



NORTH METROPOLITAN TAFE

RECONCILIATION

ACTION PLAN

January 2021–December 2023



koolark
Centre for Aboriginal Students

Acknowledgement

“North Metropolitan TAFE recognises Australian Aboriginal and Torres Strait Islander Peoples¹ unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our society. We acknowledge the Noongar People, the traditional custodians of the lands on which our campuses are located and pay our respects to ancestors and Elders, past and present.”

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Cover artwork by Anthea Corbett

Whadjuk Wongee (Perth Talk): Our ‘Culture’ past, present and future being connected through language.

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¹ For the purpose of this document, the use of the term ‘Aboriginal’ is inclusive of Torres Strait Islander peoples.

Message from North Metropolitan TAFE's Managing Director and Aboriginal Employment, Education and Training Committee Chair

North Metropolitan TAFE will be a place where Aboriginal people, their heritage, cultures and spirituality are valued, respected and celebrated. We are committed to closing the gap between Aboriginal people and other Australians by actively engaging and supporting the participation of Aboriginal people in reaching their education and employment aspirations.

We have articulated our commitment through the actions outlined in our Reconciliation Action Plan (RAP) 2021–2023. The four key components to this plan are:

- Relationships
- Respect
- Opportunities
- Governance

The actions presented in our Reconciliation Action Plan have been identified to effect change- transforming lives, strengthening industry and communities. The success of the measures will be evident in closing the education and training achievement gap for our First People's and continuing to build a workplace environment that respects and celebrates diversity, effectively supports Aboriginal employees and integrates awareness of the importance of reconciliation.

Working alongside the Aboriginal Community we are confident our inclusive spirit and passion for our community will see us advance towards the achievement of Reconciliation.

It therefore gives us great pleasure to commend North Metropolitan TAFE's Reconciliation Action Plan to you.



Michelle Hoad
Managing Director



Mara West
Chair AEETC

Vision for Reconciliation

Aligning with our vision “Transforming Lives – Strengthening Industry and Community”, we aim to reduce the achievement gap in education and employment outcomes, by enabling Aboriginal People to consistently realise their full potential, make informed choices and access training opportunities that lead to sustainable employment and prosperity.

By creating a strong sense of belonging for our Aboriginal students and staff, we will provide an inclusive and embracing workplace to support and empower our students and staff to achieve their goals.

Our vision

Transforming lives; strengthening industry and community.

Our values

- Respect
- Integrity
- Student-centred
- Accountability
- Innovation
- Professionalism

Our business

North Metropolitan TAFE (NMTAFE) has 10 campuses across the greater north and north eastern metropolitan regions of Perth. The College offers more than 350 training products ranging

from Certificate I to Advanced Diploma qualifications to skill sets and short courses, providing quality education and training choices to our customers.

Our priorities

At North Metropolitan TAFE our mission is to nurture participation, to improve employability, to contribute to productivity and to support the aspirations of our learners, industry and the community. All of our activity makes a difference to individuals and businesses and contributes to the economic development in WA. Working with industry and employers, we use our knowledge and understanding of changing business models and contemporary training techniques to provide solutions to meet the current and future skill requirements of individuals, enterprise and the community.

Supporting the WA Government’s WA Recovery Plan; the State Training Plan and Diversify WA, NMTAFE aligns its training delivery to address skill shortages by providing future skills for future jobs. Our priority is to increase workforce capacity for the State, with a focus on the areas of aged care and disability in response to National Disability Insurance Scheme (NDIS); cyber security; rail and civil infrastructure to support the METRONET project; STEM related qualifications and skill sets; the tourism industry; and supporting the mining and resources sector.

Our Reconciliation Action Plan

North Metropolitan TAFE's Reconciliation Action Plan (RAP) enhances our existing Aboriginal Employment Strategy and annual Aboriginal Training Plan which reflect our commitment to provide every Aboriginal student with a quality training program delivered with cultural integrity and professional commitment - providing pathways into further education and/or employment opportunities.

NMTAFE's RAP 2021–2023 was championed by the College's Managing Director and the Chair of the Aboriginal Employment, Education and Training Committee and was developed through a 4-stage approach:

- Stage 1** – Engagement and support from the Managing Director, Governing Council, college Executive and NMTAFE's senior leadership group.
- Stage 2** – Consultation with the community and staff to identify key initiatives/deliverables.
- Stage 3** – Consideration of inputs and development of a draft RAP for further consultation with stakeholders.
- Stage 4** – Endorsement by NMTAFE's RAP Working Group, AEETC, Executive and Governing Council.

North Metropolitan TAFE's Aboriginal Employment, Education and Training Committee (AEETC) has an advisory role for both the College as a whole and for the RAP Working Group. It is chaired by Mara West, who is also a member of North Metropolitan TAFE's Governing Council ensuring the views of Aboriginal people are understood and considered at NMTAFE's highest governance level.

North Metropolitan TAFE's RAP has been developed through consultation and critical input from the NMTAFE Aboriginal, Employment, Education and Training Committee (AEETC), Aboriginal Community Elders, the College's Aboriginal and non-Aboriginal employees and Corporate Executive. The process included face to face meetings to listen to the views of Aboriginal Elders and other Community representatives.

Additionally, extensive consultation was undertaken with professional support, management and academic staff across NMTAFE. The feedback and advice were incorporated into the RAP for discussion and consideration by the RAP Working Group. The RAP working groups membership is comprised of staff representatives from the three training directorates, Organisational Services, Corporate Services and Koolark centre.

Since launching the inaugural RAP, the College has promoted reconciliation action throughout its campuses and continues to engage with Aboriginal people, staff and stakeholders to empower Aboriginal people. Whilst the college has met the majority of its RAP actions, it is felt that more work is necessary to embed RAP actions within North Metropolitan TAFE and as such will remain in the Innovate category for its upcoming 2021–2023 Reconciliation Action Plan – which will build upon existing strategies to establish a strong approach towards advancing reconciliation internally and within the organisation's sphere of influence.



Relationships

NMTAFE acknowledges the importance of Aboriginal and Torres Strait Islander peoples informing and developing strategies to improve the outcomes for our Aboriginal and Torres Strait Islander students, staff and communities. We are committed to working in partnership with individual Aboriginal people and communities to understand the needs and aspirations of Aboriginal peoples and the best ways to address these and are will work with employers, industry and community stakeholders to create effective pathways from training to employment for our Aboriginal and Torres Strait Islander students. NMTAFE is committed to building an organisation culture which values and respects the diversity of its staff and ensures that processes are in place to support effective workplace relationships.

Action	Deliverable	Timeline
1. Establish and maintain mutually beneficial relationships with Aboriginal stakeholders and organisations to support better training and employment outcomes and improve business success.	Increasing Aboriginal (external) representation on Advisory Boards and Industry Councils.	July 2022
	Develop and implement an engagement plan to work with our Aboriginal stakeholders to foster education and employment outcomes.	Annually
	Undertake research on Aboriginal businesses to identify opportunities for collaboration on new training delivery/program development.	Annually
	Build and maintain relationships with local Elders and other representatives from Communities to support positive outcomes and the achievement of RAP deliverables.	Annually
	Meet with Aboriginal Communities/organisations/businesses to identify skills needs and training opportunities to close the achievement gap for Aboriginal and Torres Strait Islander People.	Annually

Action	Deliverable	Timeline
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	Annually
	RAP Working Group members to participate in at least one external NRW event.	Annually
	Senior leaders to attend and support all staff to participate in at least one external event to recognise and celebrate NRW.	Annually
	Collaborate with Joondalup Learning Precinct organisations to promote NRW events for staff to attend.	Annually
	Register all our NRW events on Reconciliation Australia's NRW website .	Annually
3. Promote reconciliation through our sphere of influence.	Individual teams to implement strategies to engage staff in reconciliation activities such as face to face discussion, standing item on team meetings, participation at NAIDOC events.	Annually
	Communicate our commitment to reconciliation publicly.	Ongoing
	Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	Ongoing
	Organise peer-to-peer industry meetings with other organisations who have a RAP to share ideas and lessons learned.	Annually
4. Promote positive race relations through anti-discrimination strategies.	Engage with Aboriginal staff and/or Aboriginal advisors to review current Equity and Diversity Policy to ensure anti-discrimination awareness is addressed/covered.	Annually
	Communicate Equity and Diversity policy to all staff.	Annually
	Educate all staff on the effects of racism.	Ongoing
5. Raise internal and external awareness of our RAP to promote reconciliation across our business and our sector.	NMTAFE RAP is launched and registered on the Reconciliation Australia and North Metropolitan TAFE websites.	Annually
	Include RAP actions in Corporate Plan, Business Line Plans, and Governance Reporting.	Annually
	Include RAP awareness in our staff and student induction programs and all cultural awareness training. Include references to Reconciliation Australia's National Reconciliation Week website resources.	Annually
	Develop and implement a strategy to communicate our RAP to all internal and external stakeholders.	Annually



Respect

Through developing a greater understanding of how our different pasts and cultures are part of our shared history, our current relationship and shared future, we can build meaningful, respectful and mutual relationships with Aboriginal and Torres Strait Islander peoples and communities. This wisdom and connection will allow us to encourage and support Aboriginal and Torres Strait Islander peoples participation in training, successfully complete courses and achieve individual goals. As our staff provide training and assessment, administration and support services to Aboriginal peoples, it is essential that they understand and respect the strengths of First Australian cultures and can effectively support Aboriginal and Torres Strait islander students.

Action	Deliverable	Timeline
1. Increase understanding, value and recognition of Aboriginal cultures, histories, knowledge and rights through cultural learning.	Conduct a review of cultural learning within our organisation.	Annually
	Work with local Whadjuk Noongar Elders and/or Aboriginal consultants to review and further develop our cultural awareness training (Culture Matters).	Annually
	Provide opportunities for all staff to participate in formal and structured cultural learning.	Ongoing
	NMTAFE's staff induction process to include mandatory awareness and understanding of Aboriginal cultures, histories and achievements (Culture Matters) and NMTAFE's Reconciliation Action Plan.	Ongoing

Action	Deliverable	Timeline
2. Demonstrate respect to Aboriginal peoples by observing cultural protocols.	Develop a cultural protocol document to increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	March 2021
	Acknowledgement of Country plaques to be placed in major meeting rooms across the College with significant stories for the area of which the Campuses are located.	June 2021
	Noongar Whadjuk Elders will deliver Welcome to Country at all major NMTAFE events.	As required
	Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings and at Semester orientation.	As required
	Produce and distribute a wallet sized Acknowledgement to Country card for staff reference.	March 2021
3. Build respect for Aboriginal cultures and histories by celebrating NAIDOC Week.	RAP Working Group to participate in an external NAIDOC Week event.	As required
	Through the newly implemented 5 Cultural Leave Days, encourage Aboriginal staff to participate in NAIDOC Week events.	As required
	Promote and encourage participation in external NAIDOC Week events to all staff across the college.	Annually
	MD and Senior Leaders to participate in at least one activity during NAIDOC Week.	Annually
4. Strengthen the cultural safety of our organisation.	Expand NMTAFE's image library so that Aboriginal people are represented on our website and in our promotional material.	Ongoing
	Promote Aboriginal dates of significance on all of NMTAFE's social media and website.	Ongoing
	Collect, display, document and lend artwork of Aboriginal artists.	Ongoing
	Display Aboriginal artwork in suitable locations across the campuses.	Ongoing
	Develop marketing collateral (clothing, stationary, etc.) utilising the College's RAP artwork for the current period.	Ongoing



Opportunities

NMTAFE will develop new and effective partnerships, programs, technologies and approaches to ensure we support and empower Aboriginal and Torres Strait Islander peoples to achieve individual and collective aspirations. We are committed to a respectful partnership whereby first Australians and non- Aboriginal Australians tackle disadvantage together. Through a comprehensive Aboriginal and Torres Strait Islander Employment Strategy, we ensure Aboriginal and Torres Strait Islander staff have opportunities to be supported in their current roles and assisted to develop their careers.

Action	Deliverable	Timeline
1. Increase engagement with Aboriginal businesses to provide skills for business success and employment opportunities for Aboriginal students.	Develop and deliver customised training programs to support Aboriginal businesses seeking to access contracts as outlined in the WA Government’s Aboriginal Procurement Policy.	As required
	Collaborate with Aboriginal businesses and organisations on industry projects, employment based training and graduate employment opportunities.	Ongoing
2. Increase Aboriginal supplier diversity to support improved economic and social outcomes.	Work towards achieving 3% of all contracts for goods, services, community services and works (over \$50,000) to be awarded to registered Aboriginal businesses.	Annually
	Provide Common User Agreement details of Aboriginal companies to staff.	As required
	Review and update procurement policies and procedures to ensure there are no barriers for procuring goods and services from Aboriginal businesses.	Annually
	Increase staff awareness of the Aboriginal Business Directory of WA as a source information on relevant locally based Aboriginal businesses.	As required



Action	Deliverable	Timeline
3. Promote NMTAFE as preferred Training Provider for Aboriginal students and Communities and increase training opportunities for Aboriginal People.	Update NMTAFE's social media platforms to display Aboriginal good news stories, events, etc.	Ongoing
	Review content and improve accessibility of the College website for Aboriginal Peoples ensuring cultural sensitivity, inclusivity and ease of access.	Ongoing
	Develop a Koolark Aboriginal student Alumni video with testimonials of past students. "Where are they now?"	Ongoing
	Develop communication strategies to improve awareness of College support services for Aboriginal students.	Annually
	Explore the opportunity for industry/community funded scholarships for Aboriginal students.	Ongoing
	Develop strategies to increase identification of Aboriginality by students.	Ongoing
4. Support Aboriginal students to undertake and successfully complete training with NMTAFE.	Contextualise existing language, literacy and numeracy programs and training pathways to prepare Aboriginal students for employment.	As required
	Review current enrolment process to identify and remediate any barriers for Aboriginal or Torres Strait Islander students to enrol into qualifications across all portfolios.	March 2021
5. Improve and increase Aboriginal and Torres Strait Islander employment outcomes at NMTAFE.	Review annually the College's Aboriginal Employment Strategy (AES) to ensure it meets College needs.	Annually
	All advertised vacancies will include the statement 'Aboriginal people are encouraged to apply for this position.'	As required
	Review annually the College's recruitment policies and practices to ensure they are culturally inclusive and align with current Government policy.	Annually
	Work toward achieving the proportional goal of 3.7% of NMTAFE's workforce represented by Aboriginal staff.	Annually
	Achieve the goal of 3.2% of NMTAFE's workforce represented by Aboriginal and Torres Strait Islander staff.	Annually
	Engage with existing Aboriginal staff to consult on employment strategies, professional development opportunities and creation of career pathways into leadership roles.	Annually
	Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development.	Annually
	Engage with Aboriginal and Torres Strait Islander employees in the design, development and delivery of NMTAFE Aboriginal professional development programs and succession plans.	Annually



Action	Deliverable	Timeline
6. Identify, develop and support Aboriginal and Torres Strait Islander leaders in the WA Public Service.	Develop a mentoring model with Aboriginal and Torres Strait Islander leaders (external and internal) to act as role models and mentors for Aboriginal and Torres Strait Islander employees.	Annually
	Commit to one Public Sector Commission Aboriginal traineeship and two NMTAFE Aboriginal school-based traineeships per year.	Annually
	Support Aboriginal and Torres Strait Islander employees to participate in internal and external committees. For example, Public Sector Commission working groups and NMTAFE's Academic Board.	As required





Governance

NMTAFE will provide strategic and operational resources to ensure our RAP is delivered in accordance with our internal corporate governance standards and practices.

Action	Deliverable	Timeline
1. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	Maintain Aboriginal representation on the RWG.	Annually
	RWG to oversee the development, endorsement, and launch of the RAP.	March 2021
	Establish and apply a Terms of Reference for the RWG.	Annually
	Meet at least four times per year to drive and monitor RAP implementation and report the RAP progress to AEETC & Executive.	Annually
2. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	Annually
	Engage our senior leaders and other staff in the delivery of RAP commitments.	As required
	Define and maintain appropriate systems to track, measure and report on RAP commitments.	As required
	Appoint and maintain an internal RAP Champion from senior management.	Annually
3. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	Annually
	Report RAP progress to all staff and senior leaders biannually.	June & Nov. 2021 June & Nov. 2022 June & Nov. 2023
	Publically report our RAP achievements, challenges and learnings, annually.	Annually
	RWG to provide annual report to Aboriginal Community.	Annually
	Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	Annually
	Register via Reconciliation Australia's website to begin developing our next RAP.	Annually

Acronyms

AEETC Aboriginal Employment, Education and Training Committee

AES Aboriginal employment strategy 2017–2022

NAIDOC National Aborigines and Islanders Day Observance Committee

NRW National Reconciliation Week

RAP Reconciliation Action Plan

RWG RAP Working Group

Statement of Recognition

Reconciliation Australia is the national organisation promoting reconciliation between Aboriginal and Torres Strait Islander peoples and the broader Australian community.

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