



# Elsa Dixon Aboriginal Employment Program

2018-19 Program Guidelines

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## Introduction: Who was Elsa Dixon?

The *Elsa Dixon Aboriginal Employment Program* was named in honour of the prominent Aboriginal activist, Elsa Dixon. Born in 1925, Elsa lived in Campbell Street, Darlinghurst for 32 years. She died in 1993.

Elsa Dixon dedicated her life to improving social outcomes for Aboriginal people in NSW. She was involved in a number of pivotal Aboriginal rights campaigns including land rights for the Gurindji people, the establishment of the Aboriginal Medical Service, the Foundation for Aboriginal Affairs, the Aboriginal Black Theatre, the Aboriginal Tent Embassy, the Aboriginal Children's Service, the Aboriginal Housing Company and the Detoxification Centre.

She was the first Aboriginal woman to obtain a pilot's license in the 1940s.

In 1975 she was one of seven individuals appointed as the first Aboriginal Vocational Officers with the Commonwealth Department of Employment, Education and Training.

For seventeen years, she was a central figure in the casual employment section of the Broadway Commonwealth Employment Services. Understanding the importance of employment, Elsa worked tirelessly to assist clients, often using her own time and resources, and working outside of normal business hours.

In her own time Elsa assisted many disadvantaged members of the local community. For example she frequently cared for single mothers in the Darlinghurst-Redfern areas and would often buy them food and help the family and the children in other ways.

Elsa strove personally and professionally to assist those who needed her help. She was a strong advocate for the rights of Aboriginal people and for access to quality education, training and employment: it was her firm belief that these provided the foundation of a just and inclusive society. These same principles underscore the Program that bears her name.

## NSW Government Plans and Strategic Directions

The NSW Government is committed to supporting strong Aboriginal communities in which Aboriginal people actively influence and fully participate in social, economic and cultural life. The National Partnership Agreement on Indigenous Economic Participation commits the NSW Government to work with the Commonwealth to 'halve the gap in employment outcomes between Indigenous and other Australians by 2018.

The Elsa Dixon Aboriginal Employment Program (EDAEP) supports this strategic direction by assisting Aboriginal people to access employment and career development pathways into the public sector.

The Programs goals and outcomes are aligned with the NSW government goals and future directions and the core business of the NSW Department of Industry.

# Training Services NSW - Aboriginal Services

## 1.1 Description

There is a strong belief that economic independence is essential to increasing the confidence, wealth, socio-economic status and community empowerment of Aboriginal and Torres Strait Islander people.

The NSW Government recognises the need for individual assistance to overcome the often substantial barriers to employment that confronts many Aboriginal\* people in today's contemporary society. There are a range of funding programs designed to support culturally appropriate education and training pathways to improve employment outcomes for Aboriginal people with an emphasis on vocational training, job placement and enterprise development.

The NSW Department of Industry ('the Department'), through Training Services NSW - Aboriginal Services, administer this funding through four separate programs:

- *Elsa Dixon Aboriginal Employment Program* subsidises the salary costs of Aboriginal employees in a public service agency or local council, and funds innovative community projects that create education, training and employment opportunities for Aboriginal people.
- *New Careers for Aboriginal People* assists Aboriginal people into employment or training opportunities which will enhance their prospects of permanent employment.
- *Aboriginal Enterprise Development Officer* fosters and supports the development of sustainable Aboriginal business enterprises.
- *The Way Ahead for Aboriginal People* provides mentoring services to apprentices and Trainees.

This document sets out the guidelines for the *Elsa Dixon Aboriginal Employment Program*.

## 1.2 What is the Elsa Dixon Aboriginal Employment Program?

The *Elsa Dixon Aboriginal Employment Program* (EDAEP) is an initiative of the NSW government to encourage job opportunities and career advancement for Aboriginal people.

The EDAEP has a strong emphasis on career development, encourages innovative projects and creates employment opportunities for Aboriginal people.

## 1.3 Aim of the Program

The aim of the EDAEP is to promote diversity, innovation and service responsiveness in the NSW workforce by reducing barriers to employment and promotion for Aboriginal people.

The objectives of the program are to:

- i. encourage the permanent employment and professional mobility of Aboriginal people in NSW public service agencies and local government authorities, with special incentives for the employment of Aboriginal people with a disability, and
- ii. promote innovation in achieving education, employment and training outcomes for Aboriginal people.

## 1.4 Program Structure

The EDAEP is comprised of four (4) elements:

- i. the Permanent (Ongoing) Employment element provides a one-off grant to subsidise the permanent employment of an Aboriginal person in a NSW public service agency or local government authority;
- ii. the Temporary (Term Employment) Secondment element provides a one-off grant that subsidises the salary cost of a temporary position (up to twelve months) that will provide a significant skill development opportunity for an Aboriginal person who is already permanently employed in a NSW public service agency or local government authority;
- iii. the Aboriginal Community Small Grants element funds community-based activities that have the potential to create education, employment and training opportunities for Aboriginal people; and
- iv. the School Based Traineeship element provides a grant that subsidises the salary of a School Based Traineeship in a NSW public service agency or local government authority.

## 2 General Guidelines

### 2.1 Eligibility

The EDAEP provides funding to organisations (not individuals) to support Aboriginal education, employment and training.

Table 1: Eligible Organisations by Program Element

Element	Eligible Organisations
Permanent (Ongoing) Employment	NSW public service agencies and local government authorities.
Temporary (Term Employment) Secondment	NSW public service agencies and local government authorities.
Aboriginal Community Small Grants	Aboriginal community organisations and other Aboriginal incorporated organisations.
School Based Traineeship	NSW public service agencies and local government authorities

Organisations applying for funding under the EDAEP **must** be registered and based in NSW and provide services within the State.

Organisations applying for funding must be:

- a NSW public service agency,
- a NSW local government authority operating under the *Local Government Act 1993*,
- an Aboriginal community organisation incorporated under the:
  - *Aboriginal Land Rights Act 1983*,
  - *Aboriginal Councils and Associations Act 1976*,
  - *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, orand other Aboriginal incorporated organisation under the:
  - *Associations Incorporation Act 2009*,
  - *Corporations (NSW) Act 1990*, or
  - *Co-operatives Act 1992*.

## 2.2 Application Process

Applications for the 2018-19 Program close on Monday 16 July 2018.

**Applications must be submitted via NSW eTender** and be received by the nominated closing date. The application requires details such as project objectives, proposed activities, evidence of need for the project and its viability, anticipated project outcomes and the financial management capacity of the applicant.

Applications **will not** be accepted if they are:

- i. late,
- ii. submitted by post and/or email, or
- iii. incomplete (**i.e. the grant application must contain all essential information and any requested attachments**).

An application does not commit the Department in any way to the provision of funding.

**Fully completed application(s) must be lodged with NSW eTendering by the due date.**

## 2.3 Assessment Process

Departmental Officers will assess grant applications for eligibility and merit against the assessment criteria detailed under each program element.

As part of the assessment process, the Department may further negotiate aspects of an application to better match local needs, priorities and value for money. The Department may also inspect the premises proposed for program delivery.

Following assessment, a State Panel will be convened to review all applications and make suitable funding recommendations to the Minister for Skills.

Advice to successful and unsuccessful organisations on their funding applications is expected to be sent in May/June 2018.

## 2.4 Funding Approval

Following assessment and State Panel recommendations, all recommended applications are forwarded to the Minister for Skills or his/her delegate for approval.

Approval will at all times be contingent upon the availability of funds.

Applicants will be notified via email of the outcome of their application. Unsuccessful applicants may submit a written request for further details on the decision within fourteen (14) days of being notified of the result of their application to: [Sts.wollongong@industry.nsw.gov.au](mailto:Sts.wollongong@industry.nsw.gov.au).

Unsuccessful applicants who write to the Department should note that the funding decision is final and will not be revoked under any circumstances. Any requests for information received after the stated timeframe will not be answered.



## 2.5 Contractual Obligations

Organisations who accept the offer of funding will be required to enter into a contract with the NSW Department of Industry to fulfil the program's aims and objectives. Both parties must sign and retain copies of the contract, known as the Letter of Offer (NSW public service agencies) or Funding Agreement (local government authorities and other incorporated organisations).

The Letter of Offer or Funding Agreement includes information about:

- i. the parties to the contract,
- ii. the stipulated level of funding the NSW Department of Industry will make to the funded organisation for the specified purpose,
- iii. the timing of payments, and
- iv. specific performance targets.

Unless otherwise stated, project activities must be fully operational within three (3) months of the commencement of the funding period.

Failure to meet the program guidelines and terms and conditions of funding could result in the termination of the Letter of Offer or Funding Agreement. In such cases, the funded organisation will be advised and consulted prior to any action being taken. Repayment of funding, in part or in whole, may be required.

## 2.6 Project Management Responsibilities

Funded organisations are responsible for:

- i. the administration and financial management of the project (no subcontracting),
- ii. ensuring that all conditions in the program guidelines, terms and conditions of funding and Letter of Offer or Funding Agreement are met,
- iii. setting up effective management structures to oversight the project,
- iv. accepting all legal and other responsibilities as employers, including the arrangement of Workers Compensation insurance, and adherence to Workplace Health and Safety legislation and any other relevant industrial regulations,
- v. fulfilling the necessary accountability requirements specified by the Department, and
- vi. assessing the quality of activities and services provided, and measuring the results against program aims and objectives.

## 2.7 Technical Requirements

It is a requirement that funded organisations have internet and e-mail facilities and that these facilities are available at all times to employees and staff involved in the funded project. Internet and e-mail access are essential information and communication tools and the Department will use e-mail as the primary mode of day-to-day communication with funded organisations.

## 2.8 Performance Monitoring and Financial Accountability Requirements

The following measurements of performance exist under the EDAEP program:

1. number of new permanent (ongoing) positions created and filled
2. number of temporary (term employment) secondment positions created and filled
3. number of innovative activities created and completed
4. number of school-based traineeship positions created and filled

Specific accountability, financial, reporting and acquittal processes are outlined under all program elements. The Department will provide project performance reporting and acquittal templates as part of the formal funding agreement with all organisations.

To ensure that program aims and objectives are being achieved, funded organisations will be closely monitored by Departmental officers by means of:

- i. visits to projects,
- ii. analysis of progress and financial reports provided by the funded organisation,
- iii. analysis of statistical reports, and
- iv. any other information that may be requested from the funded organisation from time to time i.e. Annual Reports.

Performance is assessed by the Department against the aims and objectives of the program, against equity strategies, adherence to the program guidelines and the terms and conditions of funding.

The Department's involvement in monitoring the activity is integral to advising the Minister for Skills on the overall development and performance of the program. It is also a mechanism for highlighting best practice and for identifying projects which may require assistance to improve their performance.

## 3 Advice and Support for Organisations

### 3.1 Electronic Support

The Training Services NSW website ([training.nsw.gov.au/aboriginal\\_services/elsa\\_dixon.html](http://training.nsw.gov.au/aboriginal_services/elsa_dixon.html)) provides general information about the EDAEP, the type of assistance available under each program element and a copy of the program guidelines and application forms.

### 3.2 Department Contact

#### Training Services NSW – Regional Operations

Phone: (02) 4240 3753

Email: [sts.wollongong@industry.nsw.gov.au](mailto:sts.wollongong@industry.nsw.gov.au)

Website: [training.nsw.gov.au/aboriginal\\_services](http://training.nsw.gov.au/aboriginal_services)

## 4 Permanent (Ongoing) Employment Element

*NOTE: The guidelines for this element must be read in conjunction with the general guidelines for the Elsa Dixon Aboriginal Employment Program (refer Section 2).*

The Permanent (Ongoing) Employment element encourages the permanent employment of Aboriginal people in NSW public service agencies and local government authorities.

### 4.1 Eligibility

Funding under this element will be provided to NSW public service agencies and local government authorities to create a **permanent** full-time or part-time position for an Aboriginal person. This can include an existing mainstream position being converted to an Aboriginal Identified position, on the condition that the position remains a permanent Aboriginal Identified position in your organisational structure.

Funding will only be provided to support the creation of a **new Aboriginal identified** position, at minimum Clerk Grade 9 (salary equivalent \$102,838 or above), based on the Crown Employees (Public Sector - Salaries 2016) Award.

Funding will NOT be provided to support:

- i. positions that form part of an organisations bulk or annual recruitment intake,
- ii. existing positions within an organisations staffing structure, unless converted to an identified position,
- iii. a position(s) that has previously been funded under the program,
- iv. a position(s) that has previously been funded under the Temporary Placement element of the program, or
- v. a position(s) that has been filled prior to the closing date for applications i.e. no retrospective funding.

### 4.2 Employing a Person with a Disability

The Department wishes to encourage the placement of Aboriginal persons with a disability.

The following links can assist in your search to support your individual needs:-

<https://www.jobaccess.gov.au/people-with-disability/available-support/161>

[http://www.centrelink.gov.au/internet/internet.nsf/services/disability\\_emp\\_services.htm](http://www.centrelink.gov.au/internet/internet.nsf/services/disability_emp_services.htm).

### 4.3 Assessment Criteria

Organisations will be assessed against the following criteria:

- i. location and status of the proposed position(s) within the organisations current staffing structure,
- ii. existence of a viable career path, supported by training and professional development, for an Aboriginal person(s) appointed to the position(s).
- iii. ability of the employing organisation to provide suitable guidance and support to an Aboriginal employee(s), and
- iv. commitment of the employing organisation to the permanent (ongoing) employment of Aboriginal people,

### 4.4 Funding

Subject to other conditions in these program guidelines and the availability of funds, the Department will provide **grants of up to a maximum of \$40,000** to subsidise the first year's salary of an Aboriginal person appointed to a permanent position within a NSW public service agency or local government authority.

### 4.5 Funding Period

Twelve (12) months funding commencing from the employee's entry on duty (EOD) date.

### 4.6 Funding Approval/Payment

Organisations approved for funding will receive a written offer of funding from the Minister for Skills or his/her delegate outlining the amount of funding approved and the position(s) for which funding has been provided.

The offer of funding is dependent upon the employing organisation:

- i. immediately commencing recruitment action for the funded position(s). The recruitment process must be finalised and an Aboriginal person must commence in the funded position within three (3) months of the date of the offer of funding.  
**Extensions to this deadline will only be considered in exceptional circumstances.**
- ii. submitting 'Recruitment Details' to the Department, and
- iii. accepting a Letter of Offer or entering into a Funding Agreement with the Department
- iv. Tax Invoice to be provided by funded Organisation for full grant amount

The offer of funding will lapse if the Department does not receive Recruitment Details within the required timeframe, and/or the Letter of Offer is not accepted or the Funding Agreement is not signed as required.

### 4.7 Recruitment

Recruitment processes for NSW public service agencies must comply with the requirements of the *Government Sector Employment Act 2013* as a minimum.

Recruitment processes for NSW local government authorities must comply with the requirements of the *Local Government Act 1993* as a minimum.

Upon receipt of the offer of funding, the employing organisation must **immediately** commence recruitment action for the funded position(s).

All efforts are to be undertaken by the employing organisation to finalise the recruitment process and submit Recruitment Details to the Department within **three (3) months** of the date of the offer of funding.

Employing organisations must:

- i. appoint an Aboriginal person(s) to the funded position(s) on a **permanent** (ongoing) employment basis, and
- ii. certify that an Aboriginal person(s) is employed in the funded position(s) on a **permanent** employment basis at the end of the funding period.

Employing organisations will:

- i. recruit an Aboriginal person if the position becomes vacant during the funding period.
- ii. repay the full grant to the Department should they fail to re-recruit an Aboriginal person into the position.
- iii. jeopardise any future grant applications should they fail to re-recruit an Aboriginal person into the position.

#### 4.8 Performance and Financial Accountability Requirements

It is a condition of funding that the employing organisation provides the following accountabilities to the Department:

Accountability/ Monitoring Activity	Content	Due Date
Recruitment Details	Employee details and EOD date.	Within seven (7) days of the employee's EOD date.
Career Path Management (CPMP)	Developed with the employee to identify agreed training and development activities.	Within one (1) month of the employee's EOD date.
Six-Month Progress Report	Six month report on progress against the CPMP and performance against the Role Descriptions.	Within two (2) weeks after the end of the first six months of the employee's EOD date.
Monitoring Visit		To be advised following receipt of the Six-Month Progress Report.
Certified Report	Twelve month report on progress against the CPMP and performance against the Role Descriptions	Within one (1) calendar month starting the day after the funding period ends.
Audited Report	Twelve month audited financial report of grant funds expenditure against the approved budget.	Within one (1) calendar month starting the day after the funding period ends.

The Department will undertake a minimum of one (1) monitoring visit to the employing organisation to meet with the participating Aboriginal employee(s) and their immediate supervisor(s).

Failure to submit performance and financial accountability requirements to the Department within the specified timeframes could result in the termination of the Letter of Offer or Funding Agreement.

All completed accountabilities must be sent to:

Email: [sts.wollongong@industry.nsw.gov.au](mailto:sts.wollongong@industry.nsw.gov.au)

## 5 Temporary (Term Employment) Secondment Element

*NOTE: The guidelines for this element must be read in conjunction with the general guidelines for the Elsa Dixon Aboriginal Employment Program (refer Section 2).*

The Temporary (Term Employment) Secondment element encourages the Temporary employment of Aboriginal people into NSW public service agencies and local government authorities.

### 5.1 Eligibility

Funding under this element will be provided to NSW public service agencies and local government authorities to **create a temporary** full-time or part-time position that will provide a skills development opportunity for an Aboriginal person currently permanently employed in the NSW public service or with a local government authority.

Funding will only be provided to support the creation of a **new Aboriginal identified** position, at minimum Clerk Grade 9 (salary equivalent \$102,838 or above), based on the Crown Employees (Public Sector - Salaries 2016) Award.

It is encouraged and preference will be given to temporary secondment positions created in non-Aboriginal specific work areas.

Funding will NOT be provided to support:

- i. positions that form part of an organisations bulk or annual recruitment intake,
- ii. existing positions within an organisations staffing structure,
- iii. a position(s) that has previously been funded under the program,
- iv. a position(s) that has previously been funded under the Temporary Placement/Secondment element of the program,
- v. employment of a person who was unemployed, or
- vi. a position(s) that has been filled prior to the closing date for applications i.e. no retrospective funding.

### 5.2 Employing a Person with a Disability

The Department wishes to encourage the placement of Aboriginal persons with a disability.

The following links can assist in your search to support your individual needs:-

<https://www.jobaccess.gov.au/people-with-disability/available-support/161>

[http://www.centrelink.gov.au/internet/internet.nsf/services/disability\\_emp\\_services.htm](http://www.centrelink.gov.au/internet/internet.nsf/services/disability_emp_services.htm)

### 5.3 Assessment Criteria

Organisations will be assessed against the following criteria:

- i. commitment of the employing organisation to the employment of Aboriginal people,
- ii. location and status (grade) of the proposed position(s) within the organisations current staffing structure,
- iii. ability of the employing organisation to provide suitable guidance and support to an Aboriginal employee(s), and
- iv. existence of a viable career path, supported by training and professional development, for an Aboriginal person(s) appointed to the position(s).

## 5.4 Funding

Subject to other conditions in these program guidelines and the availability of funds, the Department will provide **grants of up to a maximum of \$40,000** to subsidise the first year's salary of an Aboriginal person appointed to a temporary secondment position within a NSW public service agency or local government authority.

## 5.5 Funding Period

Twelve (12) months funding commencing from the employee's entry on duty (EOD) date.

## 5.6 Funding Approval/Payment

Organisations approved for funding will receive a written offer of funding from the Minister for Skills or his/her delegate outlining the amount of funding approved and the position(s) for which funding has been provided.

The offer of funding is dependent upon the employing organisation:

- i. immediately commencing recruitment action for the funded position(s). The recruitment process must be finalised and an Aboriginal person must commence in the funded position within three (3) months of the date of the offer of funding.  
**Extensions to this deadline will only be considered in exceptional circumstances.**
- ii. submitting 'Recruitment Details' to the Department,
- iii. accepting a Letter of Offer or entering into a Funding Agreement with the Department, and
- iv. Tax Invoice to be provided by funded Organisation for full grant amount

The offer of funding will lapse if the Department does not receive Recruitment Details within the required timeframe, and/or the Letter of Offer is not accepted or the Funding Agreement is not signed as required.

## 5.7 Recruitment

Recruitment processes for NSW public service agencies must comply with the requirements of the *Government Sector Employment Act 2013* as a minimum.

Recruitment processes for NSW local government authorities must comply with the requirements of the *Local Government Act 1993* as a minimum.

Upon receipt of the offer of funding, the employing organisation must **immediately** commence recruitment action for the funded position(s).

All efforts are to be undertaken by the employing organisation to finalise the recruitment process and submit Recruitment Details to the Department within **three (3) months** of the date of the offer of funding.

Employing organisations must:

- i. appoint an Aboriginal person(s) currently employed in the NSW public service or local government authority to the funded position on a **temporary** (term employment) employment basis,

Employing organisations will:

- i. recruit an Aboriginal person if the position becomes vacant during the funding period.
- ii. repay the full grant to the Department should they fail to re-recruit an Aboriginal person into the position
- ii. jeopardise any future grant applications should they fail to comply with the above.

## 5.8 Performance and Financial Accountability Requirements

It is a condition of funding that the employing organisation provides the following accountabilities to the Department:

Accountability/ Monitoring Activity	Content	Due Date
Recruitment Details	Employee details and EOD date.	Within seven (7) days of the employee's EOD date.
Career Path Management Plan (CPMP)	Developed with the employee to identify agreed training and development activities.	Within one (1) month of the employee's EOD date.
Six-Month Progress Report	Six month report on progress against the CPMP and performance against the Role Description.	Within two (2) weeks after the end of the first six months of the employee's EOD date.
Monitoring Visit		To be advised following receipt of the Six-Month Progress Report.
Certified Report	Twelve month report on progress against the CPMP and performance against the Role Description	Within one (1) calendar month starting the day after the funding period ends.
Audited Report	Twelve month audited financial report of grant funds expenditure against the approved budget.	Within one (1) calendar month starting the day after the funding period ends.

The Department will undertake a minimum of one (1) monitoring visit to the employing organisation to meet with the participating Aboriginal employee(s) and their immediate supervisor(s).

Failure to submit performance and financial accountability requirements to the Department within the specified timeframes could result in the termination of the Letter of Offer or Funding Agreement.

All completed accountabilities must be sent to:

Email: [sts.wollongong@industry.nsw.gov.au](mailto:sts.wollongong@industry.nsw.gov.au)



## 6 Aboriginal Community Small Grants Element

*NOTE: The guidelines for this element must be read in conjunction with the general guidelines for the Elsa Dixon Aboriginal Employment Program (refer Section 2).*

The Aboriginal Community Small Grants element provides funding to support innovative community activities that create education, training and employment opportunities for Aboriginal people.

### 6.1 Eligibility

Funding assistance under this element may be available to Aboriginal community based organisations and other Aboriginal incorporated organisations. The organisation that applies accepts the Letter of Offer and signs the Funding Agreement with the Department must have the following:

- an Australian Business Number (ABN) number registered with the Australian Taxation Office,
- a satisfactory track record in project and financial management, and
- be located and conduct business in NSW.

Grant funds may not cover all of the additional costs involved in an activity.

Organisations that have previously received funding under this element for their project or for a similar project in a different location/region are not eligible for further funding.

### 6.2 Assessment Criteria

Organisations will be assessed against the following criteria:

- i. ability of the applicant organisation to effectively manage and implement Aboriginal education, training and employment initiatives,
- ii. clarity and appropriateness of project objectives and proposed outcomes,
- iii. clearly demonstrate innovative community activities that create education, training and employment opportunities for Aboriginal people, and
- iv. value for money.

### 6.3 Funding

It is intended that grants under this element will be up to \$12,500. Applications that seek more than \$12,500 (Ex GST) will **not be assessed** and will **not be eligible** for funding.

### 6.4 Funding Period

Twelve (12) months funding commencing 1 July 2018.

### 6.5 Funding Approval

Organisations approved for funding will receive a written offer of funding from the Minister for Skills and his/her delegate outlining the amount of funding approved and the activity for which funding has been provided.

The offer of funding is dependent upon the applicant organisation accepting a Letter of Offer or entering into a Funding Agreement with the Department.

The offer of funding will lapse if the Letter of Offer is not accepted or the Funding Agreement is not signed as required.

## 6.6 Payment of Funds

Funding will normally be paid in two (2) instalments:

Payment No.	Amount of Payment	Conditions for Payment
1	50% of total amount	Organisations will receive the first payment after the Department receives the signed copy of the Letter of Acceptance or Funding Agreement.
2	50% of total amount	Organisations will receive the second payment after the Department receives a satisfactory Mid-point Progress Report. However, if the Department believes that the organisation has not complied with the requirements of the program guidelines or the terms and conditions of funding, the Department may defer or withhold the second payment.
<i>However, in some exceptional circumstances payment may be paid in a single payment.</i>		

## 6.7 Performance and Financial Accountability Requirements

It is a condition of funding that the employing organisation provides the following accountabilities to the Department:

Accountability/ Monitoring Activity	Content
Mid-Point Progress Report	Progress of activity and tax invoice for 2 <sup>nd</sup> payment
Certified Report	Twelve month report on performance against the activity work plan and program performance indicators.
Audited Report	Twelve month audited financial report of grant funds expenditure against the approved budget.

## 6.8 Performance Indicators

Funded organisations will be required to report against the following standard performance indicators:

- i. number of Aboriginal people achieving full-time permanent/temporary employment as a result of the activity,
- ii. number of Aboriginal people achieving part-time permanent/temporary employment as a result of the activity,
- iii. number of Aboriginal people commencing and completing accredited/non-accredited training as a result of the activity,
- iv. demonstrated increase in Aboriginal community capacity in the areas of leadership, youth, school to work transitions, governance and workforce development, and
- v. demonstrated benefit of the activity to the local Aboriginal community.

Failure to submit performance and financial accountability requirements to the Department within the specified timeframes could jeopardise future grant requests.

All completed accountabilities must be sent to: [sts.wollongong@industry.nsw.gov.au](mailto:sts.wollongong@industry.nsw.gov.au)

## 7 School Based Traineeship Element

*NOTE: The guidelines for this element must be read in conjunction with the general guidelines for the Elsa Dixon Aboriginal Employment Program (refer Section 2)*

The School Based Traineeship Element provides an opportunity for an Aboriginal School Student to complete a qualification while attending school.

### 7.1 Eligibility

Funding under this element may be available to NSW State Government Departments and Local Government Authorities to create a School Based Traineeship for an Aboriginal School Student. The Traineeship must be approved by the Board of Studies and contribute to the attainment of the Higher School Certificate (HSC).

The Traineeship must be established under the provisions of the Apprenticeship and Traineeship Act 2001.

This element targets Aboriginal School Students who are in years 10 or 11 who wish to gain a Vocational Education and Training (VET) qualification while still at school.

Funding **will not** be provided:

- i. to support a traineeship position that has been filled prior to the closing date for applications i.e. no retrospective funding.
- ii. to replace or duplicate funding from any Commonwealth, NSW or local Government programs. The Department will consult with other Government agencies when it considers the funding application. Applicant organisations will need to advise the Department on the application form whether they have applied or have received other Government funding for the project.

### 7.2 Assessment Criteria

Organisations will be assessed against the following criteria:

- i. commitment of the employing organisation to the employment of Aboriginal people,
- ii. ability of the employing organisation to provide suitable guidance and support to an Aboriginal employee(s),
- iii. ability of the employing organisation to provide a culturally appropriate workplace for the trainee,
- iv. ability of the employing organisation to provide an appropriate level of supervision and training for the trainee's attainment of the qualification requirements.

Applicant organisations should note that preference will be given to applications that demonstrate the potential for ongoing employment or training with the organisation following the completion of the funded School Based Traineeship.

### 7.3 Funding

Subject to other conditions in these program guidelines and the availability of funds, the Department will provide:

- **Funding of \$10,000 per student**
- **a maximum of 5 students**

The funding is to subsidise the salary and on costs for the period of the traineeship for an Aboriginal School Student employed by a NSW Public Service Agency or Local Government Agency in an approved School Based Traineeship.

## 7.4 Funding Period

Funding will be provided to subsidise 100 days of on the job training in accordance with section 4.3 and will commence from the Aboriginal School Based Trainee's entry on duty (EOD) date.

## 7.5 Funding Approval

Organisations approved for funding will receive a written offer from the Minister for Skills or his/her delegate outlining the amount of funding approved for the School Based Traineeship position(s).

The offer of funding is dependent upon the employing organisation:

- i. immediately commencing recruitment action for the funded position(s). The recruitment process must be finalised and an Aboriginal school student must commence in the position within three (3) months of the date of the offer of funding. Extensions to this deadline will only be considered in exceptional circumstances,
- ii. submitting Recruitment Details and a copy of the Training Contract and a full training plan, as submitted to the Department of Industry, Training Services NSW by the Australian Network Provider, and
- iii. accepting a Letter of Offer and entering into a funding agreement with the Department.

The offer of funding will lapse if the Department does not receive the Recruitment Details, and a copy of the Training Contract and Full Training Plan within the required timeframe, and/or the letter of offer is not accepted or the funding agreement is not signed as required.

## 7.6 Payment of Funds

Funding will be paid a follows:

Payment No.	Amount of Payment	Conditions of Payment
1	100% of payable amount	Payment will be made following receipt of the signed letter of offer/funding agreement and tax invoice

## 7.7 Recruitment

Recruitment processes for NSW public service agencies must comply with the requirements of the *Government Sector Employment Act 2013* as a minimum and **must** be conducted in consultation with School Careers Advisors, Senior Pathways Officer and the relevant Registered Training Organisation.

Please see link to Regional School Based Traineeship Coordinators

<http://sbatinnsw.info/contact.php?contactpg=sbtc>

Recruitment processes for NSW local government authorities must comply with the requirements of the *Local Government Act 1993* as a minimum and **must** be conducted in consultation with School Careers Advisors, Senior Pathways Officer and the relevant Registered Training Organisation.

## 7.8 Aboriginal Workplace Mentoring

The Department will allocate an Aboriginal Mentor, employed under *The Way Ahead for Aboriginal People Program*, and will provide workplace mentoring services for as long as required. This is a free mentoring service for the Aboriginal school based trainee and supervisor. Mentoring through this program has proven to improve participation and completion rates.

***The Way Ahead for Aboriginal People Program is a specialised Apprenticeship and Traineeship service that has proven to be highly successful in achieving long term outcomes. The program is instrumental in supporting the needs of both learner and Supervisor.***

## 7.9 Performance and Financial Accountability Requirements

It is a condition of funding that the employing organisation provides the following accountabilities to the Department.

Accountability/ Monitoring Activity	Content	Due Date
Recruitment Details	School Based Trainee personal details/copy National Training Contract/Full Training Plan and TCID	Within 14 days of the School Based Trainee's Training Contract approval date
Activity Reports	Report the on and off the job progress of the School Based Trainee	June and December of each year
Financial Statement	A certified financial statement of grant funds expended against the approved budget	Within one (1) month of the completion of the School Based Traineeship Contract

The Department will make contact with the School Based Trainee from time to time as part of the monitoring and evaluation process.

Failure to submit performance and financial accountability requirements to the Department within the specified timeframes could result in the termination of the Letter of Offer or Funding Agreement.

Employing agencies are also required to visit the School Based traineeship web-site: [www.sbatinnsw.info/](http://www.sbatinnsw.info/) to familiarise themselves with what traineeships are available and the 2017 School Based guideline requirements.

NOTE: IT IS STRONGLY RECOMMENDED THAT THE FUNDED ORGANISATION ENSURE THAT ALL PARTIES ARE PRESENT AT THE ENTRY ON DUTY DATE TO COMPLETE RELEVANT PAPERWORK.

PARTIES THAT SHOULD BE PRESENT INCLUDE:

- SCHOOL BASE TRAINEE (SBT)
- PARENT/LEGAL GUARDIAN
- AUSTRALIAN NETWORK PROVIDER
- SCHOOL REPRESENTATIVE
- SENIOR PATHWAYS OFFICER (SCHOOLS)
- REGISTERED TRAINING ORGANISATION (RTO)
- EMPLOYER REPRESENTATIVE

All completed accountabilities must be sent to: [sts.wollongong@industry.nsw.gov.au](mailto:sts.wollongong@industry.nsw.gov.au)

# Strengthening services for Aboriginal communities in NSW

We've employed Aboriginal staff in all of our offices to help promote more engagement and participation with vocational education and training. Each office has at least three designated Aboriginal staff to provide culturally appropriate support for students, employers and other members of our communities.

Call **13 28 11** to be connected to your nearest **Training Services NSW regional office**.

## Regional offices

### Central and Northern Sydney

Level 13, 67 Albert Avenue, Chatswood NSW 2067  
T (02) 9242 1700 F (02) 9242 1758  
E [STS.Chatswood@industry.nsw.gov.au](mailto:STS.Chatswood@industry.nsw.gov.au)

### Southern & South Western Sydney

Level 2, 41–45 Rickard Road, Bankstown NSW 2200  
T (02) 8707 9600 F (02) 9709 5356  
E [STS.Bankstown@industry.nsw.gov.au](mailto:STS.Bankstown@industry.nsw.gov.au)

### Western Sydney and Blue Mountains

Ground Floor, 16-18 Wentworth Street, Parramatta NSW 2150  
T (02) 9204 7400 F (02) 9635 9775  
E [STS.Parramatta@industry.nsw.gov.au](mailto:STS.Parramatta@industry.nsw.gov.au)

### Hunter & Central Coast

Level 1, 117 Bull Street, Newcastle West NSW 2302  
T (02) 4926 7300  
E [STS.Newcastle@industry.nsw.gov.au](mailto:STS.Newcastle@industry.nsw.gov.au)

### North Coast & Mid North Coast

Suite 3, Level 429 Molesworth Street, Lismore NSW 2480  
T (02) 6627 8400 F (02) 6621 9994  
E [STS.Lismore@industry.nsw.gov.au](mailto:STS.Lismore@industry.nsw.gov.au)

### New England

Level 2, Noel Park House  
155-157 Marius Street  
Tamworth NSW 2340  
T (02) 6755 5099 F (02) 6766 4120  
E [STS.Tamworth@industry.nsw.gov.au](mailto:STS.Tamworth@industry.nsw.gov.au)

### Western NSW

161 Kite Street, Locked Bag 21  
Orange NSW 2800  
T (02) 6363 9800 F (02) 6392 8539  
E [STS.Orange@industry.nsw.gov.au](mailto:STS.Orange@industry.nsw.gov.au)

### Riverina

87 Forsyth Street  
Wagga Wagga NSW 2650  
T (02) 6937 7600 F (02) 6921 0724  
E [STS.WaggaWagga@industry.nsw.gov.au](mailto:STS.WaggaWagga@industry.nsw.gov.au)

### Illawarra & South East NSW

Level 1, Block E State Office Block  
84 Crown Street, Wollongong NSW 2500  
T (02) 4224 9300 F (02) 4224 9334  
E [STS.Wollongong@industry.nsw.gov.au](mailto:STS.Wollongong@industry.nsw.gov.au)

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## For more information



13 28 11



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