



Education &
Communities
Office of Education

State Training Services

New Careers for Aboriginal People (NCAP) Program

2015-16 Program Guidelines



Aboriginal Includes Torres Strait Islanders

Table of Contents

Version Table	3
NSW Government Plans and Strategic Directions	4
1 Aboriginal Services	6
1.1 Description	6
1.2 Program Aims and Objectives.....	6
1.3 Target and Population Groups	6
1.4 Eligible Organisations.....	7
2 What should an NCAP project look like?	8
2.1 How an NCAP Project may Work	8
2.2 Recruitment and Selection of NCAP Employment Advisors.....	10
2.3 Skills Acquisition and Career Development of Aboriginal Employment Advisors.....	10
2.4 Communication Structure	11
2.5 Team Meetings.....	12
2.6 NCAP Advisory Committees	12
3 Grant Application and Assessment	13
3.1 Process	13
3.2 Assessment Process.....	13
3.3 Assessment Criteria	13
4 Project Funding	14
4.1 Funding Period and Scope	14
4.2 Funding Approval	14
4.3 Payment of Funds	15
5 Requirements	16
5.1 Contractual Obligations	16
5.2 Technical Requirements.....	16
5.3 Project Records.....	17
5.4 Performance and Financial Accountability Requirements	17
Table 1: Accountability Requirements.....	18
NCAP Online.....	19
Performance Indicators	20
6 Advice and Support for Organisations	21
6.1 Electronic Support	21
6.2 Program Promotion	21
6.3 Department Contact	21
Appendix 1: Job Description for Aboriginal Employment Advisor	22
Appendix 2: Job Description for Aboriginal Administrative Assistant (part-time)	23

Version Table

Revision Date	Version No.	Summary of Changes	Author
October 2014	V 1.0	<p>Section 2.3 – changed qualification to CIII/IV in Employment Services and included reference to construction induction white cards</p> <p>Section 2.4 – reference changed to Workplace Health & Safety legislation</p> <p>Section 2.4 – organisational support - Facilitating effective communication practice between the department, Aboriginal business advisor and the host organisation</p> <p>Section 2.6- AEDO Advisory committee – provide alternative committee structure by application to DEC, meetings 3-4 times per year</p> <p>Section 6.2 – Program promotion – compliance to an AEDO style guide for branding purposes</p>	<p style="text-align: center;">Aboriginal Services, State Training Services</p>

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 New Careers for Aboriginal People (NCAP) Program supports this strategic direction by assisting Aboriginal people to access education and training pathways and employment.

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

Government Plans

NSW Government Plans	DEC Plans	NCAP Program
<p>NSW 2021</p> <p>Goal 1 – Deliver actions that aim to achieve 2.6% Aboriginal employment in the public sector by 2015</p>	<p>Improving the education and employment outcomes for Aboriginal people in NSW is everyone's business.</p> <p>That is why the Department of Education and Communities (DEC) Strategic Plan for 2012-17 is committed to provide targeted support for a range of people in our community who are at risk of not achieving their full potential. DEC will work with Aboriginal people to create opportunities that allow them to make choices and take responsibility for their own futures.</p> <p>DEC will close the gap in life outcomes between Aboriginal Australians and other Australians by improving their participation in the economy through more effective vocational training and employment outcomes.</p>	<p>The objective of the NCAP program is to provide Aboriginal employment support services to Aboriginal clients to:</p> <ul style="list-style-type: none"> - increase Aboriginal clients access to education and training based on individual needs - enhance Aboriginal clients prospects of long-term employment - increase participation of Aboriginal people in the labour market by identifying, initiating and supporting sustainable education, training and employment opportunities at the local level
<p>NSW 2021</p> <p>Goal 6 – Develop customised programs for Aboriginal students to help build community capacity and enhance employment outcomes</p> <p>Provide targeted training in areas of employment growth for students in regional and rural areas for Aboriginal people</p>	<p>DEC's strategic plan goals align with the NSW State Plan goals including:</p> <ul style="list-style-type: none"> • improving education and learning outcomes for all students • strengthening the NSW skill base • making it easier for people to be involved in their community • fostering opportunity 	<p>The Aboriginal Employment Advisors can work with schools to implement the new OCHRE Opportunity Hub initiative and to support school student transition from school to work through school-based traineeships, apprenticeships, and local job placements post-school</p> <p>The programs performance is measure by:</p> <ol style="list-style-type: none"> i. the number of new clients registered, ii. the number of clients assisted during the funding period, iii. the total number of
<p>NSW 2021</p> <p>Goal 15 – Work with schools and other educational providers, business, community and other organisations to support improved attainments, and post-school learning and employment pathways for Aboriginal students</p> <p>Improve links between the school sector and the training, tertiary and employment services sectors and support the development of innovative individualised programs and pathways for students</p>		
<p>NSW 2021</p>		

NSW Government Plans	DEC Plans	NCAP Program
<p>Goal 26 – whole-of-govt response to greater social inclusion and address economic and social disadvantage</p> <p>Build community skills and capacities</p>	<p>and partnership with Aboriginal people</p>	<p>completed activities/projects</p> <p>iv. the number of clients achieving full-time employment (permanent and temporary),</p> <p>v. the number of clients achieving part-time employment (permanent and temporary),</p> <p>vi. the number of clients undertaking traineeships/apprenticeships,</p> <p>vii. the number of clients undertaking Casual/Seasonal Work and</p> <p>viii. the number of clients undertaking and completing training (Full Qualification, Part Qualification & Other Training)</p>
<p>Allen Consulting group review of Aboriginal employment and economic development, 2011 - improving and sustaining career development pathways through connected Aboriginal programs</p>		
<p>Ministerial Taskforce on Aboriginal Affairs – final report - various reforms specifically focused on improving Aboriginal education and employment outcomes</p>		
<p>OCHRE – NSW Government Plan for Aboriginal Affairs: education, employment and accountability -</p>		

1 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 Education and Communities ('the Department'), through Aboriginal Services, administer this funding through four (4) 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 program* provides mentoring support for Aboriginal apprentices and trainees registered with State Training Services.

This document sets out the guidelines for the New Careers for Aboriginal People ('NCAP') program to assist Aboriginal people into employment and/or training.

1.2 Program Aims and Objectives

The aim of the NCAP program is to assist Aboriginal people to access education and training pathways that address their individual needs and enhance their prospects of permanent employment.

The objective of the NCAP program is to increase the participation of Aboriginal people in the labour market, through identifying, creating and supporting sustainable education, training and employment opportunities at the local level.

1.3 Target and Population Groups

The NCAP program targets individual Aboriginal people who wish to find work or improve their current job situation through tailored individual support.

School Students

The minimum school leaving age in NSW is 17 years and has been set to ensure that school-leavers have the opportunity to maximise their preparation for further education or training or employment. All students must complete Year 10. After Year 10 and until they turn 17, students must be:

- in school, or registered for home schooling, or
- in approved education or training (e.g. TAFE, traineeship, apprenticeship) or
- in full-time, paid employment (average 25 hours/week) or
- in a combination of work, education and/or training.

* In this document, the term Aboriginal includes Torres Strait Islanders.

The DEC policy can be found at:

<http://www.schools.nsw.edu.au/leavingschool/schoolleaveage/index.php>

Within the context of this NSW law, Aboriginal Employment Advisors can establish networks and partnerships with schools to develop employment and training pathways for Aboriginal students, who have completed year 10, with career planning and employer/host employer opportunities, especially linked with school based traineeships and apprenticeships.

All school networks and partnerships must be with the School Principal in the first instance. It may also involve Aboriginal Education Officer (AEO), Aboriginal Community Liaison Officer (ACLO), Aboriginal Student Liaison Officer (ASLO) or Consultant, Aboriginal Education (CAE), Senior Pathways Officer (schools) or Careers Advisor/SBT Co-ordinator.

If an Aboriginal school student contacts the Aboriginal Employment Advisor directly for assistance they should be referred back to their local school and the Aboriginal Employment Advisor make contact with the School Principal to see what level of support they can provide. ÷

Early School Leavers

Aboriginal early school leavers are young people who have left school before Year 12 or its vocational education and training equivalent, and who are not engaged in education, training or employment.

If the Aboriginal Employment Advisor identifies a client as an early school leaver:

- i. the Aboriginal Employment Advisor should refer the client to the local Links to Learning (LTL) project. LTL projects assist young people to develop and maintain regular attendance and involvement in planning learning activities, set and achieve a range of individual goals in developing key skills and abilities and negotiate and implement plans which show how they will access or remain in education or training following the project. A list of LTL project locations can be found at <https://linkstolearning.info/> Employment and training outcomes cannot be claimed for any clients referred to LTL projects, and
- ii. if the local LTL project is unable to assist the client, the Aboriginal Employment Advisor may seek approval from Aboriginal Services to assist the client. Both the request to work with the client and Aboriginal Services approval of it must be in writing.

1.4 Eligible Organisations

Funding assistance under the NCAP program will be provided to organisations that have the demonstrated ability to assist Aboriginal people into employment and/or training opportunities, especially in areas that encompass large Aboriginal populations. Eligible organisations must be able to demonstrate their capacity to support an NCAP Project and fulfil their responsibilities set out in section 2.4 Sponsor Organisations, of these guidelines.

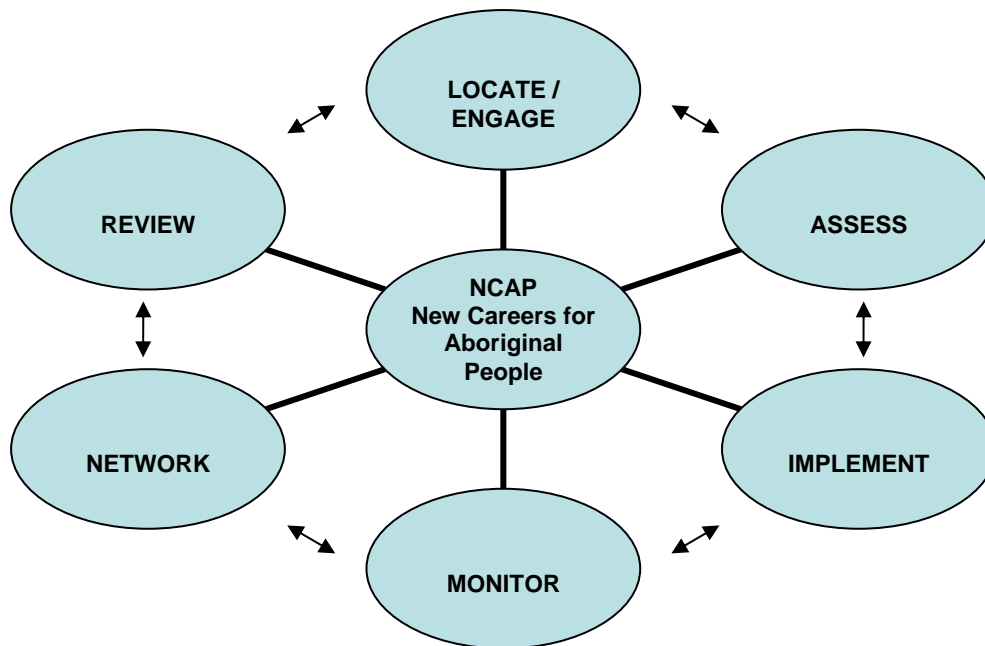
NCAP sponsor organisations must be non-profit, community-based and:

- incorporated under the *Associations Incorporation Act 2009*,
- incorporated under the *Aboriginal Councils and Associations Act 1976*,
- incorporated as a company under the *Corporations (NSW) Act 1990*,
- incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*,
- a co-operative registered under the *Co-operatives Act 1992*, or
- incorporated under the *Aboriginal Land Rights Act 1983*.

Community-based organisations receiving funding must be open between at least 9:00am to 5:00pm, Monday to Friday.

2 What should an NCAP project look like?

2.1 How an NCAP Project may Work



LOCATE/ENGAGE:

Who are the clients in the region?

NCAP clients are Aboriginal people who wish to find work or improve their current job situations.

How do you get clients involved with NCAP?

Promotion of the NCAP program:

- regional Employers/Industry Groups
- networking with other organisations:
 - Job Services Australia providers,
 - Aboriginal and non-Aboriginal community organisations,
 - Registered Training Organisations,
 - Group Training Companies,
 - Australian Apprenticeships Centres,
 - Government agencies, and
 - School Principals, Careers Advisors, SBAT Coordinators and Senior Pathways Officer (schools)
- media (print and radio) publicity, within social media guidelines
- interagency meetings,
- promotional materials (*i.e.* brochures, posters),
- talks with youth, men's and women's groups,
- NAIDOC Day Activities,
- outreach visits on a regular basis, and
- Jobs Expos.

ASSESS:

Undertake a planning process to identify individual client needs:

- Skills Audit – identify the skills, abilities and attributes that the client already has. This does not have to include only those skills supported by accredited training,
- Career Path Plan – what are the client's future aspirations/career goals? (Include location, area, level, nature of work, amount of supervisory responsibility etc. Suggested time span - 3 years), and
- Training Plan – outline the development/training activities needed to improve the client's work performance and achieve their future aspirations/career goals. Realistic timeframes to undertake the development/training activity should be identified.

IMPLEMENT:

Provide and/or facilitate referrals to address individual client needs identified in the assessment stage.

MONITOR:

Monitoring the employment and training progress of your clients;

- Aboriginal clients (monthly),
- Provide ongoing mentoring and support services to clients placed into employment and or training.

Monitor the regional labour market data and trends:

- Department of Employment labour market statistics/Regional offices,
- Regional Development Australia,
- Media and Environmental Scanning/local and regional economic development,
- Australian Apprenticeships Centre/Employers/Registered Training Organisations,
- Job Services Australia providers, and
- Centrelink.

NETWORK:

Network with:

- Aboriginal people, communities and organisations,
- Government agencies,
- non-Government community organisations and businesses,
- Job Services Australia providers,
- other Aboriginal Employment Advisors, Aboriginal Enterprise Development Officers and Departmental officers,
- Registered Training Organisations/Group Training Companies, and
- School Principals, Careers Advisors, SBAT Coordinators and Senior Pathways Officer (schools)

REVIEW:

Analyse the quality of activities and services provided via:

- performance and financial accountability requirements,
- statistical information entered into the online database,
- achievement of targeted employment and training outcomes,
- the effectiveness of networking activities with other organisations,
- progress towards the achievement of client future aspirations/career goals, and
- maintenance of client records (manual and electronic).

2.2 Recruitment and Selection of NCAP Employment Advisors

It is a condition of the program that sponsor organisations approved for funding, recruit an Aboriginal person to the position of Aboriginal Employment Advisor. This position is identified and exempted under section 21 of the *Anti-Discrimination Act 1977* (see Appendix 1).

Wage rates and conditions of employment must be guided by the provisions of the *Labour Market Assistance Industry Award 2010* as a minimum. The commencement salary of an NCAP Aboriginal Employment Advisor will be equivalent to a Manager, Grade 1, Pay Point 4. The weekly rate of pay shown for this classification should be annualised and shown in the project budget, with incremental progression to be based upon an Aboriginal Employment Advisor's level of experience and through negotiation with a Departmental Officer.

Sponsor organisations are required to invite applications through public advertising. It is a requirement that the advertisement indicate the salary range and selection criteria in accordance with Appendix 1 of the guidelines. Interviews are to be held by the sponsor organisation. The selection panel should comprise one or more members of the local Aboriginal community. Selection is to be based on the applicant's ability to perform the duties and meet the selection criteria outlined in the Job Description (see Appendix 1).

It is a requirement of the program that Departmental Officers must be involved in the recruitment process, including the selection panel. The Department's involvement will be to provide advice on all administrative requirements of the position and program.

A sponsor organisation is expected to begin recruiting an Aboriginal Employment Advisor immediately upon receiving funding, if an Aboriginal Employment Advisor is not already employed. If the position becomes vacant during the funding period, the sponsor organisation is expected to take prompt steps to fill the vacancy. The sponsor organisation must submit Recruitment Details to the Department within fourteen (14) days of the entry on duty of the Aboriginal Employment Advisor.

The NCAP program also provides the opportunity for projects to recruit an Aboriginal person as an Aboriginal Employment Advisor Administrative Assistant, subject to funds availability within the approved budget. This position is identified and exempted under section 21 of the *Anti-Discrimination Act 1977* (see Appendix 2). The Aboriginal Employment Advisor Administrative Assistant can either be a part-time or full-time position. Administrative Assistant's should work between fifteen (15) hours and thirty- eight (38) hours per week.

2.3 Skills Acquisition and Career Development of Aboriginal Employment Advisors

The Department is committed to ensuring that Aboriginal people are provided with training and career development opportunities. As part of this commitment, a Training and Career Path Management Plan must be prepared in consultation with the Aboriginal Employment Advisor to meet their training and development needs.

The Training and Career Path Management Plan must be submitted to the Department by 15 July each year (existing projects), or within fourteen (14) days of the entry on duty of the Aboriginal Employment Advisor. Sponsor organisations are required to provide details of what training and development opportunities will be undertaken by the Aboriginal Employment Advisor i.e. computer training, attendance at accredited training courses etc.

It is a requirement of the program that Aboriginal Employment Advisors attain or work towards attaining Certificate III/IV in Employment Services (or an equivalent course satisfactory to the Department) within the first twelve (12) months of funding. Failure to complete the course, or work towards attainment, could result in the termination of the Funding Agreement (see Section 5.1).

The sponsor organisation must take steps to ensure that the Aboriginal Employment Advisor receives adequate training to enable him/her to carry out the duties of the position efficiently and effectively and sponsor organisations should discuss training options with Departmental officers to determine their appropriateness, including industry related training such as construction

induction white cards. .

Funds are to be made available within the approved budget to meet training and development costs for the Aboriginal Employment Advisor. The costs may include course fees, travel, accommodation, meal allowances and incidentals. The sponsor organisation is accountable to the Department for the expenditure of these funds and the provision of training identified in the Training and Career Path Management Plan. **Funding allocated to staff training may not be used for any other purpose without prior written approval from the Department.**

2.4 Communication Structure

Aboriginal Services

Aboriginal Services is responsible for the overall administration of the program throughout NSW. This includes the effective administration and allocation of the program budget, development of program resources, program enhancements and reporting to the Minister for Education on program performance and outcomes.

Sponsor Organisations

Sponsor organisations are responsible for:

- i. the administration and financial management of the project,
- ii. ensuring that all conditions in the program guidelines, terms and conditions of funding and funding agreement are met,
- iii. recruiting and supervising staff to operate the project and establishing effective arrangements for the supervision and guidance of the Aboriginal Employment Advisor,
- iv. accepting all legal and other responsibilities as employers of project staff, including the arrangement of Workers Compensation insurance, and adherence to Workplace Health and Safety legislation and any other relevant industrial regulations,
- v. monitoring staff to ensure that all project responsibilities are met,
- vi. providing, on a regular basis (monthly), a financial status update on the project to the Aboriginal Employment Advisor,
- vii. fulfilling the necessary accountability requirements specified by the Department, and
- viii. assessing the quality of activities and services provided, and measuring the results against targeted outcomes and program aims and objectives.

Organisational Support

Organisational support can be demonstrated but not limited to the following criteria;

1. Significant financial contribution (30% of total project budget)
2. Cultural appropriate workplace
3. Staff Mentoring
4. Established networks and links with community
5. Management of similar or complimentary projects
6. Expertise in Employment and Training projects
7. Capacity to support the role of the Aboriginal Employment Advisor to effectively work with all providers of employment and training services within their funded region
8. Employment of an Assistant in accordance with section 2.2 of the guidelines.
9. Facilitating effective communication practice between the department, Aboriginal employment advisor and the host organisation

Aboriginal Employment Advisors

The Aboriginal Employment Advisor is responsible for the daily delivery and administration of the program, including:

- individual client service (case management),
- assisting in the preparation of resumes,
- assisting clients to become job ready (mock interviews, training courses etc),
- assisting clients into employment and training and achieving targeted employment and training outcomes,
- mentoring clients who have been placed into employment or training,
- referral of clients to other agencies, where appropriate,
- monitoring the local labour market,
- promotion and marketing of the NCAP program,
- developing professional networks (canvassing employers, liaising with Government and non-government organisations etc.),
- attendance at job expos,
- maintaining client records (manual and electronic),
- undertaking professional development activities to effectively carry out the duties of the position, and
- assisting the sponsor organisation in the administration and financial management of the NCAP project.

2.5 Team Meetings

Team meetings will be held during the funding period to enable Aboriginal Employment Advisors, Aboriginal Enterprise Development Officers and Departmental officers to network and discuss education, training, employment and small business development opportunities, to assist in the promotion of the program and it is a requirement that all Aboriginal Employment Advisors attend.

Team meetings are necessary to reduce the isolation felt by officers working under the NCAP and AEDO programs, provide an opportunity for two-way communication between the Department and funded projects and contribute to the professional development of Aboriginal Employment Advisors.

Team meetings may be conducted as video-conferencing sessions and/or residential workshops.

An AEDO / NCAP Workshop will be held each year, at which it is a requirement that all officers will attend. Sponsor Organisation Managers or their representatives are encouraged to attend.

Sponsor organisations will release their Aboriginal Employment Advisors to attend team meetings (Minimum 3 per year) as well as the annual workshop. Funds are made available within the approved budget to support attendance at these meetings. **Funding allocated to these meetings/workshop will not be used for any other purpose without prior written approval from the Department.**

2.6 NCAP Advisory Committees

Sponsor organisations are expected to establish a local NCAP Advisory Committee consisting of a minimum of six (6) members. This committee should consist of the Aboriginal Employment Advisor and at least three members of the local community, and one alternate employer representative.

The purpose of the NCAP Advisory Committee is to receive advice from the community and industry regarding employment and training needs and respond accordingly. These meetings should be held 3-4 times each year and a copy of the meeting minutes are to be forwarded to Aboriginal Services within 28 days of the meeting.

Alternatively, the Aboriginal employment advisor can make application to the department to utilise current regional network structure/s, to better cover the region that will achieve the same objectives to inform community of the program and its regional outcomes.

3 Grant Application and Assessment

3.1 Process

Applications must be submitted on the grant application form and be received by the nominated closing date. The grant application form requires details such as project objectives, proposed activities, evidence of need for the project and its viability, anticipated project outcomes, the financial management capacity of the applicant and the applicant's capacity to support the project.

The Department is committed to ensuring that the recommendations of the Royal Commission into Aboriginal Deaths in Custody continue to be implemented. As part of the Department's commitment, it is a requirement that the sponsor organisation involve the Aboriginal Employment Advisor in the preparation of the grant application.

In cases where the Aboriginal Employment Advisor is not employed when the grant application is prepared, the sponsor organisation is required to supply the Aboriginal Employment Advisor with a copy of the grant application and all relevant documentation including project budget, upon commencement of employment.

Intending applicants should be aware that applications will not be accepted if they are:

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

3.2 Assessment Process

Departmental officers will assess grant applications for merit against the assessment criteria (see Section 3.3). 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 and location proposed for program delivery. Advice to successful and unsuccessful organisations on their funding applications is expected to be sent in June 2015.

3.3 Assessment Criteria

Sponsor organisations will be assessed against the following criteria:

- i. track record in the delivery of employment and training services for Aboriginal people,
- ii. capacity to develop partnerships with Aboriginal organisations and work within the Aboriginal community,
- iii. effective links with local employers and training providers,
- iv. a strong track record in the successful management of Government funded projects,
- v. ability to provide relevant day-to-day guidance, support, training and professional development to an Aboriginal Employment Advisor,
- vi. understanding of and sensitivity to, Aboriginal culture and the ability to provide a culturally appropriate work environment,
- vii. proven a commitment towards Aboriginal employment in the organisation and in the wider community,
- viii. value for money, and
- ix. ability to support the project.

Preference will be given to organisations able to demonstrate that they have no conflict of interest in the provision of employment and training services funded by other levels of Government.

4 Project Funding

4.1 Funding Period and Scope

The NCAP program will be funded for a twelve (12) month period commencing 1 July, 2015 and finishing on 30 June 2016. Funding may be awarded for a period of up to three (3) years without full re-application and is dependent on:

- i. the availability of program funds,
- ii. the successful achievement of program aims and objectives, supported by the receipt of satisfactory performance and financial accountability requirements,
- iii. annual re-negotiation of the program budget and targeted outcomes, and
- iv. the sponsor organisation entering into an annual Funding Agreement with the Department.

Funds are to be made available within the approved budget for:

- v. salary and on-costs of an Aboriginal Employment Advisor,
- vi. operating expenses i.e. telephone, travel, staff training, team meetings and promotional materials,
- vii. a **dedicated** NCAP leased motor vehicle, suited to the region, no more than 3 years old, and equipped with cruise control, air-conditioning, serviced regularly, and
- viii. a mobile telephone, including accessories i.e. hands free kit.

Funding may be allocated, subject to funds availability within the approved budget for:

- ix. part-time administrative support for Aboriginal Employment Advisors,
- x. any other operating expenses, and
- xi. capital (office equipment).

In framing their budgets, sponsor organisations are expected to make adequate provision for salary-related expenses such as workers compensation insurance, superannuation and any other entitlements that the *Labour Market Assistance Industry Award 2010* as required, such as long service leave.

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

Funding for the 2015-16 NCAP project will be open competitive tender.

4.2 Funding Approval

Following assessment, all recommended applications are forwarded to the Minister for Education or his/her delegate for approval.

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

Applicants will be notified in writing 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 the Program Manager, Aboriginal Services, NSW Department of Education and Communities, PO Box 1064, DUBBO NSW 2830.

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.

4.3 Payment of Funds

Funding will normally be paid in two (2) instalments, however, in some exceptional circumstances payment may be paid in a single payment. The two instalments are:

- i. 60% of the approved funding (First Payment) on exchange of signed Funding Agreements, and
- ii. 40% of the approved funding (Second Payment) on receipt and processing of satisfactory reports (i.e. Six-Month Progress and Financial Reports). The second payment is also dependant on meeting all terms and conditions of any previous Funding Agreement(s) including receipt of audited financial statements.

All payments will be made by electronic funds transfer to the nominated bank account.

5 Requirements

5.1 Contractual Obligations

Organisations who accept the offer of funding will be required to enter into a contract with the NSW Department of Education and Communities to fulfil the program's aims and objectives. Both parties must sign and retain copies of the contract, known as the Funding Agreement.

The Funding Agreement includes information about:

- i. the parties to the contract,
- ii. the stipulated level of funding the NSW Department of Education and Communities 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 from the agreed location(s), within three (3) months of the commencement of the funding period. The agreed location(s) should have access for Aboriginal clients with disabilities, or an appropriate arrangement to provide services for Aboriginal clients with disabilities. The agreed location(s), should, within reason, display signage which will allow the project to be easily identifiable from the street.

Failure to meet the program guidelines and terms and conditions of funding could result in the termination of the 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.

5.2 Technical Requirements

It is a requirement that sponsor organisations have internet and e-mail facilities and that these facilities are available at all times to the Aboriginal Employment Advisor. Internet and e-mail access are essential information and communication tools for the Aboriginal Employment Advisor and the Department will use e-mail as the primary mode of day-to-day communication with NCAP projects. In addition, internet access is necessary in order to submit project data to the Department.

The minimum computer specifications required for NCAP projects are:

- i. Current/previous Intel Pentium and/or laptop with 2.6 GHz Dual Core,
- ii. 4 GB of ram (minimum),
- iii. 19 – 24 inch colour monitor (minimum),
- iv. Windows 7, Microsoft Office Professional 2010,
- v. Multi-Burner (DVD/RW - CDRW),
- vi. Standard mouse/keyboard,
- vii. Internet Browser – current version Internet Explorer,
- viii. High Speed Broadband Internet access, and
- ix. Individual e-mail facilities.

5.3 Project Records

Sponsor organisations are required to maintain internal records to support the performance and financial accountability requirements outlined in Section 5.4 below. These records must be made available for monitoring visits and Departmental audits.

All data **must** be entered by the Aboriginal Employment Advisor or Aboriginal Administrative Assistant only; the database must be updated on a weekly basis. Clients must be contacted (via telephone, letter or visit), and clients notes updated prior to archiving.

All hard copy files must be kept secure and retained for the funding period. All files remain the property of the NCAP Program. Files can only be disposed of after the completion of the funding period. In instances where contracts are terminated early, client files are to be returned to the Department.

5.4 Performance and Financial Accountability Requirements

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 will provide project performance reporting and acquittal templates as part of the formal funding agreement with each organisation.

The Department's involvement in monitoring the activity is integral to advising the Minister for Education 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.

Table 1: Accountability Requirements

Accountability/ Monitoring Activity		Content	When
Career Management Plan	Path	As per pro-forma	15 July each year, or within 14 days of the employment of a new Aboriginal Employment Advisor
NCAP Online		Data entry of client details on the online database at: www.det.nsw.edu.au/cqpacponline/ncap	Weekly
Six-Month Report	Progress	Report on Aboriginal Employment Advisor activities against the program aims and objectives and achievement of targeted employment and training outcomes.	Due by 15 January, 2016.
Six-Month Report	Financial	A certified financial report of grant funds expenditure against the approved budget.	Due by 15 January, 2016.
Monitoring Visit		The aim of program monitoring is to check that the project is operating according to the program guidelines and terms and conditions of funding, and get early warning of performance issues or other problems, and discuss ways of fixing them.	TBA following receipt of the Six-Month Progress and Financial Reports. Additional monitoring visits may be programed.
Certified Report		Report on Aboriginal Employment Advisor activities against the program aims and objectives and achievement of targeted employment and training outcomes.	Due by 30 September, 2016.
Audited Statement	Financial	An audited financial statement of grant funds expenditure against the approved budget.	Due by 30 September, 2016.

Failure to submit performance and financial accountability requirements to the Department within the specified timeframes could result in the termination of the Funding Agreement (see Section 5.1).

All completed accountabilities must be sent to:

Program Manager, Aboriginal Services
NSW Department of Education and Communities
PO Box 1064
DUBBO NSW 2830

NCAP Online

The Department maintains an online database to gather statistical information regarding the NCAP program. 'NCAP Online' enables funded sponsor organisations to report on NCAP project outcomes to the Department and can be found at: www.det.nsw.edu.au/cgpacponline/ncap.

It is suggested that the database be updated on a daily basis where practicable. If the database is not up to date, outcomes may be under-represented which may affect the Department's approval to action the second payment or continue grant funding.

To be accepted as an outcome under the program, employment placements must meet the following criteria:

Employment Criteria	Definition	Claim Point
Level A Employment		
Permanent (full-time)	<i>Work Hours:</i> minimum of thirty (30) hours per week.	Completion of three (3) months full-time work.
Permanent (part-time)	<i>Work Hours:</i> between fifteen (15) and thirty (30) hours per week.	Completion of three (3) months part-time work.
Temporary (full-time)	<i>Work Hours:</i> minimum of thirty (30) hours per week. <i>Duration:</i> fixed term employment contract for less than twelve (12) months.	Completion of three (3) months full-time work.
Temporary (part-time)	<i>Work Hours:</i> between fifteen (15) and thirty (30) hours per week. <i>Duration:</i> fixed term employment contract for less than twelve (12) months.	Completion of three (3) months part-time work.
Traineeship	Traineeships are jobs that combine work and structured training. <i>Duration:</i> minimum of one (1) year. Unless the qualification is of a lesser period.	Completion of Training Contract probationary period.
Apprenticeship	Apprenticeships are jobs that combine work and structured training. <i>Duration:</i> minimum of three (3) years. Unless the qualification is of a lesser period.	Completion of Training Contract probationary period.
Level B Employment		
Casual/Seasonal	For a minimum of four (4) weeks. Employment must be of an ongoing duration, and involve no less than one (1) shift per week.	Completion of four (4) weeks work.

Training placements must meet the following criteria:

Training Criteria	Definition
Full Qualification	Australian Skills Quality Authority (ASQA) approved, Certificate I-IV, Diploma, and Advanced Diploma.
Part Qualification	ASQA approved, Certificate I-IV, Diploma, Advanced Diploma
Other Training	Training which will substantially contribute to the participant's job readiness, or readiness for further training e.g. Occupational Health & Safety, First Aid, & Responsible Service of Alcohol.

Training outcomes can only be claimed at the completion of the training course, and upon successful completion of the course by the client.

Performance Indicators

The following broad measurements of performance exist under the program. Targeted outcome levels will be negotiated during the assessment process:

- i. number of new clients registered,
- ii. number of clients assisted during the funding period,
- iii. total number of completed activities/projects
- iv. number of clients achieving full-time employment (permanent and temporary),
- v. number of clients achieving part-time employment (permanent and temporary),
- vi. number of clients undertaking traineeships/apprenticeships,
- vii. number of clients undertaking Casual/Seasonal Work and
- viii. number of clients undertaking and completing training (Full Qualification, Part Qualification & Other Training)

6 Advice and Support for Organisations

6.1 Electronic Support

The Aboriginal Services internet site provides general information about the NCAP program, the type of assistance available to clients and a contact list of Aboriginal Employment Advisor's across NSW.

https://www.training.nsw.gov.au/programs_services/funded_other/acp/ncap.html

The NCAP Online internet site enables funded sponsor organisations to report on project outcomes to the Department and produce project statistical reports.

<https://www.det.nsw.edu.au/cgpacponline/ncap>

6.2 Program Promotion

Aboriginal Employment Advisors must promote the NCAP program to both potential employers and Aboriginal people who may be interested in utilising the NCAP service. This may include promotion via publications, project stationery, promotional materials, signs, advertising and media publicity.

The sponsor organisation should ensure that acknowledgement is made of the NSW Department of Education and Communities, State Training Services, Aboriginal Services as the source of funding. The sponsor organisation should also ensure that any written material, including brochures, signage, advertising, invitations, etc. in relation to the project uses the NSW Government Logo in accordance with the Style Guide, and;

An invitation is issued to a Department of Education and Communities, State Training Services, Aboriginal Services representative to any launch or public event associated with the funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.

The acknowledgement to be used is:

"The New Careers for Aboriginal People program is funded and administered by the NSW Department of Education and Communities, State Training Services, Aboriginal Services"

To increase the marketing potential of the program, the department may provide a branded NCAP style guide and formats for Aboriginal Employment Advisors to adopt in the development of letters, electronic email signatures, power-point presentations, business uniform, business cards, and name badges. The sponsor organisation is expected to comply with the NCAP style guide.

6.3 Department Contact

Aboriginal Services

Ph: (02) 6881 6178

Fax: (02) 6881 6179

Website: https://www.training.nsw.gov.au/programs_services/funded_other/acp/index.html

Postal Address: NSW Department of Education and Communities,
State Training Services,
Aboriginal Services
PO Box 1064
DUBBO NSW 2830

Appendix 1: Job Description for Aboriginal Employment Advisor

General

Aboriginal Employment Advisors are responsible for the delivery of a range of services to assist Aboriginal people to identify and overcome barriers to education, training and employment.

This position is identified and exempted under section 21 of the *Anti-Discrimination Act 1977*.

Specific Duties

- Identify and maintain contact with Aboriginal people in order to identify barriers to education, training and employment.
- Provide a range of interpersonal services including advice, career planning, resume writing, assistance in job application writing, job interview techniques and support to enable clients to overcome these barriers.
- Identify appropriate employment opportunities for clients through canvassing of employers and other interventions in the labour market.
- Establish contacts with relevant Government agencies that provide education, training and employment assistance to Aboriginal people by making referrals and training and job placements.
- Provide ongoing Mentoring and support services to Aboriginal clients placed into employment and or training.
- Promote the NCAP program to the Aboriginal community using all appropriate means of promotion, including electronic and print media.
- Maintain and update Aboriginal Services NCAP Database.
- Assist the Sponsor Organisation with the preparation of NCAP program reports and budgets.
- Establish and maintain internal and external networks, including attendance at team meetings and ongoing communication and liaison with Departmental staff.

Key Selection Criteria

Essential Criteria

- Aboriginality (proof of Aboriginality required).
- Current Drivers Licence and willingness to travel.
- Demonstrated knowledge of the employment, training and recruitment sectors
- Demonstrated good communication, liaison and networking skills
- Ability to manage programs and projects.
- Good Computer Skills
- Ability to train and supervise staff.
- Ability to work unsupervised and as part of a team.
- Demonstrated mentoring skills
- Working with Children Registration

Appendix 2: Job Description for Aboriginal Administrative Assistant (part-time)

General

The NCAP Administrative Assistant is responsible for providing administrative and clerical support including keyboard services, reception functions, maintenance of records, filing, photocopying, mail distribution and culturally appropriate customer service to Aboriginal clients under the NSW Government's NCAP program.

This position is identified and exempted under section 21 of the *Anti Discrimination Act 1977*.

Specific Duties

- Administrative and clerical support to the NCAP Aboriginal Employment Advisor.
- Reception and telephone support, including culturally appropriate customer service to Aboriginal clients.
- Processing material to 'presentation standard' from drafts and general correspondence.
- Arranging appointments, organising meetings and scheduling training courses.
- Photocopying, filing, fax and general office duties.
- Entering and retrieval of NCAP statistical data on computer, database including records management.

Key Selection Criteria

- Aboriginality (proof of Aboriginality required).
- An ability to undertake general clerical tasks.
- Good communication, organisational and customer service skills.
- Good Computer Skills
- Ability to work as part of a team
- Working with Children Registration.



State Training Services, Aboriginal Services
Level 2, Commonwealth Offices
188 Macquarie Street Dubbo NSW 2830
www.training.nsw.gov.au/aboriginal_services

© May 2014
NSW Department of Education and Communities



**Education &
Communities**
Office of Education

State Training Services