

**Collaborate.
Inspire.
Celebrate.**

National Conference 2025

VOCATIONAL PATHWAYS: Supporting people into work

Facilitator:

Sharon Ramunno – Sunbury Heights Primary School, Hume, VIC

Presenters:

Bonnie Creek – St Brigid's School, Port Adelaide Enfield, SA

Larni Robb – Lutheran Care, SA



Case Study - Marzia

- Stay at home mum
- Never had a paid job
- Did a certificate in early childhood education 10 years ago
- Unsure of next steps – whether to study, work, volunteer, or stay put

Term 3, 2024 hub activities

St Brigid's School Community Hub
Best accessed via 50 Le Hunte Street, Kilburn

Monday

Playgroup
9:00am - 11:00am
July 29th - Sept 23rd

Computer Group
1:30-2:30pm
Aug 5th
Aug 12th
Aug 19th
Sept 2nd
Sept 9th
Sept 16th
Sept 23rd
Want to learn the basics of using a computer?
Limited spaces available.
Contact Bonnie to book

Tuesday

Individual Support
8:30am-10:00am
July 30th - Sept 24th
Help with filling in forms, resume writing, job applications, advice and information.
Come to front office

Coping Skills Workshop
9:30-11:30am
Sept 3rd, 10th, & 17th
Practical tips to help parents build resilience in children
Child-minding available
Contact Bonnie to book

Wednesday

Playgroup
9:00am - 11:00am
July 31st - Sept 25th

Sing and Grow
1:00pm - 2:30pm
Aug 7th - Sept 25th
Music group program for children with their families.
Limited places available.
Contact Bonnie to book

Thursday

English Class
10:00am - 12:00pm
July 25th - Sept 26th
Child-minding available

Beginner English Class
12:30pm-2:00pm
July 25th - Sept 26th
Child-minding available

The One Box
3:00pm - 3:30pm
Weekly box of fruit and vegetables. Contact Bonnie to join the waiting list.

Friday

Individual Support
8:30am-10:00am
Aug 9th - Sept 27th
Help with filling in forms, resume writing, job applications, advice and information.
Come to front office

Tea and Coffee in Courtyard
2:45pm - 3:00pm
July 26th - Sept 20th
A hot drink and a chat while you wait for your children to finish school!

Hub Leader: Bonnie
P: 0480 277 409
E: communityhub@stb.catholic.edu.au

Scan the QR code to find us on Facebook

Barriers

- Didn't want to spend money on WWCC and RRHAN training if she wasn't guaranteed a job
- Low self-confidence
- No work experience

Resources

- Resume and cover templates from word (or my own resume)
- Googling transferable skills
- Job search websites and recruitment agencies
- Jobs expo



Key learnings

1

Be patient

2

Give people time

3

Be clear in what
will help

Volunteer Recruitment

Setting the Scene

- Leading up to 2024 I had several people asking about volunteering
- Unsure how to introduce and engage volunteers into our space
- Hub exchange with Anisha from Chester Hill Primary School gave me ideas
- New principal was supportive and wanted parent volunteers for school



The Process



End of 2024 I offered 2 volunteer information sessions



Also offered 2 optional sessions for RRHAN training



At the parent information evening I stood in the courtyard offering tea and coffee and volunteer application packs.



I then offered 2 more volunteer information sessions

English Class/general workshop Set up



Table Set up -



Item	Location
Tablecloths	Back door cupboard
Drinking glasses	Back door cupboard
Pen/pencil pots	Hub desk
Sign in sheet/folder	Hub desk cupboard

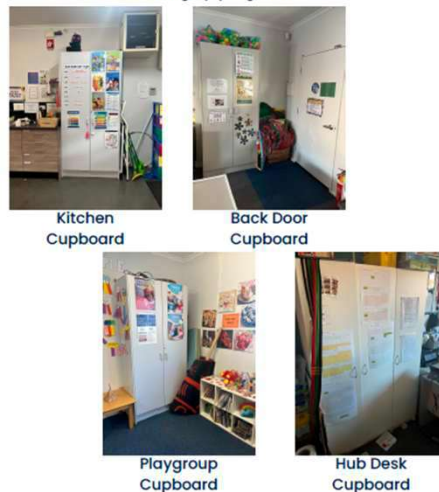
Playgroup Set up



Cupboards



There are 4 main cupboards referred to in this document where you will find equipment needed for setting up programs



Playgroup Routine



Playgroup starts at 9:00am

- 9-10:30am: Free Play -

Families and children enjoy the activities. Encourage parents to be playing with their children, helping the to engage appropriately with the activities.

- approx. 10:30am: Clean up -

Clean up song is put on. (youtube video, generally played through twice). Parents and children help to pack up, wash their hands, and sit on the floor.

- approx. 10:40am: Group time-

Sing Twinkle Twinkle little star and open shut them to help settle before reading story (also a good interim while waiting for children)
Read a story or two (depending how settled children are) Children will typically eat their morning snack during the reading of the story.
Finish off with songs. Start with some sitting down while children finish eating, and then move on to more active songs to get moving.

- approx. 10:55am: Goodbye song and stamp-

Sing goodbye song to finish the playgroup. Cover your eyes and sing: "where are the children? where are the children?". Point to children and continue "Here they are! Here they are!". Wave hands side to side and sing "We had fun at playgroup, we had fun at playgroup". Wave at children and finish "Bye for now! Bye for now!" To the tune of Frere Jacques!
Children get a stamp on their hands on the way out.

Procedures

Key Learnings & Outcomes



- Take down names and contact information of people so you can follow up with them.
- Use the front office communication systems to send text messages to all families.
- Be familiar with the process yourself and check-in with volunteer candidates.

2 parents ready to
volunteer

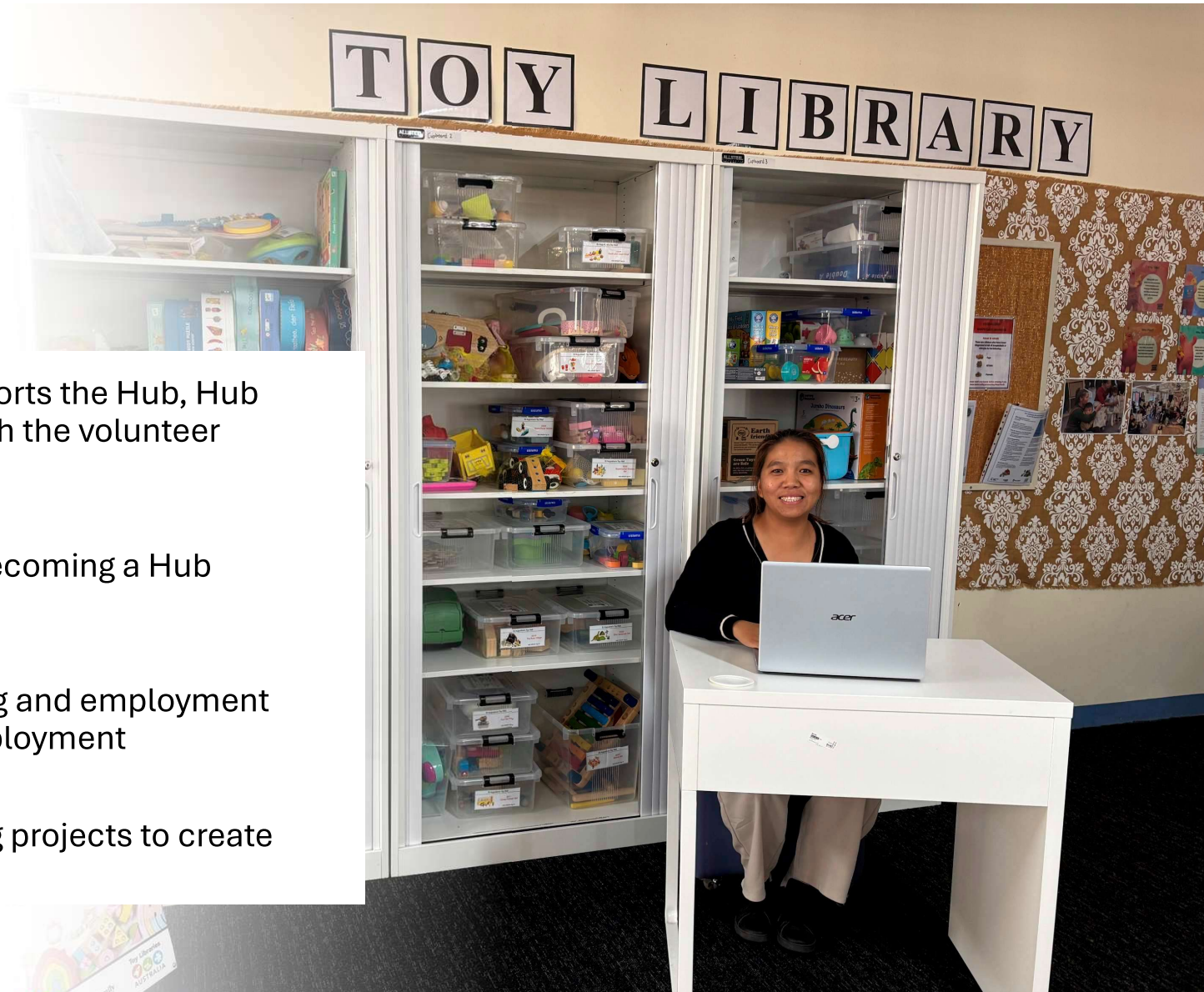
2 community
members ready to
volunteer

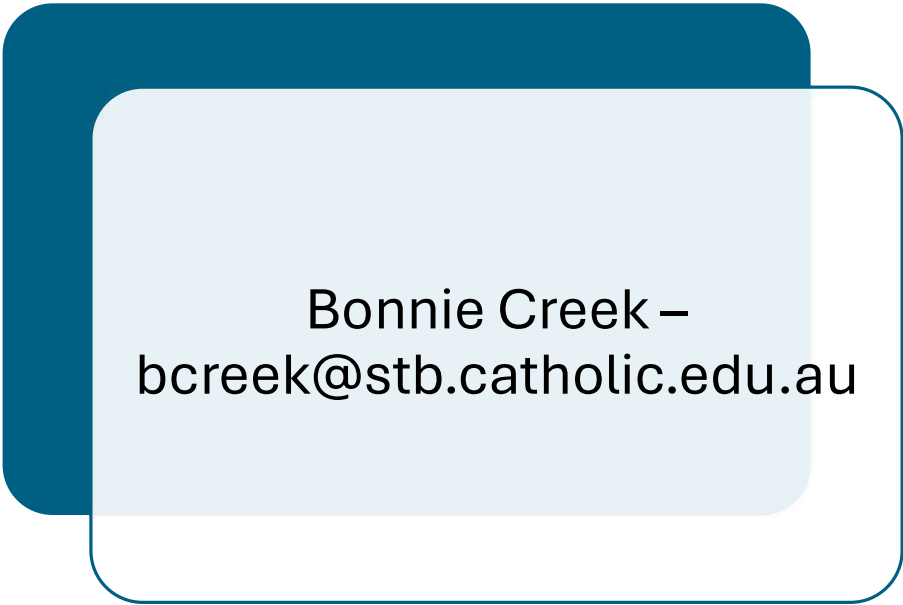

Awaiting several
parents to get their
volunteer information
packs back

Crossing the Bridge from Volunteering to Employment


Ding's Journey

- A volunteer position that supports the Hub, Hub Leader and community through the volunteer recruitment process
- From being a Hub volunteer becoming a Hub employee
- Transitioning from volunteering and employment within the Hub to external employment
- Working alongside pre-existing projects to create opportunities for community





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