

Selecting a Specialist Employment Service Partner

Welcome to the TAFE Specialist Employment Partnership (TSEP). The following is a suggested approach to selecting your Specialist Employment Service. However, you may choose an alternative way to source your partner if you prefer.

**Step One: Expressions of Interest.**

Edit the **Expression of Interest Introduction Letter** and email to prospective Specialist Employment Providers with the **Expression of Interest Proposal**.

**Step Two: TSEP Introduction Presentation.**

The expression of interest can include an invitation to present the TSEP model to providers. See the example **TSEP Introduction PowerPoint** for your use.

**Step Three: Selection Checklist.**

Consultations with the TSEP community of practice have identified important elements of selecting your preferred. The following guidelines may assist you in your selection process.

The Specialist Employment Provider:

1. Demonstrates investment with their higher-level management engaged in the process.
2. Is committed to the TSEP purpose, guiding principles, roles, and responsibilities.
3. Has established and continues to build on partnerships with industries related to delivered courses.
4. Has high aspirations and a commitment to employment that matches student qualifications
5. Previous experience or commitment in partnerships with education providers is desirable
6. Utilises Government funded supports such as [Employment Assistance Program (EAP)](https://www.jobaccess.gov.au/employment-assistance-fund-eaf), [National Work Experience Program (NWEP),](https://www.employment.gov.au/national-work-experience-programme-expansion) [Disabled Australian Apprenticeship Wage Support (DAAWS)](https://www.jobaccess.gov.au/employers/support-take-apprentices-with-disability) and the [Supported Wage System](https://www.jobaccess.gov.au/downloads/overview-supported-wage-system).
7. Demonstrates a capacity to engage a suitably skilled and qualified on site consultant. When giving consideration, some key attributes of the consultant may include:
	1. sound understanding of the TAFE graduate space and if not the willingness to learn.
	2. capacity to work with employers to secure work experience and/or employment commensurate with TAFE qualifications.
	3. capability to network and engage professionally with TAFE staff and departments including Jobs and Skills Centres (Victoria), Reconnect Program, Career Advisors and Disability Liaison Officers.
	4. skills and knowledge to support the individual with disability to transition into subsequent graduate employment.

**Step Four: Selection/Interviews of Providers.**

TAFE will make the final decision about their preferred partner. TAFE will notify all interested providers of their final decision and provide date/time for the first TSEP partnership meeting.

### Key associated documents

* Expression of interest Introduction letter
* Expression of Interest Proposal
* Sample TSEP MOU template
* Sample TSEP Overview
* Sample TSEP Site Establishment Plan
* Sample Successful letter
* Sample Unsuccessful letter