

This worksheet helps you compare providers of school leaver employment supports so you can choose the provider that best suits your needs.

## How to use this worksheet

* Ask only the questions that are important to you and the supports you need.
* These questions are only suggestions and you can ask these in your own words. You can change them to fit your needs.
* The spaces can be used to help you take notes so you have something to refer back to when making your choice.
* Below is a rating scale that you can use to score the provider (**5** being the highest, **1** being the lowest):

5 Fits **all** of my needs

4 Fits **most** of my needs

3 Fits **some** of my needs

2 Fits a **few** of my needs

1 Does **not fit** any of my needs

### Service delivery

| **Suggested Question** | **Provider A** | **Provider B** | **Provider C** |
| --- | --- | --- | --- |
| What supports and services do you offer? |  |  |  |
| How will you get to know me and my goals? |  |  |  |
| How do you adjust your supports and services to match my goals? |  |  |  |
| Where are your services delivered from and are online options available? |  |  |  |
| Is there a mix of individual and group based activities? |  |  |  |
| Do you offer any trials or ‘taster’ days and if so, what does this look like? |  |  |  |
| Are there opportunities to meet other young people? |  |  |  |
| What days and times does your service operate and are your services available outside of those hours (to suit an employer)? |  |  |  |
| How many staff work in your service and what type of qualifications and experience do they have? |  |  |  |
| How long have you been helping young people to gain employment? |  |  |  |
| Do you have connections with local employers? |  |  |  |
| What makes your service unique? |  |  |  |
| **TOTAL (if using rating scale)** |  |  |  |

**Outcomes**

| **Suggested Question** | **Provider A** | **Provider B** | **Provider C** |
| --- | --- | --- | --- |
| How many young people have gone through your service to date and what percentage have gained employment? |  |  |  |
| How long is the average time it has taken a young person to achieve an employment goal? |  |  |  |
| How do you work with employers during the employment preparation process? |  |  |  |
| Will you assist me to obtain work experience in an area that I am interested in? |  |  |  |
| **TOTAL (if using rating scale)** |  |  |  |

**Costs**

| **Suggested Question** | **Provider A** | **Provider B** | **Provider C** |
| --- | --- | --- | --- |
| Do you have a sample service agreement you can give me and how do you cost your services? |  |  |  |
| Are all resources provided or do I need to provide some items myself? |  |  |  |
| What is the average cost to a participant’s plan before an employment goal is achieved? |  |  |  |
| **TOTAL (if using rating scale)** |  |  |  |

### Additional Questions / Comments

| **Provider A** | **Provider B** | **Provider C** |
| --- | --- | --- |
| Intentionally left blank to be filled in |  |  |