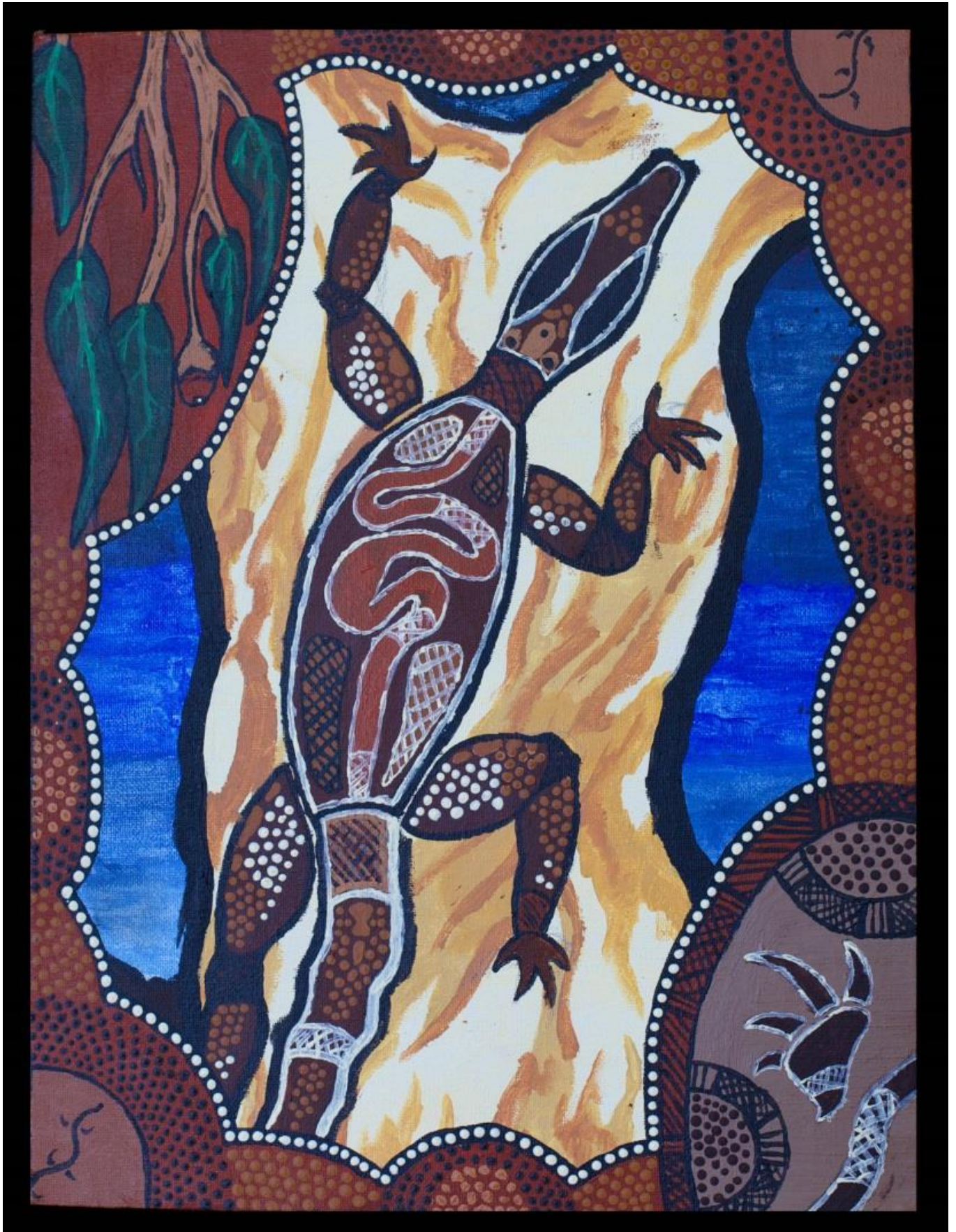




## Skillinvest Reconciliation Action Plan 2015-2017







# Skillinvest Reconciliation Action Plan 2015-2017

**Version:** 2015-01  
**Last Review:** November 2015  
**Next Review:** November 2016  
**Review Frequency:** Annual  
**Approval:** Any updates or amendments must be reviewed by the Reconciliation Action Plan Committee and approved by the Skillinvest Senior Management Team

**Front Page Image:** “The Goanna” 2015  
By Jordan Secombe  
Wotjobaluk/Jadawadjali

# INNOVATE

## Reconciliation Action Plan

### Skillinvest Limited Reconciliation Action Plan for the Years 2015-17

The Reconciliation Action Plan covers Skillinvest and its departments, including Longerenong College.

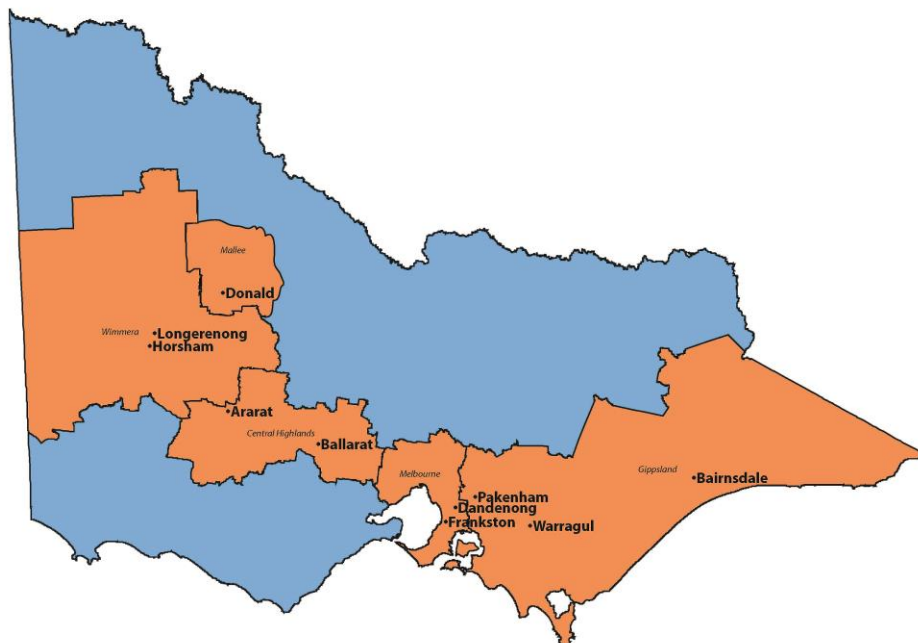
Skillinvest is committed to improve workplace diversity and equity and to achieve equal representation of women and men across the workplace. The organisation undertakes and is committed to establishing proactive strategies and targets to achieve diversity and equity in the workplace.

### Definition

The Skillinvest Reconciliation Action Plan (RAP) is about creating respectful relationships between Aboriginal and Torres Strait Islander peoples and our organisation. It formalises Skillinvest's contribution by identifying actions, timelines, responsibilities and targets in three areas – relationships, respect and opportunities. The RAP has been developed by a staff working group including Aboriginal and Torres Strait Islander membership and collaboration.

The Skillinvest RAP will be reviewed and reported on annually to Reconciliation Australia.

### Scope of Operation







### **Our vision for reconciliation**

Skillinvest has respect in recognising equality and diversity for Aboriginal and Torres Strait Islander peoples and the community as a whole. We will act with integrity and compassion and work collaboratively with Aboriginal and Torres Strait Islander peoples while searching for better ways to achieve equality particularly through education, training and employment opportunities. We will work with Aboriginal and Torres Strait Islander peoples and communities to provide awareness of Aboriginal and Torres Strait Islander peoples, histories, cultures and achievements in all communities in which we work.

### **Our business**

Skillinvest is a leading provider of employment and training services across Victoria. Our key delivery areas are apprenticeships and traineeships through the group training model, accredited training in many trade and community service areas and agricultural training through Longerenong College. The organisation also delivers many specialist programs in employment and training for specific regions or target groups.

A commitment to quality and governance across all facets of our business is critical to the development and growth of a strong sustainable business. Strong community partnerships and networks are important to Skillinvest to reach goals with all the communities we operate. Skillinvest currently employs approximately 130 staff and over 500 apprentices and trainees through the group training model. Currently there are no Aboriginal and Torres Strait Islander people employed on staff with 11 Aboriginal and Torres Strait Islander apprentices/trainees employed.

### **Our RAP**

The development of the Skillinvest RAP commenced in 2014 when the organisation decided to update its internal Aboriginal Employment Policy and it was suggested by an external body that the organisation would be more effective in developing a RAP. Once the organisation investigated the RAP it was decided this was the appropriate way for us to go forward.

The internal team representing various parts of the business is led by the CEO with a committee including Aboriginal and Torres Strait Islander peoples from Goolum Goolum Aboriginal Co-Operative, Barenji Gadjin Land Council and the Wurega community from the Wimmera region in Victoria.

## Specific Actions

<b>Relationships</b> It is important to Skillinvest to build strong relationships and networks with Aboriginal and Torres Strait Islander peoples, to develop trust and respect for each other to enable us to work together in getting people into employment through apprenticeships and traineeships.			
Action	Responsibility	Timeline	Deliverable
1. <b>RAP Working Group</b> Establish RAP working groups in Melbourne and Gippsland. Group to include Aboriginal and Torres Strait Islander peoples and Skillinvest staff to actively monitor RAP development including implementation of actions tracking progress and reporting.	CEO/GM Metro	30 Apr 2016  Meetings to be scheduled for Mar 2016, Sept 2016, Mar 2017, Sept 2017	<ul style="list-style-type: none"> <li>• RAP Working Group (RWG) oversees the development, endorsement and launch of the RAP.</li> <li>• Meet at least twice per year to monitor and report on RAP implementation.</li> <li>• Each working group will have an Aboriginal and Torres Strait Islander representative from a local organisation external to Skillinvest.</li> </ul>
2. <b>Relationship Building</b> Develop and maintain relationships with Aboriginal and Torres Strait Islander communities to increase employment and training opportunities for these communities.	RAP Working Group	31 Mar 2016  Meetings to be held June 2016 and June 2017  30 Dec 2015	<ul style="list-style-type: none"> <li>• Identify the communities/cooperatives/traditional land owner groups which Skillinvest should be developing relationships and partnerships with.</li> <li>• Develop meeting frequency</li> <li>• New Skillinvest website to include Aboriginal and Torres Strait Islander page for promotion of activities, good news stories and employment and training opportunities.</li> </ul>
3. <b>Induction</b> Induction of all new employees to include an overview of the Skillinvest RAP to ensure the document is known to staff, understood and	CEO	Implement by 30 Dec 2015 Mar 2016	<ul style="list-style-type: none"> <li>• Induction package to include Skillinvest RAP or access to RAP on the extranet.</li> <li>• Skillinvest RAP to be presented at full staff meetings at all locations as form of</li> </ul>



followed.		Feb 2016	inducting all existing staff . <ul style="list-style-type: none"><li>• Public Launch.</li></ul>
4. <b>Celebrate NRW</b> By providing opportunities for Aboriginal and Torres Strait Islander employees and other employees to build relationships.	Senior Managers	27 <sup>th</sup> May- 3 <sup>rd</sup> June, 2016 and 2017	<ul style="list-style-type: none"><li>• Organise at least one internal event each year.</li><li>• Register our NRW event via Reconciliation Australia's NRW website.</li><li>• Support an external NRW event.</li><li>• Ensure our Working Group participates in an external event to recognise and celebrate NRW.</li><li>• Extend an invitation to Aboriginal and Torres Strait Islander peoples to share their reconciliation experiences or stories.</li><li>• Encourage staff to participate in external events to recognise and celebrate NRW.</li></ul>



## Specific Actions

<b>Respect</b>			
Respect for Aboriginal and Torres Strait Islander peoples and cultures is important to Skillinvest to gain the respect in return as a source of genuine high quality employment and training services for Aboriginal and Torres Strait Islander peoples.			
<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Deliverables</b>
<p><b>1. Cultural awareness training and development for staff</b> Cultural training for Skillinvest Staff provided by representatives from Aboriginal and Torres Strait Islander communities to skill our staff with awareness and understanding of Aboriginal and Torres Strait Islander customs, cultures and traditions.</p>	CEO	<p>30 Sept 2016</p> <p>Jan 2016</p> <p>Dec 2015</p> <p>Jan 2016</p>	<ul style="list-style-type: none"> <li>• Develop and pilot a cultural awareness training strategy for Skillinvest. In particular, provide opportunities for RWG members, RAP Champions, managers and other key leadership to participate in training.</li> <li>• Introduction of cultural awareness training upon induction for Skillinvest employees.</li> <li>• Subscribe to Aboriginal and Torres Strait Islander newspapers and have in tea room for staff to read and be informed on achievements, employment opportunities, events, human interest stories, etc.</li> <li>• Provide link on extranet to appropriate Aboriginal and Torres Strait Islander websites as part of cultural training and awareness.</li> </ul>
<p><b>2. Aboriginal and Torres Strait Islander cultural protocols</b> Engage Skillinvest employees in understanding the protocols around Acknowledgement of Country and Welcome to Country ceremonies to ensure there is shared meaning behind the ceremonies.</p>	CEO	<p>30 June 2016</p> <p>Mar 2016</p> <p>Jan 2016</p>	<ul style="list-style-type: none"> <li>• Develop, implement and communicate a protocol document for Skillinvest.</li> <li>• In consultation with local communities identify at least one significant event each year for which a Welcome to Country from a Traditional Owner will be included.</li> <li>• Provide Acknowledgement of Country at all Skillinvest events with customers.</li> </ul>

Action	Responsibility	Timeline	Deliverables
<p><b>3. Promote and celebrate the following significant events</b></p> <ul style="list-style-type: none"> <li>• NAIDOC week</li> <li>• Other locally recognised events</li> <li>• National Sorry Day</li> <li>• The Long Walk</li> <li>• Dreamtime at the G</li> <li>• Aboriginal and Torres Strait Islander Children’s Day</li> </ul> <p>To ensure our staff and customers are aware of these important dates on the Aboriginal and Torres Strait Islander calendar.</p>	<p>CEO and General Managers</p>	<p>30 Mar 2016</p> <p>Dec 2015</p> <p>Mar and Sept annually</p> <p>Jan 2016</p> <p>Jan 2016</p> <p>Jan 2016</p> <p>Aug 2016, Aug 2017</p>	<ul style="list-style-type: none"> <li>• Develop a calendar of significant cultural events and communicate to all staff.</li> <li>• Review HR policies and procedures to ensure there are no barriers to staff participating significant events.</li> <li>• Provide opportunities for Aboriginal and Torres Strait Islander employees to participate in local significant events, including at least one NAIDOC Week event.</li> <li>• Encourage all Skillinvest employees to be involved in significant events.</li> <li>• Celebrate culturally significant day/s weeks throughout the year. This could be a stand-alone project by Skillinvest or partner with one of the recognised Aboriginal organisations.</li> <li>• Regularly review significant events to be celebrated with the RAP committee.</li> <li>• Ensure Cultural leave for Aboriginal and Torres Strait Islander employees is provided (refer to Skillinvest EBA, Clause 79 – Aboriginal and Torres Strait Islander Ceremonial Leave). Review and monitor on an annual basis.</li> </ul>
<p><b>4. Culturally safe workplaces</b></p> <p>Make Skillinvest offices and locations a culturally safe workplace for Aboriginal and Torres Strait Islander community members to ensure they are comfortable in approaching and working with our organisation.</p>	<p>CEO/GMs/RAP Committee</p>	<p>Apr 2016</p> <p>Mar 2016</p>	<ul style="list-style-type: none"> <li>• Acknowledgement of Country on a plaque at each Skillinvest site with a contribution such as a painting done by a local Aboriginal Traditional Custodian.</li> <li>• Produce culturally appropriate pamphlets and resources which relate to Aboriginal and Torres Strait Islander peoples.</li> </ul>



## Specific Actions

<b>Opportunities</b> Providing employment and training opportunities for all people including Aboriginal and Torres Strait Islander peoples, organisations and communities is important to our organisation, its vision and core purpose.			
Action	Responsibility	Timeline	Deliverables
<b>1. Aboriginal and Torres Strait Islander employment</b> Investigate opportunities within our organisation to increase Aboriginal and Torres Strait Islander employment opportunities to have an Aboriginal or Torres Strait Islander person on our staff.	CEO	30 Dec 2015  Mar 2016  Weekly link to website emailed – weekly from Dec 2015  Dec 2015  Mar 2017  Commencing Dec 2015	<ul style="list-style-type: none"> <li>Review HR procedures and policies to ensure barriers to Aboriginal and Torres Strait Islander employees are able to be addressed.</li> <li>Engage with Aboriginal and Torres Strait Islander communities and consult on employment and training strategies.</li> <li>Send a copy of all vacancies weekly to Aboriginal and Torres Strait Islander communities within our sphere of influence.</li> <li>Explore industry employment and training packages - In recognition of John Gorton's feedback on cultural leave and celebrating culturally significant days, development of a special costing template for presentation to potential hosts/industry. Possible funding for additional leave days for cultural events.</li> <li>Utilisation of Aboriginal and Torres Strait Islander apprentices and trainees in projects such as the refurbishment of culturally significant sites.</li> <li>Targeting key clients to assist in increasing the Aboriginal and Torres Strait Islander employment numbers.</li> </ul>
<b>2. Apprenticeship and traineeship opportunities</b> Identify Apprenticeship and traineeship	Group Training Managers (Regional)	31 Dec 2015	<ul style="list-style-type: none"> <li>Target opportunities for work experience and School Based Apprenticeships within</li> </ul>

Action	Responsibility	Timeline	Deliverables
<p>opportunities for Aboriginal and Torres Strait Islander peoples to increase numbers of Aboriginal and Torres Strait Islander young people engaging in meaningful employment and training.</p>	<p>and Metro)</p>	<p>Mar 2016</p> <p>Mar 2016</p> <p>Feb 2016</p> <p>Mar 2016</p> <p>Feb 2016</p> <p>Jan 2017</p> <p>Mar 2016</p>	<p>Skillinvest.</p> <ul style="list-style-type: none"> <li>• Opportunity for Aboriginal and Torres Strait Islander students to undertake work experience at Longerenong College.</li> <li>• Develop relationships with other agricultural related business within our community to encourage work placement opportunities for students within their organisations.</li> <li>• Work with students from primary school through to secondary school to promote opportunities of careers through apprenticeships and traineeships.</li> <li>• Job sharing opportunities between members of RAP – Skillinvest and other networks and partners.</li> <li>• Working with Koorie Engagement Support Officers (KESO's) and schools to promote Aboriginal and Torres Strait Islander traineeships and apprenticeships for identified potential school leavers/disengaged kids from year 9 up.</li> <li>• Mentoring program – establish a mentoring program for interested Aboriginal and Torres Strait Islander students.</li> <li>• Identify, access and support Aboriginal and Torres Strait Islander students to attend employment and training events such as Try-a-Trade and road shows.</li> </ul>
<p><b>3. Sponsorship</b> Sponsorship for Aboriginal and Torres Strait Islander groups and organisations that lead to education and employment outcomes to strengthen our branding in this market.</p>	<p>General Managers (Metro, Regional and Longerenong)</p>	<p>30 June 2016 (set in budget)</p>	<ul style="list-style-type: none"> <li>• Investigate options for sponsorships and report back to the RAP Committee.</li> </ul>



Action	Responsibility	Timeline	Deliverables
<p>4. <b>Success Stories</b> Promote success stories of Aboriginal and Torres Strait Islander apprentices/trainees from internal or external to the Skillinvest Group and promote these through various mediums to highlight their success.</p>	<p>General Managers (Metro, Regional and Longerenong)</p>	<p>Dec 2016</p>	<ul style="list-style-type: none"> <li>Promote good news success stories about Aboriginal and Torres Strait Islander peoples in apprenticeships and traineeships particularly those Skillinvest is assisting.</li> <li>Work with network of associations and governments to access any promotional money for promoting success stories.</li> <li>Promote success stories in schools to encourage people to take on apprenticeships and traineeships.</li> <li>Promoting career paths and success stories of past Skillinvest employees.</li> </ul>
<p>5. <b>Increase awareness</b> Increase awareness of services provided by Skillinvest for Aboriginal and Torres Strait Islander consumers to allow full utilisation of these services.</p>	<p>CEO and RAP Working Committee</p>	<p>Apr 2016</p>	<ul style="list-style-type: none"> <li>Skillinvest to develop specific information to be provided on services provided, including any special assistance. Information will be printed material and available on the website.</li> <li>Clear communication plan developed and written including marketing aspects</li> </ul>
<p>6. <b>Employment and training strategy</b> Develop an Aboriginal and Torres Strait Islander employment and training strategy with a focus on employment opportunities setting targets for specific Skillinvest locations to ensure that the strategy is measurable and focussed.</p>	<p>CEO, General Managers)</p>	<p>31 July 2016</p>	<ul style="list-style-type: none"> <li>Develop strategy with targets.</li> </ul>
<p>7. <b>Supplier diversity</b> Investigate opportunities to increase supplier diversity within your organisation to include Aboriginal and Torres Strait Islander businesses/community supporters.</p>	<p>Purchasing Officer (with GM support)</p>	<p>31 Dec 2015  Mar 2016  Mar 2016  31 Jan 2017</p>	<ul style="list-style-type: none"> <li>Review procurement policies barriers to Aboriginal and Torres Strait Islander businesses are able to be addressed.</li> <li>Investigate becoming a member of Supply Nation.</li> <li>Educate staff about using Aboriginal and Torres Strait Islander businesses.</li> <li>Develop at least one commercial</li> </ul>



Action	Responsibility	Timeline	Deliverables
			relationship with an Aboriginal and Torres Strait Islander business.



<b>Tracking progress and reporting</b>			
<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Target</b>
<p><b>1. Report achievements to Reconciliation Australia</b> Report achievements, challenges and learnings to Reconciliation Australia for inclusion in the Annual Impact Measurement Report to ensure our RAP is held accountable and reported and monitored internally on an ongoing basis.</p>	CEO and RAP Working Committee	Commencing Sept 2016	<ul style="list-style-type: none"> <li>Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.</li> </ul>

<b>Contact details</b>
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