

career links annual report 2018



careerlinks
young people, bright futures



contents

We are a community focused business, based in Newcastle and Lake Macquarie. Operating since 2000, we provide programs and services which connect young people with business, education, community and families. We help to create links and opportunities for young people to be their best.

Our Vision	3
What We Do	4
Who We Are	5
Chairperson Report	6
General Manager's Report	7
2018 - The Highlights	9
Industry Field Day	10
Structured Workplace Learning	11
Indigenous Advancement Strategy	13
Youth Links	14
Newcastle Lake Macquarie Career Expo 2018	15

How to contact us

Career Links

Level a Unit 2/161 Maitland Road

MAYFIELD NSW 2304

Telephone: 02 4967 1050

Web: www.careerlinks.nsw.edu.au

Email: mail@careerlinks.nsw.edu.au



Our Vision



“Young People, Bright Futures”

At the heart of Career Links is passion to improve career development and transition outcomes for young people. We achieve this through the creation of innovative programs and by working in partnership with our community. Key to our practice are strong relationships with stakeholders and supporters built on trust, integrity and compassion.



What We Do



INDIGENOUS ADVANCEMENT STRATEGY

The Yakka Introduction to Work project, will support Indigenous students from Year 7 to 12, with potential career options and assist them developing a career plan.

Read to Me focuses on educating young parents and carers about literacy practices they can implement in the home environment to assist their children's literacy development and achievement.

STRUCTURED WORKPLACE LEARNING

Career Links provides advice and support to students, schools and employers for Vocational Education & Training work placement, as part of the HSC. Career Links has coordinated over 38,000 work placements in the areas of Automotive Trades, Building & Construction, Business Services, Electrical Trades, Entertainment, Hospitality, Information & Digital Technology, Metals and Engineering, Primary Industries, Retail Service, Human Service and Tourism.

NEWCASTLE LAKE MACQUARIE CAREER EXPO

The Newcastle Lake Macquarie Career Expo is an annual event managed by Career Links. It connects young people and members of the community with employers, education and training providers to help them make informed decisions about their future. The Expo provides employers and industry groups with an opportunity to attract future staff and work towards reducing skills shortages.





Who We Are

Board of Directors

The Board is responsible for developing our Strategic Plan, establishing goals, future directions and the monitoring of contracted service delivery. The Board is also responsible for governance, risk management, financial management and control.

Our Board of Directors for 2018:

Veona Marsh, Chairperson

Adrian Collins

Carlie Boyle, Secretary

Adrian Pirce

Glenda O' Brien, Treasurer

Geraldine Blake

Dylan Dyer, Public Officer

Staff

The Board would like to thank the Career Links Staff for their achievements throughout 2018 and their ongoing commitment to the organisation's vision.

John Purcell

Elaine Lambert

Tracey Clark

Ashlee Kelly

Chris Hawkins

Stephen Schmidt

Averil Loades

Eloise Callingham

Rowan St Claire

Helga Glas

Chairperson

On behalf of the Career Links Board I am pleased to present the Chairpersons Report for 2018.

2018 was another great year for Career Links, where we continued to build on the core projects and developed opportunities to grow the business.

Career Links key activity for 2018 was the coordination of Structural Workplace Learning for all eligible Higher School Certificate (HSC) Industry Curriculum Framework (ICF) Vocational Education Training (VET) student including those with learning and support needs from thirty participating schools and EVET providers within the Service region.

The VET sector changes with Smart and Skilled have finally stabilised and we are seeing a steady increase in Tafe delivery of TVET courses.

Career Links has been heavily involved in the amalgamation of fifteen SWL providers to create a State wide entity named Workplace Learning Network (WLN) The primary objective of the WLN is to increase opportunities for future Government contracts. Our General Manager John Purcell holds the position of Chairman.

Career Links had a very stable year within the board membership, as a result the board has been proactive in supporting Career Links enter new markets.

Career Links held our annual Career Expo in May. The event had three major sponsors TAFE NSW, Newcastle University and Regional Development Australia. Along with three Supporting partners, Avondale College of Higher Education, Defense Force Recruiting & Department of Education.

The Expo showcased more than 130 exhibitors including Universities, Vocational Education providers, Industry and Community Service providers. This year we had more 3,800 students visiting from neighbouring schools. The Career Expo is providing to be a brand synonymous with Career Links and one that is building capacity for business diversification for Career Links.

Career Links has continued to build on the Indigenous Advancement Strategy with the 'Read to Me' and 'YAKKA Introduction to work' program having gained successful outcomes once again for 2018.

The weekly electronic publication of 'Youth Links' promotes the latest relevant career and training opportunities for students. This subscription services Lake Macquaire, Newcastle and the Central Coast.

Career Links continues to work with the Department of Education Tamworth RTO on the validation of their VET courses. This is the second year Career links hosted the Industry Field Day for increased engagement with schools and industry. These projects are both financially and socially beneficial for allstakeholders.

2019 poses to be an exciting year for Career Links one where we will maximise and expand opportunities from key strengths and programs. We will challenge and diversify into new and emerging markets/initiatives that will support the company to stay prominent and financially sound.

Our vision is to improve career development and transition outcomes for young people "Young people, Bright Future"

Veona Marsh **Chairperson**



General Manager



Career Links commitment to our community by stated in our Vision 'Young people, Bright Futures'. Our business model is built on ensuring young people have opportunities to grow and mature, to support and develop their communities, by becoming role models in their community.

During the year our programs have met or exceeded targets. Assisting us to achieve these targets is our continuous improvement process. Career Links strives to always exceed our customers' expectations.

Career Links achieved an excellent outcome financially in 2018, this was achieved by the overall reductions in overheads, spending and the commencement of the validation coordination program for the Department of Education.

The Structured Workplace Learning is delivered with conscientious planning and diplomacy. The work placement system is based on goodwill and community spirit by host employers. Managing the host employers ensuring their limitations are respected is the key to a successful program. All students requiring placements were offered suitable host employers.

The 2018 Newcastle Lake Macquarie Career Expo continues to be a success. Our sponsors contribute greatly to the event, in 2018 we had three major sponsors and three supporting partners. The Industry Pavilion offered the students the opportunity to engage with high tech industries and to explore career options in one of the fastest growing sectors. The Expo is a major calendar event for the schools and exhibitors alike. It takes meticulously planning to ensure each student has the opportunity to explore career and training options.

Our Indigenous Advancement Strategy delivered two programs - Read to Me and Yakka Introduction to Work. In 2018 the Read to Me mentored 38 parents, engaged 59 children and handed out 360 culturally appropriate books. The partnership between Career Links, the University of Newcastle and Indigenous playgroups in the Hunter is unique. Career Links continues to strengthen the partnership for the benefit of the Indigenous families and wider communities.

The Yakka Introduction to Work Program outcomes can be varied depending on the student's needs. All students completing the program have a detailed career plan designed around their career goals. Schools have reported that the participants completing the program have increased their attendance and commitment to their school studies.

The Youth Links publication is distributed as an attachment to the Youth Links website, a student information site. The Youth Links website has multiple listings of services and organisations that have a youth focus. The Youth Links website expands on the services we offer the schools and youth in our region.

Validation Coordination continues in conjunction with the Department of Education, Tamworth RTO. Career Links coordinates the delivery of the Validation sessions including recruitment of the Industry representatives, event preparation, on the day administration and the post evaluation process. The partnership between the RTO and Career Links has been successful with the validation process meeting the targets.

The second Teacher Industry field day was held on the 14th November. The industry field/currency day was designed to keep teachers up-to-date with their industry and discipline areas. The Industry schedule includes industry visits, networking, work placement 2018 overview, and industry guest speakers.

Career Links has a solid foundation to continue seeking and developing growth opportunities in 2019. We are looking forward to a year of successes, built on the stability of the organisation.

Finally, thank you to our Board of Directors for their commitment to Career Links, their support of management and staff is a contributing factor to Career Links success. Thank you to the professional and dedicated staff at Career Links.

John Purcell General Manager



A Year in Review



2018



Read to me

Held on Monday, Tuesday,
Wednesday and Friday



Industry Field Day

November



Newcastle
Lake Macquarie
Career Expo

May



Workplacement

Our coordinators have
students on placement each
school week



Indigenous
Advancement
Strategy

Industry Field Day



Late in 2018 Career Links hosted its second Industry Field day for teachers and VET Coordinators that deliver industry Curriculum Framework courses. The purpose of the day was to give these teachers an opportunity to touch base with their framework industries to keep abreast of current work practices. The day also gives the teachers some valuable 'non-accredited currency' for their credentials. Teachers from local high schools attended the day and visited with their local hosting work placement employers. The employers gave

the visiting teachers on-site tours of their businesses and spoke on current work practices and the work-readiness of students. Many host employers spoke of the benefits to both employer and students.

After the on-site visits all gathered at Brown Sugar function room for lunch, followed by a mix of industry speakers. There was an open forum for question during a part of the afternoon between the teachers and the Industry Representatives.

The day was a successful event and great feedback was received from both school

and industry representatives

Career Links would like to thank these companies for their ongoing commitment to the educational studies of students in the Lake Macquarie and Newcastle area..

Heartwood Constructions, Euro Bar Cafe, DSI Underground, Mockingbird Cafe, Medullary Ray Craftmanship, Brown Sugar Restaurant, Andor Inforamtion Technology, Department of Industry.

Career Links Industry Field Day allowed VET teachers to update their non - accredited industry currency



Structured Workplace Learning

Our Structured Workplace Learning (SWL) team liaise with school and employers to provide students studying a vocational subject as part of their HSC, with one week (unpaid) work placement in a relevant industry environment.

Since 2000, Career Links has co-ordinated work placement for the NSW Department of Education, Catholic Schools Office, Association of Independent Schools and Hunter TAFE. The SWL team works closely with VET Co-ordinators to ensure that all students have the opportunity to experience the work environment.

In 2018 the SWL team delivered around 3000 work placements in the areas of Automotive, Metal and Engineering, Retail, Tourism, Construction, Electrotechnology, Financial Services, Primary Industries, Hospitality, Business Services, Information & Digital Technology, Entertainment and Human Services.

The SWL team is continually developing relationships with new employers. In 2018 over 100 new employers have signed up to support young people complete this mandatory work placement.

The success of this program is directly related to the commitment of local employers. For many students this work placement is their first experience in a workplace. We appreciate the ongoing support and the positive impact they are making on young people's career decisions.



Thompson Automotive

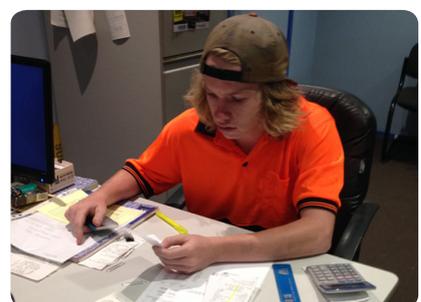
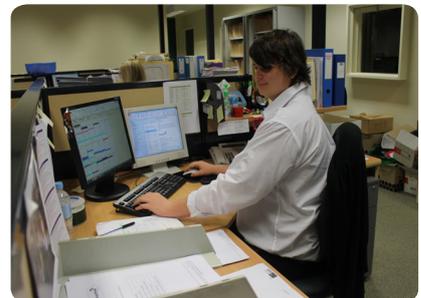
I have been hosting work placement students for several years now and I have enjoyed being able to develop their work skills. Not all students are keen when they first arrive but over the week they have an opportunity to see how the Automotive Industry runs. Most students end up really applying themselves and learning some new mechanical skills.

The students are exposed to team work, safe work practices, communication skills and time on the job. It can be rewarding for the team and on occasion we find a future employee.

Once the students have completed this week they can reflect on their experience and see if this is the Industry for them.

I highly value the Structured Work placement program and will be continuing to host students in the future.

Tony Bidnar



"Daniel showed enthusiasm from the beginning, he was hard working, eager to learn and had commonsense. It was a real pleasure to host him this week. I wish him well."

Good luck Callan

**Employer
Murphy Plumbing**

"Jaiden was a keen work placement student, he applied himself to learning new skills whilst on placement. He was punctual and reliable, I wish him well in his future endeavours."

Well done Peter

**Employer
AL Murphy & Sons**

"Michael was interested from the start of his work placement . He worked extremely well with myself and in a team environment. He will go far with his positive attitude."

Thanks Brad

**Employer
Brad Hiles Constructions**



Indigenous Advancement Strategy



Read to Me

Read to Me has again proven to be a valuable program to the Aboriginal community. There has been an increase in parents/ carers supporting their children and grandchildren's education.

This program has increased the community awareness about the benefits of early childhood learning.

The cross cultural information sessions Career Links delivers to the University volunteers were so successful we have been requested to deliver cultural training to local schools in the area. Other requests for this training has come from parents/carers attending the various playgroups which have older siblings in the high schools where we deliver the Yakka program.

We also believe that many of the schools and teachers alike would benefit from having a greater understanding of Aboriginal culture.

Yakka Introduction to Work

The Yakka program for 2018 has continued to gain the trust and involvement of the local aboriginal community, Elders, Parents, Carers, schools and students.

The program is delivered to 8 high schools this year, it is expected that these schools will continue to support the program throughout 2019.

Mentoring continues to be the foundation of the program, the students respond well to one on one sessions that assist them in refine and implement their Personal Learning Plans (PLP). Group sessions are held to review career paths and workplace expectations.

One standout of the program has been advising and guiding the students parents in the history of Aboriginal cultural.

Then support is available for students to trace their cultural background. In our experience this provides the students with a sense of belonging and pride in their heritage and culture. As a results this assists in building their confidence and self-worth.



Youth links



It has been another successful year for the Youth Links publication with lots of positive feedback from grateful schools and parents. This subscription service is a highly sought after initiative of Career Links.

The Youth Links Publication provides a weekly electronic newsletter full of career and training links suitable for young people in the local region, i.e.

- Apprenticeships
- Traineeships
- Volunteering
- Scholarships
- School Based Apprenticeships/ Traineeships
- Casual Jobs
- Career Expos
- Full-Time Employment
- University Open Days
- Information Sessions
- Training opportunities
- HSC Preparation Workshops

"Thank you for all the work you do during the year. we have had multiple students gain employment due to this service "

Career Adviser

"we happily continue to reap the benefits of the YL"

Career Adviser

"The YL Publication is invaluable for me to help my children. Career Links can always find the jobs that I can't find!"

Parent



We thank the following schools for supporting this valuable service:

Belmont High School, Callaghan College - Jesmond, Morisset High School, Glendale Technology High School, Hunter Christian School, Hunter School of the Performing Arts, Hunter Sports High School, Kotara High School, Lake Macquarie High School, Macquarie College, Newcastle High School, St Mary's High School, San Clemente High School, St Pius X High School, St Paul's High School, Saint Francis Xavier's College, St Philip's Christian College, Swansea High School, Toronto High School, Warners Bay High School, West Wallsend High School, Cardiff High School, Whitebridge High School, Terrigal High School.

2018 Career Expo

over 3800 students

42 local high schools

over 130 exhibitors

The Newcastle Lake Macquarie Career Expo is an annual event proudly presented by Career Links, on behalf of the Hunter Valley Career Adviser Network.

This year the Expo was held on 17 May 2018 at the Newcastle Race Course.

The event was open to local school groups between 9am - 4pm and parents and the general public from 1-3pm (Entry \$5).

The Newcastle Lake Macquarie Career Expo is the largest event of its kind in the region.

The 2018 event showcased over 130 exhibitors; including major universities, leading training providers, employers and community organisations from across the region and interstate.

The objective of the event is to promote education, training and career pathways.



School Quote:

"Our students thoroughly enjoyed the experience. They each left with more of an idea of future direction and a improved enthusiasm for life after school. For some students, discussing their future with the exhibitors helped them to become more informed about pathways to university, the defence force and other educational avenues."

Exhibitor Feedback:

"Thank you again for such a well organise event. It is a pleasure to work with you. ."

Major Sponsors



Supporting Partners



Education





Level 4 Unit 2/161 Maitland Road
MAYFIELD NSW 2304

Phone: 02 4967 1050

www.careerlinks.nsw.edu.au

www.facebook.com.au/careerlinksnsw