

Program features checklist

This tool provides a checklist of activities that can be completed at the beginning, throughout and at the end of a program to ensure that the features of an effective youth employment program are included in program delivery.

Not every program will include all program features. For programs that only incorporate some of the features, it's important to consider who in the community could be a delivery partner (other community organisations, employers, business, education institutions etc.) to ensure holistic employment support is provided to young people.

It also acts as a reminder to ensure that the Review surveys are administered at the recommended intervals – at the beginning and end of a program and three months following the end of a program.

This tool can be used by staff who work directly with young people as well as by Program Managers who can use the tool to monitor program implementation.

Impact is founded on trusted relationships and an understanding of where a young person is starting from			
Within the first two weeks of working with a young person, you have...	Provide more information about how you have done this	Completed (Y/N/partially)	If not completed or only partially completed, please add comment
Ensured that they have completed Review participant survey one. They have also been provided information about the surveys and their rights regarding consent and have had the opportunity to ask any questions.			
Started to develop a trusted relationship with them.			
Supported them to articulate their strengths and interests, and to explore the career pathways that might be suited to them.			
Supported them to develop achievable career goals and where useful to document a plan that outlines their goals and steps to get there.			
Have identified the range of issues that may be impacting on them (e.g. housing, mental health, financial stress) and the relevant support services that may be helpful.			

An effective youth employment program includes skill development and connection to the world of work

Over the course of working with a young person, you have...	Provide more information about how you have done this	Completed (Y/N/partially)	If not completed or only partially completed, please add comment
Referred them to relevant, additional support services (if required).			
Provided them with opportunities to take part in activities that develop employability skills.			
Provided them with opportunities to take part in training that develops technical skills that meet job needs.			
Provided them with high quality information that supports their search for work.			
Provided them with opportunities to gain practical and useful work experience.			
Connected them with employers who work in industries that are of interest to them and who can support them with their goals for employment and finding work.			

The goal is always to support young people to find and maintain work.

At the end of working with a young person, you have...	Provide more information about how you have done this	Completed (Y/N/partially)	If not completed or only partially completed, please add comment
<p>Spoken to them about post-program support. Together you have determined how it will be carried out, for how long and how intensive it will be. This may include steps to find employment or support for existing employment, as well as information on where to go for further help.</p>			
<p>Ensured that they have completed Review participant survey two.</p> <p>They have also been provided information about the surveys and their rights regarding consent and have had the opportunity to ask any questions.</p>			
<p>Ensured that you have the correct contact details for them and that they are aware that they will receive a follow-up survey (Review participant survey three) approximately three months after the program ends.</p>			