



www.projectready.vic.edu.au

Project Ready

2023

LLENs helping young people prepare for their futures

What is Project Ready?

Project Ready is an experiential work readiness and personal development program developed by Central Ranges Local Learning and Employment Network. It was first delivered in 2017 to assist disengaged students become re-engaged in their education and ready for their future worlds of work.

Since then, Project Ready has been redeveloped to meet the needs of a wider range of students such as those who will pursue the Vocational Major Certificate or require work readiness skills to successfully transition into further training or the workforce. In fact, we think all year 10s should do Project Ready!

Project Ready is available as a full-year VET program mapped against Certificate II in Active Volunteering. The program is auspiced by selected RTOs and TAFEs and delivered by a TAE-qualified facilitator.

The facilitator has specialist facilitation skills enabling delivery of the curriculum using the Project Ready relationship-based pedagogical approach. The facilitator needs to participate in Project Ready facilitator training and embody the principles described in the Project Ready facilitator position description.

How can your LLEN get involved?

Your LLEN is able to work with Central Ranges LLEN to offer Project Ready (Cert II in Active Volunteering) to your partner schools. CRLLLEN will offer:

- ▶ Promotional materials to distribute to your schools
- ▶ Assistance with recruiting a suitably qualified facilitator (see Models 2 & 3)
- ▶ Training to LLEN staff in how to run Project Ready in your region
- ▶ Copies of the facilitator manual and student handbook, and access to delivery and assessment resources online
- ▶ Comprehensive professional development, ongoing training and support from the Project Ready team
- ▶ Assistance with purchasing agreements between your LLEN and school(s)
- ▶ Assistance with insurance

• **GET students Vocational Major READY!**

• **2 credits towards VCE**

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

Project Ready supports students by:

- ▶ Building 'groupness'; a safe group space where students feel comfortable to share and personally develop. Facilitators are trained in trauma-informed education and restorative practice
- ▶ Helping them discover their unique skills, strengths and passions in order to plan for their career
- ▶ Helping them understand possible training and work pathways through a range of career development and industry engagement activities
- ▶ Introducing them to design thinking theory
- ▶ Building self-worth and resilience through personal development activities, volunteering and community involvement
- ▶ Improving their communication skills and teaching them workplace communication
- ▶ Helping them understand how to work effectively with a diverse range of people
- ▶ Teaching them work readiness skills, such as the job application process
- ▶ Teaching them project development, enterprise and entrepreneurial skills
- ▶ Teaching them WH&S skills
- ▶ Facilitating work placement opportunities

Who is Project Ready for?

Project Ready is ideally suited to Year 10 to 12 students and is well-positioned to prepare students for the VCE Vocational Major.

Project Ready (Certificate II in Active Volunteering) Units

| UNIT CODE | UNIT DESCRIPTION |
|------------------------|---|
| CHCVOL001 | Be an effective volunteer (20 hours of community project work is required which also counts as SWL) |
| FSKLRG003 | Use short and simple strategies for career planning |
| BSBCMM201 | Communicate in the workplace |
| CHCDIV001 | Work with diverse people |
| HLTWHS001 FSKRDG001 | Participate in Workplace Health & Safety and Recognise Extremely Short & Simple Workplace Signs & Symbols |
| VU22786 | Develop personal effectiveness |
| FSKLRG006 | Participate in work placement (work experience/SWL) |

PLUS additional Project Ready Units

- ▶ Working in a group
- ▶ Personal development
- ▶ Design thinking
- ▶ Work readiness and enterprise skills

Credit towards VCE

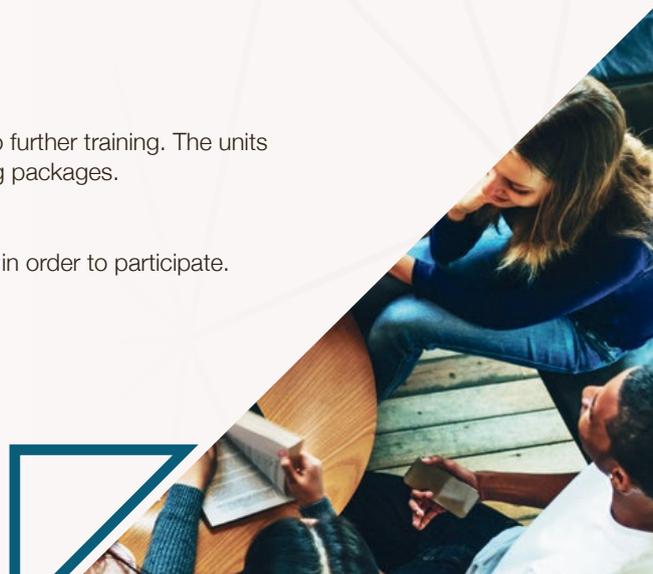
Students receive recognition for up to two units at 1 and 2 level.

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

Schools are required to send AAG a list of students' full names and email addresses by 31st October. Students then receive a personal link to enrol online. Parents/guardians are required to sign this form. Schools must confirm each student has sufficient LLN skills by completing the AAG Pre-enrolment and support letter.

Project Ready Taster Session

Your LLEN may wish to run an information session or taster session with a Project Ready facilitator for potential students to encourage enrolments.

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 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

Becoming a Project Ready facilitator

Pre-commencement requirements

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

Along the journey

Attend the following training:

- ▶ Project Ready training (zoom or F2F option): trauma informed education, the Project Ready relational pedagogy, neuroscience of the teen brain, delivering Project Ready. (compulsory, funded by CRLLEN)
- ▶ Catapult assessment portal training (zoom). (compulsory, funded by CRLLEN)
- ▶ Youth Mental Health First Aid Training (optional, funded by CRLLEN)
- ▶ LGBTQIA+ competency training (optional, funded by CRLLEN)
- ▶ Disability competency training (optional, funded by CRLLEN)
- ▶ Cultural competency training (optional, funded by CRLLEN)
- ▶ Other professional development in response to facilitator needs

What support do facilitators receive from the Project Ready team?

Access to the Project Ready facilitator support team who 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.
- ▶ CRT relief twice a year to allow the facilitator to conduct 1:1 catch-up sessions with students.

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

All students participating in Project Ready will need access to a Chromebook or laptop.

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 neighbourhood house. This can help simulate an adult working environment and support community and industry involvement.

Some Project Ready facilitators do not hold Permission To Teach, so an off-school venue is required, ideally near public transport or within walking distance from the school.

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 a 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 at 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.

Course Length

Project Ready (Cert II in Active Volunteering) involves 187 hours and spans the school year, including:

- ▶ 20 hours volunteering/community project (SWL)
- ▶ 10-30 hours of work placement (SWL block placement or one day per week over several weeks)

Class 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. Some schools may wish for all year 10s to do the program, and some may utilise it as a pathway into the VCE Vocational Major Certificate. Sessions usually run from 9:15am - 3pm.

Work placement, workshops and excursions may require students to take additional time away from school.

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'

Indicative Budget for LLENs

The below table describes the indicative income and expenditure your LLEN can expect.

| MODEL 1: SCHOOL DELIVERY MODEL | |
|---|--|
| Income for your LLEN (based on 15 students) | \$1,500 (\$100 per student) |
| Schools pays CRLEN | 6,000 +GST |
| MODEL 2: LLEN DELIVERY MODEL | |
| Income - fees | \$42,000 +GST (including your LLEN fee) |
| Expenditure | |
| CRLEN fee | (\$2,250) |
| Excursions & guest speakers | (\$3,000) |
| Facilitator wages (10 hrs/week + on costs) | (\$26,000) |
| Morning tea for students | (\$2,000) |
| Recruitment fees | (\$1,000) |
| Facilitator materials/operating budget | (\$1,000) |
| Graduation | (\$1,000) |
| Venue hire | (\$3,000) |
| CONTINGENCY | \$500 |



MODEL 3: LLEN DELIVERY MODEL (INCLUSIVE ED.)

| | |
|--|--|
| Income | \$45,000 +GST (including your LLEN fee) |
| Expenditure | |
| CRLLEN fee | (\$2,250) |
| Excursions & guest speakers | (\$3,000) |
| Facilitator wages (11 hrs/week + on costs) | (\$28,600) |
| Morning tea for students | (\$2,000) |
| Recruitment fees | (\$1,000) |
| Facilitator materials/operating budget | (\$1,500) |
| Graduation | (\$1,000) |
| Venue hire | (\$3,000) |
| CONTINGENCY | \$400 |

This does not take into account contributions from sponsors and other parties which may offset some of the expenses. For example, your LLEN or the school may find venue sponsorship.

Time commitment from your LLEN

Under Models 2 & 3 your LLEN, with support from CRLLEN, is responsible for recruiting a suitable facilitator. If your school is located near the Central Ranges, one of CRLLEN's facilitators may wish to undertake the role.

It is expected that a representative from your LLEN will support the facilitator to arrange guest speakers, excursions, volunteer tours, SWL and industry tours. This person will also visit sessions from time to time. This equates to approximately three to four hours per week. More time may be required while the program is being set-up within a school.

A representative from your office will also need to be responsible for invoicing your LLEN's schools (see below).

What is the CRLLEN fee for?

The \$2,250 paid to CRLLEN is to cover the costs of the program including:

- ▶ The Project Ready Facilitator Academy: participation by your facilitators in CRLLEN funded professional development and training opportunities
- ▶ Access to the Project Ready team to assist with facilitator recruitment, implementation and support
- ▶ Development and ongoing compliance of program materials and resources
- ▶ Graphic design and printing – all manuals and student journals supplied to your LLEN
- ▶ Quality assurance: Program monitoring and support

Agreements

- ▶ Your LLEN will make its own employment arrangements with your facilitators. CRLLEN can provide advice.
- ▶ Your school(s) will have a partnership agreement with AAG. This is arranged by AAG.
- ▶ Your LLEN will have an agreement with your school(s). CRLLEN can provide a template.
- ▶ Your LLEN will have an MOU with CRLLEN.

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, facilitators and mentors will be insured by the LLEN and 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 and funded by the LLEN and facilitator. A risk matrix and permission form template are available for your LLEN to meet duty of care responsibilities.

Invoicing

Your LLEN will be responsible for invoicing your schools for models 2 and 3 only. Your LLEN should invoice for a deposit amount of \$10,000 payable by 31 October. CRLLLEN will handle all invoicing for model 1 and issue your LLEN with a payment of \$100 per student after census date.

Facilitator for Models 2 & 3

Your LLEN is responsible for recruiting a suitably qualified facilitator with attributes that meet the requirements outlined in the position description. CRLLLEN can support the recruitment process.

Position Descriptions

CRLLLEN has produced two position descriptions:

1. Project Ready facilitator position description
2. Project Ready volunteer mentor position description. There is also a volunteer Welcome Pack and online training modules that your volunteers can access.

These position descriptions can be adapted by your LLEN as needed.

Confidentiality

Teachers, mentors and facilitators 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. Any arrangements that license Project Ready for use in a school are for one year only.

Contact the Project Ready team:

Lena Way

Director | Engagement
Central Ranges LLEN
lena@centralrangesllen.org.au or 0437 958 298

Janoel Liddy

Trainer & Wellbeing Support | Project Ready
Central Ranges LLEN
janoel@centralrangesllen.org.au or 0408 664 919

It is recommended that your LLEN commences discussions with schools early in term 3 with a view to implementing Project Ready in 2023.



WE ARE PLEASED TO ACKNOWLEDGE OUR GENEROUS SUPPORTERS:

