

PORTFOLIO

Nicole Manks
Graphic Designer

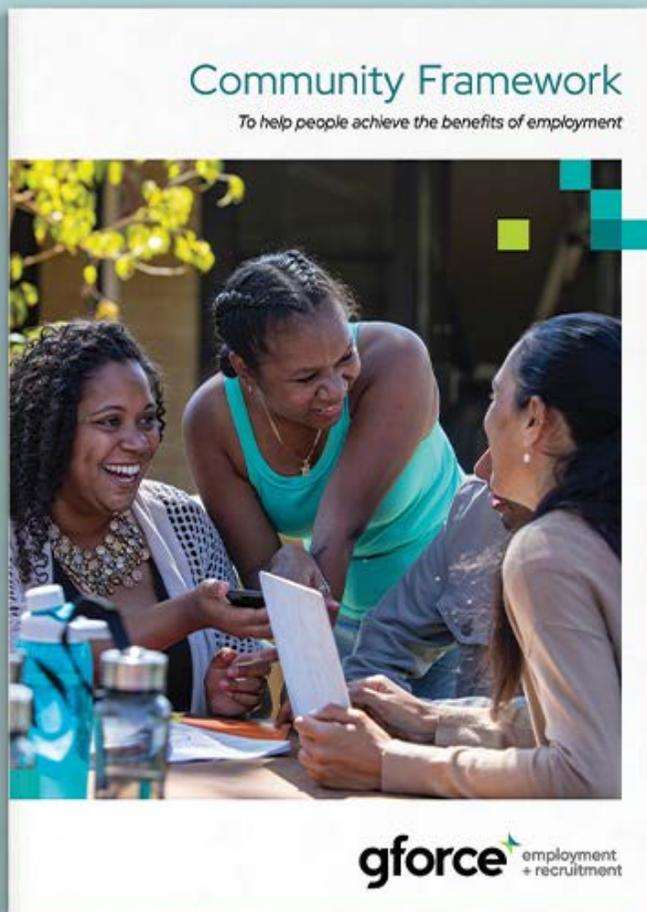


gforce

gforce is a community-based Group Training organisation which provides apprenticeship and traineeship opportunities in the Geelong region.

WORK COMPLETED

- Brand refresh roll-out
- Community Framework and Strategic documents
- Annual Reports
- Infographics and icons
- Pullup banners
- eSend templates (html)
- Newspaper advertisements
- Social media posts
- Office and Bus signage
- Promotional items



Appendix One
The IAP2 Spectrum of Engagement

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Goal	To provide our community with objective and clear information that lets them know when something is happening, or about to happen with regards to how we work.	To seek and consider community feedback on our services, proposals and/or decisions we need to make.	To work directly with our community throughout the process to ensure their concerns and aspirations are understood, considered and incorporated where appropriate.	To partner closely with our community in identifying needs, developing solutions and co-designing (where possible) a jointly agreed outcome.	To place final decision-making in the hands of our community, build their capacity to identify solutions and lead or deliver change.
Our commitment to community	We will keep our community informed.	We will listen to and acknowledge our community's concerns and aspirations and provide feedback on how community input influenced the decisions.	We will work with our community to ensure what we've heard is directly reflected in our service model (where possible) and provide feedback on how community input influenced the decisions.	We will work together in co-designing solutions, and as much as possible incorporate community's advice and proposals into the decisions.	We will work alongside our community to realise their decisions and aspirations.
The role of community	Listen	Contribute	Participate	Partner	Partner or Lead
Engagement type	Informative	Consultative	Deliberative	Deliberative and Reflective	Deliberative and Reflective
Examples	Community investments - we will keep our community informed regarding our decisions around community investments.	Community investments - we will seek community input into project ideas and let our community know how their input influences the decisions made internally.	Community investments - community develops and recommends project ideas, we assess proposals, and work with community to implement.	Community investments - community develops and recommends project ideas, we assess proposals, and partner with community to implement.	Community investments - community develops project ideas, assesses proposals, and leads implementation.



Grow your business with gforce

gforce employment + recruitment
gforce.org.au



THE DES PROGRAM

REGISTRATION
Direct registration with gforce or a referral by Department of Human Services.

INITIAL APPOINTMENT
Meet with your work coach to write and review your Job Plan. Discuss your work goals and ensure relevant supports in the workplace and ensure you are aware of your rights and responsibilities.

EMPLOYMENT ASSISTANCE
Intensive support to prepare for and find ongoing employment. You will remain in the Employment Assistance Phase until you are placed into suitable ongoing employment.

POST PLACEMENT SUPPORT
Once you start work you will receive tailored post placement support. gforce will work with your employer to ensure your needs are met and your work is a success.

LOSS OF JOB DURING PLACEMENT SUPPORT
If your job ceases, you will move back into the Employment Assistance Phase and gforce will continue to assist you to find another job.

ONGOING SUPPORT
If you have been working for more than six months and still require additional support you may be moved into the Ongoing Support Phase.

WHAT IS A JOB PLAN?
A Job Plan is a written agreement negotiated between you and gforce and outlines the terms of participation, both compulsory (if applicable) and voluntary.
A Job Plan is tailored to your individual needs and details the agreed activities that you will undertake to assist you to gain and maintain employment.
Your Job Plan will also include the assistance and supports that gforce will provide to help you into work.
Job Plans are reviewed and updated regularly. Just as your activities have changed or skills have developed, you will receive a copy of your signed Job Plan each time it is reviewed and updated.

YOUR WORK COACH

- Maintain regular contact with your work coach
- Work closely with you to negotiate, review and update your Job Plan
- Ensure you have adequate support in the workplace
- Keep your information up-to-date in a secure electronic data base
- Ensure that you are aware of your rights and responsibilities
- Maintain your privacy and confidentiality
- Ensure that you are aware of the procedures and other feedback at gforce
- Contact appropriate stakeholders in the workplace
- Take reasonable steps to ensure you are safe in the workplace

BUSINESS DEVELOPMENT CONSULTANT

- Work closely with suitable employers to identify work opportunities
- Ensure employment through processes and procedures
- Facilitate and support your employment
- Provide ongoing support and advice

YOUR RESPONSIBILITIES

You have the responsibility to:

- Carry out what you have agreed to in your Job Plan and provide gforce with any information that will assist in finding you employment
- Attend all appointments and advise gforce if you are unable to attend as agreed
- Be at work on time when in a job and agree to appropriate meal breaks while in the workplace
- Let your employer know if you are unable to attend work
- Advise your Work Coach of any issues you may be experiencing (e.g. health and/or personal) which may affect your ability to look for work or stay in your job
- Provide details of your play and leisure hours

What your Host expects of you

Your Host expects an Australian Apprentice who is willing to tackle their work with enthusiasm, honesty and in a friendly and well-mannered way.

They also expect someone who will operate and perform their work in a safe way, and they expect you to follow all lawful and reasonable instructions and directions.

Hosts want someone who is punctual. It is critical you get to work on time! If you are occasionally late, call your Host.

supervisor and let them know you are running late. But planning ahead and making sure you are at work on time is essential.

You are required to speak respectfully and politely to your Host supervisor and colleagues. You must at all times use appropriate language in the workplace and behave in an appropriate and respectful manner whilst at the workplace.

What we expect of you

We look to you to be a good representative of gforce in your workplace.

We expect that you will always give gforce the opportunity to deal with any issues that arise in your workplace in a confidential and timely manner. Always contact your Consultant in the first instance to ensure that little issues don't become big problems.

In addition, you must be:

- **Reliable.** You need to be dependable and do what you say you will do.
- **See the bigger picture.** Be aware of the industry you are joining as a whole and not simply your own job.
- **Realise the value of yourself and the gforce brand.** You must recognise you are part of a wider group and that you represent more than just yourself.
- **Committed.** You must understand that you are embarking on a journey which requires time and dedication.
- **Teachable.** You must be willing to learn and to spend personal time and effort to develop new skills.
- **Willing to go that extra mile.** You must understand that the job market is competitive and you must earn your position.
- **Measure twice, cut once.** You must be meticulous and measured. Think before you act.

Your behaviour must at all times be professional. Unprofessional behaviour, for example undertaking dangerous actions, being late to work, excessive swearing, stealing items from the workplace, etc. will not be tolerated and will result in disciplinary action, including dismissal. Your attitude is important too. Make sure that you always approach your work with a positive attitude.

Remember, you are with the host employer to work and not spend time on your mobile phone. Mobile phones are to be used in line with Host policies/procedures, which may be during official breaks or perhaps not at all during work hours.

What you can expect from your Host employer

Your host employer will work with gforce and your Consultant to support you to the successful completion of your apprenticeship or traineeship by:

- Providing workplace training and instruction to assist you to gain the qualification you are undertaking
- Supervising you by constant or general instruction to be trained in a safe and supportive environment
- Ensuring you are not expected to complete any tasks that do not fall within the parameters of the particular apprenticeship or traineeship
- Releasing you for any required formal training as detailed in the training plan
- Providing alternative work for you in the event that normal duties are unable to be performed
- Notifying gforce of any changes made to the job role of an apprentice or trainee that they host

What you can expect from your RTO

Your RTO will work with your gforce Consultant to support you to the successful completion of your apprenticeship or traineeship by:

- Contacting you with an advice of commitment to enrol in the qualification for formal training
- Formulating the training by development of a training plan that is signed by you, the host and gforce Consultant
- Communicating with your Consultant and Host employer on a regular basis to review progress against the training plan
- Advising gforce if you are absent from class

Competency-based progression and completion

Victorian apprenticeships follow Competency Based Progression and Completion. Essentially, this means that progression through an apprenticeship is determined by the apprentice demonstrating they have met the competency standards and related work, and not by time spent in training.

Apprentices therefore may be able to complete a qualification in less time. An apprentice must still be deemed competent in each unit of competency and progression to each stage must be verified and signed off by the Host.

period
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your time and leave are
ensuring you are paid
complete your timesheet
contact your Consultant.
than to be paid
your timesheets by 12:00pm
work week/fortnight.
daily (Monday to Sunday)
fortnightly (Monday to Sunday
direct deposit to your nominated
Wednesday, in arrears.
if you are wrong in any way, contact your
in the situation. Remember good
customer service.

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Friendship Circle

Friendship Circle is a not-for-profit based in Sydney. They believe in the power of friendship to create a community where everyone is celebrated and accepted for who they are. Bringing people with and without disabilities together to develop friendships through weekend activities, school holiday camps, getaways and vocational opportunities.

WORK COMPLETED

- Campaign design and roll-out for Annual Fundraising Walk
- Sponsorship proposals
- Impact Reports
- Infographics
- Annual Reports
- Social media posts
- Website design (2 different sites)
- Promotional items



ABOUT US
 Sydney Friendship Circle began in 2007 with one participant and a vision to create a better future for people of all abilities.

Friendship Circle is about concentric circles that make up a community with the shared goal of providing education, support and opportunities. Volunteers extend friendship and assistance to young people with disabilities thus completing the circle. In return the volunteers gain communication and organisational skills plus self-confidence. More importantly, they learn to embrace differences.

We are located in Eastern Suburbs of Sydney and currently offer 20 well received programmes. Our organisation has engaged with over 2000 donors, volunteers and people with disabilities over the last 15 years. Each year we have over 500 active members, 100 people with challenges such as developmental delays or intellectual abilities and 400 volunteers, their families and our growing support base.

Our VISION is:
 Young people with and without disabilities deserve meaningful social connections and opportunities for participation in community life.

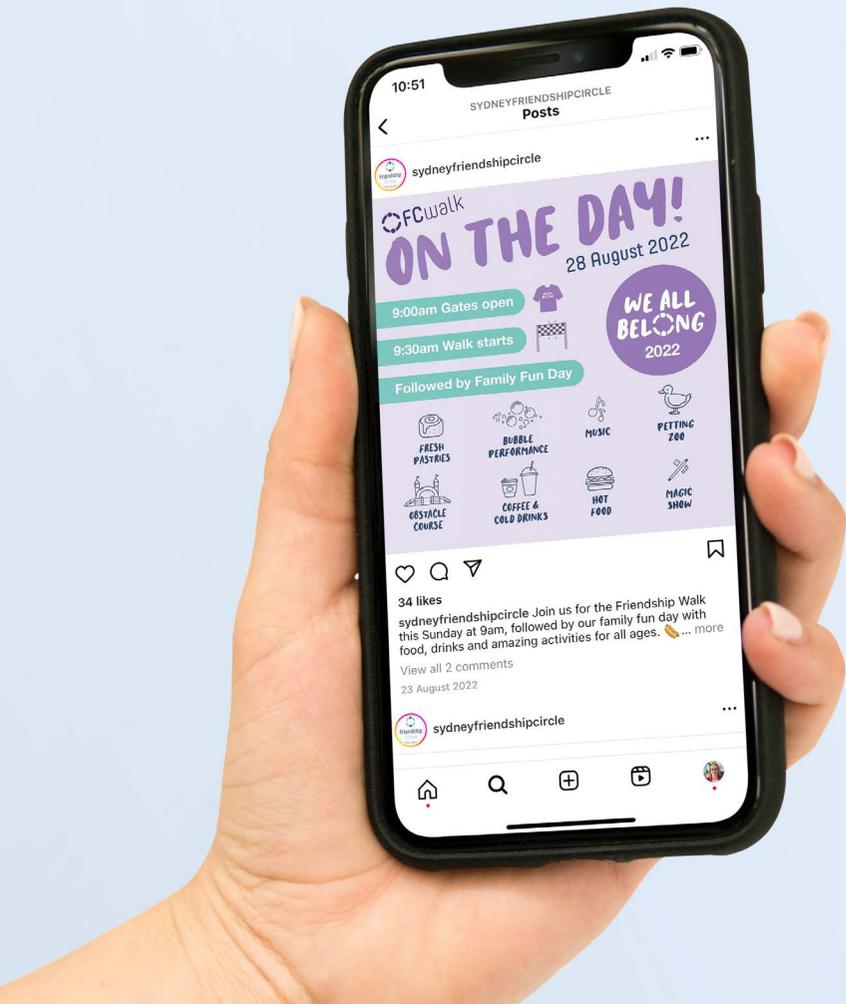
Our OBJECTIVE is:
 Engage young people with and without disabilities to connect around rewarding and fun experiences, creating confidence and social connection that they may be struggling to find. Friendship Circle also gives families support and community in their journey raising a child with disabilities.

Our VALUES are:
 inclusion, belonging, leadership, community, collaboration.

BY PARTNERING WITH FCWALK YOU CAN

- BUILD CUSTOMER LOYALTY**
 Connect to customers who are loyal to businesses that support causes they care about.
- ENGAGE YOUR STAFF**
 Align your business with a Social Purpose
- STAND OUT FROM THE PACK**
 Demonstrate your organizations commitment to developing the communities you operate in
- A BETTER FUTURE FOR PEOPLE WITH DISABILITIES**
 Create opportunities for local young people with disabilities to participate and contribute in the community

'CONNECTED AND INCLUSIVE COMMUNITIES'



Club & Community Rugby

Do girls play Rugby Union?

Yes! Rugby Union is played by girls and women all over the world. Girls play all forms of Rugby: 15-a-side, 7-a-side, full contact, Rugby Sevens and modified junior programs like World Rugby's Get into Rugby. Most girls and women that play rugby love the strong sense of community and belonging to team that comes with Rugby. There are more and more clubs starting women's competition every week.

Female participation is at an all-time high with **2.7 million** players globally (World Rugby 2022)

How do I find a Rugby Union club to play that supports Women?

- There are many ways to find Rugby Union that supports Women in your region.
- Ask someone you know who already plays Rugby Union. Do they play for a club? Do they have a Women's team there?
- Contact your country's national Rugby organisation
- World Rugby have a great tool under 'Women in Rugby' that helps give you direction and information all things Rugby Union in your region.
- Or start your own team!

What if there aren't enough girls to make up a full team?

- Recruit additional players by having each player bring a friend
- Conduct rugby skills clinics for a few weeks before the season to teach new players the rules, how to play and help them meet other people involved. This helps address any concerns, boost confidence, and provides a way of 'trying' rugby before fully committing
- Use a modified Rugby format such as Sevens or Tens Rugby that requires less people to make up a team
- If there are not enough players that are ready to play full contact, use modified rules to minimise contact. Some options are tag rugby, 2-handed touch, or playing with uncontested scrums. You can also reduce the game time if teams are not yet ready for 20 minute matches.
- Merge with other clubs on game days to make up even numbers in each team.

What if I have never played Rugby Union?

Rugby Union is a game that can be broken down into the fundamentals of each position. New skills and rules are simplified according to the player or team's ability. A coach will help you learn the skills, rules and strategies

needed. Like any new role or skill set being learned, rules are simplified and skills developed according to the player's or team's progress.

Many female rugby players join after playing other sports. Often these are transferable skills and the challenge of learning a new sport.

Elite Green: Athletics
Tania Clark: Netball
Sharni Williams: Hockey

What if I don't know the rules of Rugby Union?

Rugby Union is a game that can be broken down into the fundamentals of each position. New skills and rules are simplified according to the player or team's ability.

- Ask your club or an experienced coach to run a coaching clinic to teach you and other new players the rules and principles of play in a safe way.
- Get into Rugby is World Rugby's development program that teaches rugby in a safe, progressive and fun way. It starts with skills and drills for non-contact (tag) rugby. Search for a club delivering Get into Rugby near you.
- The rules of Rugby Union and how the game is played can be searched on the World Rugby website or you can do the World Rugby Laws of the Game online course at [Laws of the Game | World Rugby Laws](#)



Oceania Rugby

Oceania Rugby is one of six regional associations of World Rugby.

Dedicated to the development and reach of Rugby in the region to promote the growth of Rugby throughout Oceania. Central to this are a series of tournaments and development programs run and coordinated by Oceania Rugby.

Oceania Rugby's sport for development programs contribute to achieving gender equality, reducing inequality, and ending violence against women and children, and are built around the rugby values.

WORK COMPLETED

- Women in Rugby campaign
- Informational collateral
- Infographics
- Pitch decks
- Training manuals



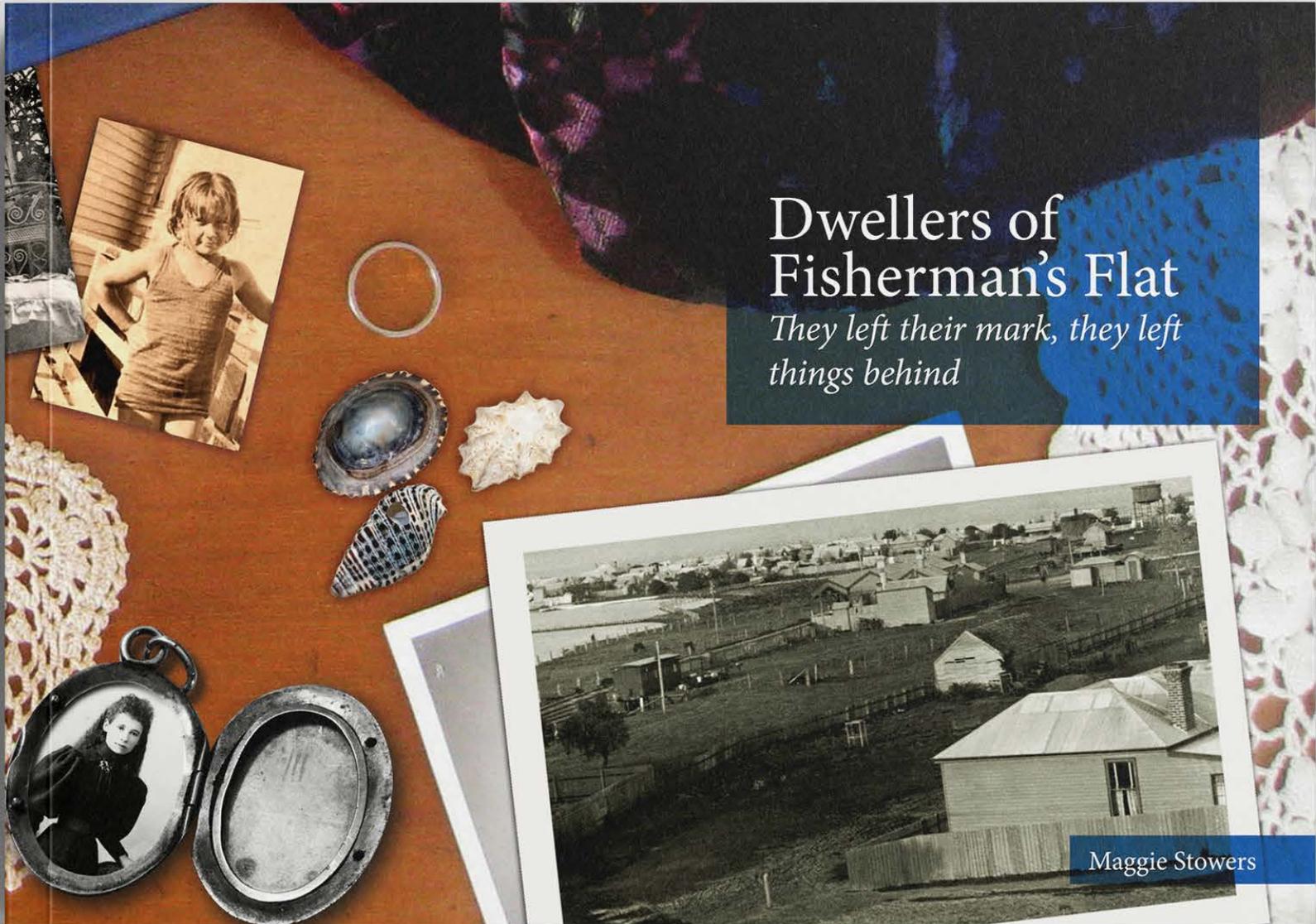
Premium Food Group

Premium Food Group own, develop and bring to market innovative Australian food and beverage brands. From paddock to plate, our Australian made and owned products are showcasing local home-grown ingredients into the retail and foodservice segments. Authentic Indigenous ingredient innovation will be a key focus in the Premium Food Group point of difference.

WORK COMPLETED

- Branding
- Product Information booklets
- Pullup banners
- Packaging design
- Website management
- Social media content creation
- Social media management

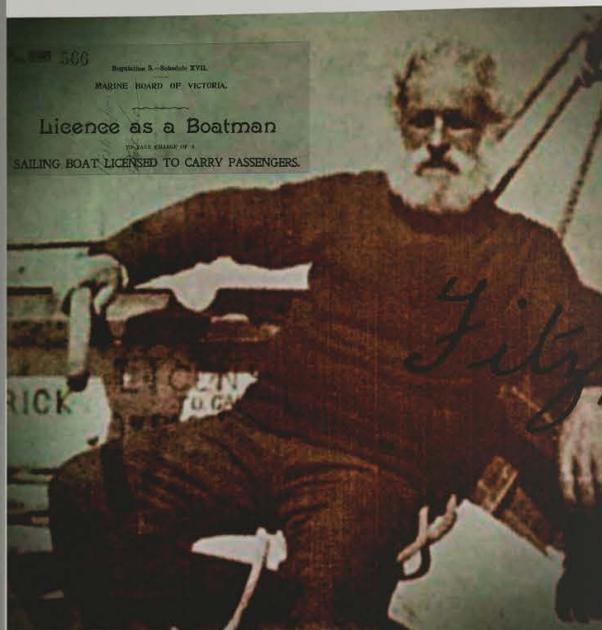


The book cover features a collage of various items on a reddish-brown background. At the top left is a color photograph of a young child in a tank top. Below it are several seashells, a silver ring, and a lace doily. In the bottom left is an oval-shaped metal case containing a black and white portrait of a woman. On the right side, there is a large black and white photograph of a residential neighborhood with a prominent house in the foreground. The title and subtitle are overlaid on a dark blue rectangular area in the upper right, and the author's name is in a smaller blue box at the bottom right.

Dwellers of Fisherman's Flat

*They left their mark, they left
things behind*

Maggie Stowers



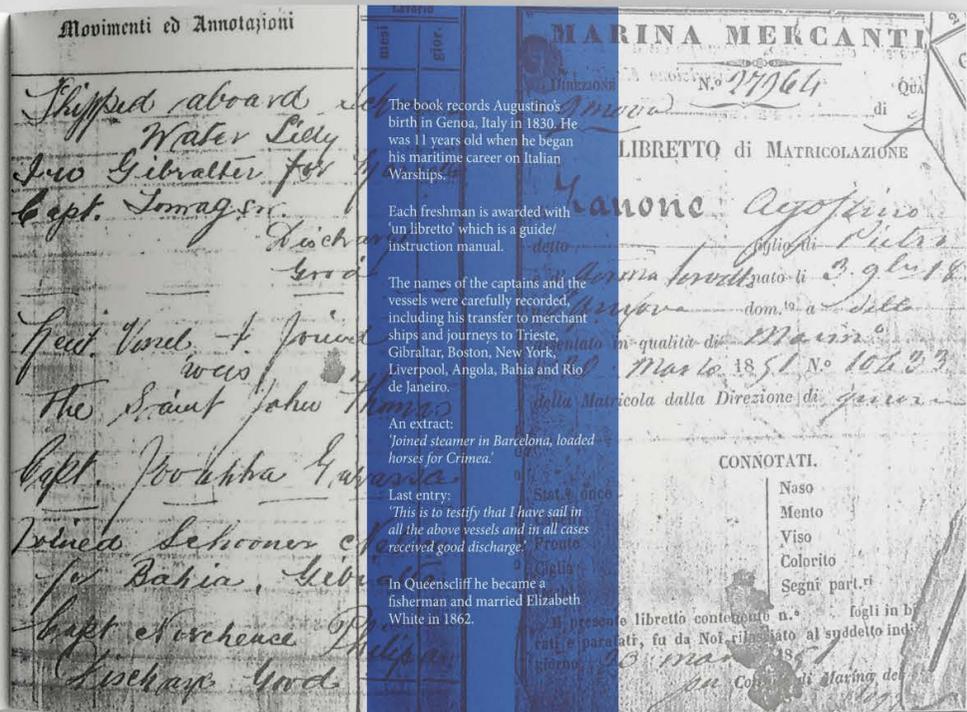
*We want the land that bore us
We'll make that cry our chorus;
We'll have it yet - though hard to get
By Heavens bending o'er us.*

Irish National Land League
(Found in the Fitzpatrick cottage in Beach Street)

Fitzpatrick

John Fitzpatrick was born in Ireland and died in Queenscliff in 1916 aged 75 years. He once had a figurehead of a woman from a sailing ship in his front yard and he called it his "wild Irish girl". The local children were frightened by it and would cross the road to avoid walking past the cottage.

He held a Fishing Licence and a licence to transport passengers around the bay.



The book records Augustino's birth in Genoa, Italy in 1830. He was 11 years old when he began his maritime career on Italian Warships.

Each freshman is awarded with 'un libretto' which is a guide/instruction manual.

The names of the captains and the vessels were carefully recorded, including his transfer to merchant ships and journeys to Trieste, Gibraltar, Boston, New York, Liverpool, Angola, Bahia and Rio de Janeiro.

An extract: 'Joined steamer in Barcelona, loaded horses for Crimea.'

Last entry: 'This is to testify that I have sail in all the above vessels and in all cases received good discharge.'

In Queenscliff he became a fisherman and married Elizabeth White in 1862.

CONNOTATI.

Naso
Mento
Viso
Colorito
Segni part.^a

Queenscliffe Historical Museum

The Queenscliffe Historical Museum has been building its collection since 1966.

The collection continues to grow through new acquisitions of objects that have historical significance to The Borough.

This publication was shortlisted in the Victorian Community History Awards. The following comments were made by the judging panel

'Fisherman's Flat presents a delightful mix of history, stories and the archaeology of a coastal locality near Queenscliff. Focusing on the small, the hidden and the forgotten, this superbly designed publication glimpses another time through carefully selected, words, images and objects.'

WORK COMPLETED

- Historical publication
- Photography
- Art direction
- Print management



The fishing industry was the mainstay of the community. Summer visitors were all very well for four months of the year, but where would Queenscliff have been for the other eight all those years, if fishermen had not kept the ball rolling? (C. D.)



VRCA

Victorian Regional Channels Authority (VRCA) manages commercial navigation in the port waters of Geelong and Hastings and is responsible for the safe and efficient movement of shipping in port waters.

WORK COMPLETED

- Campaign bus signage roll-out (Geelong)
- Print and digital advertisements
- Sponsorship signage



Golden Plains Community Recycling
and Waste Management Program



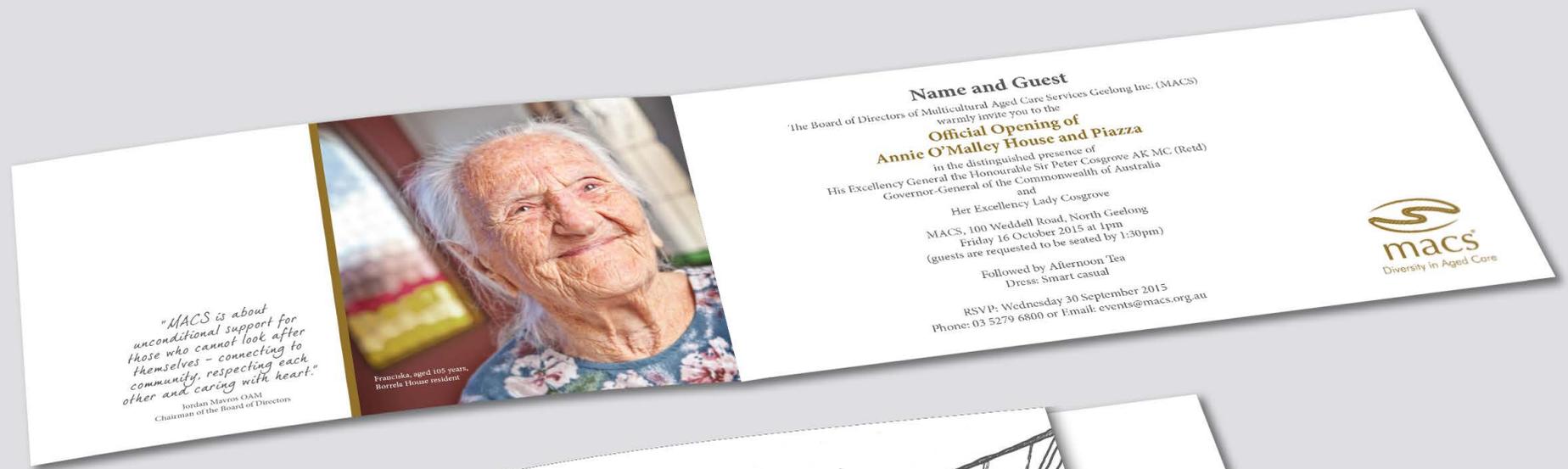
Golden Plains Shire

'Let's Get It Sorted' is a waste campaign designed to educate and guide the shire residents about the waste and recycling services available and provide information on how everyone can work towards reducing household waste and the amount of waste going into landfill.

This campaign was a Finalist in the 2016 Australian Marketing Institute's Victorian Public Sector Marketing category, and named a National Finalist in the same category,

WORK COMPLETED

- Campaign branding
- Information booklet
- Waste calendar
- Website design

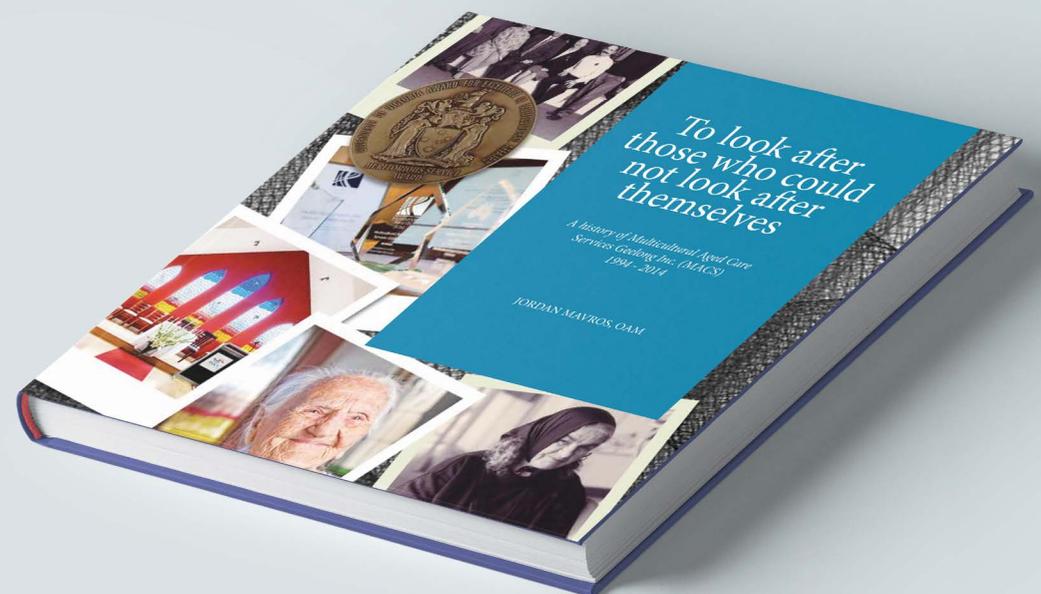


MACS

MACS is a community-based aged care provider dedicated to the culturally diverse needs of the community of Geelong and surrounding regions.

WORK COMPLETED

- Celebration invitation
- Annual Report
- Billboards
- Print management
- Newspaper advertisements
- MACS 20 Year History (72pp)



Give Where You Live Foundation

The Give Where You Live Foundation is a community foundation aiming to solve one of the most complex and entrenched social issues in the Geelong region - disadvantage.

WORK COMPLETED

- Quarterly magazine
- Stationary
- Event branding
- Annual Report
- Strategic Plan



YOUR DONATIONS AT WORK - 2017 COMMUNITY GRANTS

As a result of your generous donations, the Give Where You Live Foundation is proud to announce that over \$2.03 million in community grants was awarded at our grants announcement evening in July.

The Foundation's goal each and every year is to galvanise the community into collective action and catalyse sustainable change.

We do this by creating partnerships with community organisations to whom we provide grants for the delivery of services and programs impacting the root causes and symptoms of disadvantage including food insecurity, education, jobs, family violence, addiction, hunger and homelessness. The following grants were allocated under our three program areas:

Grants allocated within the Survive & Thrive Program

contribute to the basic levels of economic security including food, shelter, pharmacy and household goods for the most vulnerable people in our community. The Give Where You Live Foundation provides grants related to Homelessness and Housing Support, Financial Skills and Ongoing Financial Strategies and Regional Emergency Relief and basic Food Security.

Angleses & District Community House	\$7,752	Lazarus Community Centre	\$7,500
Cheris Church Community Meals (Feed Geelong Grant)	\$5,000	OneCare Geelong (Feed Geelong Grant)	\$4,000
Diversitat (Feed Geelong Grant)	\$5,000	Simartan House Geelong	\$30,000
Drysdale Family Support (Feed Geelong Grant)	\$30,000	Simartan House Geelong (Feed Geelong Grant)	\$5,000
FareShare Australia (Feed Geelong Grant)	\$10,000	SecondBite (Feed Geelong Grant)	\$5,000
2 & 5 Cafe (Feed Geelong Grant)	\$10,000	The Outpost (Feed Geelong Grant)	\$30,000
Geelong Food Relief Centre (Feed Geelong Grant)	\$30,000	Uniting (formerly UnitingCare Geelong)	\$30,000
Geelong Food Relief Centre (Feed Geelong Grant)	\$5,000	Uniting (Feed Geelong Grant)	\$4,745
Geelong Mums (Feed Geelong Grant)	\$2,000	Urban Seed (Feed Geelong Grant)	\$30,000
Geelong Mums	\$29,849		

Grants allocated within the Live & Learn Program

support education and employment as pathways out of disadvantage. Studies across the world indicate that education success rates at school and post-school are often determined by parents' wealth, occupational status, education and aspirations. Education inequality then flows to employment inequality.

As a result, the Give Where You Live Foundation provides grants related to School Readiness, Disadvantaged and Disengaged Young People and Education, Training and Employment Pathways.

Ardoch Youth Foundation	\$29,760	MacKillop Family Services	\$28,810
Australian Federation of Disability Organisations	\$29,820	Ocean Mind	\$30,000
Bluebirds Foundation	\$30,000	Somebody's Daughter Theatre Company	\$30,000
Bluebird Foundation (ENGAGE Grant)	\$15,000	The Ladder Project Foundation (ENGAGE Grant)	\$10,000
Bluebird Foundation	\$30,000	The Smith Family	\$30,000
CatholicCare	\$30,000	The Song Room	\$15,000
DOXA	\$30,000	Western Edge Youth Arts	\$15,000
EdConnect Australia	\$29,537	Whitellion	\$28,445
Empass Community Services	\$30,000		

Grants allocated within the Healthy Living Program

improve social inclusion and access, as well as physical and mental health, and address the social determinants of health. Health status and the determinants of health change over the life cycle from conception through to infancy, early childhood, youth, adulthood and older age groups. The Give Where You Live Foundation provides grants related to Healthy Aging, Living with a Disability, Reducing Risky Behaviors.

Age Matters (2) Age Matters Barwon Health	\$30,000	Kids Foundation	\$30,000
Age Matters (Newcastle) CatholicCare	\$30,000	Kids Plus Foundation (Multi-Year Capital Works Grant)	\$225,000
Age Matters (Newcastle) CatholicCare	\$30,000	Life Education Geelong	\$10,000
Age Matters (Newcastle) CatholicCare	\$30,000	LifeBoat Geelong	\$13,000
Age Matters (Newcastle) CatholicCare	\$30,000	LifeLine Geelong Barwon Region	\$30,000
Age Matters (Newcastle) CatholicCare	\$28,899	Lorne Community Hospital (Innovation Grant)	\$30,000
Age Matters (Newcastle) CatholicCare	\$30,000	OneCare Geelong	\$30,000
Age Matters (Newcastle) CatholicCare	\$10,000	Riding for the Disabled, Barwon	\$10,000
Age Matters (Newcastle) CatholicCare	\$14,950	Solve Disability Solutions	\$32,500
Age Matters (Newcastle) CatholicCare	\$30,000	Stroke Association of Victoria	\$10,000
Age Matters (Newcastle) CatholicCare	\$6,760	Stroke Association of Victoria	\$25,000
Age Matters (Newcastle) CatholicCare	\$140,000	The Honour Foundation	\$7,000
Age Matters (Newcastle) CatholicCare	\$4,489	The Sanctuary Counselling Centre	\$30,000
Age Matters (Newcastle) CatholicCare	\$75,000	Vision Australia	\$13,400
Age Matters (Newcastle) CatholicCare	\$30,000	Volunteering Geelong	\$15,000
Age Matters (Newcastle) CatholicCare	\$7,380	Uniting (formerly Wesley Centre for Life Enrichment)	\$20,000
Age Matters (Newcastle) CatholicCare	\$15,000		

Grants allocated within the Healthy Aging, Living with a Disability, Reducing Risky Behaviors

Age Matters (Newcastle) CatholicCare	\$30,000	Life Education Geelong	\$10,000
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Age Matters (Newcastle) CatholicCare	\$10,000	Riding for the Disabled, Barwon	\$10,000
Age Matters (Newcastle) CatholicCare	\$14,950	Solve Disability Solutions	\$32,500
Age Matters (Newcastle) CatholicCare	\$30,000	Stroke Association of Victoria	\$10,000
Age Matters (Newcastle) CatholicCare	\$6,760	Stroke Association of Victoria	\$25,000
Age Matters (Newcastle) CatholicCare	\$140,000	The Honour Foundation	\$7,000
Age Matters (Newcastle) CatholicCare	\$4,489	The Sanctuary Counselling Centre	\$30,000
Age Matters (Newcastle) CatholicCare	\$75,000	Vision Australia	\$13,400
Age Matters (Newcastle) CatholicCare	\$30,000	Volunteering Geelong	\$15,000
Age Matters (Newcastle) CatholicCare	\$7,380	Uniting (formerly Wesley Centre for Life Enrichment)	\$20,000
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Nicole Manks

Graphic Designer



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