

Coaching process

National trial training pathway for young people to work in aged care and disability support roles



Brotherhood
of St Laurence



National Youth
Employment Body

		Tools to support coaching
Career exploration and work readiness		
 <p>Coaching conversations</p>	<p>Use one on one coaching conversations and Personal Reflection tool to build an understanding of care roles and gauge potential interest, aspiration and suitability for care roles.</p> <ul style="list-style-type: none"> – Facilitate discussions with young person about their previous life experience, interests and responses to challenging situations to draw out existing skills that are transferable to the sector – Have coaching conversations around potential for flexible training and career pathways 	<ul style="list-style-type: none"> – Personal Reflection Tool – Career Pathway Tool
 <p>Group information session</p>	<p>Coordinate and deliver a group information session on care roles and career opportunities. Include:</p> <ul style="list-style-type: none"> – TAFE/RTO to present on the Entry into Care Roles Skill Set including information on how it might be delivered (face to face or online), time commitment, what the student will learn and additional pathways that can be undertaken after completing the Skill Set – Local Employer Champions to present on the care roles a young person will be offered after completing the Skill Set and any additional pre-work requirements (WWC, PC, First Aid) – Young people (15–24) who are currently working in the care sector to promote the career pathway and present on what a typical working day looks like and why they chose to work in the sector 	<ul style="list-style-type: none"> – Video – Career Pathways Tool
 <p>Work taster opportunities</p>	<p>Coordinate work taster opportunities with Employer Champion for young people who are interested in participating in the trial. This could include:</p> <ul style="list-style-type: none"> – In-person site tour of facility of facility/workplace and the various roles and tasks 	
 <p>Expressions of Interest</p>	<p>Use one on one coaching conversations to determine if young person wishes to proceed with undertaking the Skill Set and employment opportunities.</p> <ul style="list-style-type: none"> – Facilitate a coaching conversation with young person to develop short and long-term goals related to gaining care roles in aged care or the disability support sector – Set short-term goals to increase confidence and work readiness, to meet any employer pre-work requirements and to complete the Skill Set – Set long-term goals to include potential career pathways after completing the Skill Set 	<ul style="list-style-type: none"> – Co-designed Plan

 <p>Resume, cover letter and interview</p>	<p>Support young person to complete resume, cover letter and interview preparation targeted at care roles.</p> <ul style="list-style-type: none"> – Organise interview for young person with local Employer Champion 	
 <p>Preparation for completing the Skill Set</p>	<p>Coordinate a group of young people who are ready to complete any pre-employment training or application requirements such as:</p> <ul style="list-style-type: none"> – Language Literacy and Numeracy (LLN) support – First Aid – Working with Children and Police Check – Influenza Vaccinations 	
<p>Entry into Care Roles Skill Set</p>		
 <p>Coaching support</p>	<p>Support young people completing the Skill Set with weekly one on one coaching to provide study support and ongoing pathway planning while completing the Skill Set.</p> <ul style="list-style-type: none"> – Establish a study group to meet weekly to encourage peer to peer support – Explore Cert III training/study pathways for young people to consider once the Skill Set is completed, in collaboration with TAFE/RTO 	
 <p>Work preparation</p>	<p>Coordinate and deliver a work preparation workshop for young people who have completed the Skill Set. Use the group session to prepare young people for the care workplace with workshops to cover:</p> <ul style="list-style-type: none"> – Personal presentation – Communication skills – Workplace rights – Time management – Personal health and wellbeing – Budgeting, taxation, Tax File Number 	
<p>Employment</p>		
 <p>Post Placement Support</p>	<p>Provide post placement support to young person while they are working in a care role.</p> <ul style="list-style-type: none"> – Check in with young person every week to celebrate personal wins in the workplace and provide support around any challenges or barriers 	
 <p>Ongoing skill development and training</p>	<p>Continue to provide coaching support to young person around engagement in further study, career planning and setting goals</p>	<ul style="list-style-type: none"> – Co-designed Plan