



**RECONCILIATION  
ACTION PLAN**

**INNOVATE**

**ET Australia**

**Reconciliation Action Plan  
March 2021 - March 2023**

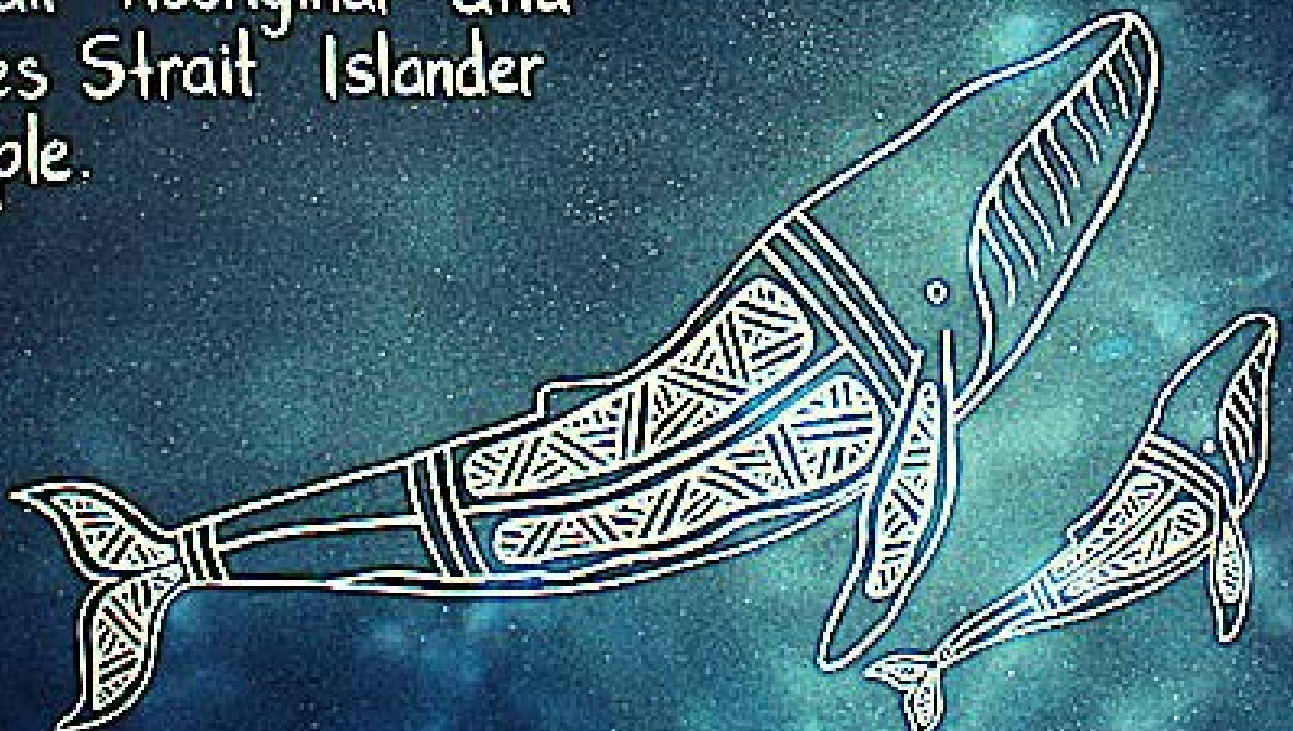
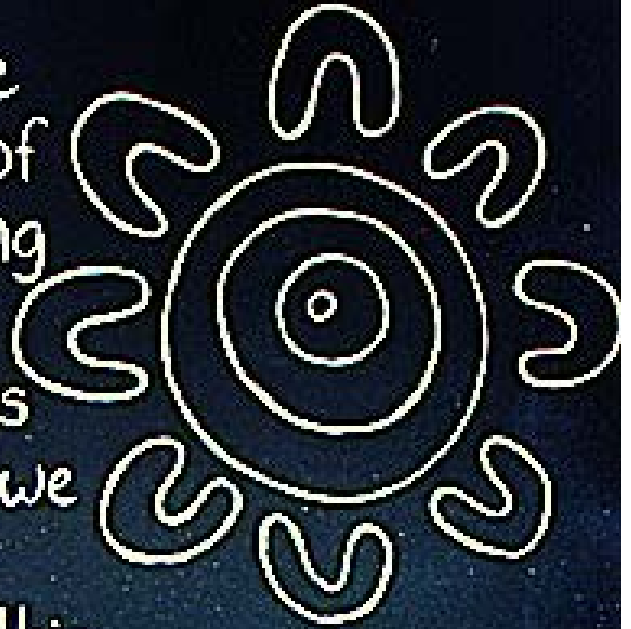
# Acknowledgement of Country

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We wish to acknowledge the traditional custodians of the land on which this building stands today.

We pay our respects to Elders past, present and emerging as we recognise their continuing connection and contribution to this land.

We also extend that respect to all Aboriginal and Torres Strait Islander people.



# Our vision for reconciliation

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ET Australia's vision for reconciliation in Australia is unification between Aboriginal and Torres Strait Islander peoples and other Australians. We live within a national culture that represents equality and equity, historical acceptance of our shared history and elimination of negative race relations.

As an educational institution, this requires equal education and outcomes for our Aboriginal and Torres Strait Islander stakeholders and an inclusive and diverse workplace that is not just culturally safe, but also culturally rich and proud.





Employment and Training Australia (ET Australia) is a community based not for profit organisation operating on the NSW Central Coast since 1977. Consisting of a Training College (RTO ID 90084) and an Independent Year 7 to 12 Secondary College, the focus is on providing students with the skills to be successful in employment and/or further study. We provide customised training and free recruitment services to businesses with a focus on aged care, disability, business and early childhood. ET Australia has two campuses where education and training services are delivered to the NSW Central Coast Region.

ET Australia's campuses are located in the Gosford CBD and in the Young Parents Hub in Wyong. ET Australia currently has 60 employees. We are very keen to increase the number of Aboriginal and Torres Strait Islander peoples employed at ET Australia as we currently only have two staff members who identify as Aboriginal people. ET Australia is planning to expand in 2021 by delivering more services across both our secondary college and the training college, however, will still maintain a focus on serving the NSW Central Coast Community.

## Our business

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ETASC students created a canvas with the names of Central Coast suburbs and their Aboriginal meanings for NAIDOC week in 2020. The canvas was proudly revealed at the end of year Celebration Assembly.

# Our Reconciliation Action Plan

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ET Australia is developing our second Reconciliation Action Plan to help support the national reconciliation movement, to support our organisation to identify and develop meaningful relationships and to provide opportunities for Aboriginal and Torres Strait Islander peoples to achieve a high-quality education and transition to meaningful employment. We don't believe that reconciliation can genuinely occur until these opportunities are presented to all Australians.

Our internal RAP champions are the CEO and ET Australia's Aboriginal Liaison Officer / Executive Assistant who will work closely with our RAP working Group which was established in 2019. Our RAP Working Group includes ET Australia senior management members Training College Manager, Assistant School principal, Marketing and Communication Manager, CEO's Executive Assistant and CEO. The RAP Working Group is supported by RAP coordinators which includes a Secondary College Teacher and our Business Development Manager. Our CEO's Executive Assistant identifies as Aboriginal and will take lead in delivery of our RAP. With this setup we believe the organisation will have implementation of our RAP from all levels and will allow us to see success in our delivery.

Since developing our first RAP in 2019, all ET Australia staff and management have participated in our RAP to extend their knowledge of past and present experiences of Aboriginal and Torres Strait Islander peoples. We have recognised and reflected on how we can improve our practices to continue to produce an equitable working and learning environment.

We look forward to this new chance to extend our RAP to an Innovate plan. This will allow the extension of our message: education of our community about First Nations People and quality, appropriate services we can deliver to and with Aboriginal and Torres Strait Islander peoples and their communities.

## Relationships

ET Australia values strong relationships and partnerships with Aboriginal and Torres Strait Islander individuals, organisations and community groups.

These partnerships are crucial across our service delivery areas, instilling the knowledge of history, contemporary issues and culture into our education programs across our secondary college and our training college supports all Australians to move forward towards a reconciled country. It is these relationships that build the organisational knowledge and understanding we use to support our students, staff and wider community, to ensure Aboriginal and/or Torres Strait Islander peoples are given every opportunity to access education and transition into employment in the Central Coast region.

## Focus Area

ET Australia Secondary College and Training College have a strategic direction to create employment opportunities for the Central Coast Community. We do this by preparing students of all ages to be competitive for the local employment market. Building relationships with organisations who have similar goals is of importance to us as it will allow us to increase our footprint creating more employment opportunities for Aboriginal and Torres Strait Islander peoples and the wider community.



# Our Plan

# Relationships

Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations	Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.	December 2021	<b>Lead:</b> Business Development Manager <b>Supported by:</b> Training College Manager, CEO, RAP Coordinator
	Collaborate with local Aboriginal and Torres Strait Islander community service organisations to provide opportunity for their clients to enquire about ET Australia Training College Programs and traineeship vacancies.	June 2022	<b>Lead:</b> Business Development Manager <b>Supported by:</b> Training College Manager, CEO, RAP Coordinator
	Consult with Aboriginal and Torres Strait Islander community members in supporting ET Australia's engagement with the community.	March 2022	<b>Lead:</b> Business Development Manager <b>Supported by:</b> Training College Manager, CEO, RAP Coordinator
	Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.	June 2021	<b>Lead:</b> Business Development Manager <b>Supported by:</b> Training College Manager, CEO, RAP Coordinator





# Our Plan

# Relationships

Action	Deliverable	Timeline	Responsibility
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May 2021, 2022	<b>Lead:</b> Business Development Manager <b>Supported by:</b> Training College Manager, CEO, RAP Coordinator
	RAP Working Group members to participate in an external NRW event.	May - June 2021, 2022	<b>Lead:</b> CEO <b>Supported by:</b> Training College Manager, Assistant Principal, RAP Coordinators
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	May - June 2021, 2022	<b>Lead:</b> CEO <b>Supported by:</b> Training College Manager, Assistant Principal, Marketing and Communications Manager, RAP Coordinator



# Our Plan

# Relationships

Action	Deliverable	Timeline	Responsibility
2. Build relationships through celebrating National Reconciliation Week (NRW) (cont.).	Organise at least one NRW event each year.	May - June 2021, 2022	<b>Lead:</b> Executive Assistant <b>Supported by:</b> Training College Manager, CEO, RAP Coordinator, Marketing and Communications Manager
	Organise activities for students of Secondary College and Training College to acknowledge NRW and educate on Aboriginal and Torres Strait Islander cultures.	April 2021	<b>Lead:</b> RAP Coordinator <b>Supported by:</b> Training College Manager, Assistant Principal
	Register all our NRW events on Reconciliation Australia's NRW website.	April 2021, 2022	<b>Lead:</b> Executive Assistant



# Our Plan

# Relationships

Action	Deliverable	Timeline	Responsibility
3. Promote reconciliation through our sphere of influence.	Implement strategies to engage our staff in reconciliation.	June 2021	<b>Lead:</b> RAP Coordinators <b>Supported by:</b> CEO, Assistant Principal, Training College Manager
	Communicate our commitment to reconciliation publicly.	May 2021	<b>Lead:</b> Marketing and Communications Manager <b>Supported by:</b> CEO
	Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	April 2021	<b>Lead:</b> Business Development Manager <b>Supported by:</b> CEO, RAP Coordinator
	Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation.	June 2021	<b>Lead:</b> Business Development Manager <b>Supported by:</b> Executive Assistant



# Our Plan

# Relationships

Action	Deliverable	Timeline	Responsibility
4. Promote positive race relations through anti-discrimination strategies.	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	August 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Develop, implement and communicate an anti-discrimination policy for our organisation.	July 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.	October 2021 April 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal



# Our Plan

# Relationships

Action	Deliverable	Timeline	Responsibility
4. Promote positive race relations through anti-discrimination strategies (cont.).	Ensure staff members to read resources on NSW Government website to be educated on racism, effects of racism and how to avoid accidental racism.	July 2021	<b>Lead:</b> RAP Coordinator <b>Supported by:</b> CEO
	Educate senior leaders on the effects of racism.	September 2021	<b>Lead:</b> Executive Assistant <b>Supported by:</b> RAP Coordinators
5. Scope and establish relationships within education to support Aboriginal and Torres Strait Islander students.	Collaborate with primary schools to ensure that Aboriginal and Torres Strait Islander students moving to high school are aware that they have the choice to apply to enrol at ET Australia Secondary College.	January 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Scope opportunities to join, establish and/or extend a reconciliation in-education professional learning, special interest, or industry network group.	January 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal



## Respect

ET Australia recognises and values cultural diversity as a quality which enhances the life of the Education sector. As an organisation we will work together to respect and incorporate Australian Aboriginal and Torres Strait Islander art and cultures into our physical structures and spaces. We commit to integrating First Australian peoples' cultural knowledge, relationship to land and sea, histories, perspectives and experiences throughout our business's activities and curriculum.

## Focus Area

ET Australia, as an organisation, understands the weight of the social and economic barriers Australian Aboriginal and Torres Strait Islander peoples and communities within our region have experienced. We will add to the efforts to strengthen study, employment and economic opportunities for Australian Aboriginal and Torres Strait Islander peoples via our ongoing engagement across all areas of our core business units.



# Our Plan

# Respect

Action	Deliverable	Timeline	Responsibility
6. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Conduct a review of cultural learning needs within our organisation.	July 2021, July 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Continue to expand on our existing strategy and implement an Aboriginal and Torres Strait Islander cultural awareness training approach for all staff which defines cultural learning needs of employees in all areas of our business and considers various ways cultural learning can be provided (online, face to face workshops or cultural immersion).	May 2022	<b>Lead:</b> Executive Assistant <b>Supported by:</b> CEO, Training College Manager, Assistant Principal, Marketing and Communications Manager
	Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy.	August 2021	<b>Lead:</b> RAP Coordinators



# Our Plan

# Respect

Action	Deliverable	Timeline	Responsibility
6. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning (cont.).	Develop, implement and communicate a cultural learning strategy for our staff.	October 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.	November 2022	<b>Lead:</b> RAP Coordinators <b>Supported by:</b> CEO
7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Invite parents/families of Aboriginal and Torres Strait Islander students to attend assemblies and where appropriate offer them the opportunity to lead the Welcome to Country.	June 2021,	<b>Lead:</b> Assistant Principal <b>Supported by:</b> Marketing and Communications Manager, CEO Executive Assistant





# Our Plan

# Respect

Action	Deliverable	Timeline	Responsibility
7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols (cont.).	Organise and display an Acknowledgment of Country plaque in our office.	June 2021	<b>Lead:</b> Assistant Principal <b>Supported by:</b> Marketing and Communications Manager, CEO Executive Assistant
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	March 2022	<b>Lead:</b> RAP Coordinators
	Share resources to educate staff on difference between Welcome to Country and Acknowledgement of Country and why these two separate exercises are important for reconciliation.	January 2022	<b>Lead:</b> RAP Coordinators



# Our Plan

# Respect

Action	Deliverable	Timeline	Responsibility
7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols (cont.).	Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.	December 2021	<b>Lead:</b> Executive Assistant <b>Supported by:</b> RAP Coordinator
	Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.	September 2021	<b>Lead:</b> Assistant Principal <b>Supported by:</b> RAP Coordinators Marketing and Communications Manager
	Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	March 2022	<b>Lead:</b> CEO <b>Supported by:</b> Training College Manager, Assistant Principal



# Our Plan

# Respect

Action	Deliverable	Timeline	Responsibility
8. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Promote and encourage participation in external NAIDOC events to all staff.	July 2021, 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal, RAP Coordinators
	RAP Working Group to participate in an external NAIDOC Week event.	July 2021, 2022	<b>Lead:</b> RAP Coordinators <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal, Marketing and Communications Manager
	Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.	May 2021, 2022	<b>Lead:</b> Executive Assistant <b>Supported by:</b> CEO



## Opportunities

ET Australia believes all Australians should have equal access to education, employment opportunities and professional development. ET Australia is committed to engaging with organisations who advocate for and represent Aboriginal and Torres Strait Islander peoples to receive direct referrals and assist in movement and progression towards meaningful employment and education opportunities.

## Focus Area

As ET Australia moves to expand in 2021, we aim to increase our Aboriginal and Torres Strait Islander representation regarding both staff and students which will create awareness, education and support in school completion, vocational training and employment opportunities.



# Our Plan

# Opportunities

Action	Deliverable	Timeline	Responsibility
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	November 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Along with sending out external vacancies that we recruit for, ET Australia will distribute internal vacancies to network of Aboriginal and Torres Strait Islander support organisations and accept direct referrals. Vacancies will be sent to Business Development manager to distribute to existing and any new networks.	December 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal, Business Development Manager
	Where appropriate send employment vacancies to like-minded and reconciliation focused organisations to obtain referrals for vacancies to boost employment opportunities for Aboriginal and Torres Strait Islander people before advertising on the open labour market websites e.g seek.com.	June 2021	<b>Lead:</b> Business Development Manager <b>Supported by:</b> CEO, Training College Manager, Assistant Principal



# Our Plan

# Opportunities

Action	Deliverable	Timeline	Responsibility
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development (cont.).	Business Development Manager to continue to attend Aboriginal Employment Interagency Meetings (monthly).	December 2021	<b>Lead:</b> Business Development Manager <b>Supported by:</b> CEO, Training College Manager, Assistant Principal
	Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy.	September 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.	June 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal



# Our Plan

# Opportunities

Action	Deliverable	Timeline	Responsibility
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development (cont.).	Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.).	December 2021 June 2021, January 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal, Business Development Manager
	Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	June 2021, December 2021	<b>Lead:</b> Executive Assistant <b>Supported by:</b> CEO, Training College Manager, Assistant Principal
	Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce.	April 2022	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal



# Our Plan

# Opportunities

Action	Deliverable	Timeline	Responsibility
10. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.	January 2022	<b>Lead:</b> RAP Coordinator <b>Supported by:</b> CEO, Training College Manager, Assistant Principal, Executive Assistant
	Investigate Supply Nation membership.	January 2022	<b>Lead:</b> RAP Coordinator <b>Supported by:</b> Executive Assistant
	Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	February 2022	<b>Lead:</b> RAP Coordinator <b>Supported by:</b> CEO, Training College Manager, Assistant Principal, Executive Assistant





## Our Plan

## Opportunities

Action	Deliverable	Timeline	Responsibility
10. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes (cont.).	Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	January 2022	<b>Lead:</b> RAP Coordinator <b>Supported by:</b> CEO, Executive Assistant
	Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	November 2021	<b>Lead:</b> RAP Coordinator <b>Supported by:</b> CEO, Executive Assistant



# Our Plan

# Opportunities

Action	Deliverable	Timeline	Responsibility
11. Promote Narragunnawali: Reconciliation in Education to staff and external stakeholders.	Connect all students to Narragunnawali resources on Building Relationships with Community.	October 2021	<b>Lead:</b> Assistant Principal <b>Supported by:</b> CEO, RAP Coordinator, Executive Assistant
	Meet with Reconciliation Australia’s Narragunnawali team to explore and consider mutually beneficial support options.	October 2021	<b>Lead:</b> Assistant Principal <b>Supported by:</b> CEO, RAP Coordinator, Executive Assistant
	Promote Reconciliation Australia’s Narragunnawali: Reconciliation in Education program to education services within our network, and encourage other services to develop their own RAPs incorporating the Narragunnawali online platform, including sharing and promoting our RAP as a means to encourage the sector to develop their journey to reconciliation.	April 2021	<b>Lead:</b> Assistant Principal <b>Supported by:</b> CEO, RAP Coordinator, Executive Assistant



# Our Plan

# Opportunities

Action	Deliverable	Timeline	Responsibility
11. Promote Narragunnawali: Reconciliation in Education to staff and external stakeholders (cont.).	Implement Narragunnawali activities into school curriculum to increase awareness and cultural knowledge of Aboriginal and Torres Strait Islander peoples.	December 2021	<b>Lead:</b> Assistant Principal <b>Supported by:</b> CEO, RAP Coordinator, Executive Assistant
	Encourage all staff to engage with the professional learning (including webinar) resources available via Reconciliation Australia's Narragunnawali: Reconciliation in Education online platform.	December 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, Training College Manager, Assistant Principal
	Encourage all staff/all early learning services in our network to sign up to the Narragunnawali News mailing list.	January 2022	<b>Lead:</b> Marketing & Communications Manager
	Post any appropriate links to Reconciliation Australia's Narragunnawali: Reconciliation in Education platform on our website.	November 2021	<b>Lead:</b> Marketing & Communications Manager <b>Supported by:</b> RAP coordinators, CEO



Action	Deliverable	Timeline	Responsibility
12. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	Maintain Aboriginal and Torres Strait Islander representation on the RWG.	July 2021, December 2021 June 2022	<b>Lead:</b> CEO
	Establish and apply a Terms of Reference for the RWG.	December 2021	<b>Lead:</b> CEO <b>Supported by:</b> Executive Assistant, RAP Coordinators
	Meet at least four times per year to drive and monitor RAP implementation.	April, June, September, December 2021 and 2022	<b>Lead:</b> CEO <b>Supported by</b> Executive Assistant, Training College Manager, Assistant Principal, Marketing and Communications Manager



Action	Deliverable	Timeline	Responsibility
13. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	November 2021	<b>Lead:</b> RAP Coordinators
	Engage our senior leaders and other staff in the delivery of RAP commitments.	December 2021, June 2021, December 2022	<b>Lead:</b> RAP Coordinators
	Define and maintain appropriate systems to track, measure and report on RAP commitments.	December 2021	<b>Lead:</b> RAP Coordinators
	Appoint and maintain an internal RAP Champion from senior management.	December 2021	<b>Lead:</b> CEO



# Our Plan

# Governance

Action	Deliverable	Timeline	Responsibility
14. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	September, 2021,2022	<b>Lead:</b> RAP Coordinators <b>Supported by:</b> Executive Assistant
	Report RAP progress to all staff and senior leaders quarterly.	June 2021, September 2021  April 2022, June 2022, September 2022	<b>Lead:</b> RAP Coordinators <b>Supported by:</b> CEO, Executive Assistant
	Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	May 2022	<b>Lead:</b> RAP Coordinators <b>Supported by:</b> CEO, Executive Assistant



Action	Deliverable	Timeline	Responsibility
14. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally (cont.).	Publicly report our RAP achievements, challenges and learnings, annually.	July 2021 July 2022	<b>Lead:</b> Marketing and Communications Manager <b>Supported by:</b> CEO, RAP Coordinator, Executive Assistant
15. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	June 2022	<b>Lead:</b> Executive Assistant <b>Supported by:</b> CEO, RAP Coordinator





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