
CASUAL EDGE

Casual and Part-Time Pre-Employment Skills

Program For Young People

ABOUT US

The Casual Edge Pre-Employment Program is delivered in partnership between the Port Kembla Youth Project and Multicultural Communities Council of Illawarra's (MCCI) Multicultural Youth Development Project.



The Port Kembla Youth Project is a not-for-profit community organisation that provides information and support to disadvantaged young people aged 12-24. Our programs focus on providing opportunities for skills development, engagement, mentorship and resilience building, recognising the cultural diversity of our local area.

We work with young people in Port Kembla and surrounding suburbs, including Kemblawarra, Primbee and Windang.

The MCCI's Multicultural Youth Development Project (MYDP) assists and supports socially isolated and disadvantaged young people (12-24 years) from culturally and linguistically diverse (CALD) backgrounds. The activities and programs are designed to empower young people to participate in all aspects of social and community life, making them valued and active members in the community. The program delivers a variety of activities including; sport clinics, art workshops and participation in local festivals and events.



ILLAWARRA
MULTICULTURAL YOUTH
DEVELOPMENT PROJECT

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Multicultural Communities
Council of *Illawarra*^{INC}

ABOUT CASUAL EDGE

PROGRAM DESCRIPTION:

Casual Edge is a 6 – 8 week skills-development program for young people wanting to secure their first casual or part-time job. Unlike career readiness programs, Casual Edge assists young people to understand the Illawarra jobs market by learning how to research local job vacancies, prepare job applications and to understand their rights as employees. The program is highly interactive and practical providing young people with the opportunity to develop their own resume, cover letter and participate in mock interviews. The program also invites local relevant guest speakers to present on topics covered in the program.

PROGRAM HISTORY:

The Casual Edge program has been delivered to young people in the Port Kembla, Warrawong and surrounding suburbs for over 10 years. The program was established out of a need to support young people to build skills in securing their first casual or part-time job. Since the beginning, the Casual Edge program has grown and incorporated changes and trends in the local job market to support young people in their journey to accessing employment.

WHY IS THIS PROGRAM NEEDED?

The Port Kembla Youth Project and MCCI's Multicultural Youth Development Project have identified that young people required a job ready program that was heavily focused on securing their first casual or part-time job instead of being career focused. With youth unemployment high within the Illawarra, and in particular communities including Port Kembla and Warrawong, Casual Edge addresses this by building relevant job seeking skills in the participants.

HOW DOES THE PROGRAM WORK?

Casual Edge is delivered weekly (1 period) in a classroom environment with a group of up to 15 young people. The program is facilitated by two qualified youth development workers from the Port Kembla Youth Project and MCCI's Multicultural Youth Development Project and supported by specialist guest speakers. All program resources are provided by the facilitators at no cost to the school or group.

SESSION OUTLINE

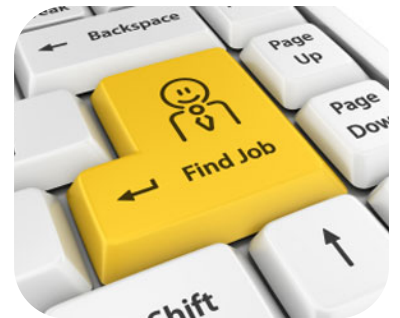


SESSION 1 – INTRODUCTION

This first session introduces the participants to the weekly program by focusing on communication skills including verbal and non-verbal and how this relates to the work place. This session is highly interactive using ice-breakers, team work and multimedia to engage participants.

SESSION 2 – SEARCHING FOR JOBS

This workshop assists participants to search for local job opportunities by focusing on the following: methods to search for advertised jobs, including online and offline, how to understand eligibility criteria's and how to know if they are suitable for the role. This session may also be accompanied by a guest speaker.



SESSION 3 – APPROACHING EMPLOYERS

This workshop helps participants to understand the do's and don'ts on approaching prospective employers as well as understanding how volunteering in the community can assist in building their skill-sets and resumes. This workshop may be accompanied by a guest speaker from Volunteering Illawarra.

SESSION 4 – RESUME WRITING

This workshop will have participants drafting their resumes and cover letters suitable to securing casual or part-time employment. Participants will be given resume templates and will be assisted to complete using their relevant information. This workshop may be accompanied by resume writing experts.





SESSION 4 – FINALISING RESUMES

This session will ensure all participants finalise their resumes ready to be used. Program facilitators will work closely with participants to review, edit and finish all resumes and cover letters. This session will also prepare participants for the following week's mock interviews with actual employers.

SESSION 5 – MOCK INTERVIEWS

In this workshop, participants will have the opportunity to be interviewed by a local employer in a mock interview setting. Using their newly finished resumes and cover letters, participants will be asked a range of interview questions to increase their confidence and skills. Program facilitators will debrief with participants on their thoughts and how to use their experience for their next real interview.



SESSION 6 – WORKPLACE RIGHTS AND RESPONSIBILITIES

This workshop will be presented by a representative from Fair Work. The session will highlight the rights and responsibilities of employees and employers and how young people can protect themselves in the workplace e.g. wage entitlements, workplace harassment and bullying. This session will also focus on what participants can do if their job applications are unsuccessful.



SESSION 7 – BUDGETING

In this workshop, participants will be guided on how to develop a realistic budget appropriate for young people. This session focuses on expenses that young people may have including mobile phone plans, social outings, the use of credit cards (if required) and how to manage these appropriately. This workshop may be accompanied by a guest speaker.



SESSION 8 – PROGRAM GRADUATION

In this final workshop, program facilitators will use a variety of debrief tools to assist participants to reflect on their learning's and experiences. Participants will also complete a program evaluation form and will be presented with a certificate of completion.



HOW TO REGISTER

Casual Edge runs during school terms. To register your class or group of young people for this program, please contact:



Port Kembla Youth Project

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pkyp@bigpond.net.au

www.pkyp.org.au

OR



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