



New Careers for Aboriginal People (NCAP) Program

2017-18 Program Guidelines



Aboriginal Includes Torres Strait Islanders

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Version Table

Revision Date	Version No.	Summary of Changes	Author
27/02/2017	V1	<p>changed year of guidelines from 2016-17 to 2017-18</p> <p>1.1 revised Description</p> <p>1.3 revised Target and Population Groups</p> <p>1.4 revised Eligible organisations</p> <p>2.1 revised How an NCAP project may work – changed Aboriginal Enterprise Development officers to Aboriginal Business Advisors</p> <p>2.2 Recruitment and Selection of Aboriginal Employment Advisors – changed Job to Role description</p> <p>2.4 Communication Structure – revised Organisation support</p> <p>2.5 Team Meetings changed Aboriginal Enterprise Development Officers to Aboriginal Business Advisors</p> <p>3.1 revised Grant Application and assessment</p> <p>3.2 revised Assessment process</p> <p>4.1 revised Funding period and Scope</p> <p>4.2 revised Funding approval</p> <p>5.4 revised Performance and financial accountability requirements</p> <p>6.3 revised Department Contact</p> <p>Appendix 2 – revised Role Description</p>	Aboriginal Services

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 Industry.

Government Plans – NSW Making it Happen

Premier's and State Priority Areas	
Priority (outcome)	Target
Creating Jobs	150,000 new jobs by 2019
Building infrastructure	Increased Aboriginal economic participation and business procurement opportunities
Driving public sector diversity	Reach 1.8% Aboriginal employment across all clusters and salary levels by 2021
Boosting apprenticeships	Increase the rate of participation and completion of Aboriginal apprentices and trainees

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 Industry ('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.

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

- *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 services to apprentices and trainees.

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.

Opportunity Hubs

The Opportunity Hubs are an OCHRE initiative to provide young people with the confidence and knowledge to follow a supported pathway between secondary school and further education and/or employment. The Aboriginal Employment Advisors should build partnerships with Opportunity Hub providers to ensure a more supportive approach for Aboriginal students transitioning from school to work or further training.

Building Infrastructure

The NSW government is committed to significant investment in building infrastructure to meet the growing needs of the NSW population and there will be opportunities for Aboriginal employment, especially through the Aboriginal Participation in Construction policy. Aboriginal Employment Advisors are encouraged to work with infrastructure contractors in their regions to determine how this program can support and assist these contractors meet their Aboriginal jobs targets.

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.

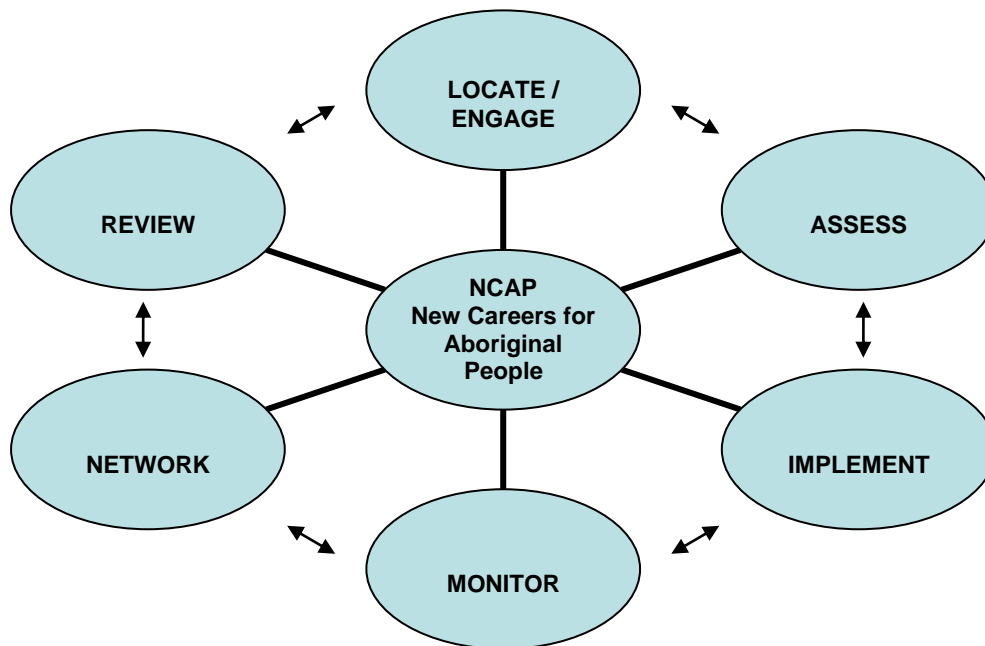
NCAP sponsor organisations must be non-profit, community-based and:

- incorporated under the *Associations Incorporation Act 2009*, or
- incorporated under the *Aboriginal Councils and Associations Act 1976*, or
- incorporated as a company under the *Corporations (NSW) Act 1990*, or
- incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, or
- 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 Registered and based in NSW and provide services within the State.

2 What should an NCAP project look like?

2.1 How an NCAP Project may Work



LOCATE/ENGAGE:

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

To effectively locate and engage the project within the region Aboriginal Employment Advisors will develop an operational plan which includes:

- regional Employers/Industry Groups
- networking with other organisations:
 - Job Active providers,
 - Aboriginal and non-Aboriginal community organisations,
 - Registered Training Organisations,
 - Group Training Companies,
 - Apprenticeships Network Providers,
 - Government agencies, and
 - School Principals, Careers Advisors, SBAT Coordinators and Senior Pathways Officer (schools), Opportunity Hubs
- 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,
- Apprenticeship Network Provider/Employers/Registered Training Organisations,
- Job Active providers, and
- Centrelink.

NETWORK:

Network with:

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

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) and
- Undertake quarterly client surveys.

2.2 Recruitment and Selection of Aboriginal 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 Role 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 Skills 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 Business Advisors 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 a representative must 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 for the 2017-18 Program will be invited from existing providers under the current three year funding period. Re-applications will be open Thursday 13th April 2017 and close 5pm Friday 28th April 2017. 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.

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.

Applications will not be accepted if they are incomplete and not received by the due date and must be emailed to:

sts.aboriginal.services@industry.nsw.gov.au

3.2 Assessment Process

Departmental officers will assess grant applications for eligibility and 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 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 2017.

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, 2017 and finishing on 30 June 2018. Re-funding applications will be awarded for a period of one (1) year.

Funding 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.

If an application for funding from a project is assessed as not meeting performance and financial accountability requirements, a new open competitive tender process will be called.

4.2 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.aboriginal.services@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.

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 after The Department has received a tax invoice from Successful organisation.

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 Industry 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 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 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. In instances where sponsor organisations are not re-funded or 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 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.

Table 1: Accountability Requirements

Accountability/ Monitoring Activity	Content	When
Training and Career Path Management Plan	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: https://online.training.nsw.gov.au/cgpasadmin/jsp/login.jsp	Weekly
Six-Month Progress Report	Report on Aboriginal Employment Advisor activities against the program aims and objectives and achievement of targeted employment and training outcomes.	Due by 15 January, 2018.
Six-Month Financial Report	A certified financial report of grant funds expenditure against the approved budget.	Due by 15 January, 2018.
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, 2018.
Audited Financial Statement	An audited financial statement of grant funds expenditure against the approved budget.	Due by 30 September, 2018.

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: sts.aboriginal.services@industry.nsw.gov.au

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: <https://online.training.nsw.gov.au/cgpasadmin/jsp/login.jsp>

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 <u>e.g.</u> Work 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://online.training.nsw.gov.au/cgpasadmin/jsp/login.jsp>

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 Industry, Training Services NSW, 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 Industry, Training Services NSW, 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 Industry, Training Services NSW, 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) 6882 8858

Website: training.nsw.gov.au/aboriginal_services

email: sts.aboriginal.services@industry.nsw.gov.au

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 Employment Advisor Administrative Assistant (part-time)

General

The Aboriginal Employment Advisor, Administrative Assistant is responsible for providing administrative and clerical support including data entry, 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.