



the women's  
the royal women's hospital  
victoria

## Aboriginal Employment Plan

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## Introduction

### *Background*

Karreeta is the Gunditjmara word for “grow” and Yirramboi is the Taungurung word meaning “tomorrow”.

Karreeta Yirramboi is the Victorian Government’s plan to improve public-sector employment and career development outcomes for Aboriginal people. The plan spans a timeline of 2013-2015 and responds to COAG’s National Partnership Agreement in Indigenous Economic Participation and a commitment to halve the gap in employment outcomes between indigenous and non-indigenous people within a decade.

Karreeta Yirramboi sets an Aboriginal employment target of one per cent for the Victorian public sector and requires public-sector organisations with 500 or more employees to develop an Aboriginal Employment Plan (AEP).

The public health sector plays an important part in the overall achievement of the one per cent Aboriginal employment target. Thirty two Victorian public health services have a workforce in excess of 500 employees. The aim is to develop individual AEP’s that are tailored to each organisation’s capacity, and reflective of the communities in which they operate.

The Department of Health has engaged with the Commonwealth Department of Education, Employment and Workforce Relations (DEEWR) to facilitate and coordinate this AEP project. The project is funded by DEEWR with the Department of Health taking responsibility for selecting the 32 organisations. Priority is given to health services with 500 or more employees. The Royal Women’s Hospital is one of the organisations selected.

Throughout this document, the term ‘ATSI’ is used to refer to Australian Aboriginal and Torres Strait Islander people.





## ***Objective***

The objective of this plan is to increase employment participation of ATSI people at The Royal Women's Hospital to one per cent of the total workforce. This target is based on head count and not effective full-time equivalent (EFT).

The Royal Women's Hospital has a demonstrated history of ATSI engagement and support. Through initiatives, including the Aboriginal Women's Health Business Unit and the Aboriginal cadetship program, the organisation has the foundations to increase and support ATSI employment participation in the future.

## ***Proposed timeframe and resources***

Although the timeframe for achieving the one per cent employment participation target under Karreeta Yirramboi is from 2013 to 2015, The Royal Women's Hospital intends for this plan to be part of a process to engage Aboriginal employees beyond 2015.

To achieve the one per cent target, this plan intends utilising both State and Federal funding sources to assist The Royal Women's Hospital minimise financial exposure while creating meaningful training and career opportunities for ATSI people.

Although significant funding is available for wage subsidies and training, the hospital will need to provide resources for supervision, mentoring, cultural awareness training and project management.



## Approach

This AEP is designed to provide practical steps to achieve the one per cent workforce participation goal as detailed in the Karreeta Yirramboi employment and training plan.

To ensure the plan for The Royal Women's Hospital is balanced, an integrated implementation model has been adopted throughout. This model ensures the plan addresses four critical areas:

1. **Resources** – funding, people and infrastructure
2. **Internal** – procedure, preparation, ownership and measurement
3. **Development** – employment initiatives, training and investment
4. **Engagement** – partnerships, networks and strategic alliances

The Karreeta Yirramboi timeline is 2013 – 2015. The objectives and outcomes of the plan extend beyond this timeframe to ensure the objectives are sustainable and ongoing.

It is important to remember when utilising this document that it is not a 'static plan'. As opportunities arise and momentum grows through new initiatives and greater employee and partnership participation, this plan must reflect such change.

## Environment

### *Organisation Profile*

The Royal Women's Hospital is Australia's largest specialist hospital dedicated to improving the health of all women and newborn babies. The organisation was established in 1856 and has been an integral part of healthcare in Australia ever since.

Annually the hospital provides 200,000 occasions of care for women originating from approximately 165 countries, who speak 60 different languages and follow 42 separate religious faiths.

The Women's is committed to a social model of health care and provides comprehensive services ranging from health promotion to clinical expertise and leadership in maternity services, gynecology, cancer services and specialist care of newborn babies.

The Women's has had an Aboriginal Women's Health Business Unit and has employed Aboriginal Liaison Officers for many years. This dedication to ATSI health demonstrates the Women's commitment to assisting the ATSI community. While primarily responsible for direct patient care, the Unit's staff perform an important role in providing a welcoming and culturally safe workplace for all staff at The Royal Women's Hospital.

As a leading Victorian health services provider, the organisation is committed to increasing the participation rate of ATSI people within the workforce to one per cent. The Women's could potentially demonstrate best-practice and effective methods to produce positive training and employment outcomes for ATSI people to the wider community.

### *Review Process*

To determine the requirements of the AEP, an internal review process has been completed by interviewing relevant staff. An audit of relevant policies and procedures was also completed to identify any deficiencies in relation to the employment of Aboriginal people. A summary of the internal review process is contained in Appendix 1.



## ATSI Community

The Women's acknowledges that an unacceptable gap currently exists between the health outcomes of the Aboriginal and Torres Strait Islander community and the wider Victoria community. The AEP will assist in the engagement of ATSI people. Appointment of ATSI employees is an effective way of encouraging the presentation of ATSI people to The Women's for treatment.

Importantly, the introduction of ATSI employees at The Women's will be part of the overall team and not specifically ATSI roles. This will ensure ATSI employees are an integrated and valued member of the hospital, with skills developed for utilisation in a variety of medical and service situations across the organisation.

The Women's serves the entire Victorian ATSI community and welcomes and supports patients from both regional and metropolitan locations. The Women's has partnered with the Victorian Aboriginal Health Service (VAHS) to support and facilitate maternity and genealogical services and this plan endeavours to strengthen this developing relationship.

The Women's AEP complements and supports the organisation's Reconciliation Plan, which demonstrates a commitment to reconciliation and the delivery of high quality healthcare which meets the needs of ATSI women.

The Women's is committed to providing employment opportunities that reflect the ATSI community's needs and requirements. Through the implementation of this AEP, the hospital aims to become an employer of choice for Victoria's ATSI community.



## *Achievements to date*

The Women's has made significant progress during recent years in the employment of ATSI people through its Victorian Aboriginal Nursing & Midwifery Cadetship Pilot Program and the development of the Aboriginal Women's Unit Budjurr Bullock Wiliam. The Unit is an invaluable resource, providing advocacy and support services for ATSI women and their families. Unit staff also provide information, training and resources for health professionals. By being responsible for establishing and maintaining relationships with ATSI communities, the Unit's staff are well placed to link potential ATSI employees with the Women's.

Although great progress has been made regarding ATSI employment at the Women's, the organisation acknowledges that the good work must be continued for the program to remain sustainable. The employment initiatives described in this plan comprise:

- Aboriginal and Torres Strait Islander Health Professional Students Support Program; and
- Work Experience Program for Secondary School Students

Both initiatives are aimed to be sustainable programs for the introduction of ATSI people to working in the health sector. Once employed, the longer-term aim is to retain them in positions which provide rewarding career paths.

## Objectives

As described, each public health service must strive towards the achievement of one per cent workforce participation of ATSI people by 2015. The Women's has two clear objectives under this plan to assist with the achieving of the target:

1. Engage and employ ATSI midwives and nurses; and
2. Promote health career pathways to ATSI students

The actions detailed in the implementation plan below clearly map a process of achieving these two objectives. The objectives build on the established relationships and networks developed by The Women's with VAHS and the wider ATSI community.

Following the introduction of the new Equal Opportunity Act 2010 in August 2011, The Royal Women's Hospital can advertise and reserve positions for ATSI applicants without applying for anti-discrimination exemption from the Victorian Civil and Administrative Tribunal (VCAT). This change in policy allows the Women's to target specific sectors of the organisation for ATSI employment.

## Key Initiatives

This plan includes detailed strategies and actions for two key initiatives. The initiatives for The Royal Women's Hospital's AEP are designed to provide a proactive and practical approach to achieving the one per cent Aboriginal employment target and fulfil the plan's objectives.

The employment initiatives are divided into two key areas:

1. Aboriginal and Torres Strait Islander Health Professional Students Support Program; and
2. Work Experience Program for Secondary School Students

Each key area has specific detailed strategies and actions to achieve the desired outcomes. A column headed 'Status' in the table below enables progress report information to be recorded.

The Women's is participating in the Parkville Precinct AEP. This plan connects common ATSI employment strategies across the four organisations in the Parkville Precinct: Royal Children's Hospital, Melbourne Health, Peter Mac and The Women's. Initiative two is a strategy clearly linked to the Parkville Precinct plan.

## Targets

The Royal Women's Hospital currently employs nine ATSI employees. To fulfil the one per cent target, the organisation requires a total of 21 ATSI employees.



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Implementation Plan  
2012 - 2015



## Overall Employment Strategy Framework

### *Planning and Governance*

The nine sections detailed below are designed to work in conjunction with the two detailed employment initiatives. It is critically important to assess the actions relating each strategy when implementing any part of the two employment initiatives.

### *Reporting of Achievements by the Equity Committee*

The Equity Committee will be responsible for the management and internal reporting of progress of the AEP.

Strategies	Actions	Status
<b>Determine terms of reference for the Equity Sub Committee</b>	<ul style="list-style-type: none"> <li>• Determine scope of the Sub Committee in line with the Women's Equity framework</li> <li>• Allocate responsibility for actioning strategic areas of the AEP to members</li> </ul>	
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>• The Equity Committee will be responsible for reporting progress under this plan to the Women's Executive team.</li> </ul>	

## Identification of Employment and Training Opportunities

The initial step in the process of implementing an AEP is to identify opportunities within the organisation that will provide the environment for positive training and participation outcomes and allow access to funding and resource streams.

Strategies	Actions	Status
<b>Identification of employment and work experience opportunities throughout The Royal Women's Hospital</b>	<ul style="list-style-type: none"> <li>Determine the Women's departments which demonstrate the desired culture and have resources to train and host ATSI employees in cadetship or work experience programs</li> <li>Establish the occupations throughout the Women's as targeted ATSI employment opportunities               <ul style="list-style-type: none"> <li>Establish if any of the target positions can be introduced through the graduate program via Victorian Public Service (VPS)</li> </ul> </li> <li>Determine if there is an opportunity to quarantine ATSI employment opportunities through general employment.</li> </ul>	
<b>Determine funding opportunities to assist employment outcomes (see table below)</b>	<ul style="list-style-type: none"> <li>Utilise the information in the funding table and resource materials to determine the subsidies and training grants available for each position</li> <li>Finalise the target positions for ATSI employees</li> </ul>	

## Funding

Access to State and Federal funding is critical to the success of this plan. Detailed below are the sources of funding available to assist with its implementation:

Strategies	Actions	Status
<b>Determine funding methods for AEP</b>	<p>See Employer Training Funding Guide in 'reference materials' section of this plan:</p> <ul style="list-style-type: none"> <li>Youth Employment Scheme</li> <li>Indigenous Wage Subsidy</li> <li>Skills Victoria funding</li> <li>Job Services Australia – negotiated directly with local provider</li> <li>Philanthropic opportunities</li> </ul>	

## Mentoring

Mentoring is an essential part of the engagement process for ATSI employees and it will be of particular importance that it continues at The Royal Women's Hospital. The organisation ensures that each new ATSI employee is paired with a mentor for the training period of their employment. The mentoring program is designed to provide critical, employability and life skills combined with health-service specific training. The continuation of this program will ensure new ATSI employees are best placed to transition and succeed within the public health system.

Strategies	Actions	Status
<b>Continue mentoring program within The Royal Women's Hospital</b>	<ul style="list-style-type: none"> <li>Develop an attraction and selection process for mentors</li> <li>Partner AHLO's as mentors with new trainees</li> </ul>	
<b>Continuation of skills program content</b>	<ul style="list-style-type: none"> <li>Continue career pathway guidance, including encouragement for further training courses plus advising new ATSI staff of Women's support for ATSI women and their babies.</li> </ul>	
<b>Program evaluation</b>	<ul style="list-style-type: none"> <li>Assess the effectiveness of the mentoring, such as obtaining feedback from employees on a regular basis</li> <li>Include surveying of mentors and employees to establish future improvements</li> <li>Report program evaluation to the Equity Committee.</li> </ul>	



## Cultural Awareness

While the continuation of orientation and strong mentoring will prepare each new employee for the expectations of employment at The Royal Women's Hospital, it is equally important to prepare the team in which the employee will be assigned. Cultural awareness training will assist in providing the practical tools and expectations for managing and working with ATSI people.

Strategies	Actions	Status
<b>Establish a cultural awareness program within The Royal Women's Hospital</b>	<ul style="list-style-type: none"> <li>• Research resources for practical cross-cultural training</li> <li>• Identify initial areas of the organisation that will receive the training</li> <li>• Ensure training includes practical advice for managers and supervisors hosting employees</li> <li>• Draft a plan of implementation throughout the organisation, commencing with the departments identified to host the initial ATSI employee intake</li> <li>• Develop a policy and procedure for ongoing refresher training</li> </ul>	
<b>Cultural recognitions</b>	<ul style="list-style-type: none"> <li>• Establish a requirement for increased cultural recognition of ATSI people throughout the Women's</li> <li>• Identify cultural recognition improvements in initial departments hosting ATSI employees</li> </ul>	

## Attraction and Recruitment

The Royal Women's Hospital will enhance its ability to attract and recruit ATSI people through innovative processes that explore a variety of recruitment and attraction methods. Successful recruitment of ATSI employees is often achieved through the establishment of networks and partnerships. The strategy below emphasises this approach:

Strategies	Actions	Status
<b>Marketing the Women's ATSI employment opportunities</b>	<ul style="list-style-type: none"> <li>• Determine the optimum media source and other methods for advertising ATSI positions</li> <li>• Utilise internal ATSI contacts to introduce new employment opportunities at the Women's</li> <li>• Aim to be an employer of choice in the local ATSI community</li> <li>• Consider including a section promoting ATSI employment on the Women's website</li> <li>• Ensure the Women's is represented and promoted at relevant ATSI community events</li> </ul>	
<b>Develop culturally aware staff selection process</b>	<ul style="list-style-type: none"> <li>• Ensure selection is sensitive to ATSI cultural practices</li> <li>• Selection panel should ideally include two ATSI panel members</li> <li>• Provide pre-interview support and guidance</li> <li>• Ensure the interview process is engaging by selecting a relaxing environment for interviewing that includes cultural recognition</li> <li>• Structure questions and interview techniques that will engage an audience who may be attending their first formal interview</li> <li>• Provide feedback on interview performance for each candidate interviewed with practical tips for improvement</li> </ul>	

### *Internal Preparation*

Internal preparation of each business unit assigned to training ATSI employees will ensure expectations and standards are understood before commencement. Given many of the ATSI employees will be young people entering the workforce for the first time, this process will focus on relevant strategies, training techniques and systems for hosting young employees:

Strategies	Actions	Status
<b>Develop a culturally aware orientation program and induction for trainees</b>	<ul style="list-style-type: none"> <li>• Develop an extended induction and orientation program suitable for young employees</li> <li>• Develop a program for the first 90 days of employment, reviewing employee regularly</li> <li>• Ensure induction process includes clearly explaining to new employees position and role expectations</li> </ul>	
<b>Department and management preparation</b>	<ul style="list-style-type: none"> <li>• Ensure the environment of each department is welcoming to ATSI employees</li> </ul>	
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Decide on communication and reporting requirements to Equity committee and between departments (i.e. between HR and the department hosting ATSI employees)</li> </ul>	



### *Program assessment and reporting*

This is not a 'static plan'. Therefore, ongoing assessment and reporting of progress and outcomes to senior management will allow for adjustments and improvements as the plan progresses. A system of consistent measuring will ensure quality improvement measures are implemented as the employment of ATSI people becomes ingrained in the Women's culture over the coming years.

Strategies	Actions	Status
<b>Regular meetings of Equity Sub Committee to manage plan</b>	<ul style="list-style-type: none"> <li>Decide on regularity of reporting</li> <li>Prepare a standard report format in conjunction with the Women's Equity Framework</li> </ul>	
<b>Equity Committee to produce regular reports for The Women's Sub Equity Committee</b>	<ul style="list-style-type: none"> <li>Develop a strategy to assess the ongoing effectiveness of the ATSI employment program</li> <li>Celebrate achievements and milestones through the program evaluation</li> </ul>	

## Ongoing Support

Ongoing monitoring and support of all ATSI trainees will ensure barriers and challenges are addressed before leading to attrition. A pastoral care program will provide systems and processes to ensure communication and support is maintained throughout the training period.

Strategies	Actions	Status
<b>Support</b>	<ul style="list-style-type: none"> <li>Establish a meeting place at the Women's for ATSI employees</li> <li>Ensure the meeting place is welcoming and the process of engagement is relaxed and informal</li> </ul>	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>Where required, design a performance-measurement process for each ATSI employee and method of communication</li> <li>Monitor linkages between mentors, supervisors, employees and project managers</li> </ul>	



## Initiative One: Aboriginal and Torres Strait Islander Health Professional Students Support Program

It is aimed to expand the Women's Victorian Aboriginal Nursing and Midwifery Cadetship pilot program through the proposed Aboriginal and Torres Strait Islander Health Professional Students Support Program. The program will involve the development of a Project Officer for Aboriginal and Torres Strait Islander Health Professional students, for 18 months, commencing 4 July 2013.

This program also builds on the Aboriginal Cultural Safety Education Program for clinical supervisors and knowledge and skills developed in the Clinical Education Program through the monitoring and support of Aboriginal nursing and midwifery students and graduates. The result has been the engagement of 834 health professionals in ATSI Cultural education. During the same period, the Women's has reported a 60 per cent increase in the identification of Indigenous women birthing at the Women's, which may be attributable to the targeted approach to building cultural safety.

This proposal also builds on achievements through the Clinical Education Program's Aboriginal Nursing and Midwifery Cadetship pilot (funded by DEEWR and the Department of Health). Establishment of the proposed Project Officer position is considered critical to maintain and progress traction gained from the aforementioned projects and deliver on the Women's strategic aims. The Clinical Education Program also continues to promote its priority clinical placement program for students of nursing and midwifery.

The Clinical Education Program has also recently achieved success via the advocacy by the Women's for an Aboriginal midwifery student, who was struggling to complete her clinical placement. The Women's advocacy resulted in the student completing her placement and registering as a midwife.

Strategies	Actions	Time Frame
<b>Develop ATSI workforce</b>	<ul style="list-style-type: none"> <li>• Dedicated workplace support clinically and professionally during Early Graduate consolidation year</li> <li>• Supporting Aboriginal midwifery and nursing workforce with a culturally safe work environment</li> </ul>	
<b>Develop partnerships between Parkville Precinct and others</b>	<ul style="list-style-type: none"> <li>• Follow actions under the Parkville Precinct plan</li> <li>• Project Officer to explore collaborations between Parkville Precinct hospitals, Victorian Comprehensive Cancer Centre and Women's Sandringham, i.e. share students rather than compete for them</li> <li>• Cooperation between hospitals will provide a wider variety of employment opportunities for students</li> </ul>	
<b>Support ATSI health professional students</b>	<ul style="list-style-type: none"> <li>• Project officer liaise with Aboriginal Women's Health Business Unit (Budjurr Bullock William Unit) and community to coordinate supports</li> </ul>	

## Initiative Two: Work Experience Program for Secondary School Students

The Women's intends to develop its current Work Experience Program for Year 10 secondary school students under a coordinated Parkville Precinct work experience program. The aim will be to introduce students to working in the health sector and to highlight the potential career opportunities the sector holds. Students engaged in the work experience program who wish to pursue a career in the health sector could potentially become employed as trainees in the cadetship program. The work experience program will assist in marketing the Women's cadetship program to Victorian secondary students.

Strategies	Actions	Time Frame
<b>Build on current and develop new partnerships schools and education networks</b>	<ul style="list-style-type: none"> <li>• Develop partnerships with secondary schools using current individual partnerships and the Parkville Precinct partnership</li> <li>• Meet with local LLEN where relevant</li> <li>• Meet with the local Industry Skills Project Officer where relevant</li> <li>• Contact the local Koori Education Support Officer</li> </ul>	
<b>Utilise the Parkville Precinct AEP to support school and education network engagement</b>	<ul style="list-style-type: none"> <li>• Parkville precinct coordinates communications with secondary schools for arranging work experience</li> </ul>	
<b>Preparation of students</b>	<ul style="list-style-type: none"> <li>• Implement standards set in Parkville Precinct plan to prepare students for work experience</li> </ul>	
<b>Establish work experience placements at Women's</b>	<ul style="list-style-type: none"> <li>• Identify annually in advance departments which can provide work experience</li> <li>• Identify work experience positions/jobs</li> <li>• Staff to plan engagement and managing students</li> </ul>	



<i>Strategies</i>	<i>Actions</i>	<i>Time Frame</i>
<b>Embed Work Experience program throughout the Women's</b>	<ul style="list-style-type: none"> <li>• Introduce work experience student management requirements to managers and supervisors</li> <li>• Develop training program for work experience supervisors including cross cultural training, supervision requirements, OH&amp;S, training outcomes and future career pathways</li> </ul>	
<b>Communication with schools</b>	<ul style="list-style-type: none"> <li>• Provide feedback to schools about students' work experience through coordinated Parkville Precinct hospitals' work experience program</li> </ul>	
<b>Evaluation of program</b>	<ul style="list-style-type: none"> <li>• Provide Equity Sub Committee with evaluation report at the conclusion of each program</li> </ul>	

## Key Contacts

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## Reference Material

**Appendix 1: *Summary of Review Process***

**Appendix 2: *Reserving Employment Positions for Aboriginal People***

**Appendix 3: *Employer Training Funding Guide***

**Appendix 4: *Health Workforce and Management Resource Guide***

**Appendix 5: *Labour Force Statistics***

## Appendix 1: Summary of Review Process

To determine the requirements of the AEP an internal review process was completed. Importantly, this included interviews with key managers and staff to identify the main issues relevant for developing an AEP.

The staff who were interviewed included:

- Director Workforce Services
- Executive Director Service Development
- Acting Manager, Women's Social Support Services
- Aboriginal & Torres Strait Islander Women's Support Worker
- Senior Aboriginal Women's Support & Education Worker
- Acting Project Manager, Victorian Cadetship Program
- Manager Clinical Education
- Executive Director Nursing & Midwifery
- Member of the Women's Aboriginal Advisory Committee

Below is a summary of the findings from the interviews and audit of current Women's policies and procedures:

## 1. Identification of Aboriginal employees and students

- (a) A process exists for identifying and recording important data relating to new Aboriginal employees where they choose to identify. A process could be developed and implemented as to how and when that data is used. A limitation to sourcing potential Aboriginal trainees is that some tertiary institutions are similar to the Women's in that they do not have accurate data identifying Aboriginal students.

## 2. Cultural awareness training

- (a) The Women's has been successful in providing cultural awareness training (also called 'cultural safety' training) both as a stand-alone course and then also by incorporating aspects of cultural awareness training in clinical study days. Due to a lack of funds, the effectiveness of this approach has been unable to be comprehensively researched.
- (b) The Women's has benefited from using a combination of internal and external facilitators which is believed to have enhanced the quality of the training provided.
- (c) Cultural awareness training could benefit from additional resources to ensure continued multi-platform delivery. Online training is provided to a discreet group of staff; it could also be included in new staff orientation sessions, and considered for inclusion with the current 'Respectful Workplace Behaviours at the Women's' training currently being implemented.
- (d) The importance of cultural awareness is core to the hospital's social model of health and is referred to in the Women's Declaration contained within the strategic plan. The Declaration is fundamental to the principles and philosophies of the Women's. It states that the Women's is committed to the social model of health and intends to care for women from all walks of life. This statement underscores the Women's equity agenda.



### 3. Sourcing Aboriginal staff and trainees

- (a) Aboriginal students are not identified under the graduate program 'computer-match' employment system, which matches an individual's qualifications with graduate employment positions in Victorian public hospitals.
- (b) 'Word of mouth' has proven the most successful method to source Aboriginal students, via communication networks such as through the Koori Education Unit at Deakin University. The Women's Clinical Education team has strong links with the Koori units of all universities offering nursing and midwifery courses in Victoria. The Women's has introduced a priority placement program for Aboriginal nursing and midwifery students with a view to having those students progress into the Graduate program.
- (c) The Women's is currently scoping a project to source Aboriginal students which involves working with the Australian Catholic University and Deakin and Monash universities. It should be noted that the organisation is working to increase its Aboriginal student and cadetship numbers and that the number of students is growing annually; however, the number is dependent on the universities being able to identify Aboriginal students.
- (d) The Women's needs to establish connections with appropriate schools to promote and develop career pathways. Due to the more professional nature of the Women's staffing, there are many professional career pathways for employees; however, there is limited scope for TAFE and vocational pathways that the Women's can offer at school level.

### 4. Work positions and placements

- (a) Aboriginal students on nursing and midwifery placements would be more effective if placements were for longer than the current practise of two to four weeks; however, this is the period of time dictated by the universities for each placement. The Women's has sought to try and assist in the program to be more successful by having at least two Aboriginal students placed in the same department.

- (b) Staff support the concept of quarantining appropriate positions for Aboriginal employees. Barriers to employing more Aboriginal students as graduates includes limited funding for positions, training, and the need to provide additional support such as mentoring roles if required.
- (c) Subject to funding availability, the Women's could potentially provide employment in a variety of vocations including medicine, nursing midwifery, allied health, mental health, social work and administration.
- (d) In line with the aims of Karreeta Yirramboi, the Women's has a goal of increasing the number of Aboriginal employment opportunities. As there are not many TAFE opportunities within the Women's, the emphasis will be on providing professional pathways for Aboriginal students to graduate programs and then permanent employment positions. While student placements are not employment opportunities, the recent 12 month cadetship program has resulted in one of the cadets being offered an ongoing graduate position. The remaining two cadets are still continuing with their studies.

## 5. Management and mentoring

- (a) Staff at the Women's are genuinely enthusiastic and supportive of developing a progressive and effective AEP.
- (b) A barrier to employment of Aboriginals is a lack of dedicated resources to manage and mentor the Aboriginal workforce for the most beneficial outcomes. The cadetship program has demonstrated that such programs require a relatively high management input in order to be successful.

## 6. Policies and procedures audit

- (c) Policies and procedures will need updating as the AEP becomes embedded, so to reflect its objectives as more Aboriginal staff are employed. Aboriginal context needs to be included throughout the policies where relevant.

## Appendix 2

Reserving employment positions  
for Aboriginal people

health

August 2012

Using 'special measures' in the Equal Opportunity  
Act

Advertising and reserving positions for Aboriginal people is a significant and effective way of attracting Aboriginal applicants and increasing recruitment opportunities for Aboriginal people.

Since the introduction of the new *Equal Opportunity Act 2010* (the Act) in August 2011, employers are no longer required to seek an anti-discrimination exemption to advertise and reserve a position for Aboriginal candidates through the Victorian Civil and Administrative Tribunal (VCAT).

The special measures provision<sup>1</sup> in the Act has made the process of reserving positions for Aboriginal people simpler. This has also been confirmed in a recent matter that went to VCAT in the Human Rights Division within the Anti-Discrimination List.<sup>2</sup> A special measure is not an exemption to the Act because the activity undertaken through the special measure is deemed not to be discriminatory. Special measures allow employers to impose reasonable restrictions on eligibility criteria on the basis that the measure is '*promoting or realising substantive equality for members of a group with a particular attribute*'.<sup>3</sup>

Health services seeking to use the special measures provision in the Act must define the purpose of the special measure (as it relates specifically to their respective work environment) and what the substantive equality it is seeking to promote or realise is. A special measure must satisfy the following criteria<sup>4</sup>:

- **Undertaken in good faith for achieving the purpose**  
In this context the purpose is to promote and realise equitable representation of Aboriginal people within the public sector workforce, within the health sector workforce and within the workforce of the individual health service. It is, however, possible for a special measure to have more than one purpose as long as one of its purposes is aimed toward promoting or realising substantive equality for Aboriginal people.<sup>5</sup>
- **Reasonably likely to achieve the purpose**  
It must be reasonably likely that by only considering Aboriginal applicants for a particular position the organisation will be able to achieve equitable Aboriginal representation in its workforce.
- **A proportionate means of achieving the purpose**  
The number of positions within an organisation that are reserved for Aboriginal applicants should not exceed the target of achieving equitable Aboriginal representation within the workforce. In some cases, an organisation's target for achieving equitable Aboriginal representation may be greater than the one per cent target generally provided in *Karreeta Yirramboi*.
- **Justified because the members of the group have a particular need for advancement or assistance**  
Aboriginal people are under-represented in the Victorian public health sector workforce. State Services Authority workforce data collected in November 2010 showed that Aboriginal people make up only 0.1 per cent of the public health sector workforce,<sup>6</sup> despite accounting for 0.54 per cent of Victoria's working-age

<sup>1</sup> *Equal Opportunity Act 2010* (Vic) s. 12.

<sup>2</sup> *Cummeragunja Housing & Development Aboriginal Corporation (Anti-Discrimination Exemption)* [2011] VCAT 2237.

<sup>3</sup> *Equal Opportunity Act 2010* (Vic) s. 12(3).

<sup>4</sup> *Ibid.*

<sup>5</sup> *Equal Opportunity Act 2010* (Vic) s. 12(4)(b).

<sup>6</sup> State Services Authority, 2011, *Indigenous employment: Victorian public sector*, State Government of Victoria, Melbourne, p. 3.



population.<sup>7</sup> Public health is the largest employer in the public sector, accounting for 38 per cent of the public sector workforce, however, only accommodating 11 per cent of the Aboriginal public sector workforce.<sup>8</sup>

## Using a special measure

A special measure is not considered discrimination and does not require an exemption under the Act. However, in the event that a special measure is challenged as being discriminatory (for example, by a non-Aboriginal person who is ineligible to apply for a position by reason of the special measure), the burden falls to the employer to prove the validity of the special measure.

Although there are no specific documentation requirements for implementing special measures, the following actions are advisable:

- **Develop an Aboriginal employment plan that explicitly states the reason for increasing Aboriginal employment (the purpose) and details the targets and timelines**

Under *Karreeta Yirramboi* all public sector employers (including health services) with more than 500 staff are required to develop an Aboriginal employment plan; smaller health services are encouraged to do the same. *Karreeta Yirramboi* sets an Aboriginal employment target of one per cent and this can be cited to provide further validity to the special measure.

- **Cite section 12 of the Equal Opportunity Act whenever describing or undertaking activity relating to the special measure**

The following text should be included in Aboriginal employment plans, employment advertisements, strategy documents and any other material where activity related to the special measures is referenced: *'This action/activity constitutes a special measure under section 12 of the Equal Opportunity Act 2010.'*

- **Monitor targets**

Once a special measure has succeeded in achieving the promotion or realisation of substantive equality, it is no longer a special measure and it must cease.<sup>9</sup> Special measures are not intended to set up separate rights permanently for different groups of people. This means that if a health service sets out to employ a specific number of Aboriginal people and uses the special measures provision to reserve positions, once that target has been reached the health service will need to consider whether the purpose of the special measure has been achieved. Once this has occurred, the organisation may no longer reserve positions for Aboriginal people. Organisations should establish a review date to determine if the stated purpose of a special measure continues to be relevant, particularly if there is a change in business requirements or a change in the structure of the organisation.

- **Seek an exemption from VCAT for all activity that falls outside of the special measures provision**

Reserving positions for Aboriginal applicants for purposes other than promoting or realising substantive equality does not constitute a special measure. For example, if a health service seeks to employ an Aboriginal person solely because specific Aboriginal cultural attributes are desirable in a particular position, an exemption must be obtained from VCAT for the activity not to be deemed discriminatory.

**For more information about whether a special measure applies, seek advice from the Victorian Equal Opportunity and Human Rights Commission on 1300 292 153.**

Prepared by the Workforce, Leadership and Development Branch, August 2012

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<sup>7</sup> Department of Planning and Community Development, 2010, *Karreeta Yirramboi*, State Government of Victoria, Melbourne, p. 2.

<sup>8</sup> State Services Authority, 2011, *Indigenous employment: Victorian public sector*, State Government of Victoria, Melbourne, p. 3.

<sup>9</sup> *Equal Opportunity Act 2010* (Vic) s. 12(7).



## Appendix 3

## Employer training funding guide

## health

The Department of Health is committed to building the Aboriginal workforce in Victoria by increasing Aboriginal employment and training opportunities. To assist the health and community services sector there are a number of programs that can support workforce recruitment, retention and mentoring within their organisation. This quick reference guide can assist managers and human resources staff to develop Aboriginal workforce capacity.

Source	Incentive	Amount	Eligibility	How it is paid	More information
Commonwealth Government (Australian Apprenticeship Centre)	Commencement	\$1,500	For employers who commence an apprentice in a Certificate III, IV, Diploma or Advanced Diploma qualification	Paid to the employer	<a href="http://www.australianapprenticeships.gov.au/">www.australianapprenticeships.gov.au/</a>
	Recommencement	\$750	For employers who recommencement an apprentice in a Certificate III, IV, Diploma or Advanced Diploma qualification	Paid to the employer	
	Completion	\$2,500	For employers of an apprentice who completes a Certificate III, IV, Diploma or Advanced Diploma qualification	Paid to the employer	<a href="http://www.australianapprenticeships.gov.au/FAQ/Publications.asp">www.australianapprenticeships.gov.au/FAQ/Publications.asp</a>
	Adult	Up to \$13,000 over two years (full-time)	For adult workers (over 25) who undertake an apprenticeship in a Certificate III, IV, Diploma or Advanced Diploma qualification	Paid to the employer or the apprentice depending on the apprentice wage	To contact your nearest Australian Apprenticeship Centre search <a href="http://www.australianapprenticeships.gov.au/search/aacsearch.asp">www.australianapprenticeships.gov.au/search/aacsearch.asp</a>
	Mature age	\$750 on commencement \$750 on completion	For employers of an apprentice in a Certificate II or higher qualification who is disadvantaged and aged 45 years or more	Paid to the employer	
	School-based	\$750 on commencement \$750 on retention	For employers who commence an apprentice in an endorsed Australian School-based apprenticeship in a Certificate II or higher qualification / For employers who continue to employ the apprentice after they have finished secondary school	Paid to the employer	
	Disability assistance	\$104.30 per week (full-time)	For employers of an apprentice with a disability undertaking a Certificate II or higher qualification	Paid to the employer	
	Living away from home allowance	\$77.17 per week for the first year \$38.59 per week for the second year \$25 per week for the third year	For apprentices undertaking a Certificate II or higher qualification who have to move away from home to commence or remain in the apprenticeship or are homeless	Paid to the apprentice	
Department of Education, Employment and Workplace Relations (DEEWR)	Indigenous Employment Program	\$6,600 (over 26 weeks)	For ongoing full-time employment (35 hours or more)	Paid to the employer as a set rate subsidy of \$4,400 and retention bonuses of \$1,100 paid at 13 weeks and 26 weeks of employment.	<a href="http://www.deewr.gov.au/Indigenous/Employment/Programs/Pages/IndigenousWageSubsidy.aspx">www.deewr.gov.au/Indigenous/Employment/Programs/Pages/IndigenousWageSubsidy.aspx</a>  For tailored support for Aboriginal employment and training contact the DEEWR Indigenous Services Branch: Matthew Nichols on (03) 9954 2811 or email <a href="mailto:matt.nicholls@deewr.gov.au">matt.nicholls@deewr.gov.au</a> or Stephanie Coverdale on (03) 9954 2812 or email <a href="mailto:stephanie.coverdale@deewr.gov.au">stephanie.coverdale@deewr.gov.au</a>
		\$3,300 (over 26 weeks)	For ongoing part-time work (at least 15 hours a week)	Paid to the employer as a set rate subsidy of \$2,200 and retention bonuses of \$550 paid at 13 weeks and 26 weeks of employment.	
	Indigenous Cadetship Support	Up to \$14,100 per annum	For a person of Aboriginal or Torres Strait Islander descent who is: <ul style="list-style-type: none"> <li>Enrolled in a diploma, advanced diploma or undergraduate degree course</li> <li>Enrolled in full-time study at TAFE, or other registered training organisation or university in Australia</li> </ul>	Paid to the employer	<a href="http://www.ics.deewr.gov.au/Home.aspx">www.ics.deewr.gov.au/Home.aspx</a>

Source	Incentive	Amount	Eligibility	How it is paid	More information
Department of Health	Youth Employment Scheme (formerly the Victorianworks for Young People scheme)	\$4,500 Full-time traineeship or paid pro-rata over 2 years for part-time \$1,800 school based traineeship	For young people who are aged 15-24 year at the commencement of their traineeship and: <ul style="list-style-type: none"> <li>Are unemployed or not working more than 15 hours a week</li> <li>Are not currently engaged in tertiary education</li> <li>Have not attained a university level qualification (excluding certificate level 1-4 courses)</li> </ul>	Paid to the employer in 6-monthly instalments commencing 6 months after commencement of the traineeship	Contact Jonathan Oh on (03) 9096 9847 or email jonathan.oh@health.vic.gov.au
Department of Education and Early Childhood Development	Victorian Training Guarantee / Indigenous Completions Initiative	Registered Training Organisations determine the tuition fees for courses. Subsidised tuition (value will depend on the individual course)	For students undertaking an approved course of study who are aged 20 years or less and seeking a qualification that is higher than the highest qualification already held.  Under the Indigenous Completions Initiative Indigenous students who are eligible for the Victorian training guarantee pay a concessional fee that is 20 per cent of the fee charged for a non-concessional enrolment.	Claimed directly by the RTO so the student pays only concessional rate	www.skills.vic.gov.au/get-training/get-funding

## Other resources

*Careers that matter* is a web-site for careers in community services and health, and includes Aboriginal and Torres Strait Islander Community Services and Health workers. It provides job profiles as well as information on pathways and apprenticeships, education and training, workplace learning and scholarships. Visit [www.careerthatmatter.com.au](http://www.careerthatmatter.com.au)

*Health Heroes* is a website that promotes careers in health for Aboriginal and Torres Strait Islander peoples. Visit <http://www.healthheroes.health.gov.au/>. This site includes information on jobs, training and financial support.

The State Services Authority has released the *Karreeta Yirramboi: An Employer Toolkit to grow Aboriginal Employment in your organisation*. A copy can be downloaded from <http://www.ssa.vic.gov.au/products/workforce-html-only/karreeta-yirramboi.html>

## Mentoring

Congress of Aboriginal and Torres Strait Islander Nurses (CATSIN) offer a mentoring program to help individuals studying to be a nurse or midwife. Further information is available at [www.catsin.org.au](http://www.catsin.org.au)

The Indigenous Leadership Network Victoria (ILNV) has a number of Indigenous and non-Indigenous mentors available to mentor young Indigenous people and youth through the Yapaneyepuk Mentor bank scheme. Visit [www.youthmentoringvic.org.au](http://www.youthmentoringvic.org.au)

The Australian Youth Mentoring Network is a national hub for youth mentoring research, tools and resources. Visit [www.youthmentoring.org.au](http://www.youthmentoring.org.au).

This document is available electronically from <http://www.health.vic.gov.au/aboriginalhealth/publications/publications.htm>. For further information please contact Sue Davey, Senior Policy Advisor, Closing the Gap Aboriginal Health Workforce, Department of Health on (03) 9096 7869 or email [sue.davey@health.vic.gov.au](mailto:sue.davey@health.vic.gov.au)

*This is not a complete list of employer training funding opportunities and is intended as a guide only. The information is subject to change. In compiling this resource the Department of Health takes no responsibility for the accuracy of the information contained within. Please refer to the relevant funding providers for the most current eligibility criteria and funding values before making any decisions based on this information.*



## Health workforce and management resource guide

November 2011

Institution	Program/document	Purpose	Program details/target group/value	Application details	Contacts/websites
<b>Nursing and medicine</b>					
Australian Medical Association (AMA)	AMA Indigenous Peoples' Medical Scholarship	To increase the number of Indigenous doctors in Australia	Valued at \$9,000 per student per annum and available to Aboriginal and Torres Strait Islander students who are currently enrolled in an Australian medical school and have successfully completed their first year	<a href="http://www.ama.com.au/node/5188">www.ama.com.au/node/5188</a>	<a href="http://www.ama.com.au">www.ama.com.au</a>
Royal College of Nursing Australia (RCNA)	Puggy Hunter Memorial Scholarship	To increase the number of Aboriginal and Torres Strait Islander people working in health professions	\$15,000 per year full time, or \$7,500 per year part time for Aboriginal and Torres Strait Islander applicants who show ambition and a demonstrated interest and commitment to a career in health	<a href="http://www.rcna.org.au/WCM/RCNAScholarships/Government/puggy_hunter/rcna/scholarships/government/puggy_hunter_memorial_scholarship_scheme.aspx">http://www.rcna.org.au/WCM/RCNAScholarships/Government/puggy_hunter/rcna/scholarships/government/puggy_hunter_memorial_scholarship_scheme.aspx</a>	<a href="http://www.rcna.org.au/WCM/RCNAScholarships/Government/puggy_hunter/rcna/scholarships/government/puggy_hunter_memorial_scholarship_scheme.aspx">http://www.rcna.org.au/WCM/RCNAScholarships/Government/puggy_hunter/rcna/scholarships/government/puggy_hunter_memorial_scholarship_scheme.aspx</a>
Services for Australian Rural and Remote Allied Health (SARRAH)	Nursing and Allied Health Scholarship and Support Scheme	To support entry-level qualifications in a health related field - Aboriginal health work (Cert IV minimum) and other related fields	For: eligible undergraduate and graduate entry studies leading to clinical practice; professional development activities including conferences, short courses and formal postgraduate study; and clinical placements	<a href="http://www.sarah.org.au/site/index.cfm?display=74996">www.sarah.org.au/site/index.cfm?display=74996</a>	<a href="http://www.sarah.org.au">www.sarah.org.au</a>
<b>General health</b>					
Australian Rotary Health Research Fund	Australian Rotary Health Indigenous Health Scholarship	To assist Aboriginal students undertaking a tertiary qualification in health	\$5,000 per year, paid as two \$2,500 installments. Students must have completed at least two years of study in a current medical course or one year in a health-related course	<a href="http://www.australianrotaryhealth.org.au/Information/About/Programs/Indigenous Health Scholarship/Student Application Form.aspx">www.australianrotaryhealth.org.au/Information/About/Programs/Indigenous Health Scholarship/Student Application Form.aspx</a>	<a href="http://www.australianrotaryhealth.org.au">www.australianrotaryhealth.org.au</a>
Indigenous Business Australia (IBA)	IBA Scholarship Fund	To assist mature-aged Indigenous Australians in achieving nationally recognised educational qualifications in the areas of business and administration	Level of financial assistance is determined by individual requirements (to be outlined upon application). Studies should be related to the fields of commercial and economic management	<a href="http://www.iba.gov.au">www.iba.gov.au</a>	<a href="http://www.iba.gov.au/corporate/iba-scholarship-fund">www.iba.gov.au/corporate/iba-scholarship-fund</a>
The Australian Disability and Indigenous Peoples' Education Fund (ADIPEF)	Australian Disability and Indigenous Peoples' Education Fund	To assist Indigenous and non-Indigenous people with a disability to participate in both formal and informal education programs through small grants	The ADIPEF provides small six-monthly grants of up to \$2,500 to assist people with disabilities to continue their learning	<a href="http://www.adipef.org.au">www.adipef.org.au</a>	<a href="http://www.adipef.org.au">www.adipef.org.au</a>
Victorian Government	Indigenous training and recruitment initiative (INTRAIN) scholarship	To improve the responsiveness of the Victorian public sector to Aboriginal and Torres Strait Islander issues by increasing employment opportunities	Assist eligible full-time or part-time students to study by providing a fortnightly living allowance. Applications are open to all Indigenous tertiary students, with priority given to those undertaking study in health and community services fields	<a href="http://www.dhs.vic.gov.au/about-the-department/our-organisation/careers/aboriginal-employment-aboriginal-scholarships">http://www.dhs.vic.gov.au/about-the-department/our-organisation/careers/aboriginal-employment-aboriginal-scholarships</a>	<a href="http://www.dhs.vic.gov.au/about-the-department/our-organisation/careers/aboriginal-employment">http://www.dhs.vic.gov.au/about-the-department/our-organisation/careers/aboriginal-employment</a>
Victorian Tertiary Admissions Centre (VTAC)	Indigenous Commonwealth Scholarship	To assist Indigenous students from a low socioeconomic background with the costs associated with higher education	The Indigenous Commonwealth Education Costs Scholarships (ICECS) provides \$2,290 per year for up to four years to assist with education costs; the Indigenous Commonwealth Accommodation Scholarships (ICAS), provides \$4,580 per year for up to four years to assist with accommodation costs; and the Indigenous Access Scholarships (IAS), provides a one-off payment of \$4,321	<a href="http://www.vtac.edu.au/scholarships/types">www.vtac.edu.au/scholarships/types</a>	<a href="http://www.vtac.edu.au/scholarships/types">www.vtac.edu.au/scholarships/types</a>
<b>Youth/cadetships</b>					
Department of Employment, Education and Workplace Relations (DEEWR)	Indigenous Cadetship Support	To improve the job prospects of Indigenous Australian students by linking students with employers who can give them work placements and ongoing employment once they finish their studies	Provides up to \$14,100 per annum to employers to support cadets with a living allowance and study-related costs, and to offset employer administration costs	<a href="http://www.deewr.gov.au/indigenous/employment/programs/lap/pages/indigenouscadetshipsupport.aspx">www.deewr.gov.au/indigenous/employment/programs/lap/pages/indigenouscadetshipsupport.aspx</a>	<a href="http://www.deewr.gov.au/indigenous/employment/programs/lap/pages/indigenouscadetshipsupport.aspx">www.deewr.gov.au/indigenous/employment/programs/lap/pages/indigenouscadetshipsupport.aspx</a>
Doxa Youth Foundation	Doxa Cadetship Program	To assist talented young people from socially and financially disadvantaged backgrounds who have demonstrated leadership qualities and academic potential during Year 12 to undertake tertiary studies in Victoria	\$6,000 per year per cadet to assist with living expenses; eight weeks unpaid work experience annually for the duration of the cadet's degree; and a mentor to guide the cadet through their work placement and university experiences	<a href="http://www.doxa.org.au/images/downloads/CadetshipBrochure2009.pdf">www.doxa.org.au/images/downloads/CadetshipBrochure2009.pdf</a>	<a href="http://www.doxa.org.au">www.doxa.org.au</a>



Department of Health

Institution	Program/document	Purpose	Program details/target group/value	Application details	Contacts/websites
<b>Postgraduate</b>					
Services for Australian Rural and Remote Allied Health (SARRAH)	Nursing and Allied Health Scholarship and Support Scheme – postgraduate scholarship	To support qualified allied health professionals including Aboriginal health workers (minimum qualification Cert IV) to study formal postgraduate qualification at a recognised university or institution	The postgraduate scholarship is open to all eligible allied health professionals who provide a clinical service in Australia	<a href="http://www.sarrah.org.au/site/index.cfm?display=74994">www.sarrah.org.au/site/index.cfm?display=74994</a>	<a href="http://www.sarrah.org.au">www.sarrah.org.au</a>
<b>Women</b>					
Australian Federation of University Women Victoria	Marilyn Godley Scholarship and Swan Bursary	To assist Victorian Aboriginal and Torres Strait Islander women to meet the costs of studying for an undergraduate degree	The Marilyn Godley Scholarship, valued at \$4,000, and the SWAN Bursary valued at \$2,000, will be offered to female Aboriginal or Torres Strait Islander students who are normally a resident of Victoria and are enrolled at a Victorian university in an undergraduate degree	<a href="http://www.aluwvic.org.au/main/page_scholarships_australian_indigenous_women.html">www.aluwvic.org.au/main/page_scholarships_australian_indigenous_women.html</a>	<a href="http://www.aluwvic.org.au">www.aluwvic.org.au</a>
	ED Daniel Scholarship and Bursaries	To assist students to meet the additional costs of studying for an honours year	The ED Daniel Scholarship, worth \$4,000, and two bursaries, each worth \$2,000, will be offered to students enrolled at a Victorian university, in the fourth year of an undergraduate degree that has an identifiable honours component. Applications are open to Aboriginal and Torres Strait Islander women who are permanent residents of Victoria	<a href="http://www.aluwvic.org.au/main/page_scholarships_fourth_year_honours.html">www.aluwvic.org.au/main/page_scholarships_fourth_year_honours.html</a>	<a href="http://www.aluwvic.org.au">www.aluwvic.org.au</a>
Good Shepherd	Indigenous reconciliation scholarship	To provide financial assistance to Indigenous women that will help them study at TAFE, university or to do a bridging course	Open to Aboriginal and Torres Strait Islander women of all ages	<a href="http://www.goodshepherd.com.au/justice/view.aspx?PageId=justice_test%20page.aspx&amp;AutoDeleteCookieSupport=1">http://www.goodshepherd.com.au/justice/view.aspx?PageId=justice_test%20page.aspx&amp;AutoDeleteCookieSupport=1</a>	Contact Michael Gore (03) 9205 4120
<b>Other</b>					
Australian Dental Association Inc. (ADA)	ADA study grants for Indigenous dental students	To encourage the health of the public and promote the art and science of dentistry	Five grants of \$5,000 each are awarded annually to Aboriginal and Torres Strait Islander dental students	<a href="http://www.ada.org.au/dentalprofessionals/studyGrants.aspx">www.ada.org.au/dentalprofessionals/studyGrants.aspx</a>	<a href="http://www.ada.org.au/default.aspx">www.ada.org.au/default.aspx</a>
Department of Justice	Koori Tertiary Scholarship Program	To assist Koori students to undertake full time study in a range of justice related fields including: psychology, psychiatry, mental health, social work, paralegal, criminology and law.	The department has awarded 32 scholarships to date through the program, with four scholarships offered at any one time. Eligibility criteria, guidelines for applying and application forms will be available from the website as scholarship opportunities become available.	<a href="http://www.justice.vic.gov.au/wps/wcm/connect/justilb/DOJ-Internet/Home/About-Us/Careers-at-Justice/JUSTICE++Koori-Tertiary-Scholarship+Program">www.justice.vic.gov.au/wps/wcm/connect/justilb/DOJ-Internet/Home/About-Us/Careers-at-Justice/JUSTICE++Koori-Tertiary-Scholarship+Program</a>	<a href="mailto:email.koori.justice@vic.gov.au">email.koori.justice@vic.gov.au</a>
Victorian Aboriginal Community Controlled Health Organisation (VACCHO)	Victorian Scholarship Information 2011 (resource document)	To assist Aboriginal students and prospective students wishing to access a scholarship in 2011	The guide details many of the scholarships on offer from both the public and private sectors and provides web-links for further information and applications	<a href="http://www.vaccho.org.au/vacwp/wp-content/uploads/2011/02/Scholarships-20111.pdf">http://www.vaccho.org.au/vacwp/wp-content/uploads/2011/02/Scholarships-20111.pdf</a>	<a href="http://www.vaccho.org.au">www.vaccho.org.au</a>

Careers that matter is a web-site for careers in community services and health and includes Aboriginal and Torres Strait Islander Community Services and Health workers.

It provides job profiles as well as information on pathways and apprenticeships, education and training, workplace learning and scholarships. Visit [www.careersmatter.com.au](http://www.careersmatter.com.au)

The Health Heroes web-site is a resource for Aboriginal students who are interested in working in health, it details the different health jobs and what study and training options are available. Visit [www.healthheroes.health.gov.au](http://www.healthheroes.health.gov.au)

This document is available electronically from [www.health.vic.gov.au/aboriginalhealth/publications/publications.htm](http://www.health.vic.gov.au/aboriginalhealth/publications/publications.htm).

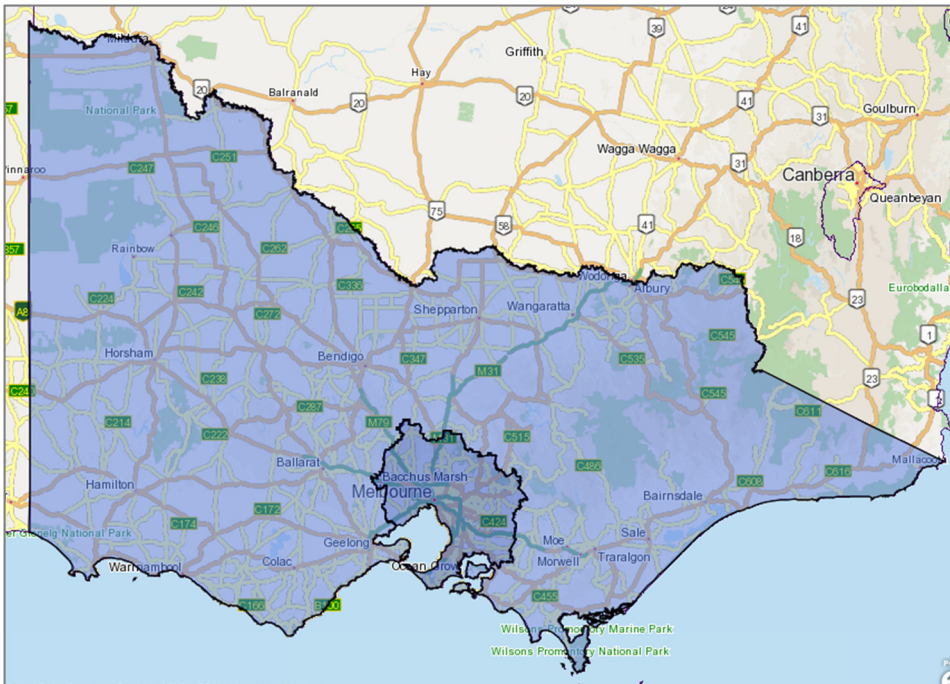
**For further information** please contact Sue Davey, Senior Policy Advisor, Closing the Gap Aboriginal Health Workforce, Department of Health on (03) 9096 7869 or email [sue.davey@health.vic.gov.au](mailto:sue.davey@health.vic.gov.au)



## Appendix 5: Labour Force Statistics

### Statistical Area

The following Labour Force and Population Statistics have been sourced from the 2011 Census of Population and Housing data (<http://www.censusdata.abs.gov.au>) and have been divided into two statistical areas: Greater Melbourne and Regional Victoria.

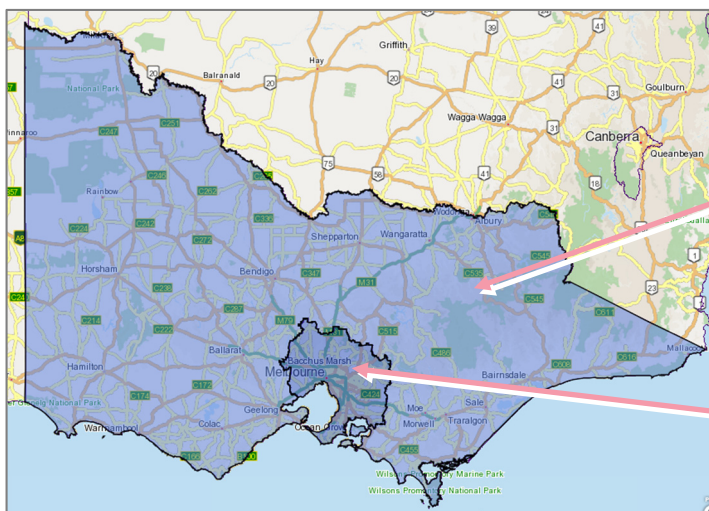


It's important to note that some degree of statistical variation may exist in the following population statistics due to randomly adjusted data by <http://www.censusdata.abs.gov.au>. The data is adjusted to avoid the release of confidential information. This may affect some results proportionately, in particular where smaller populations are involved. This is evident where percentages are higher than 100%.

## Aboriginal Population

Population	Victoria				Total Population	
	Greater Melbourne		Regional Victoria			
Aboriginal	16,271	0.41%	18,403	1.37%	34,674	0.65%
Total	3,999,485	100%	1,345,335	100%	5,344,820	100%

Age	Victoria		Total Population
	Greater Melbourne	Regional Victoria	
0-9	3,526	4,819	8,345
10-19	3,542	4,339	7,881
20-29	2,702	2,669	5,371
30-39	2,140	1,988	4,128
40-49	2,064	2,005	4,069
50-59	1,311	1,422	2,733
60-69	671	763	1,434
70-79	223	308	531
80-89	80	79	159
90-99	8	11	19
100 +	4	0	4
Total	16,271	18,403	34,674



**Regional Victoria**  
Aboriginal Population  
18,403

**Greater Melbourne**  
Aboriginal Population  
16,271

## Employed - Work Full-Time

Age	Victoria				Total	
	Greater Melbourne		Regional Victoria			
	Full-Time	% of Pop.	Full-Time	% of Pop.	Full-Time	% of Pop.
0-9	0	0%	0	0%	0	0%
10-19	162	5%	194	4%	356	5%
20-29	1,096	41%	723	27%	1,819	34%
30-39	884	41%	553	28%	1,437	35%
40-49	855	41%	613	31%	1,468	36%
50-59	483	37%	443	31%	926	34%
60-69	122	18%	89	12%	211	15%
70-79	4	2%	4	1%	8	2%
80-89	0	0%	0	0%	0	0%
90-99	0	0%	0	0%	0	0%
100 +	0	0%	0	0%	0	0%
Total	3,606	22%	2,619	14%	6,225	18%

## Employed - Work Part-Time

Age	Victoria				Total	
	Greater Melbourne		Regional Victoria			
	Part-Time	% of Pop.	Part-Time	% of Pop.	Part-Time	% of Pop.
0-9	0	0%	0	0%	0	0%
10-19	245	7%	289	7%	534	7%
20-29	457	17%	362	14%	819	15%
30-39	338	16%	293	15%	631	15%
40-49	337	16%	294	15%	631	16%
50-59	216	16%	206	14%	422	15%
60-69	86	13%	64	8%	150	10%
70-79	8	4%	10	3%	18	3%
80-89	0	0%	0	0%	0	0%
90-99	0	0%	0	0%	0	0%
100 +	0	0%	0	0%	0	0%
Total	1,687	10%	1,518	8%	3,205	9%

## Unemployed - Looking for Full-Time Work

	Victoria				Total	
	Greater Melbourne		Regional Victoria			
Age	Looking for Full-Time Work	% of Pop.	Looking for Full-Time Work	% of Pop.	Looking for Full-Time Work	% of Pop.
0-9	0	0%	0	0%	0	0%
10-19	91	3%	134	3%	225	3%
20-29	175	6%	240	9%	415	8%
30-39	87	4%	151	8%	238	6%
40-49	81	4%	116	6%	197	5%
50-59	29	2%	40	3%	69	3%
60-69	7	1%	7	1%	14	1%
70-79	0	0%	0	0%	0	0%
80-89	0	0%	0	0%	0	0%
90-99	0	0%	0	0%	0	0%
100 +	0	0%	0	0%	0	0%
Total	470	3%	688	4%	1,158	3%

## Unemployed - Looking for Part-Time Work

Age	Victoria				Total	
	Greater Melbourne		Regional Victoria			
	Looking for Part-Time Work	% of Pop.	Looking for Part-Time Work	% of Pop.	Looking for Part-Time Work	% of Pop.
0-9	0	0%	0	0%	0	0%
10-19	90	3%	87	2%	177	2%
20-29	66	2%	82	3%	148	3%
30-39	37	2%	43	2%	80	2%
40-49	34	2%	43	2%	77	2%
50-59	20	2%	19	1%	39	1%
60-69	7	1%	7	1%	14	1%
70-79	3	1%	0	0%	3	1%
80-89	0	0%	0	0%	0	0%
90-99	0	0%	0	0%	0	0%
100 +	0	0%	0	0%	0	0%
Total	257	2%	281	2%	538	2%

## Not in the Labour Force (LF)

Age	Victoria				Total	
	Greater Melbourne		Regional Victoria			
	Not in the LF	% of Pop.	Not in the LF	% of Pop.	Not in the LF	% of Pop.
0-9	0	0%	0	0%	0	0%
10-19	1,002	28%	1,218	28%	2,220	28%
20-29	717	27%	1,075	40%	1,792	33%
30-39	631	29%	775	39%	1,406	34%
40-49	596	29%	767	38%	1,363	33%
50-59	437	33%	596	42%	1,033	38%
60-69	392	58%	521	68%	913	64%
70-79	181	81%	255	83%	436	82%
80-89	62	78%	67	85%	129	81%
90-99	4	50%	8	73%	12	8%
100 +	3	75%	0	0%	3	16%
Total	4,025	25%	5,282	29%	9,307	27%

## Not Applicable

Age	Victoria				Total	
	Greater Melbourne		Regional Victoria			
	N/A	% of Pop.	N/A	% of Pop.	N/A	% of Pop.
0-9	3,525	100%	4,820	100%	8,345	100%
10-19	1,852	52%	2,266	52%	4,118	52%
20-29	0	0%	0	0%	0	0%
30-39	0	0%	0	0%	0	0%
40-49	0	0%	0	0%	0	0%
50-59	0	0%	0	0%	0	0%
60-69	0	0%	0	0%	0	0%
70-79	0	0%	0	0%	0	0%
80-89	0	0%	0	0%	0	0%
90-99	0	0%	0	0%	0	0%
100 +	0	0%	0	0%	0	0%
Total	5,377	33%	7,086	39%	12,463	36%



## Victorian Labour Force Statistics as a Percentage of the Population

Population	Victoria									
	Not in the labour force		Unemployed, looking for part-time work		Unemployed, looking for full-time work		Employed, worked part-time		Employed, worked full-time	
Aboriginal	9,307	0.64%	538	0.87%	1,158	1.40%	3,205	0.40%	6,225	0.39%
Total	1,451,357	100%	62,166	100%	82,627	100%	791,754	100%	1,583,126	100%



**SED**



the women's  
the royal women's hospital  
victoria

**This document was written by SED in conjunction  
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