

FOREWORD

In 2002 to 2003 the NSW Premier's Department, in partnership with the Department of Employment and Workplace Relations, continued the successful Aboriginal Employment in Practice Support Strategy.

This Strategy facilitated the employment of 260 Aboriginal people in 33 agencies and one local council across a range of occupational areas and locations. The strategy was a resounding success and achieved the following results:

- 56% of participants were women
- 44% of participants were male
- 52% of positions were located in regional areas and 48% in the metropolitan area
- 90% of positions are permanent full time
- 10% of positions are 12 month traineeships
- 32% of participants are in the 20-29 year age range
- 2.7% of participants are in the 19 years and under age range
- 6.5% of participants are in the 50 years and over age range
- 26% of participants were previously unemployed
- 93% of participants have undertaken induction
- 51% of participants have access to a mentor

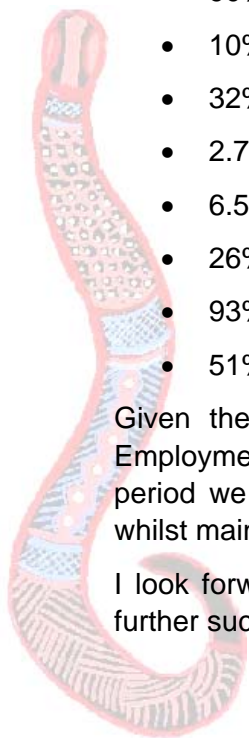
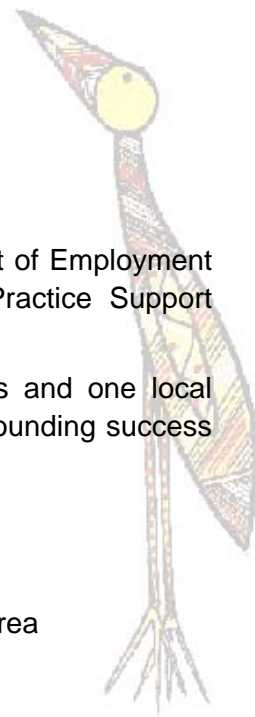
Given the high success of previous Strategies, Premier's Department and the Department of Employment and Workplace Relations will again offer the Strategy throughout 2004/06. Over this period we aim to employ 150 Aboriginal people across Public Sector agencies and local councils whilst maintaining our focus on regional jobs.

I look forward to working with all participating agencies, departments and local councils to ensure further success of the Aboriginal Employment in Practice Support Strategy.



Col Gellatly

Col Gellatly
Director-General
Premier's Department



ABORIGINAL EMPLOYMENT IN PRACTICE SUPPORT STRATEGY (AEIPSS) GUIDELINES 2004/06

Inside these guidelines you will find:

- Aboriginal Employment in Practice Support Strategy conditions
- AEIPSS commencement form
- AEIPSS 26-week progress report form
- AEIPSS mentoring assistance

AEIPSS funding is a one-off payment and will be paid after the nominated Aboriginal employee/s commence work with a Public Sector agency or local council.

To access the AEIPSS, complete and return the commencement form. Please note the “Conditions” for accessing assistance under the Strategy.

Assistance is available for positions in which Aboriginal people commence employment from 29 March 2004 to 30 September 2005. Nominations will be assessed monthly. Please provide details of a contact person to co-ordinate agency nominations.

For further information please contact the Aboriginal Programs Team on:

Phone 9228 3445 (direct) or 9228 4444 (switch)

Return the completed form to:

Project Manager

Aboriginal Employment in Practice Support Strategy
Employment Equity and Diversity,
Public Employment Office,
Premier’s Department
Level 17, Bligh House
4-6 Bligh Street
SYDNEY NSW 2001

ABORIGINAL EMPLOYMENT IN PRACTICE SUPPORT STRATEGY

INTRODUCTION

The NSW Premier's Department, in partnership with the Commonwealth Department of Employment and Workplace Relations, offers financial assistance to Public Sector agencies and local councils for the employment of Aboriginal people.

The Aboriginal Employment in Practice Support Strategy (AEIPSS) aims to:

- Assist Public Sector agencies and local councils in improving quality of service and program outcomes, through employment of Aboriginal people.
- Assist Public Sector agencies and local councils in ensuring they have the workforce needed to meet current and future service and program requirements. The focus is on entry and front line service jobs.
- Help strengthen partnerships between Public Sector agencies, local councils and Aboriginal communities through Aboriginal employment.

The Strategy provides a one-off payment to employers that recruit Aboriginal people to 12 month traineeships and full time on going employment.

Assistance is scaled, based on the type and location of positions. For example, a full-time position in a rural or regional area attracts a higher level of assistance than do similar positions in the Sydney metropolitan area.

Funds may only be used for Aboriginal staff salaries, learning and development activities and/or retention strategies for participants.

WHO CAN PARTICIPATE

- NSW Public Sector agencies
- NSW local government councils.

HOW TO APPLY

Employers

Complete and submit the AEIPSS Commencement Form to the NSW Premier's Department, available by calling the Aboriginal Programs Team on 9228 3445 or 9228 4444 or, via email: eeo@eeo.nsw.gov.au. Website: <http://www.eeo.nsw.gov.au/>

FINANCIAL ASSISTANCE

Classification	Location	Level of AEP Assistance
Traineeships	All locations	\$5,500
All positions (other than traineeships)	NSW regional or rural	\$4,500
All positions (other than traineeships)	Sydney and metropolitan	\$4,000

CONDITIONS

Assistance is available for Aboriginal people employed in a NSW Public Sector agency or local council from 29 March 2004 to 30 September 2005. Assistance is provided to Public Sector agencies and local councils.

Agencies, department or local councils provide full-time and on going entry or front line service jobs that attract an award rate of up to A & C Clerk Grade 5/6 in accordance with the Crown Employees Award or equivalent; or up to a salary of \$58,000 excluding positions requiring professional or technical qualifications such as teachers, nurses, journalists and trade positions (not apprentices).

WHO IS ELIGIBLE FOR ASSISTANCE?

Agencies, departments and local councils nominate recruits who:

1. identify as an Aboriginal person or Torres Strait Islander
2. have commenced employment in a position that is full-time, or commenced a 12 month traineeship between 29/3/04 to 30/09/05
3. are not employed in a position receiving Federal Government Wage Assistance
4. are not employed in a position assisted under the Elsa Dixon Aboriginal Employment Program
5. are not Indigenous cadets under the Aboriginal and Torres Strait Islander Cadetship Program for the NSW Public Sector

EMPLOYERS MUST:

- Finalise recruitment to nominated positions between 29 March 2004 and 30 September 2005.
- Complete and return the Aboriginal Employment in Practice Support Strategy commencement form to the NSW Premier's Department for each nominated position.
- Provide a workplace mentor for each recruit.
- Complete and return AEIPSS 13 Week Progress Report to EED within two weeks of the date being achieved.
- Demonstrate continued employment of nominated recruits for a minimum period of 26 weeks. Where employment is less than 26 weeks, funding assistance must be repaid to Premier's Department.
- Complete and return AEIPSS 26 Week Progress Report to EED within two weeks of the date being achieved.
- Ensure recruits participate in an induction program and have a learning and development plan.

ABORIGINAL EMPLOYMENT IN PRACTICE SUPPORT STRATEGY 2004-2006 COMMENCEMENT FORM

EMPLOYER DETAILS

Name of Employer	
Business Address	
Business Phone	
Contact Person	
Position of Contact Person	
Contact Details	Work phone:
	Email:
ABN Number	
<p>Have you applied for or received other funding for this position with the Department of Employment and Workplace Relations? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>DET Elsa Dixon Program Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other funding source _____ <i>Please specify</i></p>	

PAYMENT DETAILS

After notification for approval of funding application, a tax invoice **plus** GST requesting payment is to be sent to:

Project Manager

Aboriginal Employment in Practice Support Strategy
Employment Equity and Diversity,
Public Employment Office,
NSW Premier's Department
Level 17, Bligh House
4-6 Bligh Street
SYDNEY NSW 2001

If you are an agency that is being provided with a shared service by Central Corporate Services Unit (CCSU), an Intra Group Charge Advice should be submitted.

PARTICIPANT AND POSITION INFORMATION



Surname/Family Name	
Given Names	
Home Address	
Contact Details	Work Phone: Email:
Date of Birth	
EEO Data <i>Place x in correct box</i>	Aboriginal: <input type="checkbox"/> Female <input type="checkbox"/> Torres Strait Islander: <input type="checkbox"/> Male <input type="checkbox"/>
Commencement Date	
Expected Completion Date <i>(If Applicable)</i>	
Actual Completion Date <i>(If Applicable)</i>	
Type of Employment <i>Place x in correct box</i>	Permanent Full-time: <input type="checkbox"/> 12 Month Traineeship: <input type="checkbox"/>
Position Title and Annual Salary	
Location of Position (Department, Address)	
13 Week Progress Report due 26 Week Report Due Date	
Trainee signature	



I (Authorised to sign on behalf of the Public Sector agency/local council) certify that all details are true and correct under the terms and conditions of the Aboriginal Employment in Practice Support Strategy 2004-2006.

..... **Signature** **Date**

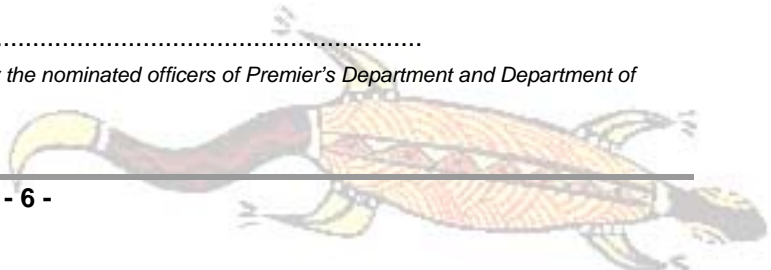
Office Use Only: **Approved/Not Approved** (Circle) Date

Authorised By

Position

Authorising Signature

The information on this form is confidential and will only be used by the nominated officers of Premier's Department and Department of Employment and Workplace Relations for departmental purposes



ABORIGINAL EMPLOYMENT IN PRACTICE SUPPORT STRATEGY

26 WEEK PROGRESS REPORT

To be completed and returned within 2 weeks of date being achieved

Employer Details

Organisation:

Address:

.....

Contact Person: Phone:

Email:



Employee Details

Name:

Position/Grade:

Phone: Email:

Place an x in the correct boxes

1. Has the employee undertaken an induction program? Yes No
If no, when will this be undertaken?

2. Has a mentor been assigned to the employee? Yes No
If Yes, Mentors name and contact details

If no, when will this occur?

3. How would you describe the recruit's level of performance to date?

Satisfactory

Not yet Satisfactory

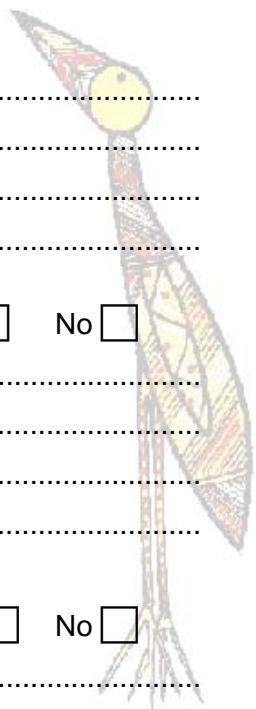
Needs more Training

Comments (optional):

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4. Has the employee commenced/completed a structured training program? Yes No
If yes, please describe?

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5. Will the employee's employment continue past 26 weeks? Yes No
If no, please explain?

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Supervisor

Signature.....

Position/Grade

Date

EMPLOYEE'S DECLARATION

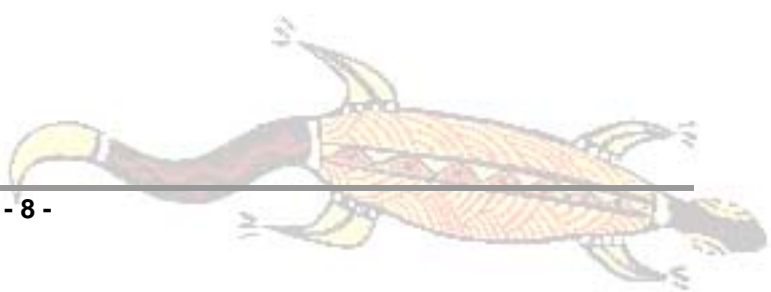
I have read and discussed the contents of this report with my supervisor,
and Agree/Disagree with the report.

Print Name

Signature

Date

The information on this form is confidential and will only be used by the nominated officers of Premier's Department and Department of Employment and Workplace Relations for departmental purposes



MENTORING

WHAT IS MENTORING?

Mentoring is a relationship that gives people the opportunity to share their professional and personal skills and experiences, and to grow and develop in the process.

Typically it is a one-to-one relationship between a more experienced and less experienced employee. However, more than one mentor is possible and will further enhance the development of the mentee. It is based upon encouragement, constructive comments, openness, mutual trust, respect and a willingness to learn and share.

WHO IS TO BE MENTORED?

Every Aboriginal person employed under the Aboriginal Employment in Practice is to have access to a mentor if required. If the employee declines to have a mentor, a file note endorsed by him/her is to be attached to their employment records.

If the proposed mentee decides to accept the offer of a mentor, then an employee with the necessary skills, qualifications and experience will be selected by both the employer and mentee.

DOES THE MENTOR HAVE TO BE AN ABORIGINAL PERSON?

The mentor does not have to be an Aboriginal person, but needs a demonstrated ability to communicate effectively with Aboriginal people.

The mentor can either come from within the same agency or from an external agency. Sometimes the mentee will have someone in mind that they respect, and who has the necessary skills and qualifications.

WHAT'S DIFFERENT ABOUT MENTORING AN ABORIGINAL PERSON?

In order to develop a strong and positive relationship between mentor and mentee, you should first get to know each other on a personal level. Aboriginal people want to know who you are and where you come from, not your title or what your resume is.

By sharing this information with the mentee, trust and mutual respect will develop with benefits being achieved for all parties. Aboriginal people have unique skills and experiences and through mentoring these can be clearly recognised and rewarded. Not only will the skill level of the mentee be enhanced by effective mentoring, so will the skill level of the mentor.

HOW DO I FIND A MENTOR OUTSIDE OF THE AGENCY/LOCAL COUNCIL IF I NEED TO?

Discuss this with the mentee, as he/she may already have someone in mind that is suitably skilled and qualified. If so, then ring the prospective Mentor and ask them if they would be interested. If yes you then set-up a meeting to discuss this, and make the necessary arrangements. As previously stated this person does not have to be an Aboriginal person.

The Aboriginal Programs Team within Premier's Department can also assist in making contact with prospective mentors.

BENEFITS TO THE MENTEE

- Increased self confidence
- Increased skills and knowledge
- Increased potential for career development and promotion
- A powerful learning tool to acquire competencies and professional experience
- Improved understanding of their roles in the organisation

BENEFITS TO THE MENTOR

- Better understanding of Aboriginal people, culture and issues
- Renewed enthusiasm for their role as an experienced employee
- Challenging discussions with people who have fresh perspective's and who are not already part of the organisational thinking
- Learning of new skills and methods in the area of service delivery
- Satisfaction from contributing to the mentee's development

BENEFITS TO THE AGENCY/LOCAL COUNCIL

- Improved delivery of service through more informed and skilled staff
- Managers with enhanced people management skills
- Application of knowledge gained from mentoring
- Policy reflective of the service delivery needs of Aboriginal people
- Staff more aware and sensitive to the current issues confronting Aboriginal people

