

SKILLINVEST INNOVATE

Reconciliation Action Plan



skillinvest





About the artwork

The main artwork displayed on the cover, this page and throughout this document is a visual representation of Skillinvest and Longerenong College's commitment to reconciliation and respectful engagement with first nations people.

Artist: Tanisha Lovett
Gunditjmara and Wotjobaluk Woman

Title: Past, Present and Future Pathways

Description: This artwork depicts people on their individual learning journeys. People are gathering knowledge from different people, in different places for different things.

People of different sizes and skin colours are gathered around fire places with paths leading into each other. Showing you can learn something new at different places and move onto the next to learn some more.

Over the river you can see our culture imbedded into the ground and the stories it holds. We are on the land of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk peoples. May we also think of our past, present and future in all aspects of life.

Acknowledgement of Country

Skillinvest Limited acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this nation.

We acknowledge the First Peoples of the lands on which our organisation is located and where we conduct our business. We pay our respects to Ancestors and Elders, past, present and emerging.

Skillinvest is committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas.

Message from the CEO of Reconciliation Australia



Reconciliation Australia commends Skillinvest on the formal endorsement of its Innovate Reconciliation Action Plan (RAP).

Commencing an Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build strong foundations and relationships, ensuring sustainable, thoughtful, and impactful RAP outcomes into the future.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

This Innovate RAP is both an opportunity and an invitation for Skillinvest to expand its understanding of its core strengths and deepen its relationship with its community, staff, and stakeholders.

By investigating and understanding the integral role it plays across its sphere of influence, Skillinvest will create dynamic reconciliation outcomes, supported by and aligned with its business objectives.

An Innovate RAP is the time to strengthen and develop the connections that form the lifeblood of all RAP commitments. The RAP program's framework of relationships, respect, and opportunities emphasises not only the importance of fostering consultation and collaboration with Aboriginal and Torres Strait Islander peoples and communities, but also empowering and enabling staff to contribute to this process, as well.

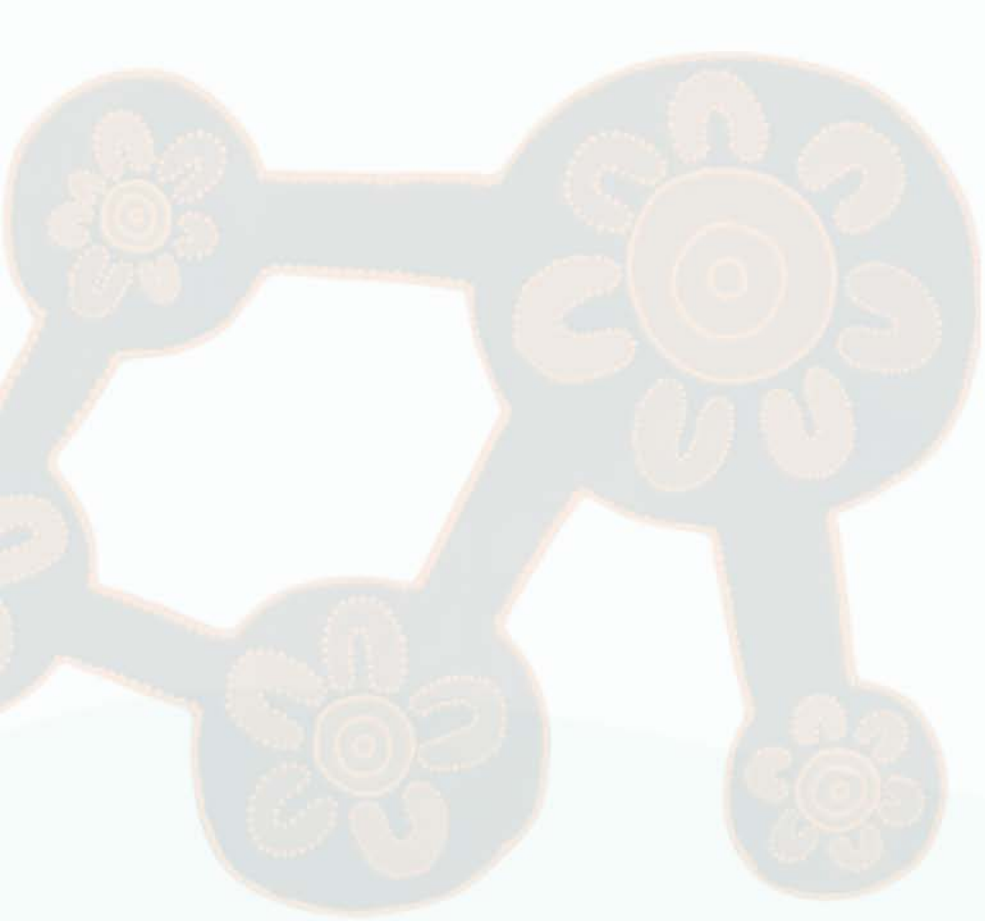
With close to 3 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. Skillinvest is part of a strong network of more than 2,500 corporate, government, and not-for-profit organisations that have taken goodwill and intention, and transformed it into action.

Implementing an Innovate RAP signals Skillinvest's readiness to develop and strengthen relationships, engage staff and stakeholders in reconciliation, and pilot innovative strategies to ensure effective outcomes.

Getting these steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Skillinvest on your Innovate RAP and I look forward to following your ongoing reconciliation journey.

Karen Mundine
Chief Executive Officer
Reconciliation Australia



Message from the CEO of Skillinvest



On behalf of Skillinvest Limited, I am delighted to see our organisation continue its reconciliation journey and to present our third Innovate RAP.

Skillinvest continues to prioritise strengthening its approach to reconciliation by expanding our RAP deliverables and specifically including more around Longerenong College, an important part of our organisation that incorporates a live in facility for many students during the academic year.

We will use this RAP to turn good intentions into positive actions, aiming to build higher trust, lower prejudice as well as creating employment and training opportunities for Aboriginal and Torres Strait Islander peoples.

Through implementing an Innovate RAP, Skillinvest will strengthen its approach to driving reconciliation through its business activities, services and programs, and develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders.

We look forward to embedding and expanding our own shared approach to reconciliation.

Skillinvest embraces this journey with open hearts and minds and hope to grow from the challenges and to build on our joint successes with the Traditional Custodians of the lands in which we operate.

I would like to take this opportunity to extend my thanks to our RAP Working Groups for their advice, support and enthusiasm throughout our RAP journey. The ongoing consultation process has been thorough and our external working group members have shown a tireless dedication to the task which our organisation genuinely appreciates.

Darren Webster
CEO Skillinvest

Our **Vision** for Reconciliation

Skillinvest has a long history of working collaboratively with Aboriginal and Torres Strait Islander peoples and communities. Through education, training and employment opportunities, Skillinvest's vision is to ensure all Aboriginal and Torres Strait Islander people are provided with an opportunity to be educated, trained and employed.

We aim to ensure that our reconciliation journey continues positively across our entire statewide footprint and beyond with culturally safe workplaces and work practices.

We understand that opportunities, relationships and respect are required to deliver measurable and meaningful outcomes with Aboriginal and Torres Strait Islander individuals and communities.

We will ensure our staff are aware of and promote Aboriginal and Torres Strait Islander histories, cultures and achievements.

Our **Business**

Skillinvest is a leading provider of employment and training services across Victoria and Australia. Our key delivery areas are apprenticeships and traineeships through the group training model, accredited training in many trade and community service areas and agricultural training through Longerenong College. The organisation also delivers many specialist programs, both through funding and self-funded models, in employment and training for specific regions or target groups.

A commitment to quality and governance across all facets of our business is critical to the development and growth of a strong sustainable business. Strong community partnerships and networks are important to Skillinvest to reach goals with all the communities we operate within.

Skillinvest currently employs approximately 160 staff across 7 locations and over 300 apprentices and trainees through the group training model. Currently we employ 34 people who identify as Aboriginal and/or Torres Strait Islander peoples.

Skillinvest believes that building strong, meaningful and respectful partnerships with Aboriginal and Torres Strait Islander peoples, organisations, businesses and communities is fundamental to achieving our goals for reconciliation, including increasing the number of Aboriginal and Torres Strait Islander staff in our organisation and the overall workforce.

Our vision is to ensure all Aboriginal and Torres Strait Islander peoples are provided with an opportunity to be educated, trained and employed.



Our Reconciliation Action Plan

The Reconciliation Action Plan covers Skillinvest and its departments.

This RAP is our third Innovate RAP, with our first being centered on our Wimmera location. Our second and most recent RAP successfully expanded the program, deliverables and external Aboriginal and Torres Strait Islander connections and representation into our Metropolitan and Gippsland regions.

We are excited to continue to strengthen these locations and bring in our third location of Longerenong College into the RAP journey, to complete our state-wide footprint of reconciliation and culturally safe workplaces and work practices across all locations.

Longerenong College is currently finalising a new meeting and accommodation precinct and this will improve the cultural safety of the college for Aboriginal and Torres Strait Islander peoples, however we are also keen to expand these initiatives across the entire campus (and other Skillinvest locations).

Our second RAP was ambitious in its nature, and provided many positive deliverables being achieved. However, due to the RAP being conducted during 2020-2022, the global pandemic impacted our ability to achieve all outcomes to the high level we desired, no matter how innovative we attempted to be.

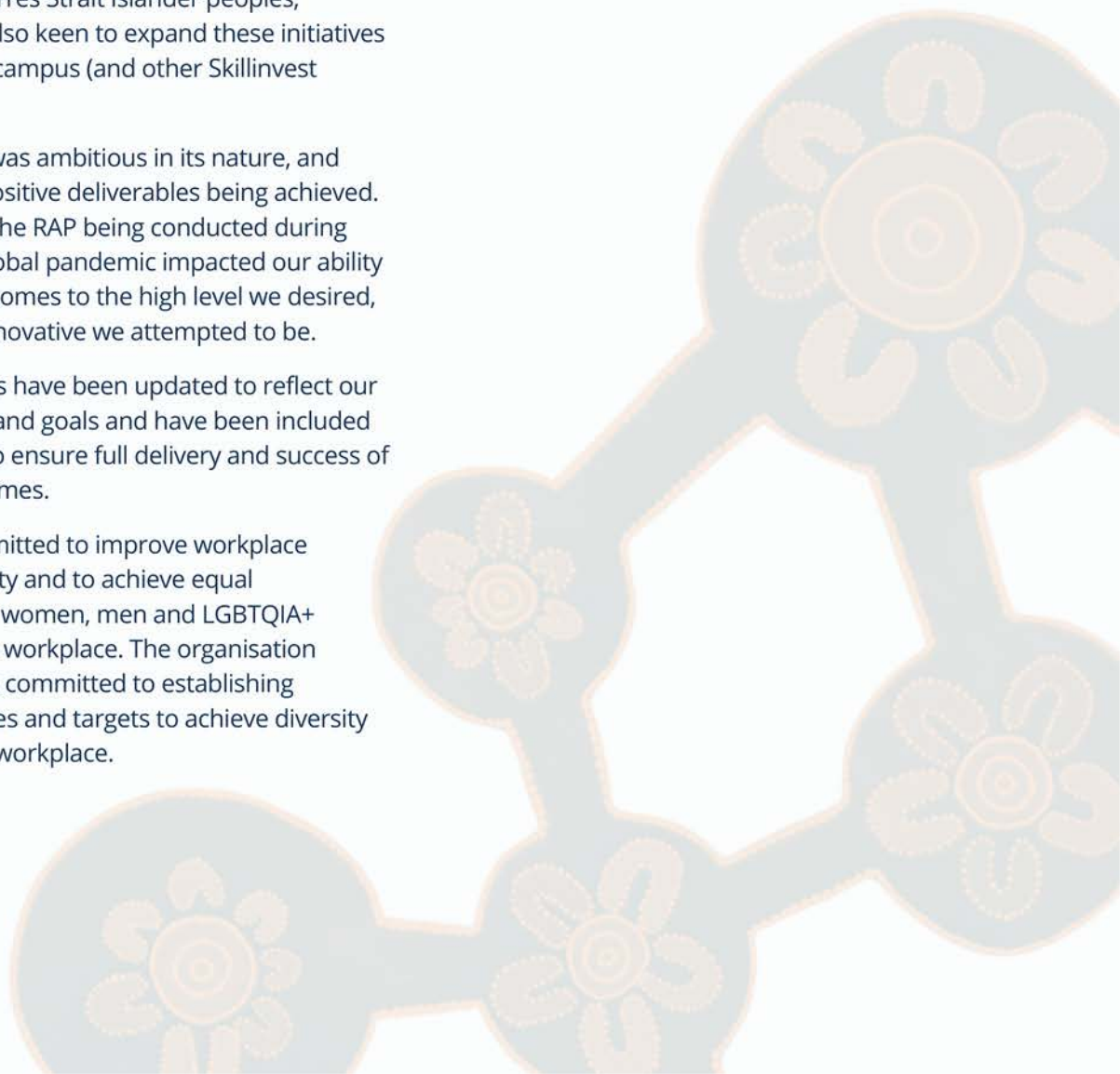
These deliverables have been updated to reflect our current business and goals and have been included in our third RAP to ensure full delivery and success of the desired outcomes.

Skillinvest is committed to improve workplace diversity and equity and to achieve equal representation of women, men and LGBTQIA+ people across the workplace. The organisation undertakes and is committed to establishing proactive strategies and targets to achieve diversity and equity in the workplace.

The Skillinvest Reconciliation Action Plan (RAP) is about creating respectful relationships and successful outcomes between Aboriginal and Torres Strait Islander peoples and other staff within our organisation and the broader community. It formalises Skillinvest's contribution by identifying actions, timelines, responsibilities, and targets in four areas – relationships, respect, opportunities and governance.

The RAP has been developed by working groups including internal staff and external Aboriginal and Torres Strait Islander membership and championed by the CEO.

The Skillinvest RAP will be reviewed and reported on annually to Reconciliation Australia.



Since 1986, Skillinvest has supported the community through many programs targeting Aboriginal and Torres Strait Islander individuals and communities into education and meaningful employment outcomes.

The development of the first Skillinvest RAP commenced in 2014 when the organisation decided to update its internal Aboriginal Employment Policy and it was suggested by an external body that the organisation would be more effective in developing a RAP.

Once Skillinvest investigated the RAP it was decided this was the appropriate mechanism for us to reach our full potential as an organisation working with Aboriginal and Torres Strait Islander communities.

Through both previous RAPs, Skillinvest achieved many key outcomes, including:

- Fostering greater links with Aboriginal and Torres Strait Islander communities in the Wimmera region, including generating new formal and informal partnerships with Aboriginal and Torres Strait Islander businesses and organisations.
- Winning the 2016 Wurreker Award in the Public Sector Employer category, for the development and delivery of an innovative school-based pilot traineeship program designed for Aboriginal and Torres Strait Islander youth across Victoria.
- Being granted a four-year Jobs Victoria contract to employ Aboriginal and or Torres Strait Islander peoples as school-based trainees within Victorian Police stations, plus a brokerage program for adult Aboriginal and Torres Strait Islander peoples to be employed in traineeships with host employers.
- Increasing the number of Aboriginal and Torres Strait Islander peoples our organisation employs, with a target of at least one Aboriginal and Torres Strait Islander employee at all major locations (Longerenong College, Horsham and Dandenong).
- Formally researching, connecting, creating and commencing mutually beneficial partnerships with First Nations organisations.
- All internal staff completing face-to-face Cultural Awareness Training within both RAP periods. Skillinvest also conducted a review into cultural learning needs of our organisation. This included external Cultural Safety assessment of Skillinvest which identified a number of suggestions to improve our cultural safety, as well as training needs. These have been included throughout our RAP deliverables. Skillinvest also completed the Workplace Cultural Diversity Tool through the Victorian Human Rights Commission to identify areas for improvement. We also reviewed online training options for staff, however were guided by our RAP Working Groups in their preference for face-to-face training as a first option.
- Successfully held the inaugural Try a Trade event in 2022 and a very successful second event in 2023 in conjunction with Goolum Goolum Aboriginal Cooperative, for school aged Aboriginal and Torres Strait Islander students from the Wimmera region. This included hands on activities from local tradespeople and emergency services for students to 'try out' trades.
- Developing new and exciting relationships with several First Nations organisations including Willum Warrain, Wergaia Industries, and welcoming previous RAP Member Deanne King back to our Wimmera working group in her new role at Barengi Gadjin Land Council.
- Successfully holding RAP launch events for our previous two RAPs. The initial launch in 2016 including a Smoking Ceremony conducted from a local Elder from Barengi Gadjin Land Council based in Horsham. The second RAP launch included an event which unveiled an Aboriginal artwork to be displayed in our atrium at the Horsham office and was held in National Reconciliation Week in 2022 and included many local Aboriginal and Torres Strait Islander community representatives, as well as staff and the general public.

After discussions with Reconciliation Australia, Skillinvest has decided to develop a third Innovate RAP to continue to build on reconciliation with Aboriginal and Torres Strait Islander peoples and to extend the RAP to include Longerenong College, which in the past was included in the RAP however our new RAP will have focussed deliverables specifically relating to the college and campus.

The college has also been awarded a \$6.5 million upgrade to expand our accommodation facilities and we are keen to ensure that this area of the college (as well as all other areas) commences being a culturally safe and inviting space, while also meeting the specific requirements of the funding contract around these aspects.

The first step of this was ensuring our continuation of the RAP Working Groups in each geographic location (Wimmera, Gippsland and Dandenong) and continually maintaining Aboriginal and/or Torres Strait Islander representation on each working group.

The Innovate 2024-2026 RAP is Skillinvest's third RAP in our journey to reconciliation which looks to consolidate the progress of our previous RAPs and strives to support reconciliation and culturally safe spaces within our business and facilities.

This RAP will have a particular focus on our Longerenong College facility, to increase this locations' cultural safety. By achieving these deliverables, we hope to attract a targeted number of First Nations students, which if successful will be the some of the first (on record) graduating Aboriginal and Torres Strait Islander students recorded in the college's 133 year history.

These deliverables include a focus on making our Longerenong College campus a culturally safe space for Aboriginal and Torres Strait Islander students and stakeholders.

Skillinvest, led by CEO and RAP Champion Darren Webster thanks our RAP working groups, including the six external Aboriginal and Torres Strait Islander members for their input and guidance on our RAP journey.

The external Aboriginal and Torres Strait Islander committee members include John Gorton, Brett Harrison, Deanne King, Eric Clarke, Dennis Batty and Lois Whelan.

Our internal committee members are our CEO Darren Webster, General Managers Glen Pohlner and Daniel Mastroianni, Employment Programs Manager Anita Peters, RAP Coordinator/EA to CEO Kylie Pickering, Operations Coordinator Shane Cross, Compliance Manager Tim Newman and Personal Assistants Branca Clutterbuck and Mikayla Dumesny.

These deliverables include a focus on making our Longerenong College campus a culturally safe space for Aboriginal and Torres Strait Islander students and stakeholders.

1. Relationships

Continuing to build relationships between our organisation and Aboriginal and Torres Strait Islander peoples is a core aim of our business, to generate connections, experiences and training opportunities and allowing greater pathways to our full suite of services for the local communities in which we operate.

Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander Stakeholders and organisations.	<ul style="list-style-type: none"> 1.1.1 Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement. 	July 2024	Chief Executive Officer/Senior Leadership Team
	<ul style="list-style-type: none"> 1.1.2 Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations. 	August 2024	Chief Executive Officer
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> 1.2.1 Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. 	May 2024-2025	Executive Assistant
	<ul style="list-style-type: none"> 1.2.2 RAP Working Group members to participate in an external NRW event. 	27 May- 3 June 2025 and 2025	Executive Assistant
	<ul style="list-style-type: none"> 1.2.3 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	27 May- 3 June 2025 and 2025	Executive Assistant
	<ul style="list-style-type: none"> 1.2.4 Organise at least one NRW event each year. 	May 2024-2025	Executive Assistant
	<ul style="list-style-type: none"> 1.2.5 Register all our NRW events on Reconciliation Australia's NRW website. 	May 2024-2025	Executive Assistant
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> 1.3.1 Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce. 	December 2024	People and Culture Manager
	<ul style="list-style-type: none"> 1.3.2 Communicate our commitment to reconciliation publicly through marketing, including our social media presence. 	September 2024	Marketing and Communications Coordinator
	<ul style="list-style-type: none"> 1.3.3 Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. 	December 2024	Chief Executive Officer
	<ul style="list-style-type: none"> 1.3.4 Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation. 	March 2026	General Manager- Training (location specific)
	<ul style="list-style-type: none"> 1.3.5 Review our Aboriginal and Torres Strait Islander page on the website and ensure this is updated and relevant to our current services. 	March 2026	Marketing and Communications Coordinator



Action	Deliverable	Timeline	Responsibility
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> 1.4.1 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	July 2025	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 1.4.2 Develop, implement, and communicate an anti-discrimination policy for our organisation. 	December 2025	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 1.4.3 Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. 	July 2025	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 1.4.4 Educate senior leaders on the effects of racism. 	December 2024	<i>People and Culture Manager</i>
5. Induction of all new employees to include overview of the Skillinvest RAP to ensure the document is known to staff, understood and followed.	<ul style="list-style-type: none"> 1.5.1 Develop induction information to be included in our employee onboarding package to include an overview of Skillinvest RAP and its deliverables, and the Aboriginal Protocols Document. 	September 2024	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 1.5.2 RAP to be reported on at full staff meetings at all locations as a form of inducting all existing staff. 	September 2024	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 1.5.3 Conduct a Public Launch of the 2024-2026 Skillinvest Innovate RAP. 		<i>Executive Assistant</i>
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	<ul style="list-style-type: none"> 1.3.5 Review our Aboriginal and Torres Strait Islander page on the website and ensure this is updated and relevant to our current services. 	March 2026	<i>Marketing and Communications Coordinator</i>

2. Respect

Respect for Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights are important to Skillinvest to gain the respect in return as a source of genuine high quality employment and training services for Aboriginal and Torres Strait Islander peoples.

Action	Deliverable	Timeline	Responsibility
1. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> 2.1.1 Undertake an in-person Cultural Awareness Training for all staff and have this on the biennial training schedule for all staff to complete. Training to include Foundational cultural awareness and well as Cultural safety training, and cultural competency Training in specialised occupations. 	December 2025	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 2.1.2 Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning. 	December 2025	<i>Chief Executive Officer/Executive Assistant</i>
	<ul style="list-style-type: none"> 2.1.3 Investigate an online short course through the ELMO training platform for all staff that provides and introduction to the complex Nations of Australia's First Peoples and outlines important information on Aboriginal and Torres Strait Islander peoples and cultures. 	December 2024	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 2.1.4 Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform our cultural learning strategy. 	December 2024	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 2.1.5 Develop, implement, and communicate a cultural learning strategy document for our staff. 	July 2025	<i>People and Culture Manager</i>
2. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> 2.2.1 Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	December 2024	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 2.2.2 Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country. 	September 2024	<i>Chief Executive Officer</i>



Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> 2.2.3 Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year. This will include the official opening of the Longerenong College Accommodation facility, and other significant events throughout the RAP period. 	September 2024	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 2.2.4 Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings. 	September 2024	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 2.2.5 Acknowledgement of Country plaques to be displayed at all Skillinvest facilities, and also the Longerenong Accommodation facility. 	September 2024	<i>General Manager Training</i>
3. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> 2.3.1 RAP Working Group to participate in an external NAIDOC Week event. 	First week in July 2024, 2025	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 2.3.2 Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. 	September 2024	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 2.3.3 Promote and encourage participation in external NAIDOC events to all staff. 	First week in July 2024, 2025	<i>General Manager Training and General Manager Operations</i>
4. Consider our locations and work towards enhancing culturally safe places for our staff and clients to meet, work and learn.	<ul style="list-style-type: none"> 2.4.1 Consider findings of Cultural Safety Audit conducted in 2022 and determine an implementation plan for relevant findings. 	December 2024	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 2.4.2 Seek assistance from the Traditional Owner Advisory Group, as part of the Longerenong College accommodation facility to identify actions to increase cultural safety of the facility and implement. 	July 2024	<i>Chief Financial Officer</i>
	<ul style="list-style-type: none"> 2.4.3 Review and implement as appropriate the recommendations from the IEP Cultural Safety Audit conducted within the last RAP period. 	December 2024	<i>Chief Executive Officer</i>

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> 2.4.4 Develop marketing material to promote Longerenong College to potential Aboriginal and Torres Strait Islander students as a culturally safe place. 	October 2025	<i>Marketing and Communications Coordinator</i>
5. Improve cultural safety of Longerenong College for Aboriginal and Torres Strait Islander peoples in ways that are developed with local Traditional Owners	<ul style="list-style-type: none"> 2.5.1 Develop a Traditional Owner Advisory Group for the Longerenong Accommodation Project (as per project requirements). 	July 2024	<i>Chief Financial Officer/General Manager Longerenong College</i>
	<ul style="list-style-type: none"> 2.5.2 Develop an overall cultural safety plan for the Longerenong College Accommodation Project. This may include things such as identifying plants, trees and shrubs for the gardens and surrounds, a traditional “safe place” on the college grounds, artwork and sculpture. 	July 2024	<i>Chief Financial Officer/General Manager Longerenong College</i>
	<ul style="list-style-type: none"> 2.5.3 Investigate a contribution such as an artwork created by a local First Nations artist, community, business or organisation for display at the Longerenong and Dandenong locations. 	July 2024	<i>General Manager Longerenong College/General Manager Training</i>

We aim to ensure that our reconciliation journey continues positively across our entire statewide footprint with culturally safe workplaces and work practices.

3. Opportunities

Providing opportunities and pathways for Aboriginal and Torres Strait Islander Peoples with a particular focus on employment and training is a pivotal area for Skillinvest to assist in closing the gap. Skillinvest is committed to seeking programs that are specific for Aboriginal and Torres Strait Islander participants to grow their skills, achieve and maintain meaningful training opportunities and employment. Our core Group Training business has a particular focus on employment and training opportunities for Aboriginal and Torres Strait Islander youth.

Action	Deliverable	Timeline	Responsibility
1. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	<ul style="list-style-type: none"> 3.1.1 Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy. 	December 2024	<i>People and Culture Manager</i>
	<ul style="list-style-type: none"> 3.1.2 Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. 	September 2024	<i>Marketing and Communications Coordinator</i>
	<ul style="list-style-type: none"> 3.1.3 Aim to increase our internal staff to include one Aboriginal and Torres Strait Islander person at each major location (Regional, Metro/Gipps, Longerenong), through identifying specific internal roles to be advertised encouraging Aboriginal and Torres Strait Islanders to apply. 	December 2025	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 3.1.4 Aim to increase Aboriginal and Torres Strait Islander student numbers across Skillinvest, with particular focus on having two Aboriginal and Torres Strait Islander students full time at Longerenong College. 	February 2025	<i>General Manager Longerenong College</i>
	<ul style="list-style-type: none"> 3.1.5 Develop an Aboriginal and Torres Strait Islander Employment and Retention Strategy and set for review on a bi-ennial basis. 	March 2025	<i>People and Culture Manager</i>
2. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> 3.2.1 Review our Aboriginal and Torres Strait Islander procurement strategy and update as necessary. 	September 2024	<i>Chief Financial Officer</i>
	<ul style="list-style-type: none"> 3.2.2 Investigate Kinaway Chamber of Commerce Membership. 	September 2024	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 3.2.3 Continue to communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. 	December 2024	<i>Chief Financial Officer</i>
	<ul style="list-style-type: none"> 3.2.4 Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses. 	December 2024	<i>Chief Financial Officer</i>



Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> 3.2.5 Develop new commercial relationships with Aboriginal and/or Torres Strait Islander businesses as opportunities arise. 	July 2025	Chief Executive Officer
3. Sponsor Aboriginal and Torres Strait Islander groups and organisations that lead to education and employment outcomes	<ul style="list-style-type: none"> 3.3.1 Continue to investigate sponsorship opportunities and report back to the RAP Committee for their input on options. 	February, May, August, November 2024, 2025, 2026	Marketing and Communications Officer
	<ul style="list-style-type: none"> 3.3.2 Develop a criteria and budget allocation for Aboriginal and Torres Strait Islander sponsorship. 	July 2024	General Manager (location specific)
	<ul style="list-style-type: none"> 3.3.3 Investigate a Skillinvest RAP Banner being created for use at forums and careers expos. 	September 2024	Marketing and Communications Officer
	<ul style="list-style-type: none"> 3.3.4 Investigate opportunities to support scholarships for Aboriginal and Torres Strait Islander students. 	December 2024	Marketing and Communications Officer
	<ul style="list-style-type: none"> 3.3.5 Investigate implementing a Scholarship targeted to Aboriginal and Torres Strait Islander Students for 2025 first year Longerenong College students. 	September 2024	General Manager Longerenong College

4. Governance

Action	Deliverable	Timeline	Responsibility
1. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> 4.1.1 Maintain Aboriginal and Torres Strait Islander representation on the RAP Working Group. 	July 2024	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 4.1.2 Review the Terms of Reference for the RWG with each working group on a biennial basis. 	July 2024	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 4.1.3 Working group to meet at least four times per year including a joint meeting of all working groups together to drive and monitor RAP implementation. 	February, May, August, November, 2024, 2025 and 2026	<i>Executive Assistant</i>
2. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> 4.2.1 Define resource needs for RAP implementation. 	July 2024	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 4.2.2 Engage our senior leaders and other staff in the delivery of RAP commitments. 	July 2024	<i>Chief Executive Officer</i>
	<ul style="list-style-type: none"> 4.2.3 Define and maintain appropriate systems to track, measure and report on RAP commitments that is able to be updated by all staff with deliverable responsibilities. 	August 2024	<i>Executive Assistant</i>
3. Build accountability and transparency through reporting RAP achievements, challenges, and learnings both internally and externally.	<ul style="list-style-type: none"> 4.3.1 Include our RAP as a standing agenda item at every 2nd Senior Leadership Team Meetings, and annually at our Board Meetings 	July 2024	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 4.3.2 Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence. 	July 2024, 2025	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 4.3.3 Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Survey 	1 August 2024, 2025	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 4.3.4 Complete and submit the annual RAP Impact Survey to Reconciliation Australia. 	30 September 2024, 2025	<i>Executive Assistant</i>
	<ul style="list-style-type: none"> 4.3.5 Report RAP progress to all staff and senior leaders biannually. 	February 2025	<i>Chief Executive Officer</i>

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> 4.3.6 Publicly report our RAP achievements, challenges and learnings, annually. 	October 2024, 2025	Chief Executive Officer
	<ul style="list-style-type: none"> 4.3.7 Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP. 	May 2026	Executive Assistant
	<ul style="list-style-type: none"> 4.3.8 Ensure public access to our RAP document through the Skillinvest and Longerenong College websites. 	August 2024	Executive Assistant
	<ul style="list-style-type: none"> 4.3.9 Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer. 	May 2024, 2026	Executive Assistant
4. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> 4.4.1 Register via Reconciliation Australia's website to begin developing our next RAP. 	March 2026	Executive Assistant



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