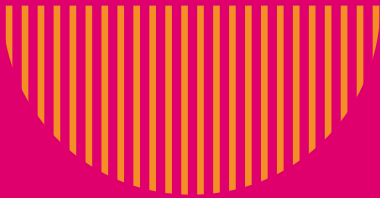


Annual Report 2023

Capital City
Local Learning
and Employment
Network



Our values



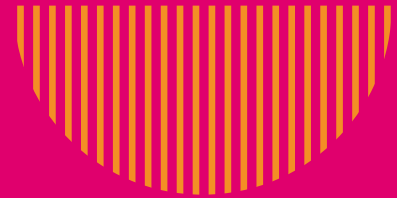
Mission

To support all secondary school students within our geographical boundaries, by developing partnerships which result in an increase in the number and range of school-employer engagement activities in local government areas.



Partnerships

LLENs lead organised efforts to improve coordinated service delivery in the community. Through creating a regular connection point for stakeholders, LLENs ensure an open line of communication between everyone working to improve the lives of young people.



Community

The core role of the LLEN is the creation and development of sustainable relationships, partnerships and brokerage of initiatives with and across local schools, education providers, industry and community.



The City LLEN acknowledges the people of the Woi Worrung and Boon Worrung language groups of the Eastern Kulin Nation on whose unceded lands we conduct the business of the LLEN. We respectfully acknowledge their ancestors and elders past, present and future.

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About us

Background

The Capital City Local Learning and Employment Network (City LLEN) is one of 31 LLENs covering all of Victoria. The LLEN Network was established in 2001 by the State Government following recommendations made in the Kirby Report, Ministerial Review of Post Compulsory Education and Training Pathways in Victoria.

The City LLEN was incorporated in March 2002 to deliver services within the City of Melbourne.

As a not-for-profit incorporated association, we represent our members from the education, training, community, government, business and employment sectors to improve the outcomes of young people.

We do this by working in partnership to develop new and enhance existing pathways and support for young people residing, studying or visiting the City of Melbourne. We focus our work on the most at risk young people to include strategies that help the homeless, the at risk of homelessness, young people with criminal histories or at risk of interacting with the youth justice system and young people at risk of becoming early school leavers.

Working with a broad stretch across the municipality, the City LLEN is able to draw on and leverage the knowledge, skills and passion of individuals and organisations as well as the great contributions of our board members to inform our work.

We are a small organisation seeking to continually improve and look for innovative ways to solve problems that reflect the changing nature of the education and employment sectors facing young people today. As an organisation committed to supporting vulnerable young people, we also deliver other programs which complement our goals from time to time.

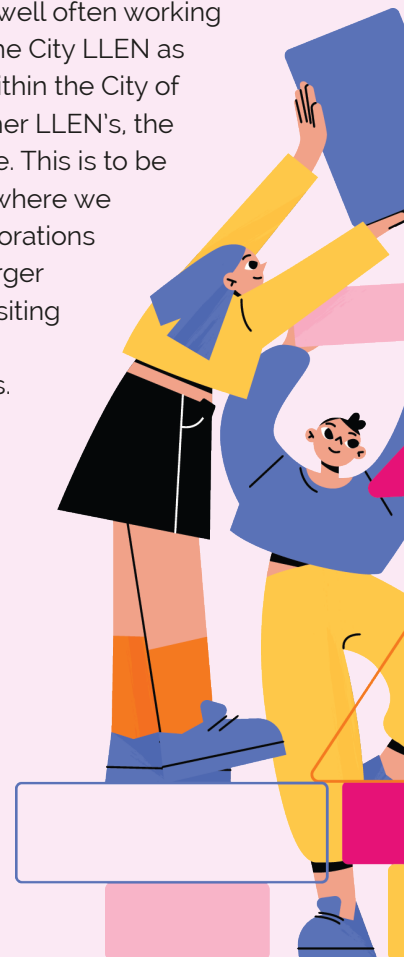
Our role

The City LLEN develops annual work and strategic plans (that reflect government contract requirements) that inform the brokage of partnerships that address government policy goals and local needs. We work with schools, community organisations, business and industry and all levels of government to identify the needs and issues impacting at risk young people to devise and deliver initiatives that improve the opportunities for our young people.

LLEN's organise networks and bring people together, we act as the honest broker and support our partners in supporting our young people and work to help meet the gaps in service delivery where we can.

All LLEN's deliver their programs within their geographical boundaries as well often working together on joint initiatives, the City LLEN as the name suggests, works within the City of Melbourne. Compared to other LLEN's, the City LLEN is atypical in profile. This is to be expected of any capital city where we have larger numbers of corporations and universities as well as larger numbers of homeless and visiting disengaged young people attracted to the big city lights.

Our mix of visitors and residents creates a complex mix of needs and attributes not always easily defined but like our many partners in the city, we wouldn't want to work anywhere else.



Joint Chair and CEO's report

It is with immense pleasure that we present the 2023 Annual Report for the Capital City Local Learning and Employment Network (City LLEN). Last year we finished delivering the Jobs Victoria Advocacy program and the School to Work program.

The challenges brought on by the pandemic continued to impact significant cohorts of young people, exhibiting disengagement and other symptoms that negatively influence their learning. Whilst the LLEN exceeded delivering their key targets across all our funded programs, the stresses on our schools and teachers are still keenly felt. This pressure, lack of teachers, and more students disengaging and lacking confidence can be seen in the extra work our staff need to do to prepare students for placements, the questions asked at our events and stories told by our teachers.

We were given the opportunity to reflect further on the needs of students in this contemporary, post-COVID landscape when invited to participate in a review of the LLEN program conducted by Synergistic consultants. Their brief, however, was to identify how the LLEN Network can be re-organised and made 'investable', and not to listen or report on what we had to say about how to address the wicked problems impacting our young people and their capacity to reach their potential. We hope that in 2024 a model is developed that enables a focus back on students, where it should be. There is so much the City LLEN, and others could be doing to best support the opportunities and engagement of young people.





Despite the time spent on involvement with the consultation process, the City LLEN had another great year, exceeding all contractual targets. Both our Department of Education (DE) – School to Work program and Department of Jobs, Skills, Industry and Regions (DJSIR) – Jobs Victoria Advocates program met their targets early. We hoped the JVA program would be continued beyond the initial 3-year contract, but funding was not renewed in the 2023 state budget. We were one of the few JVA providers invited to deliver an extra 3-month extension. We are proud that we qualified, enabling us to retain our fantastic JVA staff for longer. The JVA program was a great initiative; reaching out to unemployed and under-employed jobseekers, migrants and refugees to make sure they understood what they were eligible for and received the services they needed. We are grateful for the opportunity to further our relationships in the local community and help

many migrants and other Victorians in need. A big thank you to Jenny Tran and Yoon Foo for their work in making sure this program was a success.

This year we welcomed new members to the Committee of Management (Board), Michelle McIntosh, Andrew Moffat and Brandon Wray. We thank them for their time and commitment, as well as our remaining members; Matt Kunkel, Rebecca Williams, Ali Kuzmycz and Ben Durant. We also thank and farewell Tina Hosseini.

We would like to thank and congratulate the City LLEN staff; Wendy Dalkiran, Francesca Pisano, Yoon Foo, Jenny Tran and Madelene McNeill for their excellent work.

Dr Virginia Dods
Chair

Louise Smith
CEO



LLEN in numbers

2,089

students attended
an event

179

students were
provided direct
one on one
support by us

130

students were
placed into
SWL/SBATs

108

schools were
provided services
by us

141

employers worked
with us

1,503

people received
help through
our Advocacy
program

71

teachers worked
with us or attended
our events

48

events



The year in review

The City LLEN delivered three funded initiatives; the School to Work program, the On Track Connect program and the Jobs Victoria Advocates program.

School to Work program

Funded by the Department of Education, our traditional funding stream contract details are now very different from the contracts of earlier years. We have two main outcomes to focus our service delivery on. These deliver events that provide student exposure and information to industry, careers, career pathways, work-related information as well as Structured Workplace Learning, School Based Apprenticeships and Traineeships and Work Experience.

Along with events and programs arranged by the LLEN, we worked closely with individual schools to determine industry and career events or activities that would most engage the young people at their schools. This involved regular meetings, communication with school career practitioners and staff, and accessing contemporary labour market data to inform our work and work plans.



CAREER PATHWAYS

Flexi Schools Network

The Flexi Schools Network provides teachers in schools in the City of Melbourne with the opportunity to connect, each year we consult with members to determine the preferred delivery style and pattern. This allowed for greater attendance and engagement. To enhance this we work with our schools to share meeting locations across different schools as well as the option for members to attend via Zoom for those unable to make it in person. We are grateful to the following schools for hosting over the year – River Nile School, St Joseph's Flexible Learning Centre, Hester Hornbrook Academy CBD Campus and Travancore School (Orygen Parkville).

The Flexi Schools Network Meetings were regularly well attended and offered the opportunity for:

- school staff to come together to share programs and activities
- inform the LLEN regarding the rollout of the Vocational Major and how we can best support schools and other VET and industry engagement ideas and VDSS generally
- sharing events taking place at their schools and sharing ongoing student issue case studies to collaborate on solutions and the wisdom of the network
- the LLEN to share updated industry event opportunities and career and pathways initiatives available for schools.

Representatives from various industry, training and employment partners were invited to attend and present at our meetings. This further enabled schools to link with industry and other services to support the transition and pathways needs of their students. Partners included Tradeswomen Australia, RMIT Skills and Jobs Centre, Next Step at Kangan, Victoria Police, Ready Set, Department of Jobs, Skills, Industry and Regions (Reconnect) and the William Angliss Skills and Jobs Centre. Alongside the input of external partners, the significant expertise in the room

was always evident, with school staff generously sharing vast knowledge and skills across education, youth work, career development, VET and trauma-informed practice, as well as a sense of solidarity in seeking the best possible outcomes for marginalised young people.

Several key issues and themes arose from meeting discussions, particularly how best to support students transitioning out of school settings. This led to the development of a medium-term project within the Network to create a database of key support contacts for schools to access for student referrals. The LLEN was able to connect with several relevant support agencies through contacts provided in the network and invite them to the meetings, for school staff to meet and ask questions. In turn, the LLEN created a list of key contacts to which all participating schools were given access, with many utilizing it immediately. We are grateful to all those who made the time to speak at our meetings and to connect with participating schools.

As the Flexi Schools Network continues to evolve, the final meeting of the year provided further insight into what will best support school staff to meet the career aspirations and needs of their students. As we move into 2024, we look forward to exploring the engagement of greater industry representation in our meetings as well as the involvement of academic experts in career development, so that practice is informed by current evidence-based career development theory and research, including in the trauma-informed space. Continuing to facilitate the space and time for school practitioners to come together to share, learn and problem-solve is a key priority of the LLEN. We thank all schools who have participated over the year for their engagement and contribution to the network.

Education Forum for Students with Chronic Illness and/or Disabilities

The City LLEN has been partnering with the Royal Children's Hospital (RCH) for over ten years to deliver a forum for students with chronic illness or disability. The City LLEN is the lead agency running the forum and responsible for arranging guest speakers, briefing them, and hosting and coordinating the webinar. The forum has evolved over the years, informed by quantitative and qualitative evaluations and continuous improvement principles as well as in response to the pandemic. Held online since 2020 we have been able to reach students statewide more easily in this way.

In 2023, 153 people attended the forum from 82 schools including a sprinkling of students from interstate; 3 from New South Wales and one from Queensland. There were also 17 parents and 9 teachers in attendance. For some schools they had more than one student or teacher in attendance, we also had people listening in – incognito as the registration link is shared far and wide and we have no way of identifying them.

Students in attendance school/ institution of origin type	Number
Government Schools	45
Independent Schools	15
Catholic Schools	17
Home Schooled	1
TAFE	4
Total	82

Other organisations listening in included the Southwestern Metropolitan Region Department of Education (DE) and the South Western Victorian Regional office, staff from other LLENs as well as teachers working for the Royal Children's and Monash Children's hospitals.

CityLLEN

Education Forum For Students Impacted By Serious Illness and/or Disabilities

FREE ONLINE ZOOM WEBINAR
Tuesday 6th June 5:00PM- 6:30 PM

REGISTER VIA THIS LINK
<https://tinyurl.com/5d4z275g>

About
Free online forum for students, parents and teachers to hear from expert guest speakers.
Participants will learn about educational and career supports for those who have serious health conditions and or disabilities to inform their pathway choices.
After registering, you will receive a confirmation email containing information about joining the webinar.
Note as this is a webinar you will not be able to be seen by anyone else but you will be able to type in questions into the Q&A.

TOPICS INCLUDE:

- ✓ Applying for VCE Special Provision
- ✓ Course application process and the Special Entry Access Scheme (SEAS)
- ✓ University and TAFE Supports and potential careers and pathways
- ✓ The experience of a young person

Logos for: THE EDUCATION STATE, VICTORIA Department of Education and Training, The Royal Children's Hospital Melbourne, and Ronald McDonald House Charities Australia.

The forum aims to provide students who have fractured attendance records at their school of origin with career guidance, occupation ideas, pathways support, information on how to access special consideration help with exams and transition information for employment or study post-secondary school. Staff from the City LLEN as well as hosting the event provided students with career and Vocational Major Pathways Information. Other speakers included the Victorian Tertiary Admissions Centre, the Victorian Curriculum and Assessment Authority, the Royal Children's Hospital, Ronald McDonald Learning Centre and an ex-patient of the RCH also provided tips and tricks and on how to best manage completing secondary school whilst dealing with a chronic illness, tips for choosing a career with your illness or disability in mind and applying for special consideration.

Of the students in attendance, 58% were currently in Year 12, 27% were in Year 11, 12% were in Year 10 and 3% were in Year 9, 8 and 7.

The Webinar speakers were:

- Maryjo Saliba, a young person and ex-patient of the RCH spoke about her experience as a young person with a serious health condition and her transition to University
- Joanne Muscat, Project Manager for Special Provision, Assessment & Reporting for the Victorian Curriculum and Assessment Authority
- Nicole Fett, External Relations Coordinator from the Victorian Tertiary Admissions Centre (VTAC)
- Fiona Giles, Education Coordinator, Ronald McDonald House
- Francesca Pisano, Pathways Coordinator from the City LLEN will speak about careers and pathways.

Students and parents were able to place questions in the chat during the webinar and participated in a dynamic Q and A session that ran overtime. Participants were sent a follow-up email with links and references to the service providers and websites that would help them.

Students were also reminded that the City LLEN provides a free careers counselling service to RCH students only and how they can book in. This service has led to 12 students receiving valuable one-on-one counselling as they often miss the Morrisby and school-based careers learning provided by government secondary schools.

This very popular event is warmly received by teachers, parents and students each year and participant surveys are always very positive, students appreciate the chance to learn and enhance their understanding of what careers look like and how to maximise their VCE chances and post-school pathways.

Readers can view a copy of our webinar by visiting our You Tube Channel <https://www.youtube.com/watch?v=38mxklQw7yl&t=11s>.

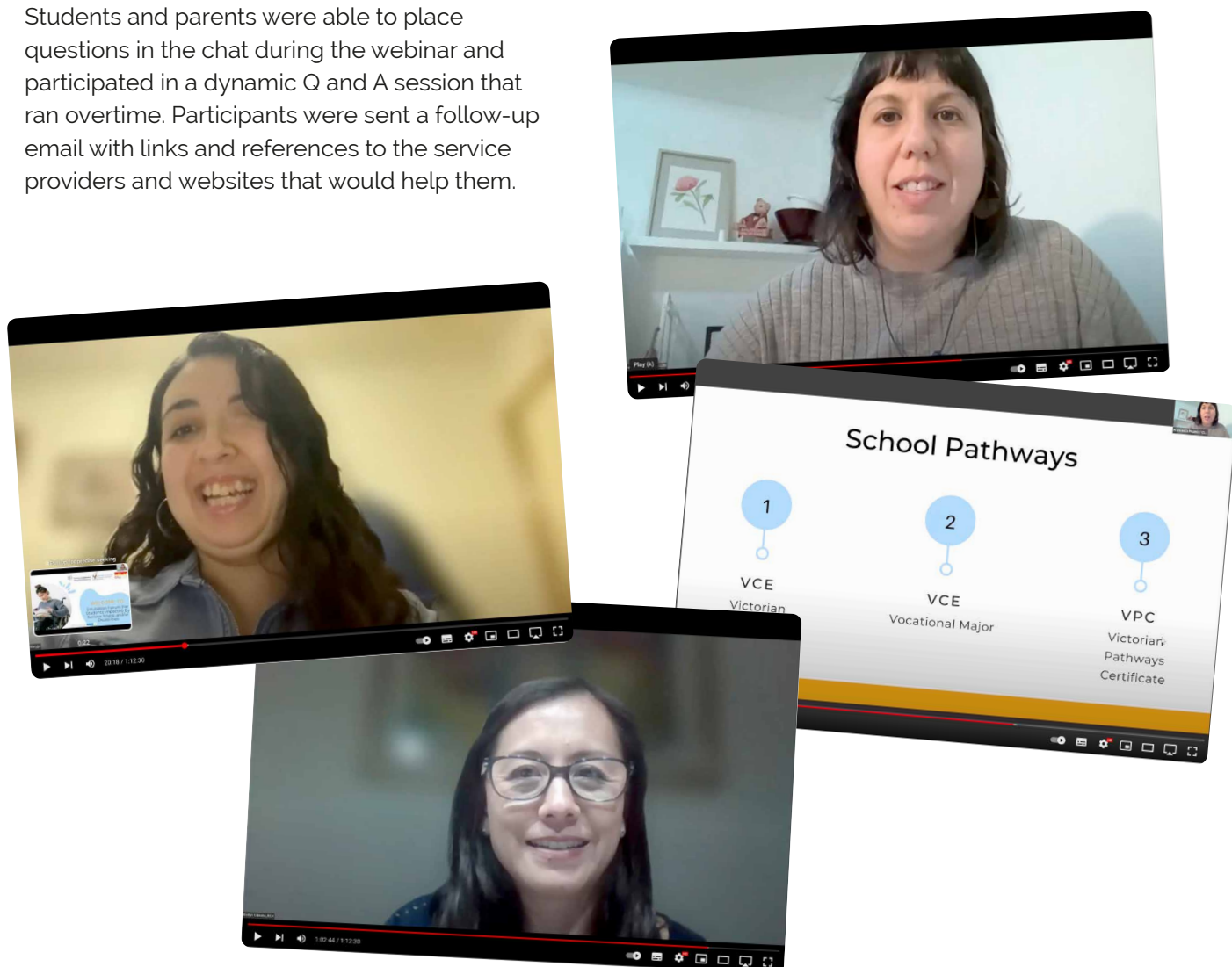


Table of 63 Schools Participating in the event. (One student is home schooled).

Independent Schools

- Bacchus Marsh Grammar
- Ivanhoe Girls Grammar
- Overnewton Anglican College, Keilor
- Wesley College, Glen Waverley
- Yarra Valley Grammar School, Ringwood
- The Scots School, Albury, NSW
- St Michaels Grammar School, St Kilda
- Addas Israel School
- Geelong Christian College
- Australian International College, Caroline Springs
- Lowther Hall Anglican Grammar, Essendon
- Caulfield Grammar School
- Flinders Christian College, Tyabb
- Hillcrest Christian College, Clyde North
- Southern Cross Grammar, Caroline Springs

Catholic Schools

- Ave Maria College, Essendon
- Aquinas College, Ringwood
- St Bernards College, Essendon
- Xavier College, Kew
- St Bedes College, Black Rock
- John Paul College, Dandenong
- Catholic Regional College, Sydenham
- Star of the Sea College, Brighton
- Our Lady of Mercy College, Heidelberg
- St Patricks College, Ballarat
- St Patricks College, Strathfield, NSW
- Mary McKillop College, Albury, NSW
- St Michaels School, North Melbourne
- Our Lady of Sacred Heart, Bentleigh
- St Kevins College, Toorak
- Salesian College, Sunbury
- Corpus Christi College, Maroubra, NSW

Government Secondary Schools

- Narre Warren P-12 Secondary College
- Brunswick Secondary College
- McKinnon Secondary College
- Lilydale Heights Secondary College
- Balwyn High School
- Mill Park Secondary College
- Bairnsdale Secondary College
- Richmond High School
- Croxton Special School, Northcote
- Glenallen Special School, Glen Waverley
- Glen Eira Secondary School, Caulfield
- Swinburne Senior Secondary College, Hawthorn
- Ascot Vale Heights School
- Terang Secondary College
- Melbourne Girls School, Richmond
- University High School, Parkville
- Travancore Special School
- Doncaster Secondary College
- Vermont Secondary College
- Pascoe Vale Girls Secondary
- Sunbury Secondary College
- Echuca Secondary College
- Horsham Secondary College
- Bellarine Secondary College
- Warrnambool Secondary College
- Gladstone Park Secondary College
- Heatherwood School, Donvale
- Monash Children's Hospital School
- RCH Education Institute
- Upwey Secondary College
- Maribyrnong Secondary College
- Brisbane School of Distance Education, Queensland
- Taylors Lakes Secondary School
- Mortlake P-12 School
- John Monash Science Secondary School, Berwick
- Ararat Secondary College
- Virtual School Victoria
- MacRobertson's Girls High School
- Buckley Park Secondary College
- Surfcoast Secondary College, Torquay
- Somerville Secondary College
- Koonung Secondary College, Mont Albert
- Mildura Secondary College
- Edgars Creek Secondary College, Wollert

Careers Counselling – Royal Children’s Hospital, Parkville

As part of our ongoing partnership with the Royal Children’s Hospital, Parkville, the LLEN offers a career counselling service throughout the year for young people referred through the RCH Transitions team. The young people referred typically lack access to career counselling through their school of origin due to barriers created by chronic illness and/or disability. They are often seeking support with future study pathways as well as work opportunities. This service is provided by the Pathways Coordinator, who is a qualified and experienced career development practitioner.

In 2023, 12 young people engaged with the career counselling service. A typical referral for a student explains their condition and background, for example and the name is changed; *Jamie is completing his year 12 VCE-VM at Mernda Central College and hasn’t tapped into any careers counselling previously. He has hereditary spastic paraplegia (which is slowly progressing) but remains ambulant. Both he and mum are fluent English speakers.*

Of the 12 referrals, five engaged for multiple sessions when the need was identified. Below are two case studies demonstrating the career counselling process and experience of two students, Sally and Emily (not their real names).

The young person was referred to the LLEN Pathways Coordinator for Career Counselling early in the year as she was completing the final year of her VCE-VM and feeling a lack of clarity about what career she could pursue. For privacy purposes, we will call her Sally. Sally also wanted help with finding a job and completing her resume.

As Sally resided in regional Victoria all communication was online following obtaining parental consent and following child safety guidelines. It became clear in the first session that the focus needed to be on helping Sally explore her interests and what potential study and work opportunities might arise as a result.

The first session therefore was exploratory, focussing on what the young person enjoys at school and then expanding onto activities she enjoys doing outside of school. The career conversation led to the young person’s understanding that her preference is for ‘hands-on’ activities that are face-to-face. Moreover, she expressed a particular interest in photography and visual art, including having received a digital camera as a Christmas gift and using Pinterest for inspiration. This helped with forming an initial plan, including exploring further study options at her closest TAFE and potential opportunities to shadow a professional photographer for a day as informal work experience.

The young person, along with her parents, agreed on a follow-up session in a month. In the meantime, the Pathways Coordinator researched local photography studios as well as further study in both Visual Art and Screen and Media in preparation for Sally’s next counselling session.

Sally was then provided with time to explore the courses in Visual Art and Screen and Media in detail. As she showed interest in both, it was suggested that as part of her action plan, she attend the relevant TAFE to meet with a course advisor. Due to her health condition, Sally also always required a support person with her, so it was suggested that part of her conversation would be to find out about support available at TAFE. It was also wonderful to hear that the young person’s parents were connecting her with a photographer family friend for her to shadow. Help and advice was also provided to help Sally with developing her resume.

After two Career Counselling sessions and the sharing of resources, Sally was able to work with a concrete action plan and move forward exploring meaningful future study options and obtaining part-time work to gain experience. The RCH reported Sally was much more confident and felt better informed as she looked forward to transitioning out of secondary school.

Trades Taster – Women in Trades

In partnership with Tradeswomen Australia and MAS National a half-day workshop at River Nile School, with over 20 students attending from both River Nile School and St Joseph's Flexible Learning Centre was organised. The event was targeted towards girls, young women, and gender-nonconforming young people who had expressed an interest in trades or were identified as benefiting from greater exposure to non-traditional career pathways. Students were first given a presentation on trades in Australia, learning about the breadth of options within trades and the many benefits of working in the industry. Many students were engaged by the potential to earn while learning and the opportunities for career growth, including working for oneself. The presentation also covered what apprenticeships look like, including SBATs, and students heard about a range of different trades, including horticulture, automotive, furniture making and welding. As many trades have skills shortages, and only 2% of tradespeople in Australia identify as women or gender nonconforming, students also came to understand that the scope for gainful employment is significant.

The highlight of the event was the practical activities offered by the MAS National Trailer; a purpose-built vehicle allowing students to have hands-on learning experiences. These included changing a washer, installing cabinet fittings and hammering a nail, this proved to be more difficult than it first looked. These activities also provided students with the opportunity to engage in an informal conversation with the industry experts as well as with each other. Many students expressed their surprise at the range of possible trades careers on offer. This exposure was particularly important for students from both schools, as most have faced barriers due to mental health, trauma, humanitarian migration, and settlement.

Staff and student feedback was therefore overwhelmingly positive, largely due to the opportunity to talk to people in the industry and to try different hands-on activities related to trades. As the aim of this taster was to open minds and explore potential careers that students may have not heard of or considered, this event proved to be highly successful in meeting its goal. The LLEN thanks both Tradeswomen Australia and MAS National, who have continued to engage with our schools in providing individualised support.



William Angliss Institute Campus tour and lunch

William Angliss Institute along with the William Angliss Skills and Jobs Centre, continue to be great supporters of the LLEN and schools within the City of Melbourne. As a leading provider of training and further education in Hospitality, Tourism and Events, the LLEN arranged a campus tour for a group of students from the Hester Hornbrook Academy and St Joseph's Flexible Learning Centre. These students were handpicked by their teachers as demonstrating interest in those industries and wanting to explore further career opportunities available.

The tour included observing cookery and patisserie classes, walking through a simulated hotel, sitting in the simulated plane cabin and exploring the food garden. Students walked past a range of glass displays holding frosted cakes and chocolate designs, whose artistry left a strong impression on all in attendance. The LLEN also organised for students and staff

to enjoy an a la carte lunch at Angliss Restaurant after the tour. This gave students a chance to not only experience fine dining but to observe and talk to William Angliss hospitality students engaged in front-of-house learning and work, as well as observe the cookery students preparing their meals. The maître d, a former VCAL teacher at William Angliss, also engaged with students to explain the format of the lunch.

Student feedback was overwhelmingly positive, with many noting the 'wider perspective' of potential pathways available within these industries, as well as the confidence to access the services available at the campus. The LLEN appreciates the ongoing support offered by the team at William Angliss Institute.



Hester Hornbrook Academy and the Grand Prix – Automotive Careers

The Hester Hornbrook Academy has several campuses across Melbourne and continues to grow steadily, with students attracted to the flexible learning and wraparound support offered at the school. The LLEN worked closely with the Careers team at the CBD campus to arrange several industry events to enable student exposure to a range of careers and industries within a trauma-informed lens. This was in response to the school Careers team identifying the importance of taking students out of the school setting in a safe and structured way.

The first of these activities arranged by the LLEN was an excursion to the Grand Prix Driver Learning experience, which was attended by 22 students from the school along with staff. Students were able to experience a major international event in action as well as explore various stalls within the STEM and Automotive space. Tertiary students from RMIT University were available to speak with our students about what courses and pathways are available to enter careers in the automotive industry, with many students commenting on how they were unaware of so many different roles available. Other employers were also holding stalls which the students showed great interest in and asked questions about career pathways, these included: OzHarvest, the Australian Defence Force, Motorsport Australia and St John Ambulance.



River Nile School

The River Nile School offers senior secondary education to young migrant and refugee women with a strong focus on pathways into work and further study. The LLEN consulted with staff at the River Nile School to support the delivery of programs and events aligned with the new Vocational Major Work-Related Skills, and to assist staff to connect with industry and further education partners.

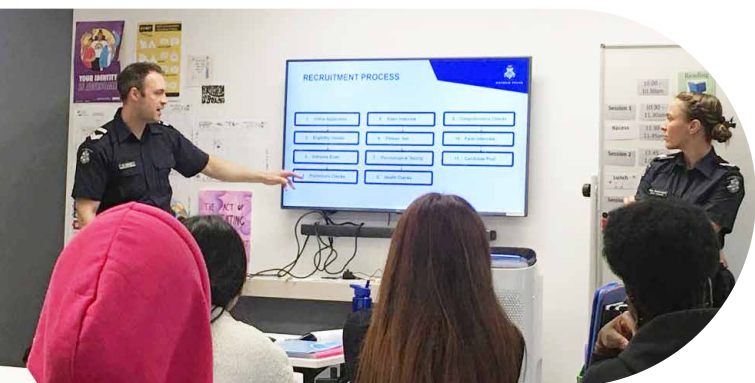
In the temporary absence of a dedicated career counsellor at the school, the Pathways Coordinator was able to offer Tailored Pathways Support over four sessions, meeting with several students over terms three and four. Working closely with the Assistant Principal and Senior VM teacher, the Pathways Coordinator met with students who were identified as benefiting from career conversations around work readiness and pathways, with a particular focus on exposure to the world of work and support for exiting students. The outcomes of those conversations were used by school staff to create a career and pathways plan for students, including appropriate opportunities, programs and connections recommended by the Pathways Coordinator.

In partnership with the Victoria Police, the LLEN facilitated an industry presentation at the school by two members of the Melbourne Proactive Policing Unit. The presentation reached an audience of almost 40 students across several classes and covered a range of topics, including different sworn roles, including Intelligence, Highway Patrol, Dog Squad, Air Wing, Mounted Branch and Prosecutions, and unsworn roles within the Victorian Public Service. The presentation also covered the training involved at the Police Academy and the personal experiences of both sworn officers, the

application process, as well as the different roles, duties and tasks of a police officer. Students were highly engaged and asked many questions, with several expressing a strong desire to join the police force and wanting to follow up with the presenters. Along with the industry exposure offered, this presentation was also an opportunity to build trust and for students to learn about the community engagement involved in policing. This was identified by school staff as being of particular importance to the cohort, as many may have had negative experiences with policing in their home countries.

As many students are recent arrivals to Australia and are therefore building their understanding of further and higher education options available, the Year 11 VCE-VM teachers requested support from the Pathways Coordinator to deliver a presentation on Pathways to students. The interactive 'Pathways to Your Future Career' presentation was delivered to 35 students across the Year 11 cohort and covered the differences between RTOS, TAFEs and Universities, qualification levels post-school, different pathway options including examples in Dental Assisting, Dermal Science, Electrotechnology and Accounting, Free TAFE, Labour market information and resources. Teachers were provided with a copy of the presentation for students to have access to, including a range of links, and students asked a range of questions throughout the presentation on career decision-making, study options and work readiness. Students were also allowed to approach the Pathways Coordinator individually to ask questions relevant to their specific circumstances and interests. Feedback was highly positive from staff and students, highlighting the importance of quality career information for decision-making.

Along with the tailored activities outlined above, the River Nile School maintained active engagement in the Flexi Schools Network throughout the year and regularly consulted with the LLEN to explore partnerships and opportunities.





Hospitality Careers – Novotel Hotel

With the hospitality industry identified as a popular area of interest among students, the LLEN facilitated an industry tour of the Novotel South Wharf for a small group of targeted students from our schools. Students met the Cluster Talent and Culture Manager at the Novotel, who provided a comprehensive tour of the concierge desk, the hotel café, a twin room and king double room, the staff back-of-house area and the hotel restaurant. Students were also treated to a buffet lunch and met several team members, including the Housekeeping Manager, the Operations Manager and the Concierge.

Students were able to ask a range of questions about working at a hotel, and the various work and career opportunities available to them. This event sparked much interest in the students, many of whom already work in hospitality and could see the application of their skills in a different and multinational context, and the potential for career growth. We are grateful to the Novotel South Wharf team for arranging this opportunity, and for offering further support to the students of HHA through arranging overnight accommodation for students in preparation for their Singapore school trip.



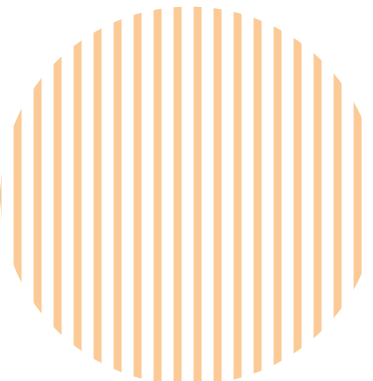


Young Workers Centre – Your Rights at Work

The LLEN in our ongoing engagement with the Young Workers Centre, arranged for a small group of students from the VET Business classes from Hester Hornbrook Academy to visit the Victorian Trades Hall and attend a session on work rights and work safety, including hearing about the lived experiences of the young people at the Centre. Students were also given a tour of Trades Hall and learned about the history of the union movement. As students were looking for part-time work or are currently working, as well as seeking future career roles, this event provided very valuable information about entitlements and employment law in

an accessible way, including unfair dismissal, wage theft, duties, meal breaks, contracts, superannuation, casual versus part-time and full-time employment, trial shifts and workplace health and safety. A range of examples and scenarios were provided for the young people to engage with, particularly within the Hospitality and Retail industries, and students shared their own experiences and examples.

including the RMIT Skills and Jobs Centre, who supported students with mock interviews. This provided students with the opportunity to hone their job interview skills within a safe and authentic space.



St Aloysius College

The City LLEN continued to consult with the Careers Coordinator at St Aloysius College to support the needs of students at the school. The LLEN met with the Year 10 Level Leader to discuss and facilitate two workshops across Term three as part of the Year 10 Future Me program, which is an annual program embedded in the Year 10 Curriculum to support students as they prepare for the world of work and begin to make career choices.

The first workshop was delivered at the school by the Young Workers Centre, which presented the Rights at Work module. The presentation provided knowledge and information about entitlements and employment law, including unfair dismissal, wage theft, duties, meal breaks, contracts, casual versus part-time and full-time employment and trial shifts. Students were also allowed to undertake a simulated scenario, outlining their 'dream job' and bargaining with their 'employer', to understand Collective Agreements. As most students were currently employed or seeking casual or part-time work, the session proved to be highly relevant. Students were highly engaged, contributing their knowledge and experience and asking a range of questions, and staff feedback was also highly positive with an afternoon tea of muffins and biscuits put on by the LLEN also well received.

The second workshop was run by the Engagement Officer with the RMIT Skills and Centre, who ran a comprehensive presentation on Resume writing. While students had started

putting together their resumes in class, the session provided an invaluable opportunity for students to understand what goes in different parts of a resume and to apply this knowledge to two current casual job opportunities within the retail space. The Engagement Officer shared her industry experience and was able to outline specifically what recruiters look for, particularly for students of 15 and 16 years. Students remained engaged throughout the presentation and asked clarifying questions. Several students also approached the Engagement Officer individually after the presentation with questions and to learn more about the Skills and Jobs Centre. The event ended with a Pizza lunch provided by the LLEN, which proved to be very popular with students and teachers alike.

The Pathways Coordinator was also able to support the VCE-VM Work-Related Skills class at the school, by connecting their teacher with the team from the RMIT Skills and Jobs Centre. This followed an earlier meeting discussing students' needs, resulting in the delivery of two targeted workshops on resume and cover letter writing and interview skills. These sessions were also highly well-received by both students and staff.



St Joseph's Flexible Learning Centre

St Joseph's Flexible Learning Centre offers a range of programs within an inclusive and supportive school for 12–25-year-olds looking for an alternative to mainstream education. The LLEN worked closely with the Careers team at the school, with an initial meeting early in the year to plan for career and industry activities to meet their student cohort and individual needs. A key focus was on bringing support to the school so that students could access services within a safe space, as well as offering a range of activities and programs to build exposure to diverse careers and the world of work. Along with targeted students participating in a handful of LLEN events, including the Careers with Victoria Police Event, the Trades Taster – Women in Trades Event and the William Angliss Campus Tour.

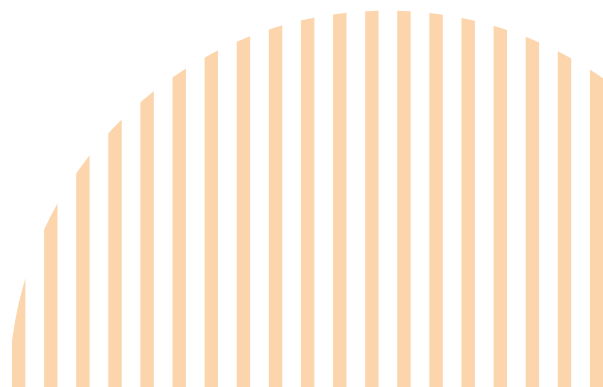
A range of activities were arranged with LLEN partners, including a highly successful series of presentations on Work Rights and Apprenticeships delivered by the Young Workers Centre onsite at the school. These presentations reached over 35 students each day and covered a range of topics on work entitlements and employment law, with multiple personal anecdotes shared by the presenter and students. Students also learned about the importance of apprentices being registered with an RTO, such as a TAFE, and having a Training Contract and Training Plan in place. The feedback for these presentations was overwhelmingly positive from both students and staff, who noted high levels of student engagement and participation. Several students also approached the Outreach and Campaign Organiser individually during the pizza lunch with questions, proving the value of bringing external agencies to the school.

In consultation with the school Careers and Pathways Coordinator, the LLEN Pathways Coordinator was also able to deliver regular Tailored Pathways Support Sessions, providing valuable career counselling for targeted students. This service was offered fortnightly across Terms Two and Three to support students

through career conversations and career counselling, recognising that the school does not have the resources to provide this support internally. Working with the Careers Coordinator, students were referred for career conversations around work readiness, industry, careers and pathways, with a particular focus on exposure to the world of work. The outcomes of these conversations were then used to create a career and pathways plan for students, including appropriate SWL and training opportunities. Having this service available at the school, with the presence of a youth worker, ensured students were able to receive quality career counselling within a safe space, and that follow-up could be made by school staff.

The LLEN was also able to facilitate two groups of students from the VCAL Teachout classes and VCE-VM classes to be offered targeted career coaching and dressing service at Ready Set, South Melbourne. These excursions took place across two days in May and June and included students receiving support with their resumes and being given one one-on-one consultations on a suitable work wardrobe. As several of the students were preparing to undertake structured workplace learning placements organised by the LLEN, this opportunity was directly relevant and useful. Along with a pizza lunch provided by the LLEN, students were also provided with suitable clothing to take home with them, including professional workwear and trade workwear.

The team at St Joseph's Flexible Learning Centre were actively involved with the Flexi Schools Network, driving initiatives and engaging in dialogue with other schools within the network.



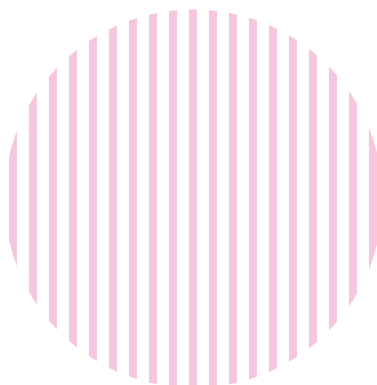
Western Metro Melbourne Work Experience School Industry Roundtable (SIR)

Led by the South Western Metropolitan Region Department of Education (DE) office the City LLEN joined the planning committee for this successful event held in October 2023. The SIR committee met regularly, members of which included: HeadStart, DE, Wyndham City Council, Keyba Careers, Federal Department of Employment and Workplace Relations, the Centre for Policy Development, Employment Facilitators and Wyndham Community and Education Centre.

It was agreed that the committee would focus on initiatives and events that would further student participation in and knowledge of these industries: Health, Construction, Hospitality, Education (from childcare to teaching/training) and Technology (including Artificial Intelligence – Ai) in Manufacturing. Following many meetings and discussions it was agreed we would hold an industry roundtable to examine barriers to employers taking on Year 10 work experience with an emphasis on encouraging girls to consider non-traditional roles. The work of the committee was guided by the DE SIIR Terms of Reference adopted in 2023.

Pre-planning activities included carrying out an extensive employer and teacher survey to inform the roundtable event by identifying the topics and concerns people would like to discuss.

We held the event at Moonee Valley Racecourse with over 150 people in attendance. As well as other guest speakers, the CEO of the City LLEN, Louise Smith presented and participated in the panel together with a range of women across different industries; Rebecca Lee, Project Manager Multiplex, Tara Kelly, Apprentice Cabinet Maker and DE VET Champion, Renee Bradford, Careers Pathways Coordinator, DE, Kerrie Loveless, Diversity, Equity and Inclusion Consultant, Royal Melbourne Hospital and Nicole Bradley, Pharmacists.



Other participants came from the following organisations: Master Builders Association, Winslow, Wyndham Community and Education Centre, Centre for Multicultural Youth, Western VET Cluster, Melbourne Apprenticeship Services, Cummins Electrical, Sunshine Harvester, NECA Education, Bunnings, Victoria University, Multiplex, Western Metro Tunnel Project, Centre for Disability and Research, Brimbank City Council, AGA Employment Services, Brotherhood of St Laurence, Melton City Council, Apprenticeship Employment Network (AEN), Deakin University, Royal Melbourne Hospital, Sarina Russo, Keyba Careers, Future Connect LLEN, , Good Cylces, Headstart, Business Network North Melbourne, Melbourne East Group Training, Victorian Skills Authority, Melton Community and Learning Centre, Department of Justice and Community Safety, Department of Education, MMV LLEN, Inner Metropolitan Melbourne Local Jobs Program, Tabcorp, Wynbay LLEN, Turner and Townsend Construction, The Smith Family, Jesuit Social Services, Western Melbourne Local Jobs Program, Centre for Policy Development, Victoria University Skills and Job Centre, Aqua Tap Plumbing, Tradie HR, GForce, Akorn Education Programs.

The MC for the day was Melinda Davis from Empowered Women in Trades who introduced the following guest speakers and their topics:

- Department of Education update on careers and work experience and industry engagement initiatives statewide.
- Industry Panel Members' discussion and Q and A.
- Round table discussions – attendees were allocated tables to debate these topics about student access to work experience: Gender Roles and Priority Cohorts, Improving Quality of Placements, Building Place-Based Employer Relationships, Digital Forms and Work Experience App, Work Experience Models and Preparation Programs. Staff from the City LLEN also worked on the tables as facilitators.
- Sticky Note activity.
- Results Discussion.



Topic	Why	How	What
Work Experience Model-Work Preparation Program (Table 13,1, 21,9,20)	Manage expectations of students introduce career education at earlier stages to increase awareness. Tailor WE to individual needs: Challenge existing model and create more flexibility for students and employers.	WE form part of the larger work preparation program. Stronger framework for career readiness, students making informed choices. Bring our 'Masters' guide into the more familiar classroom space. Starting in Year 7-9.	Students more informed and aware of options. Funding required for resources (Career pathway mapping, open industry mentoring, industry visits, podcasts). A gap in the field of access involves with real employers, LinkedIn profiles & networks, VR immersion in experience and voice, career coaching, right of the Embed in Curriculum (support from school leadership).
Digital Forms & WE App (Table 13,1, 21,9,20)	Efficiency for employers, schools and families. Control of workflow. Data Integrity. User friendly. Communication tool. Higher engagement. Matching process	One stop shop for all. All platforms iOS and Android. Robust workflow control & control, secure data and reporting can be achieved. Link to LMS and Compass. Student profile could include school record, permission forms, portfolio, reveal form and Employer profile. Different access levels. Downloadable by school / DE Reduce workload	App could include videos of WEH what it will look like etc. Dispositions for the teacher/employer reflection on service emergency skills. Resources for authorisation/permissions. Can be used paper based. Easy to be accessible to all. App based notifications. Include jobs and different roles. LLEN to work with employer to create opportunities. Advertisements on social media.
Building relationships (place based) (Table 3)	Important for employer, family and school to connect. Take time to develop, currently staff not supported to have time to do this. Educate industry, build trust, gather information to improve experience, family support.	Teacher time release, PD for career teachers. Incentives for employers. Dedicated resource for relationship building.	Meaningful experience for young people and employers. More opportunities. Development of strong, trusting relationships between school, industry and families.
Improve Quality (Table 20,19)	Digital profiles will provide quality control for all involved. Consistent structure and guidance for students and industry forms (checklist, exit interviews, project work, job shadowing, observation	Clear expectations. Employers will know what to do with students. Encourages reflective practice during and after work experience for students. Feedback opportunities.	Provide information on ChildSafe ensuring all boxes checked. Safe at work certificate. Statewide system for everyone to access. Subsidised. easier payment options Schools can add contacts to an online app / platform. Background checks for employers
Gender roles & Priority Cohorts (Table 5, 6, 11)	Early education to break down stereotypes. Try a Trade at Year 7 onwards. Skills to develop online profile that support schools, students and employers. Industry mentors in priority cohort areas provides safety for students. Advocate	Linkedin news Finder. Hands on skill development. Online system connecting industry criteria with student profiles. More practical learning based gender equity, disability, neurodiversity, CALD, LGBTQ+. Work with community groups, staff agencies. Educating employers, breaking down perceptions.	Equitable access and exposure. Greater quality connections across the state. Identify mentors in the workplace. Mentor / student guidance. Industry incentives?



The event was so well managed by DE and Melinda we were able to gather all the goodwill and ideas generated in the room and agree on what topics and issues that were the most important to work on in 2024. As a result of the event in 2024 several working groups have been established and the City LLEN is participating in the Building Place-Based Relationships Working Group.

The City LLEN also communicated with the other LLENs in the Western Metro Region to keep them abreast of developments and what the SIR would look like this year, encouraging them and their staff to attend.

Evaluation surveys were distributed and analysed for satisfaction with the event, the table below shows which LLEN participants were connected to:

Other responses examined what teachers, employers and bureaucrats thought about the barriers impeding student participation.

Comments from the surveys included:

'Amazing ideas to assist with outcomes for opportunities to improve work experience'

'A lot of different perspectives! It was excellent here from the Panel, however, would've liked more time in this space.'

'Opportunity to collaborate with an awesome groups of humans!'

Independent Schools

- Addas Israel School
- Australian International College, Caroline Springs
- Bacchus Marsh Grammar
- Ballarat Grammar
- Caulfield Grammar
- Flinders Christian College, Tyabb
- Geelong Christian College
- Hester Hornbrook Academy, Melbourne & Sunshine
- Hillcrest Christian College, Clyde North
- Ivanhoe Girls Grammar
- Lowther Hall Anglican Grammar, Essendon
- Melbourne Grammar Boys
- Overnewton Anglican College, Keilor
- Prace College, Reservoir
- Rossbourne School, Hawthorn
- River Nile School, North Melbourne
- Scots School, Albury, NSW
- St Joseph's Flexible Learning, North Melbourne
- St Michaels Grammar School, St Kilda
- Southern Cross Grammar, Caroline Springs
- Wesley College, Glen Waverley
- Yarra Valley Grammar School, Ringwood

108 schools
have worked with
us to place their
students in SWL or
attended our events
in 2023

Catholic Schools

- Aquinas College, Ringwood
- Ave Maria College, Essendon
- Caroline Chisholm Catholic College
- Catholic Regional College, Sydenham
- Corpus Christi College, Maroubra, NSW
- John Paul College, Dandenong
- Marcellin College, Bulleen
- Mary McKillop College, Albury, NSW
- Our Lady of Mercy College, Heidelberg
- Our Lady of Sacred Heart, Bentleigh
- Mount St Joseph's Girls College, Altona
- Penola College, Glenroy
- St Aloysius College, North Melbourne
- St Bedes College, Black Rock
- St Bernards College, Essendon
- St Columba's College, Essendon
- St Kevins College, Toorak
- St Michaels School, North Melbourne
- St Patricks College, Ballarat
- St Patricks College, Strathfield, NSW
- Salesian College, Sunbury
- Santa Maria College
- Epping
- Simmonds College, West Melbourne
- Star of the Sea College, Brighton
- Xavier College, Kew



Government Secondary Schools

- Albert Park College
- Alamanda College, Point Cook
- Ararat Secondary College
- Ascot Vale Heights School
- Bairnsdale Secondary College
- Balwyn High School
- Bayside P-12 College, Williamstown
- Bellarine Secondary College
- Brisbane School of Distance Education, Queensland
- Brunswick Secondary College
- Buckley Park Secondary College, Essendon
- Cranbourne Secondary College
- Croxton Special School, Northcote
- Diamond Valley College
- Doncaster Secondary College
- Echuca Secondary College
- Edgars Creek Secondary College, Wollert
- Eltham High School
- Epping Secondary College
- Footscray High
- Gladstone Park Secondary College
- Glen Eira Secondary School, Caulfield
- Glenallen Special School, Glen Waverley
- Heatherwood School, Donvale
- Homestead Snr Secondary College
- Horsham Secondary College
- John Monash Science Secondary School, Berwick
- Kensington Community High School
- Koonung Secondary College, Mont Albert
- Lalor North Secondary College
- Lilydale Heights Secondary College
- MacRobertson's Girls High School, Albert Park
- Maribyrnong Secondary College
- McKinnon Secondary College
- Melbourne Girls School, Richmond
- Mildura Secondary College
- Mill Park Secondary College
- Monash Children's Hospital School
- Mortlake P-12 School
- Narre Warren P-12 Secondary College
- Pascoe Vale Girls Secondary
- RCH Education Institute School
- Richmond High School
- Robinvale P-12
- Sale Secondary College
- Somerville Secondary College
- Strathmore Secondary College
- Sunbury Secondary College
- Surfcoast Secondary College, Torquay
- Swinburne Senior Secondary College, Hawthorn
- Taylors Lakes Secondary School
- Tarniet College
- Terang Secondary College
- Travancore Special School
- University High School, Parkville
- Upwey Secondary College
- Vermont Secondary College
- Victoria University SC, Deer Park
- Victorian College for the Deaf
- Virtual School Victoria
- Warrnambool College
- Warrnambool Secondary College
- Werribee Secondary College
- Williamstown High



Careers in Policing

Working with several members of the Melbourne Bourke St Victoria Police together we devised a fun and interactive day for students to learn all about careers and pathways into the Victoria Police, Victoria Police Services Support (Public Servants) and professional tertiary study options in Criminal Studies whilst training to become a police officer. Many students are interested in joining the Police Force but lack understanding of how to make it happen and what the work is really like versus what they see on movies and television programs. We want to address this lack of awareness by showcasing a range of careers and pathways to becoming a police member including encouraging students from diverse ethnic backgrounds to consider these careers. Once seats were taken up by students from City LLEN schools we opened the event up on the SWL portal to all schools.

Held in August the day consisted of presentations from a wide range of occupations within the police and included:

- Detectives – investigating and solving complex crimes and homicides using modern technology, forensics and science as well as old-fashioned pulling together clues and collaborating with colleagues to arrest criminals
- Youth Liaison Officers – this job involves working with young people in schools and community welfare organisations on crime prevention, providing awareness of what to do if they do get in trouble, how to avoid being scammed and a victim of crime, young people's rights and welfare and supporting vulnerable young people to steer them away from potential criminal behaviour
- New, fresh recruits spoke on their experience of training, recruitment and joining a team
- Monash University (Bachelor of Criminology and Policing)
- Bicycle Police – no typical day, what they do, where they go and why
- Unsworn Officers and public servants supporting the force and how they support the roles and functions of the force
- Dog Squad including the star of the show, a black labrador called Rufus trained to sniff our firearms among other contraband. Only police who have experience and the right temperament are selected to train to be police dog handlers. Many put their hand up to learn how to handle the police dogs in their important work searching for missing people, identifying drugs, illegal weapons and all sorts of interesting roles. The dogs are trained at a special training facility and live with the police officers in their home. They work for a few years then when they retire, most stay living with their handler. These police officers need to know their way around a crime scene and be adept at normal policing as well as have an infinity for working with dogs and develop a close bond with their assigned dog to work together successfully. Of course, Rufus the dog who came along on the day was a much-loved component of the day and enjoyed all the pats.

We held a Q and A session and the students asked lots of questions and some funny ones too.

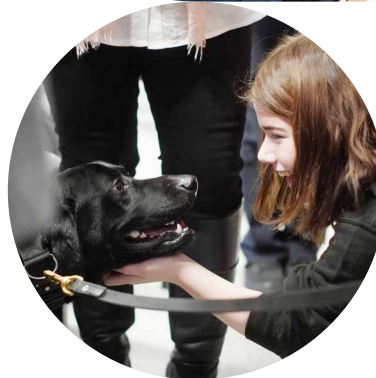
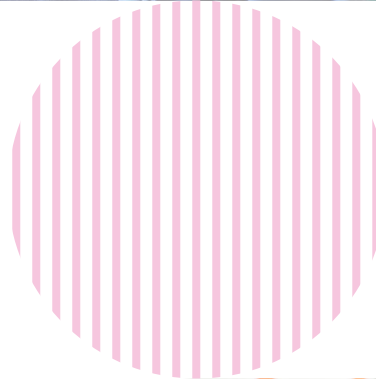




During the break students practised the hand grip device which measures the strength of your hand – this is one of the entry tests used to assess applicant's capacity to do their jobs, you can guess why a decent hand grip is important! The students also took the opportunity to chat to the police more informally, try on the jackets, pat Rufus and talk to the city LLEN staff about other supports we can offer.

Students from across the state attended this event:

- St Joeseph Flexible Learning
- Shepparton College
- Epping Secondary College
- Pascoe Vale Girls School
- University High
- Santa Maria College
- Marcellin College
- Diamond Valley College
- Warrnambool College
- Lalor North Secondary College
- Catholic Regional College, Sydneham
- Eltham High School



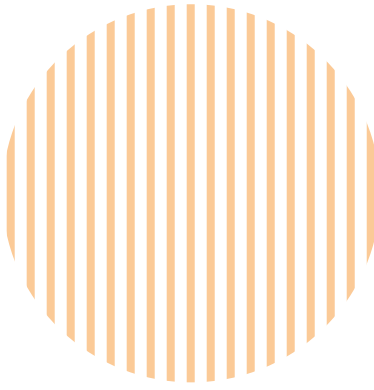
University High School

University High School is our largest government secondary school providing education for over 1,300 students. Most students live locally and several attend from across Melbourne to participate in specialist programs in STEM, music and gifted education. The school's population has a broad socioeconomic, cultural and ethnic diversity. The LLEN worked with the Careers Team at the school to engage several guest speakers as part of the school's Connect program for Year 8 and Year 12 students and Career Focus Week for the Year 11 cohort. In introducing the VCE Vocational Major, the team also requested support from the LLEN in organising suitable activities for students within the Work-Related Skills units.

The LLEN worked with our partners to organise a range of guest speakers. The first of these was a Principal from Deloitte Australia, who gave a presentation to the Year 12 cohort on interview skills, as well as providing insight into their career journey, including studies in Maths and moving into different roles across banking, finance and capital markets. The presentation covered interview 'do's' and 'don'ts', advice around the purpose of interviews and questions to expect, as well as debunking myths and managing interview anxiety.

As the school was seeking to engage the junior year levels with careers education, the careers team requested support from the LLEN in running a session for the Year 8 cohort. The Pathways Coordinator therefore facilitated a panel presentation to introduce students to career exploration, in line with the Department of Education Careers Framework. The aim at Year 8 is for students to explore 'a wide range of occupational profiles to examine the nature of work...' This panel of three, including a Victoria Police Leading Senior Constable and two members of the LLEN team, spoke about their current work, the skills and attributes needed for their roles, and the education and training they have completed and what they enjoy about their roles. Panellists were also asked multiple questions, with the 300 plus students in attendance showing high levels of engagement and the Assistant Principal concluding the presentation by noting that the presenters offered 'sage words of wisdom'. Along with organising this event, the Pathways Coordinator also provided resources to the Careers team to support classroom-based activities at Year 7.





The final round of guest speakers took place in June as part of Year 11 Careers Focus Week. The LLEN supported the school careers team through engaging two of our key partners – Tradeswomen Australia and Victoria Police. Both presentations offered students different perspectives on career paths and allowed for interaction, including question and answer sessions. The Apprenticeship Engagement Officer from Tradeswomen Australia provided a broad perspective on trades and debunked several myths – as the careers team identified that many of the students had not considered trades or had limited knowledge, this proved to be highly valuable. As one student was overheard saying - 'aircraft engineering looks cool!' Similarly, the presentation by two sworn Victoria Police officers, which concluded the Year 11 Careers Focus week, highlighted the wide range of different roles that make up the 23,000-strong Victoria Police force. The presenters shared their own experiences and the variety of career paths available, along with the recruitment process. Their presentation was highly informative and engaging, eliciting a range of questions and interest. In turn, the Career Coordinators were able to spontaneously organise a meet-up between the constable and a Year 10 student over lunch – this was an invaluable opportunity for the student, who had shown strong interest in joining the police force.

Along with organising guest speakers for whole year levels, the LLEN was also able to provide ongoing support in arranging external industry events for the inaugural VCE-VM class, liaising closely with their teacher and again linking in with our many partners. The first of these events was a visit to the Young Workers Centre at Trades

Hall to learn about rights at work, as part of the Work-Related Skills Unit. Students learned about their entitlements as well as tools and resources they could access to check their pay and to seek help. The session and tour of Trades Hall was highly engaging for the students, with their teacher observing that this was the first excursion of the year where students showed a high level of interest.

The LLEN attended a Vocational Education and Trades tour of the RMIT campus with current and future VM students, hearing from a range of industry experts, and organised a campus tour of William Angliss Institute for the class, including a range of areas within Hospitality, Tourism and Events. Student and teacher feedback was again positive, with one student choosing to move their VET in Hospitality to William Angliss, another intending to apply to study full-time at the institute in 2024 and a third considering alternative career paths, including hotel management. The value of the event was further exemplified by the attendance of one young person who had been otherwise disengaged from school. Moreover, in building a partnership with William Angliss Institute, the LLEN was able to connect the VM teacher with the team at the William Angliss Skills and Jobs Centre, who subsequently ran sessions for the class on resume writing later in the year. As one of the LLEN's key roles is to bring people together to make things happen, we were pleased to receive positive feedback from the VM Teacher who noted that the support of the LLEN had helped her to identify many wonderful opportunities and services available for her class.



Victorian College for the Deaf

After meeting with the school Pathways Coordinator and Assistant Principal early in the year, together we identified engaging their Year 12 students with meaningful workplace tours and experiences as a key priority, in preparation for transitioning into post-school pathways. Intending to give students exposure to real-world worksites and hear about different roles possible within those settings, the LLEN tapped into our current partners and reached out to several new organisations to explore opportunities. In doing so, the LLEN established a new partnership with The Little Social Cafe. The Little Social is a social enterprise café across three sites, run by Youth Projects who train, provide mentoring and support for young people facing barriers to hospitality work.

We facilitated a workplace site tour of the St Kilda Cafe at the Victorian Pride Centre for four handpicked students, along with their teachers. Two of the students had already been completing hospitality studies at the school, to move into hospitality work, while the other two students were still in the process of working out their career path but expressed interest in the tour. The visit included being treated to drinks and a cake and fruit box, prepared by current trainees, followed by a tour of the front and back of house. Students were able to see a commercial coffee machine and heating station, as well as the commercial kitchen, which is used for catering across all three cafe sites and external events. The tour concluded with a visit to the rooftop, which is also used for events. While the school runs its own highly successful cafe, the opportunity to get out of the school and see

hospitality, cookery and customer service skills in a new context proved to be highly engaging and valuable. Along with exposure to a novel worksite for the students, the new partnership also resulted in the establishment of new Structured Workplace Learning placements.

The LLEN was also able to arrange a horticulture industry careers-focused tour of Fawkner Park, South Yarra, for the Year 12 horticulture students, in partnership with the City of Melbourne and Serco. This industry tour included the history of the park and a strong focus on the career journeys of the park rangers and horticulturalists presenting. Students learned about the different tasks involved in being a park ranger, including safety requirements, wildlife rescue, education programs, providing community support and linking people with council services, as well as horticulture. Students also discovered that each day in the role is diverse and no two days are the same. Moreover, the Horticulture Asset Manager gave a detailed run down of the different roles available within horticulture, including working in nurseries, working in glasshouses and gardening. Of most value, however, was hearing about the different career journeys of the industry representatives, highlighting the non-linear career paths available and the wide variety of experiences and skills that can lead to different roles. Students were encouraged to be open to different experiences and to build their transferable skills in various ways. Students also asked a range of questions, and there was an opportunity for students to take a walk around the park to see what works have been recently done, such as reseeding the lawn.

Educating neurodiverse students and preparing them for work experience and work

Our guest speakers for our Annual General Meeting in 2023 presented an interesting and informative forum on a range of techniques teachers can use to support their pedagogical approaches to classrooms with neurodivergent students. We also examined how to identify barriers to participation in work experience programs and what the LLEN and teachers can do to help prepare students to support their career pathways.

We heard from:

- Kirra Greeves, Head Teacher from St Josephs Flexible learning on examples of how to provide inclusive education, talk with students and provide them with opportunities to learn
- Dr Matthew Harris and Dr Jess Rowlands from the University of Melbourne on the experiences of neurodivergent students, how they feel and respond in mainstream classrooms not cognisant of their needs, how best to engage them so they maximise their learning and social skills.

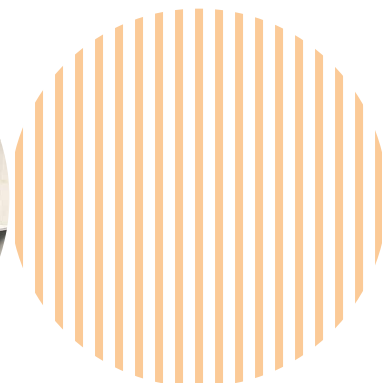
Fidget spinners and other aids were passed around the room and a great Q and A session followed the very useful information. The City LLEN is already working with sensitivity with neurodiverse students attending our schools but it always great to raise awareness and reach mainstream parents and teachers to increase tolerance and understanding.

Schools in general

The LLEN continues to maintain strong relationships with all our schools, including **Kensington Community High School** and **Simonds Catholic College**, who having merged the senior and junior schools in 2023 falling into the City LLEN catchment. In meeting with the Careers and VM staff at Simonds Catholic College, the LLEN was able to provide ongoing support through invitations to the Flexi Schools Network and attendance at the meetings, along with the provision of resources to support students. The LLEN also established a new relationship with **Travancore School**, who within their Parkville/Sunshine Education program support young people who are clients of the Orygen Specialist Program to improve their engagement with current or new school and education settings. The Travancore team was a key fixture in the Flexi Schools Network across the year, offering their expertise within the area of mental health, barriers and transitions, including in connecting the network with key individuals from Reconnect and Next Step.

On Track Connect program

2023 continued to follow the trend from the previous years whereby the numbers of referrals have become less and less so our capacity to interpret any student outcome trends beyond their parents electing not to participate in the program is now unable to happen. For those few students we were able to contact they were provided with the information they requested.



Structured Workplace Training program

Structured Workplace Learning (SWL) plays an integral part of a student's VCE Vocational Major (VM) and Victorian Pathways Certificate (VPC) studies, it provides "practical" industry experience allowing students to develop a range of vocational workplace skills including teamwork, communication and industry-focused skills. They also gain awareness of crucial occupational health and safety procedures, which are vital to enriching a student's employment journey. Participating in SWL exposes them to a wide range of industries allowing students to make more informed career pathway decisions.

Since 2016 thirty-one LLEN's across Victoria have been contracted by the Department of Education to deliver SWL services to secondary schools across a broad range of industries. SWL is available to all Victorian school students who are undertaking a VET Certificate or an SBAT Certificate as part of their VCE VM and VPC studies. Access to SWL opportunities is facilitated via the School to Work LLEN Portal, a State Government website managed by the Department of Education.

We exceeded our target expectations achieving 130 SWL placements against a target of 114.

We began 2023 with a strong uptake of SWL opportunities from students. After several years of pandemic disruptions, employers were finally back on board offering SWL opportunities and school engagement activities at pre-pandemic levels. Myer Melbourne, Doutta Galla Aged Services, Barnet Motor Body Repairs, West Footscray Neighbourhood House Children's Services, and Novotel Melbourne South Wharf were amongst the employers who offered the most opportunities. The Langham Hotel Melbourne was also able to offer a variety of placements after several years of not being able to accommodate as a result of pandemic disruptions. We really appreciate and thank all of our employers for their valued support.

The three key employers offering the most opportunities in 2023 include:

1. Myer Melbourne facilitated a total of 53 placements across seven departments.
2. West Footscray Neighbourhood House Children's Services accommodated a total of 19 placements.
3. Doutta Galla Aged Services supported a total of 15 placements across four facilities.

Myer Melbourne and Barnet Motor Body Repairs offered employment opportunities to around 20% – 30% of students as a direct result of their SWL placements. These two employers utilise SWL as a vital part of their recruitment process.

Twenty-eight schools in total consumed City LLEN SWL opportunities in 2024. Twenty schools, out of twenty-eight, are located outside of the City LLEN Local Government Area.



CASE STUDY

VCAL student from St Joseph's Flexible Learning – Novotel Melbourne South Wharf

The Novotel Melbourne South Wharf is a Four-Star Hotel, part of the Accor Group, located in the City of Melbourne South Wharf/ Docklands precinct.

The Collaboration between the City LLEN and Novotel Melbourne South Wharf was formed in 2018 in response to students wanting hotel SWL opportunities. Over the years the hotel has worked with the City LLEN to offer students meaningful food service, customer service, and hotel maintenance placements as well as facilitating student industry immersion days.

Cody is a student from St Joseph's Flexible Learning Centre, she is enrolled in the Young Parents Program, a child-friendly class dedicated to fostering the educational needs of young parents. Cody showed a keen interest in wanting to do a food service placement at a hotel. Her Pathways and Transitions Coordinator at school organised for her to meet with the City LLEN Workplace Learning Coordinator to further discuss SWL options resulting in the student being placed at the Novotel Melbourne South Wharf to do an SWL placement at the hotel's restaurant.

During Cody's placement, she got to experience working as part of the food and beverage team, her duties included cleaning and clearing tables, polishing cutlery and glasses, maintaining the breakfast buffet area as well as working with the hotel concierge team.

Cody advised that the highlight of her placement was being able to work with a team of welcoming and supportive hotel staff, getting proper hotel hospitality training, and learning about personal appearance in line with hotel standards. She has learned how to juggle her single-parent responsibilities to be able to get to work early in the morning, and crucial time management skills for employment. She has also learned vital communication skills to take initiative at work to help her succeed.

The feedback from Cody's supervisor during placement has been positive, the Talent and Culture Manager Lydia advised that Cody is a responsible individual who has good communication skills, she contacts the employer directly if she is unable to attend placement, the student is always punctual often coming to work earlier to ensure she starts her shift on time. Lydia advised that Cody has become more confident with the job and with dealing with customers as her placement progressed.

This placement has inspired Cody to pursue a career in the Hotel Industry.

All the skills the student has acquired through this SWL opportunity relate directly to her Work Related Skills VET Certificate studies.



Ad hoc support across all contracts and small events and activities

Along with our direct work with schools and our collaboration with industry the LLEN continues to offer ad hoc support services as they arise. For example, in 2023, the Pathways Coordinator provided information and advice to a parent who requested support for their daughter's education journey. Along with providing information, the Pathways Coordinator was able to connect the parent with relevant support services due to our extensive partnerships.

The also LLEN responds to inquiries from the general public and other organisations that find us online or via word of mouth to provide a range of information and advice on:

- Vocational Major
- Schools in the City of Melbourne
- Difference between a Flexi School, High School, Independent school
- Student rights
- Careers and pathways.

We also support teachers to provide advice and help on a range of career information for careers teachers including introductions and brokering partnerships between schools to help forge new connections, VM and VDSS support.

We thank all our schools for the wonderful work they do in supporting students in their career journeys and our many partners who have so generously shared their time and expertise to engage the schools and young people we work with.

Over the year the LLEN CEO also attends LLEN Network meetings, these often go for two days and allow all the LLENs to come together to discuss common issues such as the review of the LLENs.

In response to DE requests, we asked employers to complete numerous surveys last year, for the Synergistic Review of the LLEN, for the SIIRT, for Central Office VET events and others. In preparation for the consultations with Synergistic employed by DE to review the structure of the LLEN Network we prepared several documents and power points suggesting new models and expanding the depth and breadth of our work to support students.

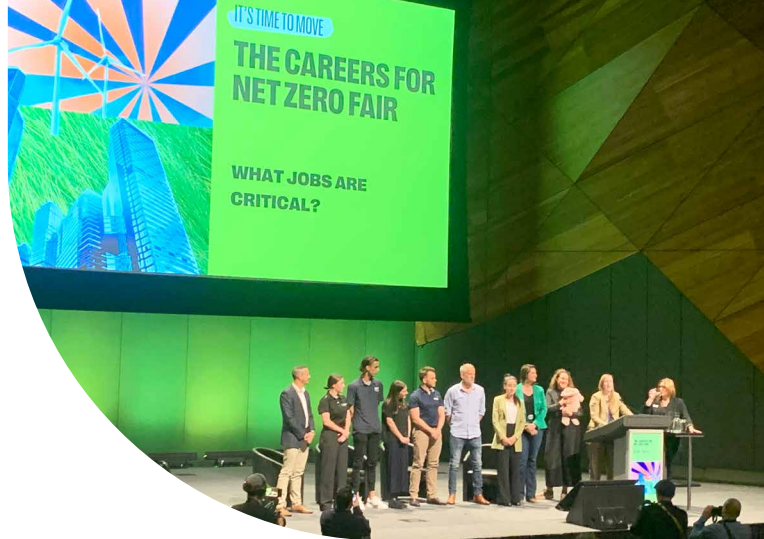
Staff also enjoyed a planning day to envisage and strategically plan for the rest of the year and 2023, to inspire the staff and kick the other side of our brains in staff attended the NGV for greater perspectives.

Take your Dog to Work day is always fun and George the chocolate labrador enjoyed the pats and cuddles and didn't interfere with the work flow too much this year.

VET Clusters continued to be the focus of a lot of discussions in 2023, with the LLEN attending a myriad of online and in-person meetings as DE wrestled with how to manage the VET programs given all the changes and differing needs of students and schools.



Careers for Net Zero Conference – Several LLEN staff attended this free conference in the Melbourne Exhibition Centre to showcase employers and careers in green industries. We met with many employers providing leads for potential SWL placements and events going forward as well as learning a lot about the amazing technology informing new careers. We attended information sessions on what jobs and skills going forward are critical for this growing and exciting industry sector.



Below is an email written to a staff member following their help and support to find another school for their daughter and support her to complete her VM and Year 12.

From: <Name withheld>
Sent: Friday, September 15, 2023 2:15 PM
To: Francesca Pisano <francescapisano@cityllen.org.au>
Subject: Thank you from XXXX

Dear Francesca,

I hope you have been well and are enjoying this lovely weather.

Thank you so much for your supports and sending me all information.

BB (Student name withheld) has been accepted by the (name withheld) high school as a VCE VM year 11 student who can receive 5 units this year including VSL Japanese 1 unit. Then next year she will be in year 12 and hopefully receive 12 units including 4 units of VCE subjects that means she can graduate at the same time with her peers and can apply for universities.

Thank you so much for your help and listening to my worries and stress .. everything. I wanted to inform you earlier but I wasn't sure if BB really can keep going to school as she is supposed. Today is the last day and she was happily went to school to see friends and go out with them after school. I know she needs to make efforts to come to school still but she looks much happier and calmer.

Thank you so much. I was so lucky to see you at the online seminar. It was a great opportunity for me to understand there are some ways I can support BB or everyone has a way to learn.

Of course, today is not the last day of her education. But I really appreciate and can't help to celebrate Coco goes back to school and has been a student.

I cannot thank you enough.

Warmest regards
XXXXX



Jobs Victoria Advocates program

The Jobs Victoria Advocates (JVA) program ran from April 2021 to October 2023 as a post-Covid recovery initiative for vulnerable people in the Inner Melbourne community. It played a vital role in providing a navigation service for Victorian jobseekers, who may need assistance and/or support throughout their employment journey. One of the objectives of the JVA role is to understand and recognise the broader employment services 'ecosystem' which is often impacting those looking for employment. The JVA team also engaged in feeding information back to the Department on where service gaps exist within our communities and what sort of solutions can be considered to combat them.

The City LLEN JVA team exceeded their contract targets and ended on a high, we had terrific staff in Yoon Foo, Jenny Tran and Madelene McNeill who worked tirelessly and professionally through their time with us including during the closure period. We wish them well in their future endeavours.

Rather than include all the statistics from the program, we will let some of the unsolicited emails expressing appreciation do the talking. Our staff touched people, helping them when they needed it. This program was a great one, sorely needed and sorely missed.

Dear Jobs Victoria Advocates,

I just want to take the time to thank Yoon Foo and Kristie Dawe so much for all the support I have been given to become successfully employed.

I had many barriers when it came to becoming employed but all of those things aligned and fell into place because of the service you have provided for me.

The words I write here are not enough to express my gratitude.

When it comes down to it, it is the people who took the effort to look at me as a human being first and foremost and the genuine interest in wanting to support me holistically that got me to where I am today.

I also want to thank Bridget and Daniel from the careers counselling service too.

Thank you very much.

With kind regards,
Gayathree.

Morning JVA's great to hear from you

From my/our perspective, we can't thank you and the other Job Advocates enough for all the work you do, the people you help, the contract you help provide and the endless enthusiasm that all of the advocates provide. In the first week of you coming to the Port Melbourne library, you helped a homeless person get out of his car, get a mobile and find work. This man had been living in his car throughout Covid. Since then, the JVA have tirelessly at our 3 branches, developed great relationships with the staff, helped us for special cultural days... and helped us welcome people back into the libraries post Covid.

Most importantly, the team from the City LLEN was most pivotal in providing us with the contacts at North Melbourne Language and Learning. Through this relationship we were able to develop programs that further helped visitors to the library. I'd like to hope that the work we have done together could be used as an example to other libraries, councils and community groups on the power of partnerships and wonderful people working together.

City of Port Phillip Libraries

Hello City LLEN team,

During my brief visit in the city yesterday, I was grateful for the conversation I had with Yoon Foo.

We only spoke for a few minutes, however our conversation was meaningful and rewarding for me. Please pass on my thanks to him for me and inform him I will read the goodies he gave me and I will follow up on his recommendations.

Yoon is a highly valuable asset to your organisation. Best regards, XXX



Dear Yoon, I hope all is well with all family and work
Just letting you know I have been working more than 3 months not far from where I live in the city and love the job and the flexibility of the shift for my study which I will be finalizing at the end of the year.

I thank you again for referring me to Ben for careers counselling. I was so happy as I was very disappointed about (other non state government services – name withheld). I was waiting to send you a message. I was just waiting to see how I would go with the new position. All is good. I am getting good experience and I can apply for any job in the future directly now, I wouldn't be in this position if it hadn't been for your help.

The reason I needed help was It has been nearly 2 years since I was out of job because of COVID it was hard for me to get a job. I will never forget all your continuous support and never find a friendly person to help me before.

I thank you again for preparing me to work and searching to find all solutions in obtaining a position for me. Each time I call I never forget your friendly approach and professional encouragement and referral not forgetting me out of all your clients. I would like to come and say thankyou face to face in the near future

I have been giving your JVA details for my community and friends. God Bless all family

Kind Regards A

To whom it may concern, I attended the careers expo at the MEC and found it very helpful but as a mature woman and a migrant, it can be hard getting the help I needed. I met Yoon who gave me some initial information then offered to provide more help and we made an appointment at the City LLEN office. He was a very welcoming and understanding gentleman who was extremely helpful and knowledgeable. He spent time trying to help me understand and listened with an open mind giving me the confidence to do what I needed to pursue a career in the field I wanted, I am extremely grateful for all Yoon's help and information. Kind regards XXXX

YOUTH EXPO CASE STUDY

'Next Steps' Employment Pathways Interactive Program

At the beginning of August 2023, Capital City LLEN in partnership with The Exchange held a youth focussed Employment Pathways Interactive Program called 'Next Steps'. The program was took place at Melton Youth Centre and was dedicated to local high school students. It was the perfect opportunity to also promote the centres' facilities and other relevant programs.

Melton Youth Centre offers a variety of support services, opportunities and activities to members of the community from 12–25 years of age. Some of these may include:

- LGBTQA+ groups
- Early intervention programs such as Reconnect & NorthWestSafe Youth Project
- Youth Outreach: for young people in the community of Melton who are facing different challenges in their lives
- Access to a variety of free – low cost short courses to upskill and strengthen employability such as: RSA, First Aid, White Card, Use Hygiene Practices for Food Safety etc.

The program idea originated for an identified gap in supports for students that were potentially ending their full time study at high school either through completion of school, or deciding to exit.

The concept brought together key stakeholders within the Melton community and businesses were allowed to showcase their service offerings. Stakeholders were placed at "stations" around the centre and the idea was built around a round-robin/speed date style event. Students were brought together in one group at the commencement of the event, with introductions and program overview explained to everyone. Students were asked to fill in a sheet with their contact details and personal preferences. After the intro session, students were broken up into smaller groups and rotated around to each station. Each rotation lasted 20 minutes with a 15-minute presentation and 5 min Q&A. After 20 minutes, students moved in their groups

to the next station. We had 5 stations set up, and students were allocated to 5 groups. Each group started at a different station and by the end of 1hr40mins, all students had rotated through all 5 stations, where they got to hear from guest speakers and gain information about 5 key areas and services in Melton.

Our stations included:

1. Employment Supports – The Exchange and Youth Projects
2. RTO & TAFE – VU Skills & Jobs Centre, Djerriwarrh Community and Education (included L2P program)
3. Traineeships & Apprenticeships – Headstart and MEGT
4. Allied health and activities – Headspace and The GAP (youth drop in centre providing sports and fitness activities like boxing or gym for free)
5. Melton Young Communities – discussed all things going on within Melton Council in the youth space including programs, counselling and allied health services.

The program was designed to work with young people from 15–21, however open to up to 25 years due to age eligibility of broader services.

Each school in the Melton municipality – mainstream, specialist, catholic and independent, were invited to attend, as well as young people from the broader community that were not engaged in school. Careers teachers and Headstart staff promoted the event and a strong interest was seen from schools. We had over 50 EOI's through our registration form from various schools and local community services.

The event was a great concept as we built relationships more broadly and identified potential collaborations to service the higher needs of young people in the West.

CASE STUDY

Advocate Services to International Students

During a JVA Community of Practice meeting in late 2022 we learned that there would be an increase in new migrants coming to Victoria in 2023 JVA team following a briefing by the Federal government. The state government of Victoria expected about a quarter of those numbers to be arriving in the state with several international students returning with the lifting of covid restrictions.

As a result, we worked with our partners, Study Melbourne to arrange regular presentations and counselling with international students and other migrant groups. Study Melbourne is a Victorian Government initiative providing support to over 170,000 students arriving in Victoria from over 150 countries. Our staff attended webinars with migrants and international students as well as in person. This resulted in outreach and advocacy service delivery to hundreds of people and provided a warm introduction to life in Melbourne.

This support included advice and referrals for students seeking employment and additional support provided by Jobs Victoria Career Counselling Services. Many students also needed general information about living, renting, cultural expectations, language supports and how to access other support services in the state or from their university, RTO, or TAFE.

Earlier in the year, Monash College reached out to Jobs Victoria for support of their existing and newly arrived international students. Monash College is part of the Monash University ecosystem and acts a pathway for international students who will transition to a degree with Monash University. They offer foundation programs and English language courses, diplomas, study abroad, and professional experience programs and their Docklands campus welcomes a cohort of international students from countries including China, Japan, Indonesia, Malaysia, Singapore, India, Vietnam, Hong Kong and Saudi Arabia. In June the JVA team represented Jobs Victoria

during a 90-minute presentation in for their newly arrived students along with Study Melbourne.

The following topics were covered in our presentation discussed:

- Transferable skills
- The cycle of employment and steps in building a career
- Networking
- Being Independent
- What is a resume and why you need one, what it should look like and how to adapt it
- Benefits of Part-time and casual employment
- Jobs search websites and word of mouth and social media
- Rights at work
- Superannuation and applying for a TFN

There was a Q & A session with the students that lasted nearly an hour. Every student asked for an appointment to receive JVA services and the feedback was very positive, Study Melbourne reported the event to be a resounding success. Before the discontinuation of the program, we had agreed to provide this service regularly as it was much needed and appreciated.



Committee of Management

Dr Virginia Dods – Chair

Alicia Kuzmycz – Deputy Chair

Rebecca Williams – Treasurer

Ben Durant

Tina Hosseini

Matt Kunkel

Michelle McIntosh

Andrew Moffat

Brandon Wray



The 2023 Audited Financial Statements were distributed to guests and members at the 2024 AGM, copies can be obtained by emailing info@cityllen.org.au

Designed by Narelle Sullivan



Capital City Local Learning and Employment Network Inc.
www.cityllen.org.au

The Victorian Government supports the LLEN School to Work program through the Department of Education and the Jobs Victoria Advocates program was funded by the Victorian Department of Jobs, Skills, Industry and Regions.

