



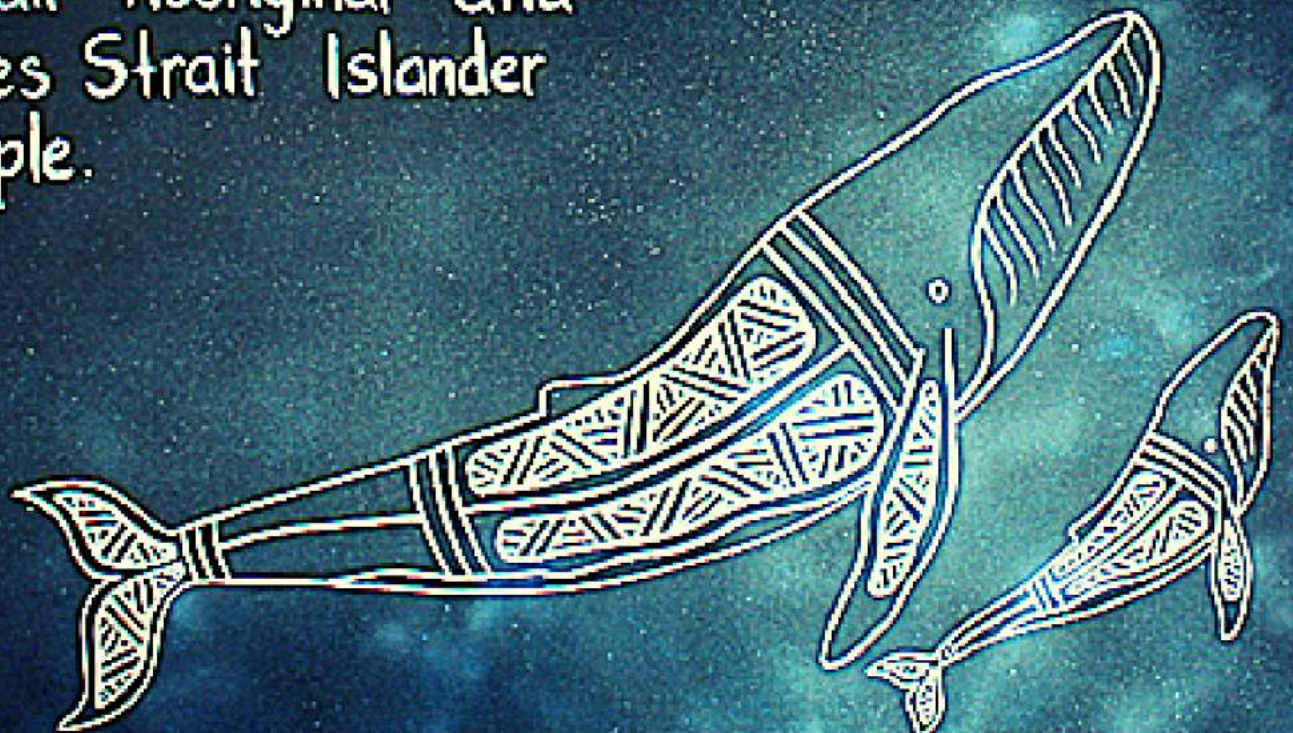
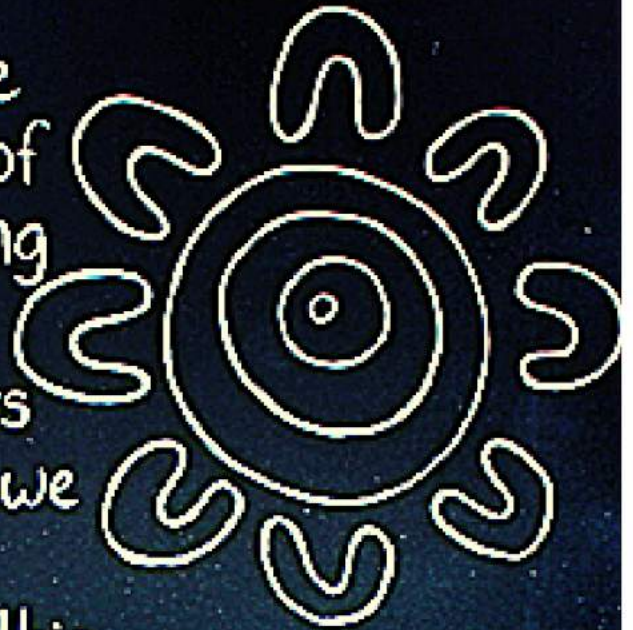
ET Australia
Reconciliation Action Plan
February 2023 - February
2025

Acknowledgement of Country

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.



ET Australia's Acknowledgement of Country: Designed and Created by Garry Purchase and are displayed in both ET Australia Secondary College Campuses and our Training College in Gosford.

Statement from Reconciliation Australia's CEO

Reconciliation Australia commends ET Australia on the formal endorsement of its second Innovate Reconciliation Action Plan (RAP).

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

With close to 3 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. ET Australia continues to be part of a strong network of more than 2,200 corporate, government, and not-for-profit organisations that have taken goodwill and transformed it into action.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously strengthen reconciliation commitments and constantly strive to apply learnings in new ways.

An Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build the strong foundations and relationships that ensure sustainable, thoughtful, and impactful RAP outcomes into the future.

An integral part of building these foundations is reflecting on and cataloguing the successes and challenges of previous RAPs. Learnings gained through effort and innovation are invaluable resources that ET Australia will continuously draw upon to create RAP commitments rooted in experience and maturity.

These learnings extend to ET Australia using the lens of reconciliation to better understand its core business, sphere of influence, and diverse community of staff and stakeholders.

The RAP program's emphasis on relationships, respect, and opportunities gives organisations a framework from which to foster connections with Aboriginal and Torres Strait Islander peoples rooted in mutual collaboration and trust.

This Innovate RAP is an opportunity for ET Australia to strengthen these relationships, gain crucial experience, and nurture connections that will become the lifeblood of its future RAP commitments. By enabling and empowering staff to contribute to this process, ET Australia will ensure shared and cooperative success in the long-term.

Gaining experience and reflecting on pertinent learnings will ensure the sustainability of ET Australia's future RAPs and reconciliation initiatives, providing meaningful impact toward Australia's reconciliation journey.

Congratulations ET Australia on your second Innovate RAP and I look forward to following your ongoing reconciliation journey.

Karen Mundine
Chief Executive Officer
Reconciliation Australia



Our vision for reconciliation

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.

We see it as our role to educate the Central Coast Community and pave the way for businesses we work with, students and their families to achieve our vision for reconciliation. We lead by example and as we learn, we aim to share our knowledge with our community.



Aboriginal Artwork created by ETASC student for an Art Workshop in 2018.



ET Australia Secondary College staff during National Reconciliation Week 2022

ET Australia is a community based not for profit organisation operating on the NSW Central Coast since 1977. The organisation’s objective is providing students with the skills to be successful in employment and/or further study through the provision of adult vocational training and high school education. ET Australia consists of an Adult Training College (RTO ID 90084) and an Independent Years 7 to 12 High School.

The organisation currently has 78 employees, a mix of part-time and full-time staff and has two campuses, both located in the Gosford city centre. We are very keen to increase the number of Aboriginal and Torres Strait Islander people employed at ET Australia as we currently only have three staff members who identify as Aboriginal people.

ET Australia provides services across the Central Coast community. Our sphere of influence is largely made up of high school students, their families and adult learners engaged in vocational training. We work with many local employers who host our students for Work Placement, Work Experience and employee trainees who complete the training component of their traineeship with ET Australia. We often assist Central Coast based employers with recruiting employees for their organisations so we can also influence their Aboriginal Employment goals and journey to reconciliation.

Our Business

PAGE 4



In 2022 ET Australia hosted a National Reconciliation Week whole school assembly. Ed Daley from The Glen Centre, Bobbi Murray from Community Legal Centres and Federal Member for Robertson Dr Gordon Reid all spoke about the theme "Be Brave, Make Change" and answered questions from students. Students participated in a Central Coast Gathering event for National Reconciliation Week held at the Leagues Club Park, Gosford.

Our Reconciliation Action Plan

ET Australia is developing our third Reconciliation Action Plan to help support the national reconciliation movement, to help 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.

We see this RAP as opportunity to extend our influence within our region and assist organisations we work closely with to commence or further their own RAP journey.

We will use this RAP as an opportunity to make bolder statements publicly showcasing our own efforts towards reconciliation with the goal of influencing the wider community to do the same.

2023 will be our fourth year of implementing a RAP. To develop this RAP, we had in depth conversations with staff from all areas of our organisation about the success of past RAP's and what we can do better. We also met with Reconciliation Australia who guided us to another Innovate RAP to ensure we are achieving what we want to achieve. Further, our RAP team have had both formal training and informal discussions with Aboriginal organisations and members of our community who have guided us on what is needed to achieve our goals.

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, Deputy 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 RAP coordinators are circulating ET Australia's internal and external community daily. They assist the RAP Working Group by identifying a need for and organising training for staff and attending appropriate events / networking groups in representation of ET Australia. Our CEO's Executive Assistant identifies as Aboriginal and is our lead in the delivery of our RAP. With this setup we have ensured there is representation of the RAP Working Group across the organisation and daily efforts taken to achieve our goals.

ET Australia attends the Aboriginal Employment Interagency Meetings, the Central Coast Aboriginal Interagency meetings and the Aboriginal Education Consultive Group meetings. These places offer us a space to get advice from Aboriginal organisations and Aboriginal communities members to ensure that we also do the best we can.

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. ET Australia has implemented many initiatives as a result of our RAP and other activities such as Cultural Awareness training and undertaking the FastTrack program delivered by Blakworks that focuses on Aboriginal employment.

We have developed an Employment Strategy, set Aboriginal and Torres Strait Islander employment targets, implemented cultural learning plans, organised internal events for National Reconciliation Week and NAIDOC week, reviewed and made significant changes to our procurement policies and worked to develop positive and meaningful relationships with Aboriginal networks on the Central Coast. . Since implementing our first RAP in 2019, ET Australia has have held events, training and influenced other businesses to pursue their own RAP Journey. We have also connected and worked collaboratively with other like-minded businesses assisting in their recruitment and training of their staff. Recently, ET Australia's work in this space has been recognised by Dr Gordon Reid our Member of Parliament for Dobell who is a Wiradjuri man. Dr Reid acknowledged in Parliament the work we do in our community and our efforts towards reconciliation.

Our presence and relationships formed over the last three years of implementing our RAP's have aided us to work closely with the Central Coast Aboriginal community.

Through our strengthening relationships, our Training College has recently been selected to recruit for targeted traineeship positions by a local employer, where we successfully found two suitable people. Both of these trainees were referred from local employment support organisations we have built relationships with over time.

Once employed, we assisted these trainees to access mentoring from another Central Coast organisation who offers mentoring services to Aboriginal Trainees. We are confident that these supports combined with our commitment to continuing our RAP Journey and our Aboriginal employment that these trainees will see success in their traineeship and future careers.

We look at this RAP as a new chance to extend on our learning from our previous RAPs. This will allow the extension of our message: education to 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.

ET Australia is committed to building a more respectful, welcoming and safe workplace. We have taken many steps organisation wide to work towards cultural competency and influence our community to achieve this goal. We are well into our Reconciliation Action Plan journey and have developed and implemented an Aboriginal Employment Strategy in consultation with Blakworks. We are committed to Aboriginal Employment.



Aboriginal Artwork Created by ETASC students with guidance from Uncle Gavi Duncan.

Relationships

ET Australia values strong relationships and partnerships with Aboriginal and Torres Strait Islander individuals, organisations and community groups. Since implementing our first RAP, we have built on existing relationships and created new relationships with many organisations including training organisations, care sector employers, small and medium businesses and Group Training Organisations. These relationships allow us to recruit new students, provide Work Experience and Work Placement opportunities for our students and assist our students to transition from study into meaningful employment.

Further, 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 to support 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's objective is to help our students to be successful in employment and/or further study. 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.	Continue to meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.	December 2023	Lead: Business Development Manager Supported by: Training College Manager, CEO, RAP Coordinator
	Review and update our engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.	June 2024	Lead: Business Development Manager Supported by: Training College Manager, CEO, RAP Coordinator
	Continue to 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 as well as ET Australia Secondary College. Work collaboratively with organisations to strengthen referral processes to ensure this is a smooth transaction for both parties.	June 2024	Lead: RAP Coordinators Supported by: CEO, Assistant Principal, Training College Manager



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Continue to consult with Aboriginal and Torres Strait Islander community members in supporting ET Australia’s engagement with the community and action specific feedback from organisations as to what can be improved in our working partnerships.	March 2024	Lead: Business Development Manager Supported by: CEO, Assistant Principal, Training College Manager
	Review, update and implement changes from ET Australia’s Aboriginal Employment Strategy to develop an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders.	March 2023	Lead: Business Development Manager Supported by: CEO, Assistant Principal, Training College Manager
	Business Development Manager or Aboriginal Liaison Officer to continue to attend Aboriginal Employment Interagency Meetings (bi - monthly).	Review April 2023 Review April 2025	Lead: Business Development Manager and CEO’s Executive Assistant Supported by: CEO, Training College Manager, Assistant Principal



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Business Development Manager or Aboriginal Liaison Officer to continue to attend Aboriginal Central Coast Interagency Meetings.	Review April 2023 April 2025	Lead: Business Development Manager and CEO's Executive Assistant Supported by: CEO, Training College Manager, Assistant Principal
	Aboriginal Liaison Officer or delegate to continue to attend Aboriginal Education Consultive Group Meetings.	Review April 2023 April 2025	Lead: Executive Assistant Supported by: CEO, Training College Manager, Assistant Principal



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
2. Build relationships through celebrating National Reconciliation Week (NRW).	Organise activities for Secondary College and Training College students to acknowledge NRW and educate on Aboriginal and Torres Strait Islander cultures.	April, 2023, 2024	Lead: RAP Coordinators Supported by: CEO, Assistant Principal, Training College Manager
	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May 2023, 2024	Lead: Business Development Manager Supported by: Training College Manager, CEO, RAP Coordinator
	RAP Working Group members to participate in an external NRW event.	27 May – 3 June 2023, 2024	Lead: CEO Supported by: Training College Manager, Assistant Principal, RAP Coordinators



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
2. Build relationships through celebrating National Reconciliation Week (NRW).	Encourage and support staff and senior leaders to participate in at least Two external event to recognise and celebrate NRW.	27 May – 3 June 2023, 2024	Lead: CEO Supported by: Training College Manager, Assistant Principal, Marketing and Communications Manager, RAP Coordinator
	Organise at least one NRW event each year.	27 May – 3 June 2023, 2024	Lead: Executive Assistant Supported by: Training College Manager, CEO, RAP Coordinator, Marketing and Communications Manager
	Register all our NRW events on Reconciliation Australia's NRW website.	May 2023, 2024	Lead: Executive Assistant



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
3. Promote reconciliation through our sphere of influence.	Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.	June 2023	Lead: RAP Coordinators Supported by: CEO, Assistant Principal, Training College Manager
	Communicate our commitment to reconciliation publicly.	May 2023	Lead: Marketing and Communications Manager Supported by: CEO
	Implement strategies to positively influence our external stakeholders to drive reconciliation outcomes.	April 2023	Lead: Business Development Manager Supported by: CEO, RAP Coordinator
	Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation.	June 2023	Lead: Business Development Manager Supported by: Executive Assistant



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
3. Promote reconciliation through our sphere of influence.	Identify and organise training for staff on the Uluru Statement of the Heart.	December 2023	Lead: Executive Assistant Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Add RAP overview / introduction to staff induction.	Sept 2023 Review Sept 2024	Lead: Executive Assistant Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Offer all traineeship employers we work with the opportunity to utilise Bara Barang mentoring services for their trainees.	Review: June 2023 December 2023 Jan 2024 December 2024	Lead: Business Development Manager Supported by: Training officer



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
3. Promote reconciliation through our sphere of influence.	Promote Blakworks Aboriginal Employment and Cultural Awareness Training services on our website and social media.	December 2024	Lead: Marketing and Communications Manager Supported by: Business Development Manager
	Invite stakeholders to our NRW and NAIDOC events to showcase the positive impact actions can have on the community.	June 2023 Jul 2023	Lead: Executive Assistant Supported by: Business Development Manager
	Promote NRW and NAIDOC events in our newsletter.	August 2023 August 2024	Lead: Marketing and Communications Manager Supported by: Business Development Manager



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
4. Promote positive race relations through anti-discrimination strategies.	Continuously improve HR policies and procedures concerned with anti-discrimination.	August 2023	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Review and communicate our anti-discrimination policy for our organisation.	July 2023	Lead: CEO Supported by: 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 2023 April 2024	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Provide ongoing education opportunities for senior leaders and managers on the effects of racism.	September 2023	Lead: Executive Assistant Supported by: RAP Coordinators



Our Plan

Relationships

Action	Deliverable	Timeline	Responsibility
5. Promote Reconciliation Australia's Narragunnawali: Reconciliation in Education program to staff and external stakeholders.	Encourage staff to sign up to the Narragunnawali online platform and engage with platform resources.	September 2023	Lead: Executive Assistant Supported by: RAP Coordinators
	Encourage and support schools and early learning services within our sphere of influence to develop their own RAP via the Narragunnawali platform.	December 2023	Lead: Executive Assistant Supported by: RAP Coordinators
	Host a link to Reconciliation Australia's Narragunnawali: Reconciliation in Education program on our website.	April 2023	Lead: Marketing Manager Supported by: CEO
	Invite Reconciliation Australia's Narragunnawali team to deliver a presentation about Narragunnawali: Reconciliation in Education.	December 2023	Lead: Executive Assistant Supported by: Training College Manager and Assistant Principal



Respect

Inclusivity in education can only ensue when the histories, cultures, knowledge and rights of Aboriginal and Torres Strait Islander peoples are valued and acknowledged. Without respect, meaningful connection and support can not be brought to Aboriginal communities and can avert the teaching and learning that can arise from these partnerships.

ET Australia recognises and values cultural diversity as a quality which enhances the life of the Education sector. We will continue to work together to respect and incorporate 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 understands the weight of the social and economic barriers 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 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 2023, July 2024	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform our cultural learning strategy.	August 2023	Lead: RAP Coordinators
	Review and update our cultural learning strategy document for our staff.	October 2023	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal



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.	Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.	November 2024	Lead: RAP Coordinators Supported by: CEO
	Develop an online reconciliation library for staff to foster self motivated learning opportunities.	February 2024	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Investigate local cultural immersion opportunities for staff.	October 2023	Lead: Executive Assistant Supported by: RAP Coordinator
	All new ET Australia staff to undertake formal and structured cultural learning at the completion of their three-month probation period.	April 2023 April 2025	Lead: Executive Assistant Supported by: CEO



Our Plan

Respect

Action	Deliverable	Timeline	Responsibility
7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Display an Acknowledgment of Country plaque or other appropriate protocols in our office/s or on our buildings.	March, 2023	Lead: Executive Assistant Supported by: CEO
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	March, 2024	Lead: RAP Coordinators
	Review and update our cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.	December 2023	Lead: Executive Assistant Supported by: 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 such as our celebration assemblies and Graduations.	September 2023	Lead: Assistant Principal Supported by: RAP Coordinators Marketing and Communications Manager



Our Plan

Respect

Action	Deliverable	Timeline	Responsibility
7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	March, 2024	Lead: CEO Supported by: Training College Manager, Assistant Principal
8. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week. .	Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.	May 2023, 2024	Lead: Executive Assistant Supported by: CEO
	Promote and encourage participation in external NAIDOC events to all staff.	June 2023, 2024	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal, RAP Coordinators
	RAP Working Group to participate in an external NAIDOC Week event.	First week in July 2023, 2024	Lead: RAP Coordinators Supported by: Executive Assistant, Training College Manager, Assistant Principal, Marketing and Communications Manager



Opportunities

ET Australia is committed to providing sustainable opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities to support education and employment outcomes.

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.

Throughout this RAP, we commit ourselves to work with even more organisations and further existing relationships. We will make the most out of every opportunity that is created or presented to us to educate the wider community on the importance of reconciliation and assist as many Aboriginal people into education, employment and training as possible.

Focus Area

We aim to increase our Aboriginal and Torres Strait Islander representation regarding our staff and Training College students. ET Australia Secondary College Aboriginal student cohort represents 16.9% of our student population. We are eager to continue to create awareness, education and support in school completion, vocational training and employment opportunities for all our Aboriginal and Torres Strait Islander students.



Our Plan

Opportunities

Action	Deliverable	Timeline	Responsibility
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Continue to build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	November 2023	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy.	September 2023	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal
	Review and update our Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.	June 2024	Lead: CEO Supported by: 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.	Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	December 2023 June 2023, January 2024	Lead: CEO Supported by: 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 2023, December 2023	Lead: Executive Assistant Supported by: CEO, Training College Manager, Assistant Principal
	Distribute internal vacancies to our network of Aboriginal and Torres Strait Islander support organisations and accept direct referrals. Vacancies will continue to be sent to Business Development manager to distribute to existing and any new networks.	December 2023	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal, Business Development Manager



Our Plan

Opportunities

Action	Deliverable	Timeline	Responsibility
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Where appropriate send employment vacancies to likeminded 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 2023	Lead: Business Development Manager Supported by: CEO, Training College Manager, Assistant Principal
	Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce from 2.5% to 3.8%.	January 2024	Lead: Executive Assistant Supported by: CEO, 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.	Review and update our Aboriginal and Torres Strait Islander procurement strategy.	January 2024	Lead: RAP Coordinator Supported by: CEO, Training College Manager, Assistant Principal, Executive Assistant
	Investigate Supply Nation membership.	January 2024	Lead: RAP Coordinator Supported by: Executive Assistant
	Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	February 2024	Lead: RAP Coordinator Supported by: CEO, Training College Manager, Assistant Principal, Executive Assistant
	Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	January 2024	Lead: RAP Coordinator Supported by: CEO, 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.	Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	November 2023	Lead: RAP Coordinator Supported by: CEO, Executive Assistant
	Provide employers we know and trust with referrals to Blackworks for Aboriginal Cultural Awareness for Workplaces Training.	Review April 2023 April 2025	Lead: Business Development Manager and CEO's Executive Assistant Supported by: CEO, Training College Manager, Assistant Principal
11. Increase Aboriginal and Torres Strait Islander student retention within ET Australia Secondary College and Training Colleges.	Ensure all staff complete cultural awareness training once 6 month employment milestone is reached.	Review biannually April and September 2023 and 2024	Lead: Executive Assistant Supported by: CEO, Training College Manager, Assistant Principal



Our Plan

Opportunities

Action	Deliverable	Timeline	Responsibility
11. Increase Aboriginal and Torres Strait Islander student retention within ET Australia Secondary College and Training Colleges.	Utilise existing, and create new partnerships with local Aboriginal and Torres Strait Islander organisations to collaboratively offer additional supports to students.	July 2023 Review: December 2023, June 2024	Lead: Business Development Manager Supported by: CEO, Training College Manager, Assistant Principal
	Create exit survey for Aboriginal and Torres Strait Islander Students / families to complete if leaving our Secondary College before graduation to provide feedback and allow us to develop strategies for better retention of Aboriginal and Torres Strait Islander students.	June 2023	Lead: Executive Assistant Supported by: Assistant Principal, CEO and Business Development Manager



Our Plan

Governance

Action	Deliverable	Timeline	Responsibility
13. 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 2023, December 2023 June 2024	Lead: CEO
	Continue to apply a Terms of Reference for the RWG.	December 2023	Lead: CEO Supported by: Executive Assistant, RAP Coordinators
	Meet at least four times per year to drive and monitor RAP implementation.	April, June, September, December 2023 and 2024	Lead: CEO Supported by: Executive Assistant, Training College Manager, Assistant Principal, Marketing and Communications Manager
	Define resource needs for RAP implementation.	November 2023	Lead: RAP Coordinators



Our Plan

Governance

Action	Deliverable	Timeline	Responsibility
14. Provide appropriate support for effective implementation of RAP commitments.	Engage our senior leaders and other staff in the delivery of RAP commitments.	December 2023, June 2023, December 2024	Lead: RAP Coordinators
	Define and maintain appropriate systems to track, measure and report on RAP commitments.	December 2023	Lead: RAP Coordinators
	Maintain an internal RAP Champion from senior management.	December 2023	Lead: CEO
15. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	June annually	Lead: RAP Coordinator Supported by: CEO, Executive Assistant



Our Plan

Governance

Action	Deliverable	Timeline	Responsibility
15. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	1 August annually	Lead: RAP Coordinator Supported by: CEO, Executive Assistant
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	September, 2023,2024	Lead: RAP Coordinator Supported by: CEO, Executive Assistant
	Report RAP progress to all staff and senior leaders quarterly.	June 2023, September 2023 April 2024, June 2024, September 2024	Lead: RAP Coordinator Supported by: CEO, Executive Assistant
	Publicly report our RAP achievements, challenges and learnings, annually.	July 2023 July 2024	Lead: Marketing and Communications Manager Supported by: CEO, RAP Coordinator, Executive Assistant



Our Plan

Governance

Action	Deliverable	Timeline	Responsibility
15. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	May 2024	Lead: RAP Coordinators Supported by: CEO, Executive Assistant
	Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.	January 2025	Lead: RAP Coordinator Supported by: CEO, Executive Assistant
16. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	June 2024	Lead: Executive Assistant Supported by: CEO, RAP Coordinator





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