



**St Helena  
Government**



# Update on Career Access St Helena

Period covered: 16 June 2021 to 14 July 2021

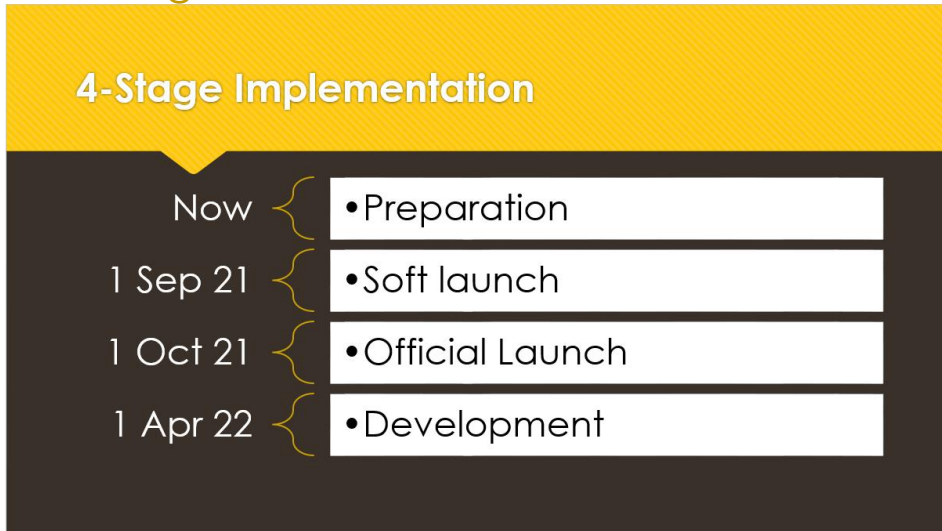
## Abstract

This document is intended for members of the Education & Employment Committee and provides an update on Career Access St Helena for the period 16 June to 14 July 2021.

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# 1. Stage Process for Career Access St Helena



As Career Access St Helena (CASH) is a new service, its implementation will be via 4 stages: Preparation, Soft Launch, Official Launch and Development. The soft launch is a period when our services can go 'live' where we can test our offering and processes before officially launching.

See Appendix A for copy of Stage Process Chart showing actions required for each stage. This is a working document to provide agility and flexibility to us as and when changes are required.

## 2. Immediate Priorities



The immediate priorities in the Preparation stage are:

**Network:** This is the group of people who need to be in the know and are key to our success.

**Customer Charter:** This document is required so that all stakeholders and staff know how we will conduct services.

**Branding & Messaging:** A uniform look increases professionalism and recognition of the brand. The messaging needs to be clear and purposeful to inform and update or inspire and relate.

**Location:** We need an accessible and central location in order to serve our broad range of clients in a functional and safe working environment.

**Evaluation of Processes:** Focused on processes which has the most impact, i.e. Apprenticeship and voluntary Work Experience scheme and taking referrals from Social Security/Benefits Office.

### 3. Status of Action Items

The action items referenced below are as referred to in the Prep stage of the Stage Process Chart (Appendix A).



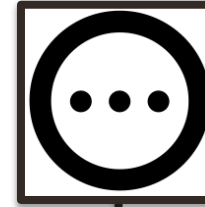
Completed

- Presentation to ES&EP SMT
- Consult with Press Office/Internal Comms on communications schedule on updates and appropriate media.
- Network:
  - ES&EP SMT
  - Senior Economist
  - PAS
  - Social Security Team
  - Press Office
- Data collection rules (included on forms)



In progress

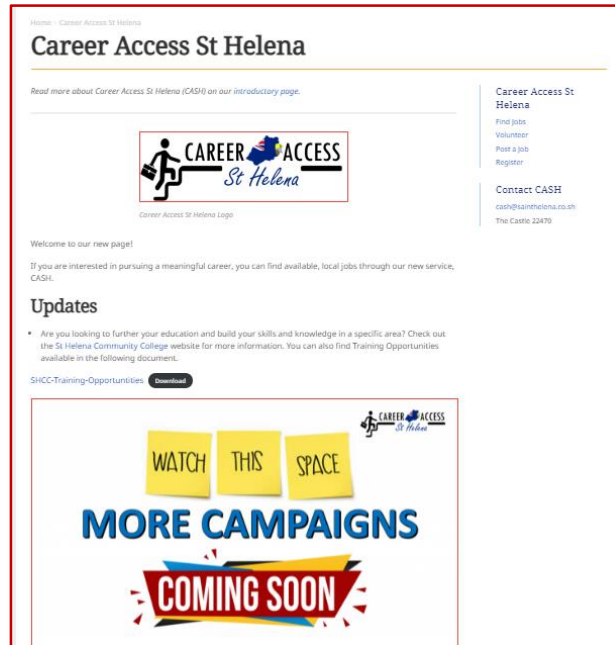
- Feedback on current work experience and apprenticeship scheme from students, parents/guardians, training providers, Yr 11, 12 & 13 Heads.
- Packaging unemployment services
- Revamping marketing materials
- Location - New Porteous House is being explored as a suitable location.



Pending

- Procedures for working with 16-18 year olds
- Setup mechanism and frequency for updates to be provided to Education & Employment Committee
- Network:
  - Occupational Therapy
  - Sustainable Development

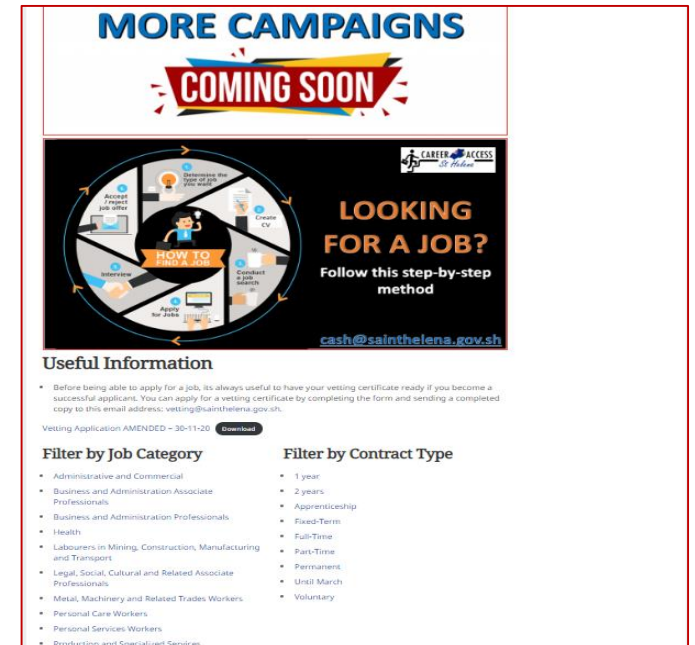
## 4. Further updates



### Website

#### Quick statistics:

- Advertised 3 recruitment campaigns
- 2 voluntary opportunities available
- 40 jobs advertised since the beginning of June (Rose & Crown, Connect St Helena, Solomon & Company (St Helena) Plc, SHG and Thorpe's)
- Interest from the website – 2 young people (non-students) asking for help with job search and CV writing
- Adverts have included all contract types – Fixed term (1 and 2 years), Permanent, Apprenticeships, Voluntary, Part-Time, Full-time.



### Various

- Care campaign – support given by CASH resulted in approximately 45 students attending recruitment drive for Care sector on 7 July 2021.
- Graduate Scheme – Cherie Dillon discussed CASH involvement with the Graduate Scheme on 14 July 2021
- Ongoing support given to current cohort of Work Experience and Apprenticeship Scheme in absence of Placement Officer by Work Development Officer in addition to CASH Manager carrying out familiarisation.
- Career Access & Economic Policy Assistant continuing to compile data on jobs advertised through website as well as obtaining information in regards to Shortage Occupation List that will be used to inform career-related resources and services and made available to PAS students and the general public.

## Appendix A – Stage Process Chart for Career Access St Helena

Prep	Stage 1 (Soft Launch) 1 Sep 21	Stage 2 (Official Launch) 1 Oct 21	Stage 3 (Development)
<ul style="list-style-type: none"> <li>•Presentation to ES&amp;EP SMT</li> <li>•Setup mechanism and frequency for updates to be provided to Education &amp; Employment Committee</li> <li>•Feedback on current work experience and apprenticeship scheme from participants and employers.</li> <li>•Data collection rules - what is used for, what's sensitive, retention schedule, right to request personal details.</li> <li>•Procedures for working with 16-18 year olds</li> <li>•Package unemployment services</li> <li>•Location, location, location!</li> <li>•Career Access Network (people who need to be in the know and who will enable success)</li> <li>•Consult with Press Office/Internal Comms on communications schedule on updates and appropriate media - email/radio, website, etc.</li> <li>•Marketing materials</li> </ul>	<ul style="list-style-type: none"> <li>•Communicate with employers, e.g. Chamber of Commerce</li> <li>•Familiarise with student apprenticeships</li> <li>•Student career-related teachings, e.g. Interview and CV training</li> <li>•Update webpage with vacancies and voluntary work</li> <li>•Involvement with Recruitment Campaigns</li> <li>•Unemployment services go live</li> </ul>	<ul style="list-style-type: none"> <li>•Open to the public for apprenticeships and work trials (career tasters)</li> <li>•Update 'Meet the Team' on the webpage</li> <li>•Set up training for soft skills training</li> <li>•Mock Interview Training</li> <li>•Organising Careers Fair/ Jobs Fair</li> <li>•Out of hours service</li> <li>•Job Search assistance to public</li> </ul>	<ul style="list-style-type: none"> <li>•Employer and company information</li> <li>•Online website forms</li> <li>•Include career advice on the webpage</li> <li>•Career coaching -(provided by SHG Coaching &amp; Mentoring Network and/or volunteers from HR Forum, BASH -initial training provided by Career Access)</li> <li>•Psychometric and career aptitude testing</li> <li>•Local charities that may help with physical needs e.g, clothing (Salvation Army; MEM)</li> <li>•'Disability Confident'- work with SHAPE to provide training/guidance to employers - there has to be a tangible/identifiable benefit to the employer to encourage this though as it's going to be seen as 'more work'...any ideas? Something to ask SHAPE and employers.</li> <li>•Partner with Research Institute/Statistics office on providing labour market/workforce data to employers.</li> </ul>