

**Work Placement Service Provider's (WPSP) Business Plan
2012-2013**

**NSW Institute of Teachers Endorsed Approved Provider: 'Work Readiness: Preparing Students for Structured Workplace Learning'.
Course Number: CO6057**

Vision

"Young people will have access to relevant high quality career support to develop their capacity for education, training and employment futures through structured workplace learning, school based traineeships, careers and transitions and other relevant activities".

Mission

To:

- coordinate relevant Structured Workplace Learning (SWL) for all students in Service Regions 19, 20, 21 and 22
 - identify and respond to existing and emerging work placement opportunities
 - develop positive liaisons between local business and schools through School Based Apprenticeships and Traineeships (SBATs), thereby improving community awareness of the skill needs of local and regional businesses
 - expand the options provided by partnerships with industry and the community including employers, employer groups and cross sector education authorities
 - support initiatives which involve expanding career opportunities for young people particularly in skills needs areas
 - promote and market SWL and SBATs within WSC's Service Regions
 - increase effective employer participation in the WPSP'S vocational education programs and activities
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Commitment to Quality

WSC is committed to quality through a shared and common purpose to continually improve service provision.

Goals	Key Result Area	Core Elements	Major Strategies	Performance Measures
<p>1. To demonstrate Western Student Connections capacity to plan for and provide quality service delivery across all of its operations</p> <p>2. To demonstrate the ability to identify the needs of diverse clients and implement appropriate strategies in cooperation with schools</p>	<p>Strong Governance</p> <p>Structured Work placement</p> <p>Work Readiness</p> <p>School Based Traineeships</p> <p>Trade Training Centres</p> <p>Coordination / management / monitoring</p>	<p>Board of Directors</p> <p>Employer database</p> <p>Evaluation processes and forms</p> <p>Appropriate staff qualifications and/or experience</p> <p>Client satisfaction</p> <p>Successful student outcomes</p> <p>Transition pathways for students</p> <p>Careers information</p> <p>Quality learning environments for students</p>	<p>Seek out new members</p> <p>Expand opportunities for SWL</p> <p>Work with schools to identify new and emerging local employers</p> <p>Implement professional development opportunities for teachers to keep up-to-date with work readiness requirements for students</p> <p>Provide quality products and services</p> <p>Validate delivery strategies to meet the needs of clients</p> <p>Ensure efficient coordination of workplace learning by developing strategies with schools in Regions 19, 20, 21 and 22</p> <p>Apply to Dubbo City Council for Careers Expo grant</p> <p>Develop processes to ensure completion of quality school based part-time traineeship applications</p> <p>Appropriate liaison with employers to provide appropriate quality advice re. a range of careers</p> <p>Appropriate liaison with all stakeholders throughout the TTC EO/application process</p> <p>Provide schools with timely and appropriate information</p>	<p>Board elected</p> <p>Annual review of SWL provision</p> <p>Feedback forms completed by employers, parents and students</p> <p>Employer database kept up-to-date</p> <p>Pathways Support Package updated and used</p> <p>Work Readiness workshops conducted on a regular basis across all Regions</p> <p>Traineeship applications approved and not rejected</p> <p>TTC EOIs and applications completed for targeted schools</p> <p>Coordination, evaluation and monitoring completed 4 times per year or as demand requires</p>

Goals	Key Result Area	Core Elements	Major Strategies	Performance Measures
<p>3. To be committed to access and equity principles and processes</p>	<p>Equity and social justice</p>	<p>Aboriginal students</p> <p>Students with special needs</p> <p>'At risk' students</p> <p>Other disadvantaged students</p>	<p>Ensure that SWL offerings are sensitive to Aboriginal, special needs students and others</p> <p>Assist students to develop the skills necessary for their transition from school to work with appropriate SWL placements</p> <p>WSC to work cooperatively with all stakeholders to maximise opportunities for equity groups within the region</p> <p>Ensure WSC meets regulatory requirements relating to access and equity</p>	<p>Improved SWL rates and completion rates for Aboriginal, special needs, other disadvantaged and 'at risk' students</p> <p>All regulatory requirements met</p>
<p>4. To demonstrate a focus on quality and consistency in the development and provision of services, products and operations</p>	<p>Strong business acumen</p>	<p>Business performance</p> <p>Quality outcomes</p> <p>Website</p>	<p>Implement strategies for improvement opportunities identified in financial audits</p> <p>Encourage ongoing improvement of products, processes and services</p> <p>Continue the development of an integrated and balanced approach to strategic planning across all business areas</p> <p>Continue commitment to business and operational planning</p> <p>Improve records management systems</p> <p>Develop effective strategies in coordination, communication and allocation of resources to provide the necessary infrastructure to support service delivery in Regions 19 - 22</p>	<p>Financial audits completed</p> <p>SWL Information folders for employers, parents / students updated</p> <p>Newspaper thank you to SWL employers</p> <p>Implementation and evaluation of management plan</p> <p>Records management procedures put in place</p> <p>Staff employed in Dubbo, Bathurst and Broken Hill</p> <p>Website kept up to date</p> <p>Industry of the month added to website</p>