

Subcontractor Request for Quote

Project: Structured Industry Approach to School Programs

SaCSA has undertaken research to assess the current landscape of industry and school work experience and work placement programs across jurisdictions. This research aims to identify gaps which could help strengthen industry and school connection by improving opportunities and career pathways in the hospitality and tourism sector through structured industry approach to school programs.

OVERVIEW

During the development of the *“Shaping Tomorrow” Workforce Planning Reports – Hospitality 2024*, SaCSA undertook stakeholder engagement and desktop analysis which highlighted the importance of career pathway programs and stronger connections between schools and industry in supporting attraction to the Hospitality and Tourism sectors.

While this research provided valuable insights into industry perspectives, it did not generate primary evidence on the scale, participation or outcomes of school industry engagement programs. There is currently limited data on employer participation in school-based initiatives and the outcomes these programs create for both businesses and students.

Similarly, there is limited evidence on students’ perceptions of careers in the hospitality and travel sectors, their participation in work experience or school engagement programs, and the extent to which these experiences influence employment or further study pathways.

To address these evidence gaps, SaCSA is seeking to undertake targeted primary research with secondary school students and recent school leavers (15 to 19 years old) to understand:

- Understand student perceptions of careers in hospitality and travel sectors
- Assess student participation and experience with industry engagement programs
- Understanding of influences and drivers of students engaging with programs
- Post-program outcomes, including employment in the sector or enrolment in further related education.

OBJECTIVES

This Project has the following objectives:

- Develop an evidence base on students’ perceptions of careers in the hospitality and travel sectors, their participation in work experience and school-based industry engagement programs, and the factors influencing their engagement.
- Identify the drivers, influences, barriers and pressure points shaping students’ experiences
- Examine the outcomes of participation, including employment pathways and further education decisions.
- The insights generated will inform future work to strengthen school industry connections and support the development of initiatives that build a stronger domestic pipeline into the sector.

TIMEFRAME

May 2026 – July 2026

It is anticipated that the subcontractor will align to the following timelines:

- Development of the Survey: approximately 14 days
- Administration of the Survey: approximately 30 days
- Analysis: approximately 30 days

IN SCOPE

- Development of the student survey instrument adhering to the structure and format of survey questions provided by SaCSA, followed by testing with SaCSA team prior to fieldwork.
- Adequate time allocated for incorporation of SaCSA feedback throughout the development of the survey
- Recruitment of eligible participants and administration of the survey to a minimum sample of 500 domestic students aged 15–19 who have participated in a school-based industry engagement program.
- The sample should include representation across all Australian states and territories, with an appropriate geographic spread across metropolitan, regional and remote locations, and where possible include a mix of school types.
- Analysis of survey responses, including key insights related to student perceptions, participation in industry programs, barriers and drivers to engagement, and post-program outcomes.

OUT OF SCOPE

Subcontractors will not be required to:

- Designing or implementing industry or school programs as part of this project.
- Conducting employer surveys or broader industry consultation.
- Undertaking longitudinal tracking of students beyond the survey period.
- Developing policy recommendations or implementing pilot programs.
- Engaging directly with schools to establish new programs or partnerships.

DELIVERABLES

As a subcontractor, you will be required to:

- Attend fortnightly meetings with the Project Team to provide project updates.
- Provide a monthly report to SaCSA on progress of project. (This report must be provided and accepted by SaCSA prior to acceptance of monthly invoice).
- Clear outline of the sampling approach, and methodology for approval in the project proposal.
- Conduct testing of the survey with SaCSA prior to launch to ensure clarity, suitability for the target cohort, and alignment with project objectives.
- Administer the survey to a minimum sample of 500 domestic students aged 15–19. If the minimum sample size cannot be achieved, the proposal must include a cost breakdown per additional sample increment.
- Analyse survey responses, including key insights related to student perceptions, participation in industry programs, barriers and drivers to engagement, and post-program outcomes.
- Provide SaCSA with the survey response data files in .CSV or .XLSX format.

By the completion of the Project, the following will be delivered to SaCSA:

- Final insights report, a written report summarising methodology, key findings, insights and supporting data tables to inform SaCSA's future work in this space.
- Data files in .XLSX or .CSV formats of the anonymised raw dataset and summary tables for SaCSA's internal analysis and future use of a minimum sample size of 500.
- All data collected as part of this project will remain the intellectual property (IP) of SaCSA and must not be used, shared, or repurposed outside of this work without SaCSA's consent.

REPORTING MECHANISM

Role	Name	Contact
Project Sponsor	Aaron Hines Executive Director, Products & Projects	Aaron.hines@sacsa.org.au P: 0447 573 472
Project Manager	Chantelle Martin Stakeholder Engagement Manager, Hospitality	Chantelle.martin@sacsa.org.au P: 0466 640 037
Project Support	Sevda Aamir Research & Analysis Manager	Sevda.aamir@sacsa.org.au P: 0437 441 821

QUOTE/PROPOSAL REQUIREMENTS

SaCSA will require the subcontractor to provide a proposal outlining their skills, knowledge and experience to meet the requirements of the project. SaCSA will review the proposal taking into consideration the description of services provided, value for money considerations as well as the ability to provide the services in a timely manner.

As part of the proposal, the subcontractor must provide the following information:

- Full name of subcontractor, including business name
- ABN/CAN
- Type of subcontractor organisation
- Description of services
- Itemised breakdown of costs
- Value for money considerations
- Copy of insurances (including public and product liability (at least \$20m in respect of any claim), professional indemnity (at least \$5m in respect of any claim), workers compensation)
- Three references
- Completed Interests Disclosure Form

PROPOSAL DUE

- Proposals are due by 20th April 2026
- Applications sent after this time will not be accepted.
- For further information, contact chantelle.martin@sacsa.org.au

PAYMENT TERMS

Payments for this project will be made on a monthly basis, contingent on satisfactory performance, throughout the term of the contract.

Subcontractors will be required to send an invoice to:

Chantelle Martin, Stakeholder Engagement Manager, Hospitality:

Chantelle.martin@sacsa.org.au

FURTHER INFORMATION

For further information about this document or project, please contact the Project Manager.