



Brimbank/Melton Local Learning & Employment Network Inc

# BITE EXCHANGE HANDBOOK

*(Business Industry Training & Education)*



# BRIMBANK / MELTON LOCAL LEARNING & EMPLOYMENT NETWORK

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## WHO ARE WE?

The Brimbank/Melton Local Learning & Employment Network (BMLLEN) is an Incorporated Association funded by State and/or Federal governments since 2002.

We broker partnerships to foster a strategic whole of community approach that supports young people's learning outcomes and transitions.

Our aim is that all young people in Brimbank and Melton are actively engaged in sustainable EDUCATION, TRAINING or EMPLOYMENT.

Our endeavour to enhance school-business relationships will be brokered via our Business, Industry, Training & Education Exchange (BITE Exchange).

We will endeavour to match industry offers of support with school requests.

# WHAT IS THE BITE EXCHANGE?

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The Business, Industry, Training and Education (BITE) Exchange is primarily a partnership brokering service to match schools and businesses with a shared program or project of mutual benefit.

The development of a **successful school-business partnership** requires a medium to long term commitment to the partnership and that both parties need to have:

- A shared sense of ownership of the relationship
- Good communication between the school and the business partner
- A clear vision of what the relationships wants to achieve and how to achieve it
- Specific achievable goals that all the stakeholders understand and support
- Strong leadership and management
- A school that is well-connected to the community, other educators and business
- Strong promotion of the relationship in the school and business
- Appropriate and adequate resourcing for the partnership

The purpose of this handbook is to provide information on school-business partnerships and to promote the potential for local businesses and industry in Brimbank & Melton to participate in a mutually beneficial partnership with a local school.



# SUCCESSFUL SCHOOL/ BUSINESS RELATIONSHIPS



***There is an unlimited array of both formal and informal partnerships between schools and businesses. However, fundamentally school-business partnerships are motivated first and foremost by the desire to improve educational opportunities and outcomes for students. They recognise that business and industry have much to contribute to this goal.***

## **BENEFITS FOR LOCAL BUSINESS/INDUSTRY**

- Providing opportunities to contribute to the development of young people in the local area
- Assist businesses to recruit, develop and retain quality, multi-skilled workforce
- The opportunity to promote the skills, aptitude and career pathway that students will need if they want to be employed by local industry and business
- Adding value to local industry, including the role of Vocational Education and Training in Schools & Trade Training Centres to help address local skill shortages
- Networking opportunities and connections with other businesses
- Exercise corporate social responsibility by contributing to the community, and in doing so, boost their reputation and visibility in the community

## **BENEFITS FOR SCHOOLS AND STUDENTS**

- Enhanced school capacity by making available additional skills and resources, including programs that build the skills and confidence of young people and connect them to the world of work
- Providing engaging experiences for young people to equip them with a wide range of academic and vocational pathways
- Build capacity to deliver improved performance through better engagement, retention and individual support – including transition support into further education or employment
- Complementing the delivery of curriculum
- Broadening experiences for children and young people
- Professional development opportunities for staff

*Be part of a Great Partnership*



# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	INDUSTRY AWARENESS
PARTNERSHIP NAME	INDUSTRY TOURS
<b>PARTNERSHIP DESCRIPTION</b>	
<p>Host an industry tour for students. This creates an opportunity to showcase your business and allows students to see first-hand what career opportunities exist within your industry sector.</p>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• Liaise directly with the school to arrange tour dates, times and requirements.</li> <li>• Provide a staff member to welcome the students and staff and also to conduct the tour.</li> <li>• Host a question and answer plenary session.</li> <li>• Provide relevant information for students to keep (optional).</li> </ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• Liaise with the employer to arrange tour dates, times and requirements.</li> <li>• Provide adequate teacher supervision ratios, as per Dept of Education (DET) requirements.</li> <li>• Provide transport to and from the industry tour.</li> </ul>	

# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	INDUSTRY AWARENESS
PARTNERSHIP NAME	GUEST SPEAKING
<b>PARTNERSHIP DESCRIPTION</b>	
<p>Guest speakers are in a position to provide “real world” relevance to the related curriculum study and provide an opportunity to present career pathway options available within the scope of the business/industry.</p> <p>Guest speaking also allows an authoritative view on expectations of employees in the workplace and case studies of employee pathways.</p>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Liaise directly with the school to arrange suitable dates, times and requirements.</li><li>• Negotiate relevant presentation to suit the audience (eg. VCE class, VET or VCAL class).</li><li>• Provide a suitable guest speaker to present in the school setting.</li><li>• Provide relevant information for students to keep (optional).</li></ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Liaise directly with the employer to arrange suitable dates, times and requirements.</li><li>• Negotiate with presenter on content to suit the audience (eg. VCE class, VET or VCAL class).</li><li>• Provide a suitable venue and equipment for the presentation.</li><li>• Provide adequate teacher supervision ratios, as per DET requirements</li></ul>	



# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	INDUSTRY AWARENESS
PARTNERSHIP NAME	WORK INSPIRATION PROGRAM
<b>PARTNERSHIP DESCRIPTION</b>	
<p>“Work Inspiration” is an industry led program to create awareness of careers and pathways for young people. “Work Inspiration” founding partners are NAB, The Smith Family and Foundation for Young Australians. “Work Inspiration” addresses two critical needs-</p> <ul style="list-style-type: none"> <li>• the industry need for employable and inspired young people</li> <li>• the social need to equip young people for employment in the 21st century</li> </ul>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• Host and conduct the 2-3 day “Work Inspiration” program, with support material from the “Work Inspiration” resource bank.</li> <li>• Liaise with the school to develop dates, timelines and requirements.</li> <li>• Provide appropriate resourcing to support the program (i.e. staff, venue, catering, materials).</li> </ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• School to source suitable students (up to 20) to participate in the 2-3 day program.</li> <li>• School to provide adequate teacher supervision ratios as per DET requirements.</li> <li>• School to provide transport.</li> <li>• Students to dress appropriately for the work place.</li> </ul>	

# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	SPONSORSHIP & SCHOLARSHIPS
PARTNERSHIP NAME	SCHOLARSHIPS
<h2>PARTNERSHIP DESCRIPTION</h2> <p>For business and industry groups who are unable to support other listed partnerships due to an inability to release adequate staff, then the possibility of providing a student scholarship may be more appropriate.</p> <p>The type of scholarship and level of support would be the decision of the business/industry. This option provides the opportunity to-</p> <ul style="list-style-type: none"> <li>• assist students financially</li> <li>• support the most disadvantaged students</li> <li>• reward excellence and achievement</li> <li>• support student achievement in specific areas eg. academic or trades.</li> </ul>	
<h2>BUSINESS/INDUSTRY COMMITMENT</h2> <ul style="list-style-type: none"> <li>• Decide on the type of scholarship and level of support offered.</li> <li>• Liaise with a selected school to incorporate the scholarships into the school annual awards/presentation program.</li> <li>• Final approval of award.</li> <li>• Presentation of scholarship (optional).</li> </ul>	
<h2>SCHOOL/STUDENT COMMITMENT</h2> <ul style="list-style-type: none"> <li>• Liaise with the partnering business to determine the type of scholarship and set awards date.</li> <li>• Make recommendations for scholarship to the business/industry.</li> <li>• Invite the business/industry to the awards presentation.</li> <li>• Promote scholarship outcomes via school newsletters etc.</li> </ul>	

# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	SPONSORSHIP & SCHOLARSHIPS
PARTNERSHIP NAME	SPONSORSHIP & AWARDS
<b>PARTNERSHIP DESCRIPTION</b>	
<p>In addition to the “Scholarship” option which supports an individual student, there is also a possibility of general sponsorship and awards. Sponsorship may be in the form of-</p> <ul style="list-style-type: none"><li>• donated equipment/materials etc</li><li>• money for specific program implementation</li><li>• sponsor a specific event</li></ul> <p>Awards may include</p> <ul style="list-style-type: none"><li>• recognition of student’s achievements at awards nights (certificate, prize etc)</li><li>• monthly term awards</li></ul>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Business/Industry to determine the type of sponsorship and level of support which may best align with their business/industry area.</li><li>• Liaise with appropriate school to develop sponsorship/awards package.</li></ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Work with the appropriate Business/Industry to determine potential awards and recipients.</li><li>• Promote the sponsorship/award outcomes via school newsletters etc.</li></ul>	

# PARTNERSHIP POSSIBILITIES

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PARTNERSHIP TYPE	WORK READINESS/CAREER PLANNING
PARTNERSHIP NAME	MOCK INTERVIEWS
<b>PARTNERSHIP DESCRIPTION</b>	
<p>Participate in school organised “Mock Interviews” for students. Assist with the Year 9/10 and/or VCAL programs by interviewing students in a realistic interview situation and provide advice and feedback as an employer. The feedback would relate to resume, application, interview response, presentation, punctuality etc. This activity can support multiple staff from the same business and usually requires approximately half a day.</p>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"><li>• One or more staff to attend a “Mock Interview” at a selected school.</li><li>• Up to half a day commitment.</li><li>• No preparation required.</li></ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Provide students for interview who have been briefed on the job application process and interview techniques.</li><li>• Provide refreshments for guests.</li></ul>	

# PARTNERSHIP POSSIBILITIES

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PARTNERSHIP TYPE	WORK READINESS/CAREER PLANNING
PARTNERSHIP NAME	WORK READINESS PROGRAMS
<b>PARTNERSHIP DESCRIPTION</b>	
<p>Provide support to local secondary colleges that are undertaking Work Readiness Programs. In particular, “Create My Future” (Year 9 &amp; 10 students) and “Success In The Workplace” (VCAL) programs. Support would be provided through-</p> <ul style="list-style-type: none"><li>• Providing sponsorship to assist in covering the costs of the program</li><li>• Providing an on-site venue at the industry location for the delivery of the work readiness programs.</li></ul>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Financial sponsorship to cover costs of presenters</li><li>• On-site venue/conference room for the student group (up to 25) for the day that the program is delivered</li><li>• Liaise with school and the presenters regarding organisational details for the day</li></ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Liaise with industry and presenters on organisational details</li><li>• Organise students to participate on the day</li><li>• Arrange transport/materials/student information for the day</li></ul>	

# PARTNERSHIP POSSIBILITIES

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PARTNERSHIP TYPE	INDUSTRY PARTICIPATION
PARTNERSHIP NAME	WORK EXPERIENCE PLACEMENT
<b>PARTNERSHIP DESCRIPTION</b>	
<p>Work experience is usually undertaken by Year 10 students at a workplace of their interest for a period of 1-2 weeks during their school year. The purpose is to give students an introduction to the workplace of a career area that they may be interested to pursue.</p>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Provide a placement for the student in a work area that is suitable in the business</li><li>• Provide supervision/mentor for the student for the duration of the work experience placement</li><li>• Liaise with school career personnel in ensuring all mandatory paperwork is signed and understood.</li></ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Prepare students for work experience placement ensuring they have completed all mandatory pre-placement requirements</li><li>• Liaise with business in determining suitable work experience opportunities</li><li>• Allocate students to work experience placements</li><li>• Prepare all necessary documentation and ensure all parties have correctly signed and understood the requirements of the work experience placement</li></ul>	

# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	INDUSTRY PARTICIPATION
PARTNERSHIP NAME	PART TIME WORK
<b>PARTNERSHIP DESCRIPTION</b>	
<p>Industry and business quite often require part time/casual staff. Where the need for staff on a part time/casual basis occurs in times outside of regular school hours, it could provide an opportunity for a business to liaise with local schools for suitable students to fill the vacancy. It could involve a few hour's work after school or casual work of 1-2 weeks during the school holiday period.</p>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Identify part time/casual job vacancy areas that could be suitably filled by senior students</li><li>• Liaise with schools regarding these vacancies</li><li>• Ensure all workplace requirements and documentation is completed appropriately</li></ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"><li>• Liaise with the business</li><li>• Assist in identifying possible student applicants for the position(s)</li><li>• Assist applicants in preparing and presenting for job selection requirements e.g. resumes/ interview</li></ul>	

# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	INDUSTRY PARTICIPATION
PARTNERSHIP NAME	SCHOOL BASED APPRENTICESHIP & TRAINEESHIPS (SBAT)
<h2>PARTNERSHIP DESCRIPTION</h2>	
<p>School Based Apprenticeships &amp; Traineeships (SBAT) are available for students to work in a range of industries and occupations whilst they remain at school. They will gain access to nationally accredited training qualifications. SBAT's provide flexible, competency based learning and skill development. An SBAT combines a student's Victorian Certificate of Education (VCE) or Victoria Certificate of Applied Learning (VCAL) with part time work and structured training with a Registered Training Organisation (RTO).</p>	
<h2>BUSINESS/INDUSTRY COMMITMENT</h2>	
<ul style="list-style-type: none"> <li>• Agree to provide a suitable SBAT, complying with all government regulations related to education and training delivery and worksite OH&amp;S compliance</li> <li>• Provide suitable supervision of the apprentice or trainee by a suitably qualified and experienced employee</li> <li>• Liaise with the school/student/apprenticeship centre to complete all relevant paperwork</li> </ul>	
<h2>SCHOOL/STUDENT COMMITMENT</h2>	
<ul style="list-style-type: none"> <li>• The school to support the student with career planning and work readiness strategies to assist the student to secure a meaningful SBAT placement</li> <li>• Complete all relevant paperwork to implement the SBAT</li> <li>• Liaise with the employer/student/apprenticeship centre as required</li> <li>• The student to attend all relevant training (RTO), schooling (VCE/VCAL) and on the job training</li> <li>• Comply with all reasonable employer requests related to the training and work placement</li> </ul>	



# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	<b>LEADERSHIP &amp; PROFESSIONAL DEVELOPMENT</b>
PARTNERSHIP NAME	<b>BUSINESS MENTORS &amp; COACHING</b>
<b>PARTNERSHIP DESCRIPTION</b>	
<p>Mentor a student from a local school or a disengaged young person on a regular basis to help them achieve their goals-provide modelling and training for students in employability skills and attitudes (such as punctuality, decision-making and occupational health and safety). Provide information and advice to students to help them devise a career plan. For example, this could include recommendations about suitable school or TAFE subjects to study, volunteer activities that the student could undertake for experience and information about possible workplaces. Students at risk of leaving school early could be particularly targeted.</p>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• The Business/Industry to identify a suitable mentor to work with a young person at risk of disengagement</li> <li>• Liaise with the school/parents/student to develop a suitable program and timeline</li> <li>• A “Working With Children” check would be required for the mentor</li> </ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• Liaise with the student/parent/business to develop a suitable program and timeline</li> <li>• Ensure compliance with Department of Education &amp; Training (DET) legal requirements relevant to the mentoring person</li> <li>• Liaise with the mentor via progress reports</li> </ul>	

# PARTNERSHIP POSSIBILITIES



PARTNERSHIP TYPE	LEADERSHIP & PROFESSIONAL DEVELOPMENT
PARTNERSHIP NAME	INDUSTRY/SCHOOL TRAINING & DEVELOPMENT
<b>PARTNERSHIP DESCRIPTION</b>	
<p>The possibilities in relation to Leadership and Professional Development will relate to opportunities for teachers of Vocational Education &amp; Training (VET) subjects and potentially teachers of VCE subjects to spend an agreed amount of time in an industry setting. The purpose will be to compare school curriculum and equipment standards, to that of industry. The program would allow a reciprocal agreement, whereby industry personnel would spend an agreed amount of time in a relevant school setting.</p>	
<b>BUSINESS/INDUSTRY COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• Provide the opportunity for a professional development activity between school and industry staff</li> <li>• Provide appropriate program for the agreed period of time</li> <li>• Provide staff release to conduct the program</li> <li>• Cover any cost associated</li> <li>• Provide adequate safety briefings and required equipment</li> </ul>	
<b>SCHOOL/STUDENT COMMITMENT</b>	
<ul style="list-style-type: none"> <li>• Enter into an agreement with an appropriate business/industry which compliments a VCE/ VET program</li> <li>• Release an appropriate staff member/s to participate in the program for the agreed time</li> <li>• Cover any costs associated with the professional development activity</li> </ul>	



# TRADE TRAINING CENTRES



The delivery of Vocational Education and Training (VET) in a Trade Training Centre also provides significant opportunity for building school-business partnerships. Schools in Brimbank and Melton deliver a significant VET program to prepare students for further education, training and employment. To support this very successful VET program, schools have invested in state-of-the-art Trade Training Centres to provide students with industry standard training facilities and equipment.

<b>BRIMBANK</b>		
<b>SCHOOL</b>	<b>TRADES</b>	<b>CERTIFICATE</b>
Catholic Regional College Sydenham	Hospitality	Certificate III
	Retail Baking	Certificate III
	Picture Framing	Certificate III
	Signage	Certificate III
Copperfield College (Delahey)	Automotive studies	Certificate II
	Electro-technology studies	Certificate II
Keilor Downs College	Building & Construction	Certificate II
Marian College	Hospitality	Certificate II
	Hairdressing	Certificate II and III
St Albans Secondary College	Hospitality	Certificate II
Sunshine College/Harvester Technical College	Electro-technology studies	Certificate II
	Building & Construction	Certificate II
	Engineering studies	Certificate II
	Plumbing	Certificate II
	Hairdressing	Certificate II & III
Victoria University Secondary College Cairnlea	Telecommunication Cabling	Certificate II
	Building & Construction- Carpentry, Plastering & Painting & Decorating	Certificate II
	Air-conditioning & Refrigeration	Certificate III

## MELTON

Staughton College	Building & Construction	Certificate II
Kurunjang Secondary College	Integrated Technology	Certificate II
Catholic Regional College Melton	Engineering studies	Certificate II
Melton Secondary College	Hairdressing	Certificate II

*Note: \$31.9million of buildings and state of the art equipment to support applied learning (VET).*



## BRIMBANK TRADE TRAINING CENTRE

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Copperfield College  
TTC-Automotive & Electro Technology



Keilor Downs Secondary College  
TTC-Building & Construction



Marian College  
TTC-Hairdressing & Hospitality

## CATHOLIC REGIONAL COLLEGE SYDENHAM TRADE TRAINING CENTRE



CRC Sydenham Trade Training Centre  
Hospitality, Retail Baking,  
Picture Framing, Signage



## WESTERN EDGE CLUSTER – TRADE TRAINING CENTRE



Melton SC - Hairdressing



Kurungang SC - Integrated-Technology



Staughton College - Building & Construction



CRC Melton - Engineering

## MELBOURNE WEST – TRADE TRAINING CENTRE



Victoria University SC  
Tele-Communication / Cabling  
Plastering  
Painting & Decorating  
Refrigeration & Air Conditioning



Harvester Technical College  
Carpentry  
Engineering  
Electro - Technology  
Hairdressing  
Plumbing



St Albans SC  
Hospitality



# BRIMBANK / MELTON LOCAL LEARNING & EMPLOYMENT NETWORK

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