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Engaging Students

TAFE Specialist Employment Partnerships (TSEP) partners should ensure that the TSEP Disability Services consultant is able to connect with key staff, students, employers, and resources, as the effectiveness of the TSEP consultant in supporting students is enhanced when they have this access. Similarly, the TSEP consultant can add value to existing TAFE services and supports.

The TSEP model works best when TAFE careers, equity services, work integrated learning teams and school engagement officers work collaboratively with the TSEP consultant and provide student referrals. Regular partnership meetings are a valuable way to ensure that the TSEP consultant has the tools and on-campus networks needed to best support their student caseload.

The following table provides a range of ideas regarding how the TSEP consultant can best connect with your students.

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| **Connecting with students** | **Timeframe** |
| TSEP is launched on campus, with relevant marketing materials available for students. The TSEP consultant is present for the launch to answer questions and provide further information to students. For more information on marketing and branding refer to the TSEP Branding Guidelines and Promotional Resources section of the TSEP website. | Upon commencement of TSEP |
| A dedicated TSEP webpage is added or linked to the campus website so that students with disability can easily locate TSEP information. | Upon commencement |
| The TAFE careers and equity teams provide information about TSEP to students with disability. Students are invited to contact the TSEP consultant. | Ongoing |
| The TAFE careers and equity teams link the TSEP consultant with key TAFE contacts, student programs, leadership programs, wellbeing and mentoring programs, chaplaincy programs, and opportunities to attend key meetings with the heads of departments. | Ongoing |
| The TAFE consultant is invited to attend careers events to provide additional opportunities for students to connect with information (e.g. lunch resume and information sessions). | Ongoing |
| The TAFE consultant is invited to regular partnership group meetings with TAFE student engagement as an ongoing agenda item. | Monthly or as required |
| Students are provided with information on the TSEP initiative via communication methods such as email, newsletter or job boards. It is important to collaborate with the TSEP consultant regarding the type and management of communications. The development of a communication plan detailing modes of communication and methods of access will result in a valuable resource for the TSEP consultant. | Ongoing |
| Additional marketing and promotion of the TSEP initiative can be achieved through the TSEP consultant attending careers fairs or open days, setting up digital banners, posters on campus, stand up banner or email signatures. For more information on marketing and branding refer to the TSEP Branding Guidelines and Promotional Resources section of the TSEP website. | Ongoing |

# **Engaging students when they and the consultant are not on campus**

Increasing provision of courses in the online learning environment may mean that students are not attending campus regularly. In these instances, it is important to maximise online platforms and technology; this includes social media and emails. It may also be worthwhile connecting with students via hard-copy letters.

Meetings between the TSEP consultant and the student can take place via online platforms such as Zoom. Meetings – whether face to face or online – must always be arranged with consideration of the accessibility needs of each student.

# **Eligibility and registration**

The service may be available to students identified as having a disability and/or who access support from TAFE due to the impact of their disability. The TSEP consultant monitors and responds to incoming referrals and makes referrals to other internal TAFE services or external supports, including for ineligible students/graduates. Students who do not have a disability and are seeking recruitment advice or assistance will be referred by the consultant to other agencies or TAFE staff for assistance.

**Refer to the memorandum of understanding (MOU) and site establishment plan for further information.**