

Project Ready

Helping young people prepare for their future

2024



What is Project Ready?

Project Ready is a year-long work readiness and personal development program incorporating VET Certificate II in Volunteering. With our relationships-based, trauma-informed approach, we support TAE-qualified educators to facilitate an enjoyable and interactive learning experience for young people.

First developed to assist disengaged students reconnect with learning and prepare for their future worlds of work, Project Ready now serves to meet the needs of a wider range of students. Created and coordinated by Central Ranges Local Learning and Employment Network, the program now helps any students transitioning into the VCE Vocational Major or those seeking to develop the work readiness skills required for further education, training or employment.

We provide specialised training and ongoing support to educators in our curriculum and approach, with the program auspiced by selected RTOs/TAFEs (currently AAG).

How does Project Ready support students to become VCE and work ready?

Project Ready supports students to:

- ▶ Build 'groupness'; a safe group space where students feel comfortable to share and personally develop. Facilitators are trained in trauma-informed education and restorative practice.
- ▶ Discover their unique skills, strengths and passions in order to plan for their career
- ▶ Understand possible training, VET and work pathways through a range of career development and industry engagement activities
- ▶ Learn about design thinking theory
- ▶ Build self-worth and resilience through personal development activities, volunteering and community involvement
- ▶ Improve their communication skills and teaching them workplace communication
- ▶ Understand how to work effectively with a diverse range of people
- ▶ Develop work readiness skills, such as the job application process
- ▶ Work on project development, enterprise and entrepreneurial skills
- ▶ Learn about WHS skills, rights and responsibilities

**GET
students
vm
READY!**

**2 credits
towards
VCE**



Who is Project Ready for?

Project Ready is ideally suited to Year 10 to 12 students who will transition into the VCE Vocational Major Certificate or who require additional support and direction to prepare for their future worlds of work. However, the program can be adapted and extended to meet the learning needs of all students. We think all year 10 students should do Project Ready!

Project Ready (Certificate II in Active Volunteering) Units (195 nominal hours)

UNIT CODE	UNIT DESCRIPTION
BSBPEF101	Plan and prepare for work readiness
VU22786	Develop personal effectiveness
VU22103	Participate in practical placement with support
BSBCMM201	Communicate in the workplace
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people

PLUS additional Project Ready learning

- ▶ Working in a group
- ▶ Design thinking
- ▶ Personal development
- ▶ Enterprise and entrepreneurial skills

Credit towards VCE

Recognition for up to two units at 1 and 2 level.

Pathways to Further Training

Certificate II in Active Volunteering provides a launching pad for students to step into further training. The units undertaken in this course are commonly found in other nationally recognised training packages.

Age of Students

Students must turn 15 years by 27 April in the year they are undertaking the course in order to participate. Students must also be 15 years old in order to undertake SWL.

Student Enrolment Requirements and Timing

Schools are required to send AAG a list of student names (first and last name) in order to commence the enrolment process. Schools will receive a URL enrolment link for each student which they will use to open an enrolment form. Parents/guardians are not required to sign this form. All students will require a USI number.

Alternatively hard copy enrolment forms can be made available. Please endeavour to complete the student enrolment process by 31 October 2023.

Project Ready Taster Sessions/Subject Info Night Speakers

We can facilitate an interactive taster session or engaging talk about what it means to do Project Ready with potential students and families.

Course Length

Project Ready (Cert II in Active Volunteering) involves 195 hours and spans the school year, including:

- ▶ 20 hours volunteering/community project (counts as VET Structured Workplace Learning)
- ▶ 10-30 hours of work placement (counts as VET Structured Workplace Learning: block placement or 1 day per week)

Teaching time equates to approximately 5 hours per week.

Timetabling

It is recommended that schools timetable Project Ready (Cert II in Active Volunteering) as a weekly VET subject held on the school's VET day. Sessions usually run from 9:15am - 2:45pm.

SWL hours (20 hours volunteering/community project + 10-30 hours work placement), workshops and excursions may require students to take additional time away from school.

Operating & Funding Models

MODEL 1: SCHOOL DELIVERY MODEL

- ▶ The Program is delivered on or off school grounds by the school's VIT registered and TAE qualified teacher, accredited in Project Ready.
- ▶ A facilitator's manual (with a complete set of written curriculum for every unit of competency), student learning handbooks and ongoing professional development and trainer support are provided by Central Ranges LLEN.
- ▶ All other program costs are paid for by the school.
- ▶ Government schools receive \$1,091 per enrolled student in VET band funding. Catholic schools receive approximately \$450 per enrolled student in VET band funding.
- ▶ Agreements with CRLLEN and AAG signed by 31 October.
- ▶ Your LLEN supports the organisation of guest speakers, SWL, the community project and industry tours.
- ▶ **Fee paid to CRLLEN:** \$6,000 set fee plus \$100 per enrolled student (+GST). (The \$100 per student fee will be reimbursed to your local LLEN).
- ▶ **Fee paid to AAG by school:** \$215 per student
- ▶ ***Refundable VET materials fee paid to AAG:** \$250 per student

**Refundable for Government schools only. Catholic and independent schools should contact CRLLEN directly to discuss VET materials fee options.*

MODEL 2: LLEN DELIVERY MODEL

- ▶ The Program is delivered off school grounds by an accredited Project Ready facilitator with TAE qualifications, employed by your LLEN.
- ▶ Volunteer adult mentors and TAFE/university placement students are sourced by your LLEN to support the program.
- ▶ All program costs, including excursions, are paid for by your LLEN.
- ▶ Your LLEN supports the provision of guest speakers, SWL, the community project and industry tours.
- ▶ Government schools receive \$1,091 per enrolled student in VET band funding. Catholic schools receive approximately \$450 per enrolled student in VET band funding.
- ▶ **Fee paid to your LLEN:** contact the Project Ready team to discuss options
- ▶ **Fee paid to AAG by school:** \$215 per student
- ▶ ***Refundable VET materials fee paid to AAG:** \$250 per student

**Refundable for Government schools only. Catholic and independent schools should contact CRLLEN directly to discuss VET materials fee options.*

MODEL 3: LLEN DELIVERY MODEL (INCLUSIVE ED.)

- ▶ The Program is delivered off school grounds by an accredited Project Ready facilitator with TAE qualifications, employed by your LLEN.
- ▶ Volunteer adult mentors and TAFE/university placement students are sourced by your LLEN to support the program.
- ▶ All program costs, including excursions, are paid for by your LLEN.
- ▶ Your LLEN supports the provision of guest speakers, SWL, the community project and industry tours.
- ▶ Government schools receive \$1,091 per enrolled student in VET band funding. Catholic schools receive approximately \$450 per enrolled student in VET band funding.
- ▶ **Fee paid to your LLEN:** contact the Project Ready team to discuss options
- ▶ **Fee paid to AAG by school:** \$215 per student
- ▶ ***Refundable VET materials fee paid to AAG:** \$250 per student

**Refundable for Government schools only. Catholic and independent schools should contact CRLLEN directly to discuss VET materials fee options.*

Project Ready Facilitator Accreditation

What do I need to do to become a Project Ready facilitator?

Before I start

- ▶ Obtain your Certificate IV in TAE40116, qualifying you to become a VET trainer and assessor
- ▶ Complete a Trainer Skills Matrix (TSM): provide certified copies of your qualifications and demonstrate vocational competency to teach the Project Ready units of competency
- ▶ Obtain your WWCC & police check (for trainers employed by a LLEN)
- ▶ Gain a current First Aid qualification (for trainers employed by a LLEN)

Along the journey

Attend the following compulsory training, funded by CRLLEN:

- ▶ Project Ready online self-paced training courses: Project Ready delivery guide and Facilitator actions outside the room (including trauma-informed classroom strategies, teen brain neuroscience and guides to our facilitator manual and online resources)
- ▶ Interactive in-person or online induction session with other Project Ready facilitators

Optional professional development funded by CRLLEN:

- ▶ Peer Learning Circles (community of practice with other Project Ready educators)
- ▶ LGBTQIA+ competency training
- ▶ Supporting youth with disabilities
- ▶ Helping learners with dyslexia/specific learning disorders
- ▶ Other professional development in response to facilitator needs

What support do I receive from the Project Ready team?

Our Project Ready support team will provide ongoing curriculum, compliance and wellbeing support to all facilitators including:

- ▶ A regular facilitated Peer Learning Circle (PLC) - a statewide community of Project Ready facilitators.
- ▶ Regular check-ins from our support staff.

VET materials fee

A VET materials fee of \$250 per student will apply to cover the costs of student resource workbooks. This fee is fully refundable to government schools through an application to DET. Catholic and independent schools should contact the Project Ready Team directly to discuss VET materials fee options.

Student device

Students will need access to a laptop or Chromebook to participate in this program.



Venue (For Models 2 & 3)

It is recommended that the school and LLEN work together to find a venue outside the school, such as a boardroom, community room or large office space. This can help simulate an adult working environment and support community and industry involvement. The venue must have wifi, tables, chairs and a whiteboard.

Some Project Ready facilitators may not hold Permission To Teach, so an off-school venue is required, ideally within walking distance from the school and close to facilities such as public transport and shops.

Support from the School (For Models 2 & 3)

Project Ready is delivered during school hours by the Project Ready facilitator with some involvement from schools.

Schools must nominate:

- ▶ Principal or Assistant Principal (eg. a decision maker who has authority to make decisions in relation to Project Ready within the school).
- ▶ School point of contact (eg. a teacher who is able to assist the facilitator with questions, attendance and behaviour matters and referrals when required).

Schools must also make provisions for:

- ▶ The careers teacher and wellbeing coordinator to be involved in selected sessions and briefings by mutual agreement.
- ▶ The wellbeing staff to be available to Project Ready students when referrals are made by the Project Ready facilitator.
- ▶ Funded students with learning diagnosis to be supplied with an education aide.
- ▶ Background information about each enrolled student to be shared with the facilitator.

Student attendance

Schools are asked to work with facilitators to encourage student attendance to Project Ready. Whilst the facilitator will encourage attendance, it is useful if attendance is also followed up by the school with both students and families.

SWL Placements

The program incorporates two SWL placements for every participating student:

- ▶ 20 hours of volunteering or a group community project as part of the unit 'Be an Effective Volunteer'.
- ▶ 10-30 hours of work placement as part of the unit 'Participate in Work Placement'.

Agreements & Timing

- ▶ Your school will have a partnership agreement with AAG. This is arranged by AAG
- ▶ The LLEN will have an agreement with your school.
- ▶ These agreements must be signed and returned to the LLEN by 31 October 2023.

Insurance

Model 1: school delivery

Students are not covered by LLEN insurance. The school will need to ensure appropriate insurance.

Models 2 & 3: LLEN delivery

Students will be insured by the LLEN for all Project Ready activities. LLEN insurance covers students at the off-site training venue and for all excursions. Students are covered by public liability insurance to the value of \$20 million provided by VMIA. Here is a link to the policy: www.vmia.vic.gov.au/insurance/policies-and-cover/community-service-organisations-education-program

Excursions

Model 1: school delivery

Excursions are arranged and funded by the school. The LLEN will assist the school with the organisation of excursions.

Models 2 & 3: LLEN delivery

Excursions are arranged by the LLEN and facilitator, and funded by the LLEN. LLENs use a risk matrix and comprehensive excursion permission form to meet duty of care responsibilities.

Confidentiality

Teachers from your school who will be involved in delivering Project Ready are required to sign a confidentiality agreement in order to protect the intellectual property of the program.

Contact the Project Ready team:

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WE ARE PLEASED TO ACKNOWLEDGE OUR
GENEROUS SUPPORTERS:

