

Establishment Plan

# **Program proposal**

University Specialist Employment Partnerships (USEP) is an employment service based weekly (part thereof) on the university campus (as negotiated between partners). USEP aims to meet the specific needs of graduating or graduated students with disability seeking graduate employment. The service may be available to students identified as having a disability and/or who access supports from the university due to the impact of their disability.

Referral to USEP can occur in a variety of ways, for example, referral through university career and student equity services, or student self-referral. The USEP consultant works with individual students who will be eligible for Disability Employment Services (DES) after they complete full-time study. The student must:

* have a disability, injury or health condition and medical documentation dated no further back than 2 years
* have a future work capacity of at least 8 hours per week
* be an Australian resident or on a Special Category visa (SCV) or Temporary Protection visa (TPV)
* be within last 12 months of study
* not be working above their benchmark hours (8 hours per week for a Disability Support Pension recipient and 15 hours per week for someone on JobSeeker Payment or no benefit).

If a student chooses to register with the DES provider after their study, they will be required to complete a Job Capacity Assessment (JCA) at Centrelink. The USEP consultant may be able to support the student through this process.

Students who do not meet the criteria may access support from the USEP consultant, pending the consultant’s capacity to provide support. Students who do not have a disability, or who do not meet USEP/DES eligibility criteria will be referred by the consultant to other agencies or university staff for assistance.

When assisting people with disability to engage with employers and the recruitment process, the USEP consultant will work closely with the Disability Advisor / Accessibility and Careers Advisor to form a relationship that includes cross-training and sharing skills and knowledge from both university and DES perspectives.

# **Roles and responsibilities**

The program relies on a collaborative partnership approach with both internal and external parties. The following activities will occur to aid development and delivery of the program.

## Disability Employment Services (DES)

Strategic managers or leaders; USEP consultant/s:

* Invest resources, such as staff time, into activities that address the aim of the USEP model, appreciating that the USEP model differs to typical DES operation.
* Engage students/graduates in USEP through active promotion of the service internally within the organisation and by attending appropriate university events and workshops.
* Monitor and respond to incoming referrals.
* Advise students of eligibility status and help them to access the USEP service where possible.
* Make referrals to other internal university services (e.g. careers and employment teams or disability services) or external supports for ineligible students/graduates.
* Assist USEP students to complete student surveys (prior to, or at the initial appointment and when exiting USEP). Prepare reports for partnership meetings.
* Seek to build students/graduates’ understanding, self-determination and confidence in relation to sharing personal information and access requirements during interviews or employment.
* Participate in graduate career development and employability events, and university-led networking with a view to identify and engage employers interested in employing graduates with disability.
* Assist in supporting employers to develop inclusive recruitment practices by discussing flexibility, adjustments and workplace supports that can help the student/graduate during the recruitment process and subsequent employment.
* Share knowledge and experience with colleagues working in careers, student equity and other areas of the university as requested or required.
* Clearly communicate rights and responsibilities with USEP participants actively involved in the program.
* Foster an ethos of continuous improvement by actively participating in professional development, network meetings and events.

Students currently registered with a DES provider will not be approached directly but will have the option to access the USEP program and may choose to transfer to the DES provider.

## University teams

Student services directors and managers; Disability liaison officer; Careers services; Careers advisor; Work integrated learning officers or school engagement officers; University:

* Invest resources, such as staff time, into activities that address the aim of the USEP model.
* Assist in referring students/graduates to the USEP through active promotion of the service within careers and employment activities and across campuses
* Assist in identifying and engaging employers interested in graduates.
* Provide advice to the USEP employment consultant about available university careers supports and university student support services, and share opportunities to network with industry, as requested or required.
* Share specialist knowledge with the USEP consultant including information regarding selection criteria and applying for skilled graduate jobs.
* Careers and employment service continue to deliver services to students including assistance with resume development, general job search and interview skills.
* DLOs/DSOs may work with the USEP consultant to help translate current reasonable adjustments for a student into a workplace environment (in line with confidentiality agreements).

# **Program timelines (complete ASAP):**

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| --- | --- | --- |
| **Date** | **Activity** | **Details/action** |
|  | Program local implementationDiscussion with all stakeholders Develop and approve partnership agreement | Key stakeholder partners meet to develop programAgree on terms for partnership and responsibilitiesAgree on key stakeholder schedule of meeting times |
|  | Introduction – campus orientationTraining delivered to USEP consultants who are provided with appropriate induction training and all tools and equipment required in order to work within the university setting | University IT to add referral link and information on university websiteCareers/disability teams to communicate with USEP consultant and ensure students can be supported on campus with no technical or tangible difficulties |
|  | Marketing and promotion of USEP internally to studentsTraining delivered to university staffUSEP consultant participates in university career or employer activities/events | USEP information and referral link on university careers and disability services webpage, including a student referral link to USEP consultantUSEP consultant to be invited by university teams to participate in student events; for example, alumni social or learning events, or careers accelerators |
|  | Evaluation (first 3 months)Discussion with all stakeholders | Identify any gaps or needs for the local partnership, including any specific opportunities to build national good practice |

# **Marketing and promotional strategy:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Action** | **Date** |
| USEP banner | This has been designedLocal partner logos to be inserted by designer and sent to printer for partnership |  |
| USEP flyers | This has been designedLocal partner logos to be inserted by designer and sent to printer for partnership |  |
| USEP Facebook post@USEPau | Post launch of new site and boost launch post to students who attend the university |  |
| Exhibitor stalls or attendance at university careers and employer events | As required and appropriate |  |

# **Risk management strategy:**

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| --- | --- | --- |
| **Risk** | **Action** | **Review** |
| Students do not access the service | Refer and review marketing and promotional strategyFind out reasons for students not engaging with the service; for example, review intake/assessment form or create a communications plan, whereby all possible methods of communication directly to students are listed, and a rotating timetable created for regular promotional posts across the various channels | Monthly |
| More demand for USEP than can be resourced internally by university | Develop contingency planning for this potential scenarioCould involve:* creating a wait list to prioritise student needs
* reallocating case load, referral to other services
* additional DES resourcing for USEP students
 | Annually |
| USEP consultant support is inconsistent across campuses | Key stakeholders will meet to develop a response when needed | Twice annually |
| University staff are not engaging with DES consultant | USEP partners to meet regularly and include this item as part of a standing agenda to identify barriers and discuss opportunities for staff engagement and collaborationKey stakeholders will meet to develop a response as/if needed | Twice annually |
| USEP consultant is not engaging with university staff or participating in relationship-building opportunities  | A specialisation of the USEP consultant includes the ability and confidence to work within a university hierarchy; the qualities required for this should be anticipated at the time of recruitment/selection of a USEP consultant |  |
| Confidentiality or privacy concerns around referrals from student equity services | DSOs/DLOs (student equity services) do not directly refer; rather, the university provides link for student self-referralConsent forms are updated with students when appropriate | As required |

# **Budget**

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| --- | --- | --- | --- |
| **Activity** | **Details** | **Stakeholder responsible** | **Cost** |
| USEP website  | Developed and online | NDCO Program | $Paid |
| USEP online resources for project initialisation and delivery | Developed and online | NDCO Program  | $Paid |
| USEP marketing materials | Developed and online | NDCO Program | $Paid |
| USEP banner | Designed and online | University partner | $~250  |
| USEP flyers and postcards | Designed and online | University partner | $100 |
| USEP online portal | Domain and website hosting; portal  | NDCO Program | Covered till 2024 |
| On-campus accommodation | Location for USEP consultant | Managers (career services and student equity services) | In-kind |
| Induction and orientation sessions |  | Careers officers (university) | In-kind |
| Promotional or launch event marketing | Promotion at the start of a new partnership | University | To be determined by the university  |