First Peoples Creative Industries Traineeships Program

EXPRESSION OF INTEREST FOR HOST ORGANISATIONS
First Peoples Creative Industries Traineeships Program

Introduction

The First Peoples Creative Industries Traineeships program seeks to launch the careers of 18-24 year-old First Peoples living in Victoria by opening doors to exciting roles in the creative industries – spanning arts, culture, screen, design, music, digital games and more.

Creative Victoria is now seeking Expressions of Interest (EOIs) from creative organisations and businesses who can offer 12-month traineeships in 2020.

The trainees and their host organisations will be supported every step of the way, including the provision of comprehensive training for hosts in cultural protocols and practices.

The program is designed to encourage young people to develop skills, education and relationships to enable them to embark on careers in the creative industries, run their own business or go onto further study.

Supported by the Victorian Government – through the Tharamba Bugheen: Victorian Aboriginal Business Strategy 2017-2021 and the First Peoples Action Plan for the Creative Industries, the traineeships are delivered in partnership with ArtsReady, a program that helps creative jobseekers start careers with confidence, qualifications and skills.

Program objectives

The program aims to provide young First Peoples with practical training and a holistic understanding of business operations to achieve the following objectives:

- Contribute to the economic independence of First Peoples creative practitioners
- Increase access to further education and accredited creative industries programs as possible career entry points
- Equip First Peoples living in Victoria with the skills to potentially work in or start a small business in the creative industries.
Who is involved?

1. **Trainees**

   Trainees must:
   
   - Be an Aboriginal and/or Torres Strait Islander
   - Be living in Victoria and aged 18-24 years
   - Be unemployed or working less than 15 hours per week
   - Demonstrate potential to work within the creative industries or start a small business

   Additionally, trainees must not currently be studying for a post-school qualification and must not have completed a post-school qualification in the past (excluding Certificate I-IV courses).

2. **Host Organisation**

   Host organisations offer a trainee a 12-month work placement in their team. Hosts should be part of the creative industries, or able to demonstrate how their traineeship relates directly to the creative industries.

3. **ArtsReady**

   ArtsReady, a program of AFL SportsReady, has unique expertise in placing young people in culturally safe work environments and delivering traineeships in the creative industries.

   ArtsReady will provide:
   
   - End-to-end delivery of the traineeship experience
   - A cultural safety check of host organisations as part of the EOI assessment process
   - Trainee recruitment, from both metro and regional areas, in consultation with hosts
   - Field support and mentoring to trainees, together with the FPLO
   - Study mentoring for the trainee to complete Certificate II-V in Business (or equivalent)
   - Payroll and HR services
   - Career transition services after traineeship

4. **First Peoples Liaison Officer (FPLO)**

   The FPLO will support hosts and ArtsReady meet the needs of their trainee while providing a critical point of contact for trainees that is independent from the workplace, government and ArtsReady.

   The FPLO will conduct worksite visits beginning with attending induction and continuing through to successful completion of the traineeship, helping to identify enriching training and support opportunities along the way.
They will also liaise with Creative Victoria to develop networking and
development opportunities for trainees.

5. Creative Victoria

Creative Victoria is the Victorian Government body charged with developing and
administering the program, in collaboration with the Aboriginal Economic
Development Branch and Jobs Victoria in the Department of Jobs, Precincts and
Regions.

Creative Victoria is responsible for confirming host organisations and working
with the FPLO to provide First Peoples networking opportunities for trainees.

Developing the traineeship experience

To apply, organisations are required to submit a draft position description
outlining the proposed traineeship along with their EOI form, to be completed
online via the Creative Victoria website. Opportunities that demonstrate on-the-
job practical or technical skills development will be given preference over
administrative roles.

Successful hosts will support their trainee’s goals and aspirations with help from
ArtsReady and the First Peoples Liaison Officer. After all, there are many ways to
begin a creative career – and the trainee may hope to become an employee, an
entrepreneur, or a business owner.

Trainees will receive:

- A 12-month placement with a host organisation in or connected to the
  creative industries
- Fully subsidised study of a Certificate (III-IV) in Business (or other agreed
  training)
- The opportunity to build relationships with potential future employer/s
- Mentorship and support from ArtsReady staff and the First Peoples
  Liaison Officer
- Opportunities to attend creative industries and networking activities as
  identified by the First Peoples Liaison Officer and Creative Victoria
- Additional financial support for professional development to be negotiated
  with the FPLO and Creative Victoria
- Trainees who complete their placement and Certificate III-V (or agreed
  equivalent) will be prioritised for a Creative Victoria grant to further their
  creative career.
Host organisation – selection and responsibilities

Host organisations are selected by Creative Victoria and ArtsReady, in consultation with the Aboriginal Economic Development Branch, either via this EOI process or through direct invitation. Regionally based hosts will be prioritised for the 2020 intake.

Hosts must be able to provide traineeships of 12-months starting in 2020, delivering a mix of structured training. ArtsReady will help the host develop a workplan that supports the trainee’s completion of Certificate III-V in Business (or agreed equivalent) – and on-the-job training.

The EOI assessment process will prioritise hosts that demonstrate a commitment to investing in young First Peoples as part of their ongoing employment strategy. Organisations will be interviewed by ArtsReady to assess their cultural safety, and cultural awareness training for supervisors will be made available where required.

Host organisation responsibilities

When taking on a trainee, hosts must be mindful that the individual is a trainee and that a degree of understanding is required to ensure that the trainee can continue to develop and become a valued employee in the workplace over the course of the traineeship.

The host organisation must ensure that the work undertaken by the trainee is relevant to the education course they are studying. ArtsReady and the FPLO will guide and assist the host in this area.

For most trainees, working in a business or organisation will be a new experience that could be daunting. It is critical that the host makes trainees feel comfortable to ensure they have a positive experience that helps them transition into further employment or business.

Specific responsibilities include:

**Orientation and setting up for success**

- Identify a key supervisor for the trainee for the duration of their 12-month traineeship
- Prepare a work plan for the trainee’s first month with clear roles and responsibilities
- Facilitate an organisational induction (including introductions to key staff members and teams and familiarisation with work areas)
- Identify one or two more experienced people in your organisation to be buddies, mentors and/or coaches
- Monitor the trainee’s safety and wellbeing in close consultation with the First Peoples Liaison Officer
- Make suggestions for the trainee’s learning and development in consultation with the First Peoples Liaison Officer
- Key supervisor to attend training and networking sessions where required, organised by ArtsReady or Creative Victoria
- Where possible, host one networking opportunity for other trainees and supervisors
- Maintain regular communication with ArtsReady and the First Peoples Liaison Officer
- Participate in an evaluation of the Traineeship program

One on ones
- Review trainee's learning and development plan
- Set and monitor performance goals
- Meet with the trainee on a weekly basis
- Provide regular, constructive feedback
- Create opportunities for the trainee to transfer what they learn into the workplace
- Encourage the trainee to explore different ways of operating and achieving work goals

Career transition
- Prior to completion of the traineeship, in consultation with the First Peoples Liaison Officer, discuss and identify career and/or business opportunities within your organisation or the creative industries sector more broadly

Summary of traineeship experience

1. Each trainee will be between the ages of 18 and 24, not in current employment or enrolled in other higher education or training programs. Traineeship placements will be in regional, metro and outer metro locations.

2. Recruitment will focus on candidates with the future potential to work in the creative industries as small business owners, entrepreneurs, technical specialists, sole traders or in organisational employment.

3. Each trainee will be matched with a culturally safe creative industries business or organisation for their placement. Businesses will be vetted by ArtsReady to ensure cultural safety and additional cultural awareness training for supervisors will be made available where required.
Each trainee will have access to ArtsReady staff to assist with their work placement and formal studies.

A First Peoples Liaison Officer will assist each trainee on their first day of work and throughout their 12-month experience (including supporting their studying journey) and connect them to other trainees in the program.

Each trainee will have access during and after their traineeship to additional opportunities to connect with specialists from the creative industries through Creative Victoria’s First Peoples training and networking program.

Documentation by a First Peoples-led production company will be commissioned to follow and record the journey of the trainees.

Transition support into employment or further education and professional development through ArtsReady and Creative Victoria will be prioritised for a Creative Victoria grant to further their creative career.

### Budget

All wages for trainees will be covered by the program and managed by ArtsReady. Hosts will be responsible for the day-to-day costs of hosting a trainee within their organisation.

### Assessment

Candidate host organisations will undergo an initial assessment by Creative Victoria and the Aboriginal Economic Development Branch to ensure that the organisation and proposed traineeship meet the objectives of the program and the host criteria identified above.

ArtsReady will then assess each host on their ability to support a trainee, taking into account the support structures offered by the host, past delivery of successful traineeships, and ensuring that the workplace is culturally and physically safe. A site visit and meeting with ArtsReady and the First Peoples Liaison Officer may form part of the assessment.

Consideration will also be made to the overall geographic and creative industries spread of the traineeship opportunities across the program.

Should the host organisation and proposed traineeship meet all requirements, the host will be approved to take part in the program.

ArtsReady will then undertake recruitment in collaboration with the host organisation.
EOI timeline and process

EOIs open – Mon, 28 October 2019 (applications are now being accepted via the EOI form on the Creative Victoria website)

EOIs close – 5pm on Mon, 18 November 2019

Traineeships commence – early 2020

Please contact Kaushali Seneviratne at Creative Victoria (details below) before completing the EOI form and attaching a draft position description for the traineeship.

NB: Applicants will be advised of the outcome of the initial EOI process by late December. Applicants who progress to the next stage will be required to provide additional information.

Enquiries

For further information, or to discuss your suitability to become a host, please contact Kaushali Seneviratne, Senior Arts Officer, Creative Victoria:

kaushali.seneviratne@creative.vic.gov.au or 8683 3106

This program is supported by the Victorian Government through the Aboriginal Economic Development Branch, Creative Victoria and Jobs Victoria.