

THE LINKED ACCESS
EMPLOYMENT TRAINING PROJECT
*
A JOINT VENTURE OF THE BODYSHOP AND
BROTHERHOOD OF ST LAURENCE

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1. INTRODUCTION

Since 1990 the Brotherhood of St Laurence through the Fitzroy Employment Action Centre has been working with Homeless and "At Risk" young people with the aim of moving them into regular employment.

A significant weakness in the programme has been the inability to provide consistent commercial work experience and employment opportunities. The proposed joint venture between The Bodyshop and the Brotherhood of St Laurence provides a unique opportunity to develop new ways of engaging "at risk" and homeless young people in a process that for many will culminate in new life chances.

2. THE TARGET GROUP

While it is difficult to categorise young people, two major groups can be identified.

2.1 AT RISK

These are young people still living at home, but for a range of reasons are in danger of being forced onto the streets. They have a number of characteristics:

- a) Early school leavers.
- b) Long periods of unemployment.
- c) Poor social skills.
- d) ~~7~~ Lack personal and financial resources.

2.2 HOMELESS YOUNG PEOPLE

Young people who in addition to the characteristics of the "At Risk" group are homeless. The particular homeless sub-group targeted are those young people who have recently become homeless and live in community based refuges or supported accommodation.

Examples

3. THE RATIONALE

- 3.1 All young people have the potential to secure a meaningful place in the community.
- 3.2 Most young people want to establish themselves in the community through full time regular employment.
- 3.3. Any programme must address the major needs of the target group.
- 3.4 To achieve its goals any programme must be:
- a) consistent
 - b) comprehensive
 - c) targeted; and
 - d) address specific needs.
- e) adequately resourced.*
f) mode of delivery ?

4. THE PROGRAMME

why?

The primary aim of the programme is to provide "At Risk" and homeless young people with a range of experiences that will culminate in permanent, regular employment. Each young person will have an individual plan that seeks to move them through a series of stages and addresses their particular needs. It would be expected that each individual plan while having a number of stages would cover a period of approximately 18 months to two years. Each plan will be flexible and allow for re-direction as required. The primary employment focus would be in the retail/clerical areas.

4.1 PROGRAMME SIZE

Group 1:	19 Trainees	Feb. '92 to Dec. '93
Group 2:	12 Trainees	May '93 to April '95

4.2 PROGRAMME ELEMENTS

a) Engagement

The initial contact will be through the active placement unit which provides initial advice, support and guidance. It would be at this point that participation in the programme and the individual plan is developed.

b) Traineeship Access

The Traineeship Access course is a preparatory training programme of 12 weeks that aims to prepare young people for entry into a registered traineeship course through the T.A.F.E. system. It is run at the Brotherhood's Employment Action Centre, Fitzroy. The course includes:

- Numoracy
- Communications
- Retail Skills
- Work Education
- Work Experience
- Personal Development

- c) Work Experience
Either as part of the Traineeship Access Course or as a preliminary alternative young people will be provided with suitable work experience in the retail or clerical areas. Particular experiences would be sought in The Bodyshop, Brotherhood of St Laurence and other participating agencies or organisations.
- d) Housing
Many of the young people participating in the programme will lack suitable housing. A housing programme that provides supported rental accommodation has been established.
- e) Traineeship
The traineeship is a 12 month programme that combines employment (3 days per week) and T.A.F.E. training (2 days per week). Each young person receives 3/5ths of particular award rate which is met by the employer. The Commonwealth meets the cost of the T.A.F.E. training. (It is anticipated however that the State will provide part subsidies for additional trainees for a 12 month period).
- f) Support
The young people will receive on-going technical and casework support from the active placement unit of the Employment Action Centre. Through this unit they will also receive material aid as required.
- g) Monitoring
Each trainee will also be supplied with a "mentor" to provide personal support through the period of their 'work plan'. It would be expected that in a number of cases this would be provided through co-operation with the staff of Bodyshop. The scheme will also be linked with a parallel mentoring scheme being developed within the Brotherhood.
- h) Casual and Episodic Labour
For a number of young people the structured and dedicated 'training plan' will not be initially appropriate. Some may require a simpler entry point and this could come through the provision of a casual and episodic employment unit. Such a unit may be a slower but no less valid preparatory phase.

5. THE MODEL

ENTRY	STAGE 1	STAGE 2	STAGE 3
R E F U G E E R E F E R R E D	Work experience	The Bodyshop traineeship	On-going support
	Traineeship Access Course	B.S.L. traineeship	Further training
	Casual	Other retail traineeship	Employment
		Clerical traineeship B.S.L.	
		Casual labour	

(B.S.L. - Brotherhood of St Laurence)

6. TIME TABLE: THE BODY SHOP LINKED ACCESS PROJECT: February, 1992

PROGRAMME ONE

19 Trainees (6 The Bodyshop, 13 BSL)

1992 Feb.	-	1992 April	Traineeship Access	(3 mths)
1992 May	-	1993 April	Traineeship The Bodyshop/BSL	(12 mths)
1993 May	-	1993 July	Full-time Work Training <i>where?</i>	(3 mths)
1993 Aug.	-	1994 Jan.	Post Training Support	(6 mths)

PROGRAMME TWO

12 Trainees (6 The Bodyshop, 6 BSL)

1993 May	-	1993 July	Traineeship Access	(3 mths)
1993 Aug.	-	1994 July	Traineeship The Bodyshop/BSL	(12 mths)
1994 Aug.	-	1994 Oct.	Full-time Work Training <i>where</i>	(3 mths)
1994 Nov.	-	1995 April	Post Training Support	(6 mths)

7. BODYSHOP ROLE

The participation of The Bodyshop is crucial to the success of the Linked Access Project. Its financial support underwrites the project and the involvement of Bodyshops in the training and employment of a group of young people provides the vital programme linkages necessary to success.

7.1 FUNDING

The financial support of the Bodyshop provides the resource framework for the project. While a budget is developed elsewhere in the proposal primary areas included in the funding are:

- a) Trainee Salaries
Each trainee in the scheme receives a training wage of \$ to \$ per week. Within this scheme the salary is for a period of 15 months.
- b) Evaluation
A self evaluation model is to be developed.
- c) Project Co-ordination
The project which will provide employment/training for approximately 30 young people over the three years is both complex and comprehensive. It is essential that a key worker is appointed to provide co-ordination.
- d) Project Overheads
This areas covers property and equipment expenses - rental, electricity, cleaning etc. It is determined on a formula common to all projects with the Employment/Training Unit of the Brotherhood of St Laurence.
- e) Trainee Support
The target group in most cases need a great deal of material and accommodation support. Specific items could include clothing, travel expenses, board or rental assistance.
Approximately \$1,000 per trainee per annum.

7.2 PROGRAMME AREAS

7.2.1 Work Experience

The primary target for The Bodyshop are 6 young people for programme. Initially they will require short term work experience to determine their suitability and interest in the later more substantial traineeship. The Bodyshops involved in the project would need to have workers briefed on the basic purposes of the work experience. In most cases the young people participating in work experience will become the particular trainee assigned to The Bodyshop at the later stage.

7.2.2 Specific Purpose Training

Staff of The Bodyshop have already been involved in the preliminary training of the young people. This has been particularly in the areas of work preparation, grooming etc. It would be hoped that this valuable assistance would continue through the life of the project.

7.2.3 Traineeships

The core activity of the project is the 12 - 15 month formal retail traineeship. It is envisaged that six young people will be appointed to Bodyshops for the duration of this training. At this stage the primary focus of the project is in the particular retail outlet with close links needed between individual The Bodyshop T.A.F.E. trainees and Brotherhood of St Laurence support staff.

7.2.4 Monitoring

Each trainee shall have a formal supervisor, usually an experienced, staff person within each work station. This is a crucial or pivotal relationship and any successful outcome will be substantially due to the strength of the working relationship developed. However in addition to this formal link it would be hoped that other workers would provide some support, friendship and guidance to the trainee.

Strong support will also be provided by staff of the project.

8. PROJECT MANAGEMENT

The project has a large number of elements and participants. We are also dealing with a group of young people who while keen will not always respond in ways we would expect. It is essential therefore that we have a clear organisational structure that can draw the various parts together and provide an efficient and effective support service to all parties.

The project will be based within the Employment Action Centre, Fitzroy. It will have a Project Manager who will be directly responsible to the Manager of Fitzroy Employment Action Centre, Lindsey Nelson.

ROLE OF PROJECT MANAGER

- . Maintenance of programme links and future planning needs.
- for 30?* . Individual support of trainees by way of career counselling, living skills, training.
- . Liaison between T.A.F.E., trainers, employers, supervisors, Housing Officer and trainees.
- . On the job placements and rotation of placements where appropriate.
- . Support to supervisors.employers by way of implementing supervisors meetings, advice and training.
- . Liaison with State Training Board advisers.
- . Past programme support where needed.

9. BUDGET

<u>INCOME</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>
The Bodyshop	144,000.00	144,000.00	144,000.00
DEET	26,000.00	66,500.00	10,300.00
DOL	38,750.00	68,250.00	-
BSL	69,493.00	87,192.00	53,096.00
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Total Income	278,243.00	365,942.00	207,396.00
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<u>STAFFING EXPENSES</u>			
Salaries & Wages	42,414.00	42,414.00	35,064.00
Trainee Salaries	183,740.00	187,000.00	137,498.00
Annual Leave Provision	2,940.00	3,280.00	2,245.00
Workcare Premium	2,150.00	2,400.00	1,640.00
Amenities	550.00	600.00	300.00
Productivity			
Superannuation	9,046.00	12,610.00	8,630.00
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Total	240,840.00	248,308.00	185,375.00
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<u>PROPERTY & EQUIPMENT EXPENSES</u>			
Electricity	300.00	315.00	300.00
Rates	250.00	265.00	125.00
Rent	2,000.00	2,100.00	2,000.00
Cleaning	190.00	200.00	250.00
Maintenance & Replacement	210.00	220.00	250.00
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Total	2,950.00	3,100.00	2,925.00
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<u>TRANSPORT EXPENSES</u>			
Travelling Expenses	1,000.00	1,000.00	800.00
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<u>ADMINISTRATIVE EXPENSES</u>			
Postage	50.00	50.00	25.00
Stationery & Printing	2,950.00	3,000.00	750.00
Telephone	400.00	420.00	450.00
Auditing	300.00	300.00	500.00
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Total	3,700.00	3,770.00	1,725.00
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OPERATING EXPENSES

Activities	350.00	350.00	250.00
Aid - General	3,600.00	3,600.00	3,600.00
TAC Course Costs	3,960.00	4,000.00	-
Books & Equipment	1,200.00	1,200.00	-
Traineeship TAFE Fees	5,890.00	3,720.00	3,720.00

Total	15,000.00	12,870.00	7,570.00
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PROMOTION EXPENSES

General Promotion	125.00	150.00	-
Research & Evaluation	10,000.00	5,000.00	5,000.00
Entertainment	250.00	250.00	260.00

Total	10,375.00	5,400.00	5,260.00
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Apportioned Admin. (1.5%)	4,378.00	3,976.00	3,366.00
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TOTAL EXPENSES	278,343.00	365,942.00	207,396.00
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Net Surplus (Deficit)	13,632.00	(28,646.00)	19,646.00
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