra communication and sharing of information between the school, parents and host organisation. This is primarily to ensure the safety and welfare of the students.

### What makes a good volunteering experience for all?

Providing opportunities for young people to volunteer is a wonderful thing to do. The host plays a critical and valued role; you and your volunteers or staff set the tone for the success of the activity and this will influence both the student and your organisation. But you are not left on your own – there is plenty of support and appropriate contacts for each step.

### Student preparation for volunteering

Students understand that the opportunity to participate in volunteering is important and valued. They undertake volunteering activities of their own free will and participate in preparation activities organised by the school to optimise their safety and understanding and contribution during volunteering.

Host organisations may choose to work with schools to provide preparation specific to their activities. Planning a variety of tasks and activities that the students can safely manage, and providing good instruction and supervision go a long way to minimising risks to students.

### What about insurance?

The Department's insurance and indemnity arrangements protect students, hosts and school personnel involved in school-approved student volunteering activities. All claims for injury, loss of property or damage to property should be referred to the school. Host organisations and student volunteers will also be protected under the host organisation's public liability insurance.

### Websites

A number of websites provide valuable information for hosting volunteers:

The NSW Government's *Volunteering portal*  
<[www.volunteering.nsw.gov.au](http://www.volunteering.nsw.gov.au)>

Volunteering Australia  
<[www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)>

The NSW Centre for Volunteering  
<[www.volunteering.com.au](http://www.volunteering.com.au)>

Student Volunteering and Service Learning  
<[www.curriculumsupport.education.nsw.gov.au/volunteering](http://www.curriculumsupport.education.nsw.gov.au/volunteering)>

### Important contacts

Thank you for considering providing a student with an opportunity to volunteer. If you have any queries, please contact:

- the Student Volunteering and Service Learning coordinator or principal at your local secondary school
- Student Volunteering and Service Learning  
(t) 02 9886 7646  
(e) <[studentvolunteering@det.nsw.edu.au](mailto:studentvolunteering@det.nsw.edu.au)>

© State of NSW through the Department of Education, 2009.  
This work may be freely reproduced and distributed for personal, educational or government purposes. Permission must be received from the Department for all other uses.

Name: WSC Youth Employment Strategy 2012-2016  
Owner: Workforce Development  
Version: Ten – Councillor Report 24 October 2012

  
**Student Volunteering  
and Service Learning  
Awards Program**  
**NSW Premier's Student  
Volunteering Awards  
Program**  
 A guide for hosts  



## What is Volunteering?

Volunteering has three key features:

1. it is activity undertaken for which there is no financial benefit to the volunteer
2. the volunteer undertakes the activity of their own free will
3. the activity will benefit someone other than the volunteer (either individual or society at large) although the UN recognises volunteering brings significant benefits to volunteers as well.

(Source: United Nations Volunteers Report, prepared for the UN General Assembly Special Session on Social Development, Geneva, February 2001)

Young people wishing to participate in their school's Student Volunteering and Service Learning program provide a benefit to host organisations and individuals through their willingness, enthusiasm and energy.

Volunteering helps young people to appreciate their community and the value of its citizens.

## NSW Premier's Student Volunteering Awards

The NSW Premier's Student Volunteering Awards program was announced as part of the government's State Plan to increase community participation and build harmonious communities.

The NSW Department of Education and Training supports this initiative through Student Volunteering and Service Learning programs that encourage students to make a constructive difference in their community.

## Student Volunteering and Service Learning

Community volunteering activities provide opportunities for young people to learn and demonstrate care, respect and responsibility.

The Premier's Awards program encourages students to undertake a minimum of 20 hours of volunteering during the period they are enrolled in Years 9 and 10. Those achieving this goal will receive a Premier's Certificate recognising their contribution to the community.

### Why should I become involved?

The face of volunteering is changing! With 'traditional' older volunteers stepping away from this role, it's time to recruit volunteers from the younger generation!

Hosting students to participate in volunteering activities can benefit your organisation through:

- promoting your organisation and its activities
- recruiting ongoing and future volunteers and ambassadors
- providing opportunity for staff to develop supervision and training skills
- gaining fresh ideas and enthusiasm from students.

### Why are schools involved?

Individual school programs support a wide range of student volunteering and service learning experiences, tailored to meet the needs of the community as well as the abilities, skills and interests of the student group.

Volunteering is relevant to all students in NSW government schools and all levels of ability. It helps students to:

- participate in their community in a positive and meaningful way
- build their confidence and self-esteem, communicating and working with others
- learn about their community and the services available
- enhance their workplace skills and experience for the future.

### What type of volunteering activities can students do?

Schools will guide students about the type of activities that will be recognised for the Premier's Awards program. Some activities are considered too dangerous for school-aged students as they require increased training and supervision. These are referred to as Prohibited Activities. However, there are lots of things students can do, such as:

- **General activities assisting not-for-profit organisations:**
  - administrative and clerical activities
  - IT services and writing e.g. flyers, website articles etc. for the organisation
  - campaigning/advocacy and/or fundraising.
- **Not-for-profit and community events:**
  - food services
  - entertaining children
  - guiding visitors
  - assist at first aid service.
- **Sports organisations:**
  - coaching or umpiring
  - food services.
- **Ageed care:**
  - personal visitor
  - activities assistant
  - gardening, shopping and other tasks for elderly people
  - teaching elderly people technology skills.
- **Disabilities services:**
  - camp helper
  - children's respite assistance
  - activities assistant.
- **Conservation:**
  - practical conservation worker
  - bush and wetlands regeneration
  - promoting sustainable lifestyles at school.
- **Op shop:**
  - shop assistants and customer service
  - repairing broken toys
  - organising a fashion show to promote Op shop.
- **Animal shelters:**
  - cleaning, walking, feeding, grooming.
- **Working with children:**
  - activities assistant
  - mentoring/tutoring primary school students.

### When will student volunteering take place?

The NSW Premier's Student Volunteering Awards program acknowledges volunteering undertaken by the student, whether it is organised through the school and undertaken during school time ('school-approved activities'), or independent of the school and completed outside school hours ('external activities').

Please note:  
School-approved activities will include permission paperwork from the school which activates DET's insurance and indemnity processes.  
External activities organised by students and their parents should be planned for



Name: WSC Youth Employment Strategy 2012-2016  
 Owner: Workforce Development  
 Version: Nine – Councillor Briefing



The Date of Edinburgh's Award in Australia National Office is committed to monitoring processes, policies and procedures to ensure the safety of the Award for all Participants and volunteers. Depending on the Participant's chosen activity, it is the responsibility of the Licensed Operator to ensure that the Award is delivered in a safe and controlled environment. This assessment and risk management is done jointly by the Award Coordinator and the activity Assessor.

A National Risk Management Policy is in place and can be found at [www.theward.com.au/resources.html](http://www.theward.com.au/resources.html)

All Federal and State/Territory laws, including legislation that applies generally in Australia in relation to working with young people, child protection, privacy, safety, equal opportunity and anti-discrimination, applies to all Dates of Edinburgh's Award employees, operators and volunteers. The minimum standard for all behaviour in current State and Territory legislation of Federal legislation.

From time to time the National Award Authority may introduce requirements that refer to the standards that apply to Federal and State law. In the event of this occurrence information will be distributed to Licensed Operators through State and Territory Offices.

**4.1 PARENTAL, CARERS AND GUARDIANS**

It is a requirement of The Award for all Participants under the age of 18 to have parental consent to participate in any Award activity. This is usually part of the registration form and any parental signature. This permission must be signed by the Coordinator prior to any Award activity taking place.

In addition to their permission, the support of parents, carers and guardians can make a big difference to a Participant's experience of the Award. It is important that the Award is delivered in a safe and controlled environment. It is the responsibility of the Licensed Operator to ensure that the Award is delivered in a safe and controlled environment. It is the responsibility of the Licensed Operator to ensure that the Award is delivered in a safe and controlled environment.

**4.2 CHILD PROTECTION**

The protocols and requirements surrounding Working with Children Check is dependent upon the legislation of your State or Territory. It is the responsibility of the Licensed Operator to ensure that the Award is delivered in a safe and controlled environment. It is the responsibility of the Licensed Operator to ensure that the Award is delivered in a safe and controlled environment.

The Award Working with Children Policy can be viewed online at [www.theward.com.au/resources.html](http://www.theward.com.au/resources.html) along with the Volunteer Code of Conduct.

**4.3 PRIVACY**

The Award is committed to ensuring the privacy and protection of Personal Information. The Award is committed to ensuring the privacy and protection of Personal Information. The Award is committed to ensuring the privacy and protection of Personal Information.

**4.4 INSURANCE**

Registration with The Date of Edinburgh's Award in Australia provides Participants and incorporated adult volunteers (licensed insurance in the event of personal accident and public liability while undertaking Award activities. Details of these policies may be obtained from your State/Territory Award Office.

- Please note:**
- If any activities undertaken are considered to be in the high-risk category, Participants are encouraged to take out their own insurance or check whether they are covered by their Licensed Operator's insurance (if any) in relation to their high-risk activities. High risk activities for example, any outdoor activities, such as climbing, sailing, canoeing, kayaking, etc. Participants are encouraged to check with their Licensed Operator for details of the insurance cover provided. Please see website for full details.

**4.5 VOLUNTEER CHECKS**

All adult volunteers who actively engage with Participants in Award activities, including but not limited to Licensed Operators and Supervisors, are required to undergo a Volunteer Code of Conduct. It is the responsibility of the Licensed Operator to ensure that the Award is delivered in a safe and controlled environment. It is the responsibility of the Licensed Operator to ensure that the Award is delivered in a safe and controlled environment.

If you are a Coordinator, it is your responsibility on behalf of your Licensed Operator to ensure the safety of your Participants. It is a requirement of The Award for both child protection and insurance purposes that you are not employed by the Licensed Operator. You must be an unincorporated individual for their role. By agreeing to the Volunteer Code of Conduct, all adult volunteers agree to a police check if requested by The Award Licence. If you are an assessor of a Participant's Assessor, you can request a working with children check through your State/Territory office.

**4.6 VOLUNTEER CODE OF CONDUCT**

The Volunteer Code of Conduct is a requirement of The Award. It is a requirement of The Award for both child protection and insurance purposes that you are not employed by the Licensed Operator. You must be an unincorporated individual for their role. By agreeing to the Volunteer Code of Conduct, all adult volunteers agree to a police check if requested by The Award Licence. If you are an assessor of a Participant's Assessor, you can request a working with children check through your State/Territory office.

- Exercise due care and diligence in carrying out my role and responsibilities
- Comply at all times with the requirements of The Award and with all applicable laws relevant to fulfilling my obligations to The Award
- Consent to undergo a police and/or relevant background check where requested by The Award
- Understand, accept and meet accreditation requirements, as appropriate
- Respect the privacy of persons served by The Award and hold in confidence, sensitive, private and personal information collected in relation to The Award in accordance with the Privacy Policy of The Date of Edinburgh's Award in Australia (PDF 11/1/2011) (National Award Authority) and the Award Working with Children Policy (PDF 11/1/2011) (National Award Authority) and the Award Working with Children Policy (PDF 11/1/2011) (National Award Authority)
- Immediately advise the Administrative/Licensed Operator of any matter of which I am involved that has or could lead to a criminal conviction

7. Advise the Licensed Operator of any Officer or employee of the Licensed Operator or any assessor, supervisor or volunteer involved in the management and/or delivery of The Award, who I believe has acted in a way which may be detrimental to the good name of the award

- By carrying out my role and responsibilities for The Award, I represent The Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour
- Follow through and complete assigned tasks
- Conduct myself in a respectful manner, which is good conduct, and in a positive role model
- Display respect and courtesy for Participants of The Award, other volunteers, staff, contractors and property
- Provide a safe environment by not harassing youths or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions
- Work cooperatively as a team member with employees of The Award and other volunteers

- I agree
  - to follow through and complete assigned tasks
  - I will copy and distribute materials the Licensed Operator gives me only for the purposes of The Award and will not otherwise use them without the prior written consent of the National Award Authority
  - I will not use these materials in any way which would bring The Award, Licensed Operator, State Award Authority or the National Award Authority into disrepute
  - the once my appointment to The Award ends, I will immediately stop all use of the materials
  - that any improvements or developments or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Authority and I assign all rights, including intellectual property rights, in them to the National Award Authority.

The Licensed Operator has provided me with a description of my role and responsibilities under The Award, and the requirements and fundamental principles of The Award, which I have read and understand. I will comply with all of these requirements.

I am aware of my obligations as outlined in this document and that my appointment as an Instructor/Assessor/Volunteer in relation to The Award may be terminated as a result of any breach by me of the undertakings in this document.

Agree to the above terms:

VOLUNTEER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

VOLUNTEER'S SIGNATURE \_\_\_\_\_

DATE / / \_\_\_\_\_

## Attachment Three – Recommendations

**Recommendation 1:** WSC record and track employees from WSC identified diversity groups (including non English speaking, youth, Aboriginal and disability groups) and report on the number of staff on an annual basis to the Executive.

**Recommendation 2:** WSC develop a strategy for employing people from diversity groups and include a targeted approach to employing youth within these minorities.

**Recommendation 3:** The Youth Employment Strategy and framework be supported by Executive as the guidance for employing youth within WSC.

**Recommendation 4:** The activities outlined within the YES are built into the Workforce Management Strategy and annual plans over the next four years.

**Recommendation 5:** WSC support the employment of local youth by reducing the minimum working age of 18 to 15 years of age.

**Recommendation 6:** WSC implement an improved approach to work experience through prior planning of placements with schools/ UNI and education providers and cap placements at four per week unless part of a structured recruitment program.

**Recommendation 7:** WSC build a partnership with the most meritorious groups to implement the Work Experience Program for school students by brokering with the schools to identify suitable candidates.

**Recommendation 8:** WSC offer opportunities each year for students undertaking volunteer programs and these opportunities are included in the capped work experience opportunities at four per week unless being undertaken as part of a structured recruitment process.

**Recommendation 9:** WSC continue to attend career expos with a targeted approach to build talent pools of youth for activities identified within this strategy.

**Recommendation 10:** WSC implement school based traineeships where one is nominated for an Aboriginal student utilising the free mentoring programs that available to support the trainee, when budget is available to implement

**Recommendation 11:** The current Scholarship Program to be offered to 1<sup>st</sup> and 2<sup>nd</sup> year university students.

**Recommendation 12:** WSC continue the Internship Program in a corporate framework, including the rotation of interns at six months for students studying in skills shortage fields across the organisation and the number of interns remain at eight across the organisation.

**Recommendation 13:** WSC develop a two year Graduate Program to be offered for youth immediately after completing their university qualification which managers can choose to utilise within existing budgets.

**Recommendation 14:** WSC test the market for the placement of apprentices and call for tenders to identify GTO/s for the next four years - to commence Jan 1 2013.

**Recommendation 15:** WSC offer traineeships in other skill shortage and business need areas (Also available to existing employees) with a focus on offering positions to youth within existing budgets.

**Recommendation 16:** WSC invest allocated funds from the non indentured trainee education budget (\$20 000) into programs within this strategy as they are phased out through natural attrition

**Recommendation 17:** WSC continue to invest \$100 000 in the Study Assistance Scheme each year for staff.

**Recommendation 18:** WSC invest allocated funds from the Education Assistance Program budget (\$50 000) into programs within this strategy as they are phased out through natural attrition.

**Recommendation 19:** WSC allocate a minimum 5% of the Study Assistance Scheme annual budget to support our youth employees.

**Recommendation 20:** WSC develop and implement a voluntary formal mentoring program to be coordinated by HR.

**Recommendation 21:** WSC continue its current approach to Professional Development.

**Recommendation 22:** WSC continue its current approach to the Supervisor Training Program.

**Recommendation 23:** WSC continue its current approach to the Leadership Development Program Level 1 and Level 2.

**Recommendation 24:** WSC continue to seek grant funds as they arise to support its current approach to targeted accredited training.

## References

- <sup>i</sup> Australian Bureau of Statistics, Topics at a glance – Children and Youth Statistics  
<http://www.abs.gov.au/websitedbs/c311215.nsf/20564c23f3183fdaca25672100813ef1/c04c0f363a9229bcbca256f60025e8471?OpenDocument>
- Mission Australia, Youth Employment Strategy, 2010  
<http://www.missionaustralia.com.au/news/1778-report-shows-way-forward-to-tackle-youth-unemployment>
- <sup>ii</sup> Mission Australia, <http://www.missionaustralia.com.au/downloads/social-policy-reports/233-youth-employment-strategy-yes-2010>
- <sup>iii</sup> Hudson Australia, Hudson Report, March 2011
- <sup>iv</sup> The Australian Industry Group Deloitte, National CEO Survey – Skills shortages: A high risk business, July 2010
- <sup>v</sup> Making it our Business - The NSW Aboriginal Employment Action Plan – 2009 - 2012
- <sup>v</sup> Australian Bureau of Statistics, Topics at a glance – Children and Youth Statistics  
<http://www.abs.gov.au/websitedbs/c311215.nsf/20564c23f3183fdaca25672100813ef1/c04c0f363a9229bcbca256f60025e8471?OpenDocument>
- Mission Australia, Youth Employment Strategy, 2010  
<http://www.missionaustralia.com.au/news/1778-report-shows-way-forward-to-tackle-youth-unemployment>
- <sup>vi</sup> <http://www.missionaustralia.com.au/downloads/social-policy-reports/233-youth-employment-strategy-yes-2010>
- <sup>vii</sup> Australian Bureau of Statistics
- <sup>viii</sup> Figures based on population projects from Gosford & Wyong Shire Community profile, 2011
- <sup>ix</sup> Keep Australia Working, Regional Employment Plan Central Coast/ Hunter Priority Employment Area, 2010
- <sup>x</sup> Australian Bureau of Statistics, Census of population and housing, 2006 Cat.No 2068.0
- <sup>xi</sup> The Central Coast Research Foundation, Central Coast Economic Indicators, September 2010
- <sup>xii</sup> State Training Services, Why VET is important powerpoint, May 2006
- <sup>xiii</sup> Figures based on population projects from Gosford & Wyong Shire Community profile, 2011
- <sup>xiv</sup> The Central Coast Research Foundation, Central Coast Economic Indicators, September 2010
- <sup>xv</sup> D01960450 – WSC Notice of Motion Paper