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# Indigenous Australian Training, Employment and Supplier Plan

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Plan ID - 20110119PL00001

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## PART A - ORGANISATION

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**1. Organisation information**

Legal Name

Trading Name(s)

ABN

Registered Business Address as appears on your certificate of Registration (not a PO Box)

Registered Address Line 1

Registered Address Line 2

Registered Address Line 3

Suburb

State & Postcode

International Address

**2. Key Contact**

Title	<input type="text"/>
Key Contact Given Name	<input type="text"/>
Key Contact Family Name	<input type="text"/>
Position	<input type="text"/>
Postal Address	<input type="text"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

**3. Alternate Contact**

Title	<input type="text"/>
Alternate Contact Given Name	<input type="text"/>
Alternate Contact Family Name	<input type="text"/>
Position	<input type="text"/>
Postal Address	<input type="text"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

**4. Does your organisation have a Reconciliation Action Plan (RAP)?**

5. If you answered yes to Question 4 above, please provide a link to your RAP.

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## PART B - APPROACH TO MARKET DETAILS

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6. Is your organisation currently developing a response to an Approach to Market?

7. What is the Approach to Market (ATM) number(s) and what is its closing date(s)?

Dept / Agency	Approach to Market number	Approach to Market closing date
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## PART C – BASELINE INFORMATION

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### INDIGENOUS AUSTRALIAN TRAINING

8. Has your organisation paid for and/or provided any training to Indigenous Australians for employment purposes in the last 12 months either directly or through an RTO or GTO?

9. In the table below, please provide information on the training undertaken by Indigenous Australians in the last 12 months.

Type of Training	Training Organisation	Number Undertaken	Number Completed
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### AUSTRALIAN GOVERNMENT FUNDING FOR INDIGENOUS TRAINING, EMPLOYMENT AND/OR BUSINESS

10. In the past 12 months, has your organisation received Australian Government funding to increase Indigenous Australian training, employment and/or engagement with Indigenous businesses?

11. If you answered yes to Question 10, please provide details (list max of 5 contracts/grants).

Program Name	Dept / Agency	Amount (\$AUD)	Purpose	Start Period	End Period
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INDIGENOUS AUSTRALIAN EMPLOYMENT

**12. How many Full Time Equivalent (FTE) staff do you directly employ in Australia?**

	Unsure	Number of Full Time Equivalent (FTE) Employees
Non-Indigenous Australian employees	<input type="checkbox"/>	
Indigenous Australian employees	<input type="checkbox"/>	
Total		

INDIGENOUS BUSINESSES

**13. Has your organisation subcontracted to or used the goods and services of any Indigenous businesses that are small to medium enterprises in the past 12 months?**

**14. Please list in the table below each of the Indigenous businesses you subcontracted with, or that provided you with goods and/or services.**

Organisation Name	ABN
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## PART D – STATEMENT OF COMMITMENT TO ACTIONS

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**i) Training Specific Activities. Select at least 1 activity under this category:**

- Work with schools, education and training providers, Job Services Australia and community groups to provide pre-employment training to Indigenous Australians
- Utilise State, Territory and Australian Government training programs to address training needs and opportunities for Indigenous Australians to assist them with pathways into my organisation
- Build relationships with student bodies, universities and other educational organisations to scope, develop and implement an Aboriginal and Torres Strait Islander internship, scholarship, accredited training and/or secondment program within my organisation
- Scope, develop and implement an Indigenous Australian traineeship, graduate, School-Based Apprenticeship, on-the-job training, Australian Apprenticeship and/or internship program within my organisation
- Promote on site training of Indigenous Australian persons working for contractors, subcontractors and project partners
- Set targets for Indigenous Australian training and implement strategies for meeting those targets (you may specify targets in 'Other action' box)
- Other Training Activity 1:
- Other Training Activity 2:
- Other Training Activity 3:
- Other Training Activity 4:

**ii) Employment Specific Activities. Select at least 1 activity under this category:**

- Scope, develop and implement a culturally appropriate recruitment and retention strategy for Indigenous Australians that meets the diverse employment needs of Indigenous Australians, including targeting the unemployed, tertiary students and/or secondary students through apprenticeships, cadetships, internships and/or work experience programs
- Scope, develop and implement a pre-recruitment activity in relevant regions in order to ensure a pool of appropriate Indigenous applicants for my organisation's workforce needs
- Scope, develop and implement Indigenous Australian secondment, up-skilling, internal training, accredited leadership and/or external career development programs

- Set targets for Indigenous Australian employment and implement strategies for meeting those targets, including retention strategies (you may specify targets in 'Other action' box)
- Build links between the local Indigenous skill set, regional training opportunities my labour market needs in a region
- Design and implement an employment strategy that accommodates the needs of local Indigenous labour markets
- Other Employment Activity 1:
- Other Employment Activity 2:
- Other Employment Activity 3:
- Other Employment Activity 4:

**iii) Indigenous businesses. Select at least 1 activity under this category:**

- Set targets for using Indigenous businesses in the supply chain and implement strategies for meeting those targets (you may specify targets in 'Other action' box)
- Become a member of the Australian Indigenous Minority Supplier Council (AIMSC) and use AIMSC certified Indigenous businesses as suppliers where appropriate
- Scope, develop and implement procurement policies (including contract and risk management processes) across my organisation to identify Indigenous business, to remove barriers to participation for Indigenous business and/or to use Indigenous business
- Provide information on business opportunities to Indigenous small to medium enterprises, including contact points to access these opportunities
- Offer business mentoring, training support and skills development for Indigenous small to medium enterprises
- Develop joint ventures and consortia that involve my organisation and Indigenous small to medium enterprises
- Other Business Activity 1:
- Other Business Activity 2:
- Other Business Activity 3:
- Other Business Activity 4:



iv) **General Activities. Select at least 1 activity under this category:**

- Work with Reconciliation Australia to develop a Reconciliation Action Plan (RAP) for my organisation and commit to implement the RAP
- Encourage contractors, sub-contractors and project partners to employ suitably qualified Indigenous Australian persons where local people with appropriate skills and experience are available
- Promote Indigenous Australian training, employment and business opportunities within my profession and business community
- Appoint a staff member or a team with my organisation who has/have expertise in working with Indigenous Australian people and communities to be responsible for Indigenous Australian training and employment within my organisation
- Delegate to a staff member to work with and consult Indigenous Australian communities to identify and address Indigenous Australians' training and employment needs and develop an understanding of local factors that may influence training and employment aspirations and retention that would lead to sustainable employment
- Make and formally document agreements made with Indigenous Australian communities
- Other General Activity 1:
- Other General Activity 2:
- Other General Activity 3:
- Other General Activity 4:

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## PART E - DECLARATION

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I confirm that:

- The information provided in this Indigenous Australian Training, Employment and Supplier Plan is complete and correct.
- I have read and understood and my organisation agrees to the conditions contained in the Indigenous Opportunities Policy: Introductory Guidelines for Potential Suppliers.
- If my organisation wins a contract to deliver a project to which the Indigenous Opportunities Policy applies, I will undertake the actions listed in Part D of this Indigenous Australian Training, Employment and Supplier Plan to achieve positive training, employment and business outcomes for Indigenous Australians.