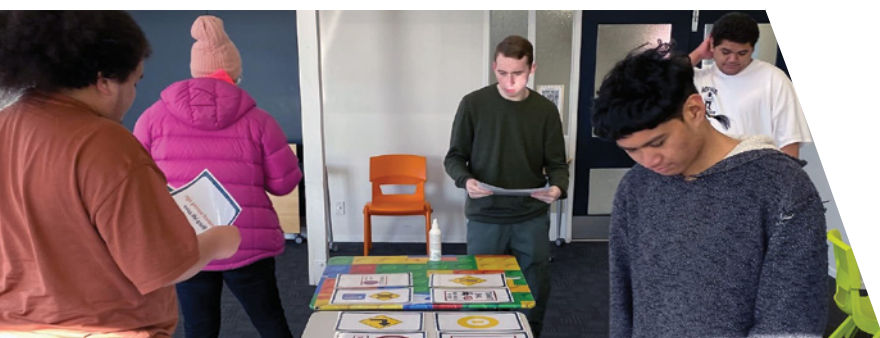




 **KCFT**
**Steps^{to}
Success**
Rangatahi Employability Programme

Employer Partner Package



Value Proposition

Developing resilient, skilled and engaged youth through tailored inter-generational programmes and invested communities, enabling local businesses to have confidence investing in local youth.

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Summary

The Kaipātiki Community Facilities Trust (KCFT) Steps to Success Programme is a specialised and holistic collective of programmes which enhances a rangatahi's 7 key employability skills, ensuring that rangatahi are ready to transition into sustainable employment.

The KCFT Steps to Success Programme is a FREE SERVICE for rangatahi, whānau, community and employers.

The Kaipātiki Community Facilities Trust was established in 1983 and is the lead partner with the Kaipātiki Local Board, having an integrated focus on community wellbeing. The Kaipātiki Community Facilities Trust delivers wide-reaching community development, local events, and activations in our communities.

Partnering with KCFT Steps to Success enables companies to focus on business expansion whilst KCFT Steps to Success focuses on supporting rangatahi to successfully transition into the workforce. By working intensively with rangatahi in preparation for commencing employment, we effectively minimise the angst and guess work which is commonly associated with employing rangatahi or recruiting to fill entry level positions.

The KCFT Steps to Success team deliver the following four programmes:

- Resilience Programme
- Work Experience Programme
- Pastoral Care Programme
- Leadership Programme



KCFT Steps to Success Programmes

Kaipātiki Community Facilities Trust – Overview

Kaipātiki Community Facilities Trust is a charitable trust which was formed in 1983. Kaipātiki Community Facilities Trust is committed to a Tiriti honouring Aotearoa. As a small tāngata Tiriti organisation, our Tiriti commitment is reflected conceptually, structurally, and practically in what we do. The Kaipātiki Community Facilities Trust is driven by helping people shape their communities through our Community-Led Development Principles. Integrating Te Tiriti o Waitangi is an important part of our work, and one of our many value pillars that drive us every day.

Kaipātiki Community Facilities Trust is the lead partner with the Kaipātiki Local Board, to deliver a wide-reaching community development model as well as local events and activations in our communities. We also walk beside our community partners, as it is then we will all exist to create value for our communities on a long-term basis by building on those partnerships that empowers and enhances communities in Kaipātiki. It is here that the Trust serves and supports sustainable communities through the partnering objectives with the Kaipātiki Local Board and other informative dialogue because our roles succeeds when communities thrive together.

Kaipātiki Community Facilities Trust is a leading community development agency with an integrated focus on community development wellbeing in Kaipātiki. Partnership (Partnering) under the Thriving Communities Action Plan puts great emphasis on developing local, collaborative partnership working – across public sector and third/ community sector partners – that is concerned with:

pooling resources, local accountability across local stakeholders; focused on improving outcomes; and, developing a public service ethos and empowering both staff and communities.

Kaipātiki Community Facilities Trust is a strength based organisation that is people based and one that walks alongside the diverse communities of Kaipātiki as it is then we will together exist to create value for our communities on a long term basis by building on those partnerships those empowerments that enhances Kaipātiki. Our Leadership in community development fosters active community participation so that community members, individuals and organisations within the area will be intensely proud of the area and demonstrate this pride in their collective approach and responsiveness to meet current needs and trends. Kaipātiki Community Facilities Trust will continue to build, promote, and provide wellbeing platforms that support the wellbeing of our communities.

Our Brand has been built over time, leveraging resources and talent for efficient and consistent expression of identity and value. The vitality that we build into the Kaipātiki Community Facilities Trust brand can develop strong local neighbourhoods and villages and prioritise initiatives and services to disadvantaged communities through collaborative partnering. Creates accessible community events, activities and projects that promote sustainable, and healthy active lifestyles including key opportunities for increased social inclusion.



“Foster an inclusive Kaipātiki where everyone belongs to a community that celebrates its neighbourhood and where people choose to live, work, play and be active”



KCFT Steps to Success Programmes

Steps to Success – Overview

Steps to Success Programmes are a specialised and holistic collective of programmes, grounded within Te Ao Māori. As such, we mindfully adhere to and practice from an approach aligned with Te Tiriti o Waitangi and Te Whare Tapa Whā Model (Tā Mason Durie). Steps to Success Programmes are designed to address the presenting internal and cultural barriers contributing to the high rate of Māori and Pacific Island rangatahi whom are not in education, employment, or training (NEET); or at-risk of becoming or returning to NEET (NEET/at-risk).

The Steps to Success Program utilises the 7 key employability skills in combination with Pet Therapy to ensure that rangatahi are ready to transition into sustainable employment. The Steps to Success Programmes place a large emphasis on the internal attributes and barriers of our rangatahi. Through intensive, enhancing, and meaningful engagements, our rangatahi place a lot of trust in us and our roles. We firmly believe that rangatahi have all of their answers within them - we merely work alongside them to dig deep and discover this themselves. We hold the hope for our rangatahi, until they are ready to hold this for themselves.

Steps to Success Programmes uphold and incorporate Te Tiriti o Waitangi - putting rangatahi at the forefront in exercising their Tino Rangatiratanga. We are helping our rangatahi to change their internal narrative through intensive engagement, where their confidence begins to build, and many begin to realise that they are able to achieve their own definition of success.

Through implementing key values and concepts of Te Ao Māori, a light and fun environment is both fostered and nurtured - with relational relationships built from high trust levels. A safe place to share, learn and make mistakes, where staff learn as much from the rangatahi, as the rangatahi learn from them. It is about walking alongside the rangatahi - not in front or behind.

These Programmes provide rangatahi and their whānau with a firm foundation prior to the transition into the workforce and additional support once in employment. Rangatahi embarking on this journey are expected to commit to full participation in all scheduled workshops. These programmes work in partnership with not only the rangatahi, but also their whānau and other applicable service providers. The Programmes are youth-led and engagement with youth will happen daily.

Below is an outline of barriers to employment which these programmes address:

Lack of confidence

Learning difficulties

Lack of supports

Environment - home, schools

Youth Justice involvement

Drug and Alcohol use

Anxiety/Mental Health

Online Gaming

Driver Licensing

Cultural Norms/Expectations

Isolation

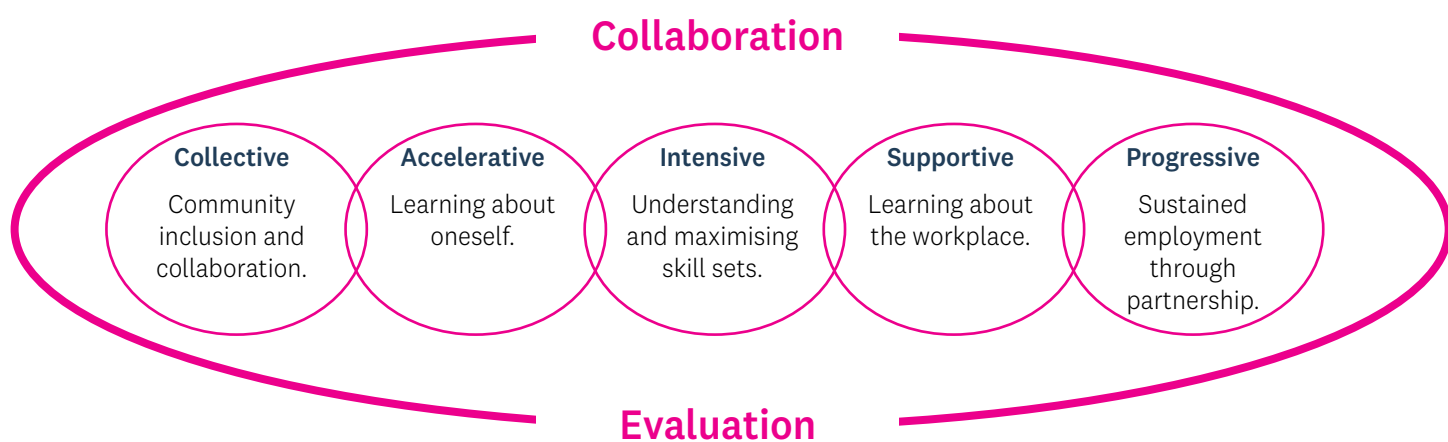
Poverty

Lack of communication

Disengagement from education

KCFT Steps to Success Programmes

Value Chain and Processes



Collective – Community inclusion and collaboration.

Seeking information from community, whānau and service providers. Gaining and sorting referrals. Collaborating with community. Connecting with whānau, making them aware of who we are and what we do.

Accelerative – Learning about oneself.

Rapport building with rangatahi. Finding out who rangatahi are and what makes them tick. Finding out learning styles, so that the programme content can be tailored. Communicating across all levels of a rangatahi's ecosystem. Networking to identify strengths and supports.

Intensive – Understanding and maximising skillsets.

Utilising service providers to increase confidence, capacity, capability, and self-esteem. Sustaining engagements and maintaining existing pipelines for future work opportunities and pathways.

Identify rangatahi pathways and begin developing their Who Am I/Ko Wai Ahau. Preparing for interviews

and work experience. Understanding what work expectations are.

Supportive – Learning about the Workplace.

Supports for rangatahi, whānau and employers to guarantee a successful transition into sustained employment or training. Huanui Ngā Mahi financially supports rangatahi in their transition – Personal Protective Equipment etc. Ensuring learnings are maintained, enhanced, and explored at a work-focused level. Continued self-esteem building alongside Who Am I.

Progressive – Sustained employment through partnership.

Triangulated Pastoral Care is provided – where rangatahi, Steps to Success and employer are equally investing. Pastoral Care is available for employer and rangatahi alike, whilst navigating the journey of sustained employment. Steps to Success service provider supports are ongoing (counselling and personal training).

KCFT Steps to Success Programmes

Programmes Content

The following pages contains an overview of the process, programmes and activities which rangatahi will be involved in whilst on the Steps to Success Programmes:

Resilience Programme

- Personal Training Sessions
- Counselling
- Weaving Workshop
- Mechanical Awareness Workshop
- Licensing Workshops – Gain Learners or Restricted License
- WRAP Meetings (Holistic whānau support meetings) (ongoing)

Work Experience Programme

- Personal Training Sessions (Ongoing)
- Counselling (Ongoing)

Pastoral Care Programme

- Personal Training Sessions (Ongoing)
- Counselling (Ongoing)

KCFT Steps to Success Programmes

Resilience Programme

Rangatahi (in partnership with their whānau and any relevant service providers) embark on a journey of self-discovery with their Steps to Success staff member. Whilst on this programme, rangatahi develop their own 'Who Am I', building resilience and confidence within themselves.

Rangatahi will build their own personalized visual Curriculum Vitae and receive tailored support as they navigate through the process of job seeking alongside Steps to Success (i.e. Cover Letters, Interview Skills).

The Steps to Success Programmes have a dedicated counsellor and personal trainer available, where rangatahi will be invited to engage and participate in both above ongoing sessions.

The Steps to Success Programmes also have a selection of workshops which rangatahi will attend, including the following:

Personal Training Sessions

Ben is the specialized Personal Trainer working alongside KCFT Steps to Success. Ben brings a wealth of knowledge and expertise to this role. Ben enjoys supporting young people in achieving their potential, getting fit whilst having fun.

Several PT sessions per week will be offered to rangatahi and their whānau engaging on the KCFT Steps to Success Programmes. These will be various styles of training with adaptations to suit the abilities of all participants. Some KCFT Steps to Success staff will be training alongside rangatahi, with at least one staff member present for all sessions.

Each Friday, rangatahi will cook breakfast with Ben and talk about nutrition – good foods, bad foods, easy nutritious meals and how important good kai is for keeping our bodies fueled throughout the day.

This is compulsory.

Weaving Workshop

The Kaipātiki Weaving Roopu will deliver a weaving workshop with rangatahi engaging in Steps to Success Programmes. Rangatahi attending this workshop will learn how to weave their skill sets through a practical medium and create their own piece of weaving to take home.

Attendance at this workshop is compulsory.

Mechanical Awareness Workshop

A mechanic will be delivering a Mechanical Awareness workshop for rangatahi engaging in the Steps to Success Programmes. This practical workshop will leave rangatahi feeling confident in their ability to change tires, check oil and water and road worthiness checks.

Attendance at this workshop is compulsory.

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KCFT Steps to Success Programmes

Licensing Workshops – Gain Learners, Restricted or Full License

KCFT Steps to Success deliver interactive, supportive, and practical wānanga to help rangatahi and their whānau gain their Driver Licenses - Learners, Restricted and Full. Rangatahi participating in the Learners Workshop will end the week with their Learners License (fully funded). Rangatahi participating in the Restricted or Full wānanga will go for an assessment drive with a Driving Instructor and be provided with personalised feedback of things to improve. A few weeks before their Restricted License test (fully funded), rangatahi will go for another drive and be given further feedback and encouragement. On testing day, rangatahi will be collected from home and supported to the testing station. The contracted driving instructors will provide rangatahi with a road worthy car to sit their test in. Steps to Success will be present at the testing station and available to sit in car during assessment drives if needed.

Attendance at these wānanga is compulsory.

WRAP Meetings (Holistic whānau support meetings – ongoing)

WRAP meetings provide a supportive context for whānau involvement in their rangatahi's journey on the Steps to Success Programmes. WRAP Meeting are centered around progression and goal setting, to reach one's own potential in sustainable employment.

Have A Go Days

Rangatahi are supported to have a go in a specific industry. Informal interviews are conducted on the day with relevant HR – where employment is available.

Attendance is compulsory.

Employer Meet and Greets

Informal interview. Employers present are from the industries rangatahi are interested in.

Interviews on the day – CV and Interview Skills to be ready.

Contract signed the following week.

Attendance is compulsory.

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KCFT Steps to Success Programmes

Expectations of rangatahi and their whānau while engaging on the Programme

Steps to Success works in partnership with whānau, to enhance what is already going well and support any required improvements. Steps to Success has an open chain of communication with whānau and works transparently alongside whānau to successfully transition rangatahi into supported sustained employment.

- Engage on the programme and attend all compulsory workshops.
- Reach out to the Steps to Success staff – meet halfway.
- Support rangatahi to attend all compulsory workshops and participate in the programmes.
- Encourage change in the journey of a young person.
- Be willing to connect, communicate and collaborate with the Steps to Success staff in the journey of the young person. You know them much better than we do.



KCFT Steps to Success Programmes

Work Experience Programme

Here, rangatahi are supported heavily by Steps to Success staff as they begin to navigate their transition into employment. Once rangatahi find an employment industry of interest, Steps to Success will job match them with an appropriate employer in that industry and support them through the on-boarding process (job interviews, documentation etc.). Rangatahi are supported to implement the 7 Key Employability Skills whilst understanding the expectations of a work environment.

Rangatahi will be placed with employers who have partnered with Steps to Success. These employers work with the needs and development of rangatahi, to ensure as streamlined of a transition as possible, while rangatahi work up to a 40-hour week/fulltime work.

During this period, rangatahi will have the opportunity to explore what working in that industry is like and will receive ongoing support from Steps to Success, to navigate any hurdles which may arise as rangatahi transition into a workplace environment. Steps to Success staff will check in intermittently with rangatahi at their work site during this period and are available to support them with transport to/from work, as rangatahi work towards independent transport (bike, bus, car). This wraparound support is inclusive of the employer, rangatahi and their whānau.

Personal Training and Counselling remain available to rangatahi throughout the Work Experience Programme.

Expectations of rangatahi and their whānau while engaging on the Programme

- Engage and participate in work experience.
- Communicate openly with Steps to Success staff about how you are progressing and feeling towards work experience.
- Continue to work closely with Steps to Success staff.
- If you have any concerns, reach out to Steps to Success staff who will be able to support you and the rangatahi.

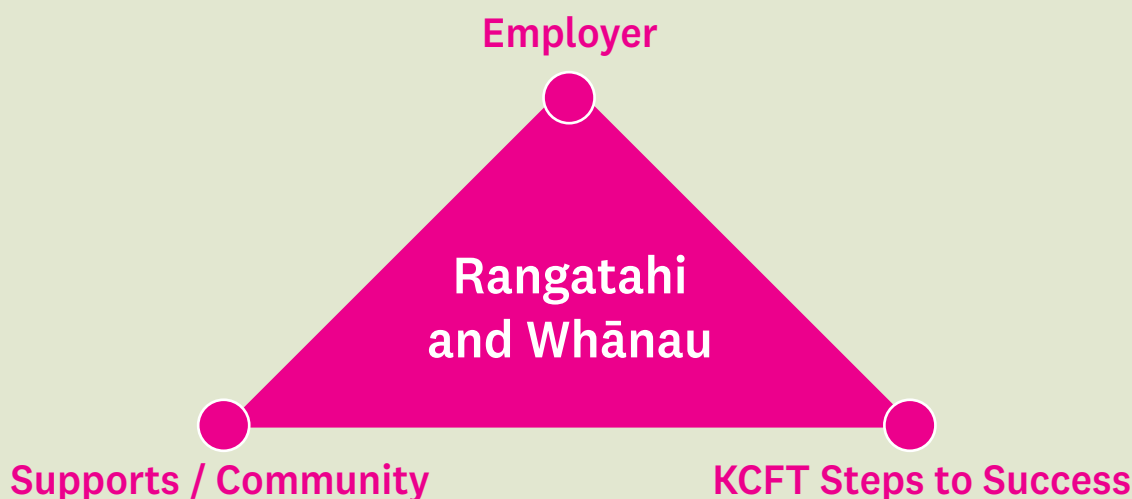
KCFT Steps to Success Programmes

Pastoral Care Programme

Once rangatahi commence paid employment, they will transition onto the Pastoral Care Programme. This is youth-led support, like what they will receive in the Work Experience Programme and is centered on the ongoing career development of the rangatahi as they create a firm foundation within their new workplace. Rangatahi are still able to access the counsellor and personal training sessions during this time. This wraparound support is what we refer to as triangulated pastoral care - inclusive of the employer, rangatahi and their whānau/other supports.

This triangular care enables the employer to continue focusing on business growth and development, knowing that their employee is fully supported by the Steps to Success Programmes.

Steps to Success will act as the intermediary between the rangatahi and the employer. We will continue open communication with whānau and employers. We are available to support should any concerns arise. Steps to Success will continue to work with rangatahi in gaining their independence and furthering their growth and development through specific tailored leadership activities.



Expectations of rangatahi and their whānau while engaging on the Programme

- Engage and participate in the pastoral care programme.
- Communicate openly with Steps to Success staff about how you are progressing and feeling towards work experience.
- Continue to work closely with Steps to Success staff.
- If you have any concerns, reach out to Steps to Success staff who will be able to support both you and the rangatahi.

KCFT Steps to Success Programmes

Leadership Programme

Once rangatahi are successfully transitioned into employment, they are able to transition into the Leadership Programme. This is youth-led support and similar in nature to the Pastoral Care Programme. The Leadership Programme is centered on in-work career development of rangatahi – the next step up from creating a firm foundation within their new workplace.

Rangatahi will continue to engage weekly with Steps to Success staff and are still able to access the counsellor and personal training sessions during this time. This programme is heavily inclusive of the employer, to ensure that plans are tailored to meet the needs of both the employer and the rangatahi.

In the initial two weeks of the Leadership Programme, rangatahi work alongside Steps to Success staff to build a profile of themselves. Exploring and identifying their individual learning styles, learning preferences and personality types. Employers receive a copy of this profile approximately two weeks after the rangatahi commences the Leadership Programme.

Employers will fill in the Skills Review form, providing a snapshot summary of the rangatahi's presenting skillsets in an employment setting. Rangatahi and Steps to Success staff will review this feedback, where rangatahi will be allocated one skill per fortnight to

focus on. Over a period of 14 weeks, rangatahi actively examine the 7 key employability skills and how they are conveying these within the employment setting. Dependent on the snapshot summary, the fortnightly task could be to identify or to improve this skillset.

Rangatahi will also examine the concept of personal leadership, responsibility, and accountability. Each fortnight, rangatahi will work with Steps to Success staff to set goals for themselves. These goals will be aligned to improvements and enhancements which the employer has identified or is wishing to see. Steps to Success sends this fortnightly goals sheet to the employer, so that all parties are aware of what the set goal is, what needs to be done and by when. The goals are also shared with the counsellor, who works to mitigate any presenting internal barriers to success.

The Leadership Programme will take approximately 6 – 12 months to progress through and all of it (barring any meetings with employers) is to be done in the rangatahi's own time – external from work. This is about the rangatahi taking ownership and leadership of their own personal journey.

Partnering with KCFT Steps to Success Programme

Partnering with KCFT Steps to Success enables you to reach a target audience that you might not otherwise. KCFT Steps to Success partners with rangatahi and their whānau on a journey of self-discovery, so that by the time rangatahi are placed with your company, their little gold nuggets are shining from within.

Through collaborating to achieve greater social outcomes for all, you are participating and contributing at a grassroots level with the community themselves.

Investing in a safe partnership approach enables supported transitions into employment for rangatahi, including ensuring that rangatahi are supported to attend, sustain, and retain employment.

Steps to Success create and maintain strong relationships with whānau, resulting in wrap-around support for the rangatahi while they are navigating the transition into employment.

Steps to Success provides innovative methods to attract and retain staff in non-confrontational and supported means – offering a ‘try before you buy’ approach, for the benefit of both rangatahi and employer.

Partnering with Steps to Success removes the guess work and angst which can be associated with hiring rangatahi for entry level positions.

Steps to Success removes the need to sift through Curriculum Vitae’s and conduct multiple interviews, alongside the need to advertise for entry level staffing roles which the cohorts may be able to fill.

Steps to Success and the Kaipātiki Community Facilities Trust have a wide social media reach through various channels and eagerly promote organizations and companies which we partner with.

Steps to Success works in collaboration with employers to produce Meet and Greets, Have A Go Days, Work Experience and Employment Opportunities.

These will be explained overpage...



Partnering with KCFT Steps to Success

Collaborative events and opportunities for rangatahi to be involved in the work environment.

Meet and Greets

Steps to Success provides a space for employers to meet with rangatahi on neutral ground. Employers are given the opportunity to speak about their company and the roles available. Rangatahi are given the opportunity to ask questions and gain further knowledge. This is followed by sharing some food and drink together, where rangatahi are able to approach employers and have informal interviews, presenting them with their Curriculum Vitae.

Have a Go Days

Have a Go Days are a fantastic opportunity to reach a target market which is not often reachable. Steps to Success advertises these Have a Go Days with local education providers and brings along work ready rangatahi for exposure. Have a Go Days consist of the employer opening their site and facilitating practical learning experiences with rangatahi.

Work Experience

Work Experience provides both the employer and rangatahi with a 'try before you buy' approach. Steps to Success Work Experience is designed to give the rangatahi an opportunity for self-development within a work environment. Here, rangatahi can begin to assimilate with the expectations of employers and employers can play a pivotal role in the initial stages of a rangatahi's transition.

Employment Opportunities

By providing a Steps to Success participant with an employment opportunity within your company, you are proactively assisting in achieving an increased wellbeing within their whānau. Steps to Success work alongside employers in the delivery of Pastoral Care to proactively deal with any possible emerging niggles during this transition.

“Enhancing someones successful transition into meaningful work must incorporate transferable skills which are lifelong. If we do this right, we can stop intergenerational cycles and increase social wellbeing.”

Sonia Nerheny (RSW)

