

PART E SECOND WORKSHOP - PLANNING, MATERIALS AND KEY ACTIONS

In holding the second workshop the Planning Group aims to secure interest in the Youth Commitment concept from a broader range of community organisations. The findings of the now completed Environmental Scan will likely demonstrate the need for such a community partnership in the local area. This second workshop allows the Planning Group to identify other organisations keen to participate in a Youth Commitment. Of most importance, future action strategies should be identified, including the establishment of a Steering Committee and individual Working Groups.

Suggested Working Groups could include:

- ❑ A Community Team Working Group;
- ❑ Employers Working Group;
- ❑ School Transition Working Group; and a
- ❑ Data Management Working Group.

However, it must be noted that this structure is only a suggestion, and the second workshop is an appropriate time to determine a structure that is tailored to the needs of the local community.

The second workshop is also an appropriate time to arrange key dates for future meetings and to establish a communication strategy for the whole group. This part of the resource kit provides appropriate materials for the preparation of the second workshop as well as pro forma action records for the newly constituted working groups.

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YOUTH COMMITMENT SECOND WORKSHOP

SAMPLE INVITATION

The Macarthur Youth Commitment Interim Committee
comprising key regional agencies
invites you to attend a forum to introduce the

MACARTHUR YOUTH COMMITMENT

A Macarthur pilot of the National Youth Commitment strategy, an initiative of the Dusseldorp Skills Forum and the Enterprise and Career Education Foundation, is in the process of development. The interim committee now seeks wider collaboration and participation from Macarthur organisations including businesses willing to become involved in enhancing opportunities for youth in the region.

- Participants will be presented with an outline of the Youth Commitment strategy and implications for Macarthur
- Recommendations and options for future action will be presented based on the Environmental Scan
- Panel discussion will provide opportunities for participant input
- Future directions will be established

When: Wednesday 8 August 2001
8.30 am - 12.30 pm - light refreshments will be served
(registration from 8 am)

Where: Campbelltown Civic Centre
Cnr Queen & Broughton Streets, Campbelltown
(parking available in Broughton Street)

RSVP: 24 July 2001
Boomerang fax 4620 1865 or 4620 1925
Email: hillie.higson@tafensw.edu.au

For further information contact:

BOOMERANG FAX: (02) 4620 1865 or (02) 4620 1925

To: Macarthur Youth Commitment Interim Committee

From:

Organisation/Position:

Phone: Fax:

Email address:

Yes I will be attending the Forum on 8 August 2001

No, thank you I will not be attending

If numbers permit, I would like the person named below to attend

Name:

Organisation/Position:

Contact details: Phone: Fax:

Email address:

YOUTH COMMITMENT SECOND WORKSHOP

PRESENTERS' AGENDA

<Insert region> YOUTH COMMITMENT
COMMUNITY FORUM

8.45	Welcome	Senior regional spokesperson
8.50	Introductions <ul style="list-style-type: none"> • Facilitator introduce his/her role • Introduction at tables (planning committee and other folk who know about the YC, to introduce themselves and lead discussion - red dot for them?) • Brief outline of purpose of the day - emphasis on action • Who has been invited and why • National context • Mention lunch 	Facilitator
9.00	Setting the Scene <ul style="list-style-type: none"> • Background to host network (members of planning committee), activities to date • Note that this group has committed to the YC, and now inviting broader rep of community organisations to come on board • Why your organisations were invited • Link to national group • Why we are interested in the Youth Commitment? • We have accomplished a lot already, but a lot of room for collaborative approach on prevention • Introduce other relevant organisations, eg, DSF 	Regional Coordinator / Presenter

9:10	<p>Workshop - Purpose, objectives, format</p> <ul style="list-style-type: none"> • Outline background and history to YC • Explore opportunity for <insert region> YC • Examine the implications of the Youth Commitment for each of our organisations and how it could benefit us • Identify organisations willing to participate • Determine commitment to specific action • Outline format for the workshop 	Facilitator
9:15	<p>The Youth Commitment (Goals, rationale, elements) And its local context - <insert region> environmental scan</p> <p>(ie, combine these two presentations, to blend local and national data and diagnosis, or keep them separate if this is more appropriate)</p> <p>The first component (national YC) should be based on the presentation done at the first workshop. Issues to highlight:</p> <ul style="list-style-type: none"> • Target all youth, but especially those at risk of not completing year 12 • Preventative • Not a "model", but practical framework for collaborative action, building on existing networks, services, capabilities • Introduce Regional Environmental Scan, and link it to the core elements • Scenarios 	<p>Regional coordinator/ Presenter</p> <p>ES consultant</p>
10:15	<p>YC - Group activity</p> <p>Activity to discuss the key goals/elements/issues</p> <ol style="list-style-type: none"> 1. What is your initial 'gut feeling' and 2. What could be the value of this to our community? 3. What is the value to our organisations (Does the YC, and its core elements address our needs in <insert region>) 	<p>Facilitator</p> <p>Prompt sheet to record outcomes (hand this in at the end)</p>

10:30	MORNING TEA	
10:50	Group Activity Report back (Just a couple of comments from each group)	
11.00	<p>Action Strategies</p> <p>Present OH on options for action - four major working parties, and Steering group</p> <p>1. Steering Group Link YC core elements to <insert region> networks Put up a preferred model</p> <ul style="list-style-type: none"> a. Working party representatives plus a few very committed others from a range of stakeholders b. Senior people, with capacity to drive the work, CEO endorsement for their involvement <p>Regional coordinator to present a model and get endorsement to the basic structure. Planning group to set this up.</p> <p>Ask plenary group to approve general approach, add names, suggest, express interest. But planning group to resolve this issue. Don't get caught up in this, especially in issues of equal representation. These should be resolved over time.</p>	Facilitator

	<p>Action Strategies continued...</p> <p>2. Working Groups</p> <p>Present options for four key groups. Brief outline of roles/activities. Seek general endorsement of this model (or amend as required).</p> <p>IF when endorsed, ask participants to declare interest in one group (if they want) - sort themselves into tables, or groups of tables.</p> <p>Planning group members to facilitate at these tables (maybe have a colour dot on their name tags so they are easy to identify)</p> <p>Seek expressions of interest from each attendee in a particular working party (or even a sub group)</p> <p>Then ask the prospective groups to convene and discuss (use an action pro forma)</p> <ul style="list-style-type: none"> • What's involved, key activities • Who else need to be part of this (suggestions about people not at this meeting) <p>If the group is too big, who would like to be the formal working group? When/where do they meet to start?</p>	
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12:00	<p>Next Steps</p> <ul style="list-style-type: none"> ▪ Participants indicate interest in proceeding ▪ Confirm members for sub groups ▪ Arrange key dates for next meetings / or a process for this ▪ Request people to take Youth Commitment concept and discuss it with your respective organizations - to seek in principle commitment to proceeding towards achieving a Commitment. ▪ Anticipate/discuss what the National Group will do ▪ Establish or outline a communication structure for the whole group 	Facilitator
	Close and Thanks	Senior region rep

Resource list

Overheads

Attendance sheet

Copies (summaries of Environmental Scan - though everyone should have already received a summary)

Action pro formas

Evaluation sheet

YOUTH COMMITMENT SECOND WORKSHOP PUBLIC AGENDA

(insert region) YOUTH COMMITMENT COMMUNITY FORUM (Date, venue)

- 8.45 Welcome from**
(identify person and role)
- 8.50 Introductions**
Facilitator (name)
- 9.0 Setting the Scene**
Regional coordinator/presenter
- 9.10 Workshop - Purpose, objectives, format**
Facilitator
- 9.15 The Youth Commitment (Goals, rationale, elements)
And its local context - <insert region> Environment Scan**
Local presenter
ES consultant
- 9.40 Youth Commitment - Group activity**
Facilitator
- 10.30 Morning Tea**
- 11.0 Action Strategies**
Facilitator
- 12.0 Next Steps**
Facilitator
- 12:05 Closing remarks**
Senior local rep

YOUTH COMMITMENT SECOND WORKSHOP

KEY GOALS ACTIVITY

Scribe/Spokesperson's Notes

1. What is your initial 'gut feeling' and

2. What could be the value of this to our community?

YOUTH COMMITMENT SECOND WORKSHOP

KEY GOALS ACTIVITY PROMPTS

Activity to discuss the issues surrounding the key goals of a Youth Commitment:

1. What is your initial 'gut feeling' and
 2. What could be the value of this to our community?
- Facilitators to seek a spokesperson and timekeeper from each table.
 - Each person has 30secs - uninterrupted - to say what they're feeling about the idea of a Youth Commitment in <INSERT REGION>
 - Facilitators then to get some discussion going about the value of this to the <INSERT REGION> Community - recording key responses.

Some possible responses (for prompting):

- The opportunity to work with a small number of the participating regions to develop alternate funding arrangements involving pooled Commonwealth and/or State funds;
- The opportunity to learn from other regions in Australia regarding their responses to similar situations
- The opportunity to share local expertise with other regions facing similar problems
- The opportunity to work collaboratively with other people in the region to provide a more cohesive, integrated response to the needs of young people

WORKING GROUPS ACTION RECORDS

CAREERS ADVICE SAMPLE PRO FORMA

PART A:

Group Members & Contact Details

<u>Name</u>	<u>Organisation</u>	<u>Telephone</u>	<u>Email</u>
1.			
2.			
3.			
4.			
5.			
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8.			
9.			
10.			

KEY CONTACT PERSON:

Goal: Careers advice and guidance that draws on community links and meets the needs of all students especially those leaving school before completing year 12.

Actions:

1. Career Mentoring (Plan-It Youth)

Other Actions:

2.
3.
4.
5.

Others Who Could / Should be Involved in this Group:

.....

PART B:

Meeting Frequency:

Meeting Venue:

Means of Communication:

Next Meeting Date & Time:

PART C:

Relevant Baseline Data (insert actual data):

Indicators of Improvement:

Milestones & Time Lines:

Review Dates:

Actions to be completed by next meeting:

Action	Responsibility

WORKING GROUPS ACTION RECORDS

COMMUNITY TEAM SAMPLE PRO FORMA

PART A:

Group Members & Contact Details

<u>Name</u>	<u>Organisation</u>	<u>Telephone</u>	<u>Email</u>
1.			
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10.			

KEY CONTACT PERSON:

Goal: A Community Team to manage Student Information & Student Support

Actions:

1. Development of an individual ‘passport’ for each student that would record both school and non-school activities. The passport would be used by each of the community agencies coming into contact with young people: schools and teachers; TAFE; Centrelink; Job Network; non-government agencies; local government etc. It would record academic achievements; part-time work responsibilities, skills and achievements; voluntary activities, skills and achievements; it would record the goals and objectives of the young person and the interventions and plan of assistance being provided by each agency. It would be a means through which

young people could take more active control of the transition and would assist in the co-ordination of service delivery for individual young people.

2. The development of Personal Action Plans for all secondary students.
3. Access for those young people leaving school before completing Year 12 to skilled transition brokers co-ordinated by the Community Partnership with responsibility for case managing the transition.

Other Actions:

4.
5.
6.
7.

Others Who Could/Should be Involved in this Group:

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PART B:

Meeting Frequency:

Meeting Venue:

Means of Communication:

Next Meeting Date & Time:

PART C:

Relevant Baseline Data (insert actual data):

Indicators of Improvement:

Milestones & Time Lines:

Review Dates:

Actions to be completed by next meeting;

Action	Responsibility

<h1 style="margin: 0;">WORKING GROUPS ACTION RECORDS</h1> <h2 style="margin: 0;">EMPLOYER GROUP SAMPLE PRO FORMA</h2>

PART A:

Group Members & Contact Details

<u>Name</u>	<u>Organisation</u>	<u>Telephone</u>	<u>Email</u>
1.			
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KEY CONTACT PERSON:

Goal: Employers taking an active role in ensuring young people have positive employment opportunities and creating new labour market opportunities through the Community Partnership.

Actions:

1. Provision of more Structured Work Placements
2. Providing Mentoring support
3. Increasing the number of Traineeships and Apprenticeships
4. Developing a system of managed casual employment

Other Actions:

5.
6.
7.
8.

Others Who Could/Should be Involved in this Group:

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PART B:

Meeting Frequency:

Meeting Venue:

Means of Communication:

Next Meeting Date & Time:

PART C:

Relevant Baseline Data (insert actual data):

Indicators of Improvement:

Milestones & Time Lines:

Review Dates:

Actions to be completed by next meeting:

Action	Responsibility

<h2 style="margin: 0;">WORKING GROUPS ACTION RECORDS</h2> <h3 style="margin: 0;">DATA MANAGEMENT SAMPLE PRO FORMA</h3>
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PART A:

Group Members & Contact Details

<u>Name</u>	<u>Organisation</u>	<u>Telephone</u>	<u>Email</u>
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KEY CONTACT PERSON:

Goal: Development of clearly identified benchmarks and indicators with periodic evaluation against these both for the Youth Commitment Committee and individual key stakeholders.

Actions:

1. Survey all current year 9, 10 & 11 students to determine scope of current school leaver problem
2. Develop systems of annual reporting (in May each year) on the status of the following indicators
3. Increasing the proportion of 16 year and 17 year olds staying in education (secondary or TAFE or other education)

4. Increasing the number of & percentage of employers providing structured work placements for secondary school students
5. Increasing the proportion of school leavers completing Year 12 or equivalent
6. Increasing the proportion of school leavers who are aware and make use of appropriate programs and services
7. Increasing the proportion of school leavers achieving an employment and structured training outcome (apprenticeship & traineeship commencement)
8. Increasing the proportion of school leavers in the local area who are employed.
9. Increase the proportion of school leavers who see themselves as socially competent, healthy (physically and emotionally) self reliant and engaged.
10. Decrease the proportion of school leavers who are not in full-time or part-time employment and not in full-time education

Other Actions:

11.
12.
13.
14.

Others Who Could/Should be Involved in this Group:

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Youth Participation/Consultation:

Outline how, when and where you would involve young people in these activities.

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PART B:

Meeting Frequency:

Meeting Venue:

Means of Communication:

Next Meeting Date & Time:

PART C:

Relevant Baseline Data (insert actual data):

Indicators of Improvement:

Milestones & Time Lines:

Review Dates:

Actions to be completed by next meeting:

Action	Responsibility

WORKING GROUPS ACTION RECORDS

TRACKING & MONITORING PRO FORMA

PART A:

Group Members & Contact Details

<u>Name</u>	<u>Organisation</u>	<u>Telephone</u>	<u>Email</u>
1.			
2.			
3.			
4.			
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8.			
9.			
10.			

KEY CONTACT PERSON:

Goal: Tracking and Monitoring Arrangements in Place for All School Leavers

Actions:

1. Common Exit Procedures for all Schools
2. School Leavers Guide
3. Student Destination Surveys Conducted Annually

Other Actions:

4.
5.
6.
7.

Others Who Could/Should be Involved in this Group:

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PART B:

Meeting Frequency:

Meeting Venue:

Means of Communication:

Next Meeting Date & Time:

PART C:

Relevant Baseline Data (insert actual data):

- Student Destinations

- School Retention Rates

Indicators of Improvement:

Milestones & Time Lines:

Review Dates:

Actions to be completed by next meeting:

Action	Responsibility

CHILD PROTECTION LEGISLATION

Child Protection Legislation

As the Youth Commitment project involves young people there are certain procedures that need to be put in place to ensure the protection of the young people involved. For Youth Commitment projects in NSW the guidelines set out below must be addressed at the second workshop - for other states/territories please check with your relevant government department (ie, DET) regarding child protection legislation, policy and procedures in your state/territory.

In NSW:-

- Anyone who is over 18 and working with young people in the community (in particular the group looking at 'involvement of young people') must complete a probity declaration through the NSW Dept of Education and once cleared, be issued with a number.
- Until this process has been completed the group is not to arrange to meet unless it is in school time on school premises, under the direct supervision of a teacher.

This is following standard NSW Dept of Education guidelines.