

SUE CUKKIGAN

**MEMORANDUM**

**TO ALL METRO MANAGERS  
SPR AND HEAD OFFICE PERSONNEL  
Kaye Bratetich, Rob Cook, Barbara Elliott, Charles Reis  
Laura Maquignaz, Anne Hardy, Mike Wilson.**

**FROM Joanne Hurley EAC**

**DATE Thursday 12th August, 1993**

**RE Vocational Investigation Days (VID)**

We have just received funding from DEET to run a 6 week program for older unemployed people focussing on occupational options and self development.

**The first course will commence on SEPTEMBER 6 1993**

We would like to investigate the possibility of some of the BSL services allowing participants to do some work "observation" to help them identify/clarify occupational interest. I have attached an information sheet detailing the reasons and a rough idea of what may be required by the participating services.

Can you please consider this idea and let DOROTHY RAO know if you are able to assist or require any further information.

**Your response by Friday 20th August would be greatly appreciated so that arrangements can be finalised prior to September 6th commencement date.**

**Thanks**

Possible observation areas

Personal Care  
Accounts  
Clerical  
Retail  
Kitchen Hand  
Welfare  
Nursing  
Maintenance  
Reception  
Personnel  
Computer area  
Library  
Purchasing  
Fundraising  
Public Affairs  
etc

## VOCATIONAL INVESTIGATION DAYS

During the first part of the course clients will participate in a process resulting in the identification of transferable skills, special fields of knowledge and sustained interests, and in the compilation of a list of options to investigate.

A proposal for consideration is the organisation of "Vocational Investigation Days" tailored to meet the special interests of each client.

The number of days suggested is between 1 and 5. During those days the client would have the opportunity to find out about the various occupations involved within a particular field of interest. For people contemplating career change this would provide opportunities to:

- observe the reality of the job
- find out what people like/dislike about the job
- ask questions about any aspect of the work itself

For people considering re-entering a field they previously worked in, after a significant break, this would provide opportunities:

- to find out about new technologies now involved
- in what ways other changes have taken place

The underlying premise being that meaningful and realistic information empowers people to make the decision which is right for them.

To implement this proposal employers would need to be approached. The Brotherhood of St. Laurence is such a diverse organisation and the support of the managerial staff would be of great benefit for the program as there are tremendous opportunities within the BSL itself for the participants to undertake their Vocational Investigation Days.

Any occupations/areas of interest unable to be catered for from within the BSL would require the sourcing of employers outside of the BSL.

This would take more time than usually allowed to run the course, however it would be of great benefit to the participants involved.