

## MINUTES

---

### Meeting Title Goes Here

<b>Date:</b>	11 May 2022
<b>Time and venue:</b>	5pm via Student Rep WebEx Space
<b>In attendance:</b>	Divya Sharma, Rimpal Kaur, Ujjwal Kaushal, Nisura Yasaswin Balasooriya Balasooriya Lekamlage, Sixuan Guo, Aakanksha Kalra, Jodi Sinclair, Warda Yasir, Mikayla Royal, Kurin Lelean, Shubhankar Dev Rawat, Rahul Nyol,
<b>Apologies:</b>	Tanya Gupta, Amanda Meehan, Sabina Hussain, Anandpreet Singh
<b>Minutes secretary:</b>	Rimpal Kaur

#### 1. We WebEx recording statement

Divya (SRC Chair) reminded the council that the meeting was being recorded and that by remaining in the meeting, council members were providing consent to the recording.

#### 2. Guest

Cassandra Quinlian and Tamara Kearsley ( From holmesglen employment centre)

#### 3. Acknowledgment of country

Divya acknowledged country of the Wurundjeri, Bunwurrung and Taungurung peoples.

#### 4. Minute of the previous meeting

Divya provided an overview of the minutes of the previous meeting and asked the council to correct any errors or pass these as a true record of the previous meeting. Nisura passed these minutes as true and correct.

#### 5. Institute response to SRC recommendations – Michaela Hosking, Manager of Student Engagement and Success

Michaela provided an overview of the responses for the recommendation from previous meeting. Michaela Mentioned the following responses

- Additional microwaves at Moorabbin campus
- Provided the recommendation and meeting minutes to executive director of Holmesglen
- Raised the voice for parking fees and additional outdoor facilities
- Still waiting for the feedback on Operational hours of Cafe

## **6. Discussion Theme – Holmesglen Employment Centre**

### **Visibility Holmesglen Employment Centre**

Reps were asked whether they are engaged with the employment centre or not, About the user interface of digital hub, location of the employment centre and additional feedback on the digital feedback.

As per the reps not many students are engaged with the employment centre. Because most of the students think they will look for the work when they are in their final semester or after finishing their studies.

The digital page for employment centre is user friendly but there should be a option to find casual jobs.

The employment centre at Chadstone campus is more visible than other campus locations

At Moorabbin campus more promotion is needed for employment centre. Mixed response for how they want to know about employment centre. As some students think it should be on Brightspace for other's teachers are the most common approach.

### **Accessing the services of HG Employment Centre**

As per Student reps, student should be aware of the employment services from the day one of their campus journey. More industry connections can be made through the employment centre. There should be some interactive interview preparation sessions which can be delivered before the grad year.

Casual employment opportunities are beneficial for both International and local students as it helps a lot in their student journey. Reps said, In the digital hub page casual jobs should be separated from professional level jobs.

### **HG Employment Centre and Graduating students**

All the Student reps agreed that Interview preparation session before an actual job interview would be a great approach in terms of helping Holmesglen students who are close to finish their courses. This can be done via online session or in person.

Michaela mentioned about the job-related facilities for students such as process of applying TFN and getting to know about superannuation. Reps agreed to this and said this is going to help many students to prepare themselves for work industry. In addition to this, there should be a pre-employment checklist for every student at Holmesglen.

## **7. Recommendations**

The SRC made the following recommendations based on discussion:

1. Strategic communication plan to brand HEC as a service to support students in finding casual employment.
2. Segment job opportunities by casual and professional employment.
3. Provide opportunities for students to register interest for employment.
4. HEC to provide opportunities for students to identify red flags within industry.
5. Additional workshops to include hybrid working environments, how to avoid exploitation in the workplace, conflict management

**Next meeting scheduled for 27 June , 2022, 5pm via the SRC WebEx Space.**