

BILYIDAR PROGRAM



Background

In 1998 Paul Morrison from Murray Districts Aboriginal Association and Elder of Pinjarra was approached by local firms who were concerned about the level of crime and high unemployment and the resulting social problems in the Pinjarra community. They approached Paul to do something about it. In response to this request Paul designed the Bilyidar Leadership and Cultural Awareness Program for at risk youth (15-25) mostly from the Pinjarra region. Staff from the South Metropolitan Public Health Unit (SMPHU), WA Police and Community First International (CFI) supported Paul in this process. The program proposed to take young people out of their communities and away from peers, family, social norms, drug and alcohol influences and show them a new way of living and being. Their current behaviours would be challenged, and they would be forced to rely on their own internal strengths. It took six years to secure funding for the project, with the first program commencing in 2004. In 2005 funding was made available to run the second year of the after school project. No funding was available for 2006.

The following organisations provided financial support to the 2005 program:

- φ ALCOA;
- φ Lotterywest – Gordon Reid project for youth;
- φ SMPHU - South Metropolitan Public Health Unit; and
- φ Community First International

In 2006 the Bilyidar Management Committee - a partnership of government agencies and CFI - identified the need for participants to acquire qualifications and continue with education and training to improve their employment opportunities. Mandurah Senior College (MSC) became the lead agency instead of SMPHU. In 2007 MSC appointed a Manager of Offsite Programs to design and coordinate an alternative senior school work readiness program. All partners contributed to the success of the program, providing in-kind and staff support with MSC providing teaching and non-teaching staff. Funding applications were written to support the curriculum and community program.

In 2008 Bilyidar applied to become a Senior School Engagement Program (SSEP). As part of the process we were required to submit an Offsite Risk Management Plan

Offsite Risk Management Plan rational:

- Checklists have been used as file dividers in the Risk Management Plan to ensure all relevant documents are available and identified with the Bilyidar Program.
E.g. 1.1 Enrolment - MSC forms and handbook, Bilyidar additional enrolment forms.
- The Plan identifies links with MSC – uses the main school's policy, guidelines and processes, identifies situations requiring referral to main campus.
- Identify uniqueness of offsite situation - additional policy, guidelines and procedures
- Each person in charge of a venue to PD all Bilyidar offsite staff and students in OHS, emergency evacuation and risk management relating to the venue. This activity mapped to curriculum to meet some OHS outcomes.
- Each student interviewed on enrolment - this "Job interview" mapped to curriculum.
- Documentation sits behind the file divider checklists relating to all aspects of the SSEP program from 1.1 enrolments to 1.14 gain approvals.

The following checklist file dividers demonstrate one way of preparing/organising a SSEP Offsite Risk Management Plan.

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ENROLMENT PROCESS

Bilyidar is a work readiness program providing young people with the opportunity to acquire qualifications and continue with education and training to improve their employment opportunities. It aims to reduce conflict and racism in the youth population and to enhance respect amongst Aboriginal young people towards their Elders and their culture. It aims to improve self-esteem, skill levels and confidence by developing leadership and interpersonal skills, increased cultural awareness, communication, teamwork and group planning skills.

The enrolment process is an integral part of identifying a young person's suitability for an offsite program.

ENROLMENT CHECKLIST

✓	Process	Date	Completed by:
	Students or referral agency completes an "Expression of Interest" form. Forms and brochures/flyers are available from Mandurah Senior College (MSC) and Bilyidar website (www.bilyidar.com), E2C, Billy Dower Youth Centre (BDYC) and other partner agencies. Multiple entry and exit points allowed.		Students/referral agency
	Students are interviewed following a standard interview checklist. The interviewer provides a copy and reads the code of conduct to the student before the student agrees to accept the code and sign off on the form. The "Code of Conduct" covers attendance, behaviour and actions for breach of contract.		Interviewer (MSC staff and Bilyidar Committee member)
	Students will be notified of their successful application and offered a place. Parent and student informed of review process – after four weeks a review conducted. If student unsuited to the program – counselling to enrol in a more appropriate program.		Manager Bilyidar
	Students are enrolled in MSC – completes a MSC enrolment pack.		Manager Bilyidar
	Students not offered a place - referred to MSC Student Services for counselling to a program that meets their needs. The referral agency and caregiver will be involved in this process.		Manager Bilyidar MSC Student Services
	Case Manager – interviews student, discusses with student skills level (ICT, swimming, academic), needs and aspirations. Individual Education Plan (IEP).		Case Manager
	All students enrolled in given subjects. Exceptions – previous subjects passed and student needs. (IEP)		Manager Bilyidar
	Induction into Bilyidar program		MSC teachers

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RECORD MANAGEMENT

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RECORD MANAGEMENT CHECKLIST

✓	Process	Date	Completed by:
	Enrol students at MSC; data entered on SIS - accessible to all Depart of Education (DoE) teaching staff. Enrolment process follows DoE and MSC policy and guidelines.		Manager Bilyidar MSC staff
	Student record file stored (archived) at MSC as per DoE and MSC record management policy and guidelines. Records will be regularly updated and grades reported to MSC and Curriculum Council.		MSC staff Manager Bilyidar
	Records held off-site in locked cupboards/ filing cabinets to maintain confidentiality and security.		MSC staff Manager Bilyidar
	Daily attendance, behaviour and academic records kept and entered on SIS as per DoE, Curriculum Council and MSC policy and deadlines. Copy of student medical information - regularly updated by MSC nurse.		Teachers and Manager Bilyidar MSC nurse
	Attendance records require signing in and signing out by all students. Attendance records maintained by teacher, entered on SIS and reported to Manager BILYIDAR weekly.		Teachers and Manager Bilyidar
	Case management records regularly updated – interviews, BMS, parent contact, attendance and other agency referrals.		Teachers and Manager Bilyidar
	Confidential documentation of student progress, intervention strategies, interviews, plans. Stored in Manager's office at E2C.		Teachers and Manager Bilyidar
	Student reports – completed in line with MSC reporting system and guidelines.		Teachers and Manager Bilyidar

BILYIDAR PROGRAM

ASSESS THE ENVIRONMENT

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ASSESS THE ENVIRONMENT CHECKLIST

✓	Process	Date	Completed by:
	<p>Assess the location:</p> <p>BDYC - City of Mandurah (CoM). Risks – off-site</p> <ul style="list-style-type: none"> - Owned and operated by the CoM; meets all public building and OHS standards - Insured and maintained by the CoM - Induction/fire evacuation drill completed by CoM - A full service venue with co-locating tenants – Streetnet, PYS, Peel Mental Health, MYC, CoM - Telephones are available for emergency and program relevant contacts - All people over 18 will require “WWCC” - Visitors to sign in; Centre Manager supervises - Staff are employed by government agencies and meet the recruitment policy - Memorandum Of Agreement - shared facilities <p>E2C – leased by MSC; meets all DoE guidelines SES – meets guidelines as per BDYC</p>		<p>Billy Dower Youth Centre (BDYC) Manager BDYC, City of Mandurah</p> <p>Manager E2C</p> <p>Manager SES</p> <p>Manager Bilyidar MSC staff</p>
	<p>Assess the facilities:</p> <ul style="list-style-type: none"> - Facilities assessed as suitable for the program. - Emergency/evacuation procedures, signage and documentation developed in line with MSC policies. - Responsibilities for public liability insurance, contractual arrangements for use of facilities (utility costs, cleaning, maintenance, insurance etc) are the responsibility of the centre managers and are documented in the Memorandum of Understanding - Facility manager identified and key responsibilities for ‘building’ related activities such as security, keys, cleaning, reporting and supervising maintenance and repair works etc. which have been documented in MOU. - Assets register for all DoE /non- DoE equipment and furniture established and processes developed for its maintenance by the Centre Managers. 		<p>MSC Principal Manager Bilyidar MSC staff</p>

BILYIDAR PROGRAM

ASSESS TRANSPORT ARRANGEMENTS

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TRANSPORT ARRANGEMENTS

✓	Process	Date	Completed by:
	Transportation of students by public busses with timetables of bus routes available.		Manager Bilyidar Manager BDYC
	All venues near public transport and easily accessible by students.		Manager Bilyidar Manager BDYC
	Public car parks available for student parking without restrictions at all venues.		Manager Bilyidar
	Billy Dower Youth Centre (BDYC) Bus available for transporting students between venues. If not – hire bus used.		Manager Bilyidar Manager BDYC
	MSC excursion and parental permission forms for excursions and medical consent forms are signed as part of enrolment process as per DoE and MSC policy and as required for specific excursions and camps.		Manager Bilyidar
	Some students provide own transport – car – independent students.		Manager Bilyidar Manager BDYC
	Excursions – bus provided; all documentation completed in line with DoE /MSC policy and guidelines.		Manager Bilyidar
	Bicycle racks available for use at BDYC.		Manager Bilyidar Manager BDYC

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ASSESS STUDENT CAPACITY

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STUDENT CAPACITY CHECKLIST

✓	Process	Date	Completed by:
	Brochures and flyers clearly identify the skill levels and general background deemed suitable for each program.		Manager Bilyidar
	At interview all students/caregivers advised of program details including the processes and practices for development of IPP, IEP and case management.		Manager Bilyidar MSC teachers
	All students allocated a case manager – completes a checklist of behaviours, academic profile, ICT skills.		Case Manager
	Student health care needs documented on enrolment. MSC Nurse regularly updates data. Students with life threatening health issues identified at enrolment.		Manager Bilyidar MSC Nurse
	Teachers continually reassess a student's capacity to be involved in the off-site program including ability to participate in physical activities as offered.		Manager Bilyidar MSC teachers
	If the student is unable to participate in the off-site program at any time then the caregiver will be contacted		MSC teachers
	Enrolled students deemed not capable of participating in activities due to substance abuse or inappropriate behaviour will be supervised by staff until a caregiver arrives. Standard MSC BMS policy will be followed and MSC Administration advised. Student referred to other agency for help and on-going support and/or mentoring.		Manager Bilyidar MSC teachers
	Students deemed unsuitable for the Bilyidar Program - referred to MSC Student Services and other agencies for counselling into a more appropriate program.		Manager Bilyidar
	Provisions to give students the option of keeping up with their work while they are unable to attend eg. On line, course booklets, assessment task guides		MSC teachers

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ROLE AND EXPERTISE OF STAFF COMPILED

Bilyidar is a work readiness program providing young people with the opportunity to acquire qualifications and continue with education and training to improve their employment opportunities. It aims to reduce conflict and racism in the youth population and to enhance respect amongst Aboriginal young people towards their Elders and their culture. It aims to improve self-esteem, skill levels and confidence by developing leadership and interpersonal skills, increased cultural awareness, communication, teamwork and group planning skills.

All Working With Children Checks and police checks completed and copy stored

ROLE AND EXPERTISE OF STAFF

Staff	Agency	Qualification	WWCC Police CK	Other
Manager Bilyidar	MSC	Bachelor & Teaching degrees Certificate 4 TAA Level 3 manager	✓	WACOT Registered
Bilyidar Teachers	MSC	Bachelor & Teaching degrees Certificate 4 TAA	✓	WACOT Registered
Bilyidar Education Assistants	MSC	Certificate 3,4 & Diploma Teacher Assistant Certificate 4 TAA	✓	
Bilyidar Pathway Support Worker-	MSC	Certificate 3/4 Community Services & Welfare	✓	
E2C Staff	MSC	Diploma Information Technology Diploma E-learning Certificate 4 TAA Clerical/receptionist qualifications	✓	
Peel Youth Services Staff	PYS	Certificates Child Care/Social Work Certificates Community services & Welfare Mentoring, counselling, youth work	✓	
Crèche Workers	PYS	Certificates Child Care	✓	
Billy Dower Youth Centre Staff	City of Mandurah	Degrees, certificates, youth workers	✓	
Volunteers	City of Mandurah	Complete City of Mandurah induction	✓	

BILYIDAR PROGRAM

ASSESS SKILLS OF SUPERVISORY TEAM & EXTERNAL PROVIDERS

Bilyidar is a work readiness program providing young people with the opportunity to acquire qualifications and continue with education and training to improve their employment opportunities. It aims to reduce conflict and racism in the youth population and to enhance respect amongst Aboriginal young people towards their Elders and their culture. It aims to improve self-esteem, skill levels and confidence by developing leadership and interpersonal skills, increased cultural awareness, communication, teamwork and group planning skills.

SKILLS OF SUPERVISORY TEAM & EXTERNAL PROVIDERS CHECKLIST

✓	Process	Date	Completed by:
	MSC Program Coordinator appointed Manager Off-site Programs – Bilyidar & EWO		MSC Principal
	Bilyidar teachers and support staff appointed; all qualified, WACOT registered teachers and DoE staff.		MSC Principal
	Statement of staff roles and responsibilities of general skills and specific expertise.		MSC Principal Manager Bilyidar
	Teaching staff responsible for delivery of curriculum, management of student learning, behaviour and attendance and directing non-teaching staff.		MSC Teachers Manager Bilyidar
	Non-teaching staff, external providers and/or volunteers involved in the program clearly understand their roles and responsibilities as outlined by the Program Manager and teachers.		MSC Teachers Manager Bilyidar
	Role and expertise of staff compiled. All WWC and police checks completed and copy stored as per DoE policies and guidelines (see attached)		MSC Principal Manager Bilyidar
	Program documentation includes: curriculum and graduation plans; behaviour management processes and documentation; Reporting to Curriculum Council and Parents.		Manager BILYIDAR MSC Teachers
	External providers conducting activities - names of staff are recorded (sign in sign out, police clearance details, Working with Children ID sighted and public liability insurance details. DoE employees will always be present at presentations.		Manager Bilyidar MSC staff
	Documented protocols for interagency involvement. Memorandum of Understanding. Joint advertising of programs.		Manager Bilyidar City of Mandurah Manager BDYC

BILYIDAR PROGRAM

SUPERVISION STRATEGIES, PROGRAM PROCESSES & PRACTICES - ESTABLISHED

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SUPERVISION STRATEGIES, PROGRAM PROCESSES & PRACTICES

✓	Process	Date	Completed by:
	Students are supervised at all times by MSC staff.		MSC staff
	Out of class supervision during break times are supervised by the Education Assistants and Pathways Support Worker employed by MSC.		MSC staff
	Duty of care is the responsibility of the teacher-in charge who assesses the risk of each activity		MSC teachers MSC staff
	Movement off-site to other programs – students are bussed between venues by the Billy Dower bus and SES bus supervised by DoE staff and Bilyidar Staff. Students also use public transport. All consent forms are signed as part of the enrolment process – standard DoE and MSC policy.		MSC teachers MSC staff Qualified bus drivers
	Guests - names recorded (sign in sign out, police clearance details, WWCC ID sighted. DoE employees will always be present at presentations. The BDYC (CoM) keep a registrar of authorised volunteers and copies of their clearance ID.		Manager BDYC Manager Bilyidar MSC staff
	Student Case Management – clients of numerous agencies. Clear referral processes and confidentiality in sharing information by student's agreement.		Manager Bilyidar MSC staff Agency staff
	Emergency evacuation/lockdown plan <ul style="list-style-type: none"> ▪ Student Case Management; Student Attendance; Student Behaviour; Student Work Performance – as per DoE and MSC policy and guidelines. ▪ Teacher-in-charge has a mobile phone with a list of contacts to allow immediate contact with relevant MSC staff, youth workers, caregivers and emergency contacts. ▪ Emergency Evacuation/Lockdown plan – as per BDYC, DoE and MSC policy and guidelines. ▪ Critical Incident - assessment and reporting procedures as per DoE, MSC and City of Mandurah policy and guidelines. Each venue has a critical incident plan. 		Manager Bilyidar BDYC Manager E2C Manager SES Manager BDYC

BILYIDAR PROGRAM

Develop Communication Strategies

Bilyidar is a work readiness program providing young people with the opportunity to acquire qualifications and continue with education and training to improve their employment opportunities. It aims to reduce conflict and racism in the youth population and to enhance respect amongst Aboriginal young people towards their Elders and their culture. It aims to improve self-esteem, skill levels and confidence by developing leadership and interpersonal skills, increased cultural awareness, communication, teamwork and group planning skills.

Communication Strategies

1.10 PROVIDE INFORMATION AND SEEK CONSENT

- Parent and student information booklets, as well as descriptions of processes and practices associated with the program provided to staff and students on enrolment.
- A program specific student/parent information and consent form is included in enrolment.
- Course information provided in MSC handbook, websites www.msc.wa.edu.au; www.bilyidar.com and program flyers/brochures.
- On enrolment students sign a computer agreement, media release, excursion, excursion medical consent, course enrolment and code of conduct forms.
- On enrolment students and caregivers sign computer agreement, media release, excursion, excursion medical consent, course enrolment and code of conduct forms.

1.11 DEVELOP COMMUNICATION STRATEGIES

- Regular meetings amongst all members of the program including on-site and off-site support staff and agencies. All meetings to have set agendas and are minuted.
- Regular case management meetings held
- The Principal of MSC is kept informed by attending meetings, receiving minutes of meetings and regular reports from Manager Bilyidar
- The Principal of MSC or a representative from the executive team is informed as soon as possible about a critical incident or conflict situation as per risk management policy.
- MSC staff including Student Services can be accessed easily by phone for support.
- Parents kept up to date on student progress - phone, letter, interview or open days
- Teacher has a mobile phone with all student contact details. Numbers keyed into phones plus list of MSC contact numbers.
- Off-site venues also have a detailed student contact list, stored securely but accessible to staff and a list of MSC contact numbers
- MSC academic reporting policy and deadlines followed.
- DoE and MSC critical incident/accident policy followed including documentation.

BILYIDAR PROGRAM

Communication Strategies

1.12 COMPLETE EMERGENCY RESPONSE PLANNING

- Emergency response plan and evacuation/lockdown procedures as per DoE, MSC, SES, BDYC and City of Mandurah policy and guidelines.
- **Evacuation plan** - teacher-in-charge/program coordinator to have a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors. Teacher to phone **000**.
- Staff and students to move to evacuation point. Teacher to call the roll.
- Teacher has a mobile phone provided in case of emergencies with all relevant contact numbers entered in the phone contacts.
- **MSC Principal notified as soon as possible or MSC Reception to connect to appropriate personnel.**

- **Lockdown plan** – staff members and students are to lock all doors and windows. One staff member to call **000** and asks for Police assistance. Teacher in charge is to make final check that all windows and doors are locked securely.
- Everyone moves to a designated safe area.
- **MSC Principal notified as soon as possible or MSC Reception to connect to appropriate personnel.**
- Critical Incident - assessment and reporting procedures as per DoE, MSC and City of Mandurah policy and guidelines. Each venue has a critical incident plan.

1.13 BRIEF STUDENTS AND SUPERVISORS

Occupational Health and Safety induction will be conducted by the Centre Manager at each venue.

- MSC Manager Bilyidar plans an induction program for students and staff to fully brief them on the programs processes, practices, responsibilities and obligations starting at enrolment and continuing with the beginning of the program.
- This to cater for ongoing enrolments as well as for use of relief teaching staff.
- Relief teachers will be preferably teachers known to the students as each program includes a number of MSC teaching staff. They will be assisted and provided with a class roll, student contact/medical details and the daily program.
- Occupational Health and Safety induction will be conducted by the Manager BDYC, Manager SES and Manager E2C.

1.14 GAIN APPROVALS

- Appropriate approvals have been gained from DoE, MSC, SES and City of Mandurah (BDYC).
- Students and parents have agreed to all program requirements and consents given at enrolment.
- A Memorandum of Understanding signed between agencies.

MSC Alternative Programs Supporting Documentation Checklist

Document/Forms	Completed
Management Plan Memorandum of Understanding – Program specific Risk Management Policy	
Program Information: <ul style="list-style-type: none"> - Program specific brochures and flyers - MSC student handbook - Websites: www.msc.wa.edu.au, www.bilyidar.com 	
Enrolment Forms: <ul style="list-style-type: none"> - Program specific Expression of Interest Form - Program specific Enrolment Interview Form - MSC Enrolment Form (includes Media Release and Excursion consent) - Computer Usage Contract - Excursion Medical Consent Form - ICT skills audit - Code of Conduct Contract 	
Enrolled Student Information: <ul style="list-style-type: none"> - MSC Integris - Student file at MSC - Teacher – student contact details and medical details summary sheet - Teacher – class roll – students to sign in and sign out - MSC academic reports - On-line tracking - Parental Contact – letters, phone call record, interview record form 	
Induction: <ul style="list-style-type: none"> - MSC handbook, program specific brochures and flyers - Forms to be completed by students - Occupational Health & Safety information for each venue and bus - Grievance/complaints process - Emergency Evacuation/Lockdown plan for each venue 	
Case Management Forms: <ul style="list-style-type: none"> - Interview Record Form - Checklist of Behaviours - Student Profile Sheet - Individual pathways Planning Form - Individual Education Plan Form - Behaviour Management flow chart 	
Referral to Agencies Forms: <ul style="list-style-type: none"> - PYS Forms - Peel Mental Health Forms - MSC Student Services Forms (covers referral to all MSC support services) 	
Meetings: <ul style="list-style-type: none"> - Agenda - Minutes format 	
Assets Register: <ul style="list-style-type: none"> - for all DoE and non- DoE equipment and furniture 	
Staff: <ul style="list-style-type: none"> - roles and responsibilities - Relief Teacher Information File - Working with Children clearance register - Critical Incident/Accident Form and Plan as per MSC policy 	