

Elsa Dixon Aboriginal Employment Grant

Guidelines





Program Overview

Elsa Dixon Aboriginal Employment Grant (EDAEG)

Elsa Dixon Aboriginal Employment Grant (EDAEG) is a NSW Government Initiative that utilises a number of strategies to develop and support Aboriginal people through the creation of training and employment opportunities. Promoting diversity, innovation and service responsiveness in the NSW workforce, the program will contribute funding towards the salary, development and support costs of Aboriginal employees in NSW Public Service Agencies or Local Government Authorities.

The NSW Government is committed to supporting Aboriginal people to achieve social, economic and cultural prosperity. The EDAEG supports this strategic direction by enabling Aboriginal people to access employment and career development pathways into the public sector

The objectives of the Grant are to:

- Encourage the permanent employment and professional mobility of Aboriginal people in NSW public service agencies and local government authorities, with special incentives for the employment of Aboriginal people with a disability, and
- Promote innovation in achieving education, employment and training outcomes for Aboriginal people.

Who was Elsa Dixon?

Born in 1925, Elsa Dixon was an extraordinary Aboriginal woman who played a key role in improving social outcomes for Aboriginal people in NSW. With Aboriginal people at the heart of her life and work, Elsa knew that to overcome social inequality, they needed education, training and employment – the foundations of an informed and just society. Elsa was one of the founding members of the Foundation for Aboriginal Affairs and the Aboriginal Medical Service in Redfern, remaining a member until her passing in 1993.

The use of Aboriginal throughout this document is inclusive of Torres Strait Islander people.



Eligibility

The EDAEG provides funding to organisations (not individuals) to support Aboriginal education, employment and training.

Applicants

Organisations applying for funding under the EDAEG must be registered, based in NSW and provide services within the State.

To be eligible, organisations must be a:

- NSW public service agency; or
- NSW local government authority operating under the Local Government Act 1993

EDAEG Elements

The EDAEG comprises four (4) elements.

Permanent (Ongoing) Employment – \$20,000 to \$40,000

A one-off grant that subsidises the creation of a permanent position to employ an Aboriginal person.

The approved amount is dependent on part-time or full-time employment, additional training opportunities and skill development opportunities.

An existing mainstream position can be converted to an Aboriginal Identified position, on the condition that the position remains a permanent Aboriginal Identified position in your organisational structure.

Temporary (Term Employment) Secondment Element – \$20,000 to \$40,000

A one-off grant that subsidises the creation of a temporary position (Minimum six months, up to twelve months) that will provide a significant skill development opportunity for an Aboriginal person who is already permanently employed in a NSW public service agency or local government authority.

School Based Apprenticeship or Traineeship (SBAT) Element – \$10,000

A one-off grant that subsidises the creation of a School Based Apprenticeship or Traineeship for an Aboriginal student in a NSW public service agency or local government authority (LGA).

The Apprenticeship or Traineeship must be established under the provisions of the Apprenticeship and Traineeship Act 2001; approved by the Board of Studies; and contribute to the attainment of the Higher School Certificate (HSC).

Post School Employment Element - \$10,000 - \$20,000

A one-off grant that subsidises the employment of an apprenticeship or traineeship for an Aboriginal person who successfully completed Year 12 Higher School Certificate (HSC) requirements in the previous year.

Learners must be engaged in an Apprenticeship or Traineeship, established under the Apprenticeship and Traineeship Act 2001, to obtain this grant.

If you would like to transition the SBAT into a role without the training component, see criteria for the Permanent Element.

Application process

The EDAEG currently uses the online platform SmartyGrants for applications.

Organisations will be required to complete the online application on our Department website:

aboriginalinitiatives.smartygrants.com.au





Ineligibility

EDAEG applications will be deemed ineligible for the following circumstances:

Permanent, Temporary, Post School & SBAT

- Positions that form part of an organisation's bulk or annual recruitment intake
- Existing positions within an organisations staffing structure (Unless a permanent position has been converted to an identified role)
- A position(s) that has previously been funded under the EDAEG
- Employment of a person who is not a current employee (Temporary)
- A position(s) that has been filled prior to applying for EDAEG
- Replaces or duplicates funding from any Commonwealth, NSW or local Government programs, or
- Group Training Organisations are not eligible to receive the Grant.
- An apprenticeship or traineeship position has been already filled prior to the organisation's application to the EDAEG i.e. no retrospective funding
- Duplicates funding from any Commonwealth, NSW or local Government programs. The Department will consult with other Government agencies when it considers the funding application. Applicant organisations will need to advise the Department on the application form whether they have applied or have received other Government funding for the project

Application Process



How to apply

Organisations will be required to complete an online application on our Department website:

education.nsw.gov.au/skills-nsw/aboriginal-and-torres-strait-islander-peoples/elsa-dixon-aboriginal-employment-grant

Assessment Process

The Department will assess EDAEG applications for eligibility and merit against the assessment criteria.

Advice to organisations on the outcome of their applications will be provided via email of submission.

Organisations will be assessed against the following criteria:

Location and status of the proposed position(s) within the organisations current staffing structure,

Evidence of a viable career path, supported by training and professional development, for an Aboriginal person(s) appointed to the position(s).

Evidence of ongoing employment opportunities beyond the EDAEG activity period,

Ability of the employing organisation to provide suitable guidance and support to an Aboriginal employee(s), and

Commitment of the employing organisation to the permanent (ongoing) employment of Aboriginal people.

If you are successful

Approval

Applicants approved for funding will receive correspondence via email. A Funding Deed from the EDAEG will outline the amount for the position(s) for which your Department is approved for.

The grant offer will be dependent upon the employing organisation:

- Immediately commencing recruitment action for the funded position(s). The recruitment process must be finalised and an Aboriginal person must commence in the funded position within three (3) months of the date of the offer of grant acceptance
- Accepting the Funding Deed within fourteen (14) days of receipt.

The Funding Deed offer will lapse if the EDAEG does not receive an acceptance within the required time frame. Any issues or concerns must be provided in writing to the EDAEG.

Payment

Permanent, Temporary & Post School

Once recruitment has been completed for the approved position and the Recruitment Form (in Smarty Grants) returned, the Department will provide the agreed amount to approved applicant.

SBAT

Organisations will receive an initial payment of \$5,000 upon initial recruitment of their approved position(s). After 3/6 months, the Organisation will be required to notify the EDAEG Program Manager of the status of the SBAT(s). If there are no identified issues, the remaining balance (\$5,000) will be paid on invoice.

Recruitment

Recruitment processes for NSW public service agencies must comply with the requirements of the Government Sector Employment Act 2013 as a minimum.

Recruitment processes for NSW local government authorities must comply with the requirements of the Local Government Act 1993 as a minimum.

Employer Responsibilities

- If the position(s) become vacant during the funding period, agencies must recruit another Aboriginal person into the same position(s)
- If an Organisation fails to recruit another Aboriginal person into the funded position, they must contact the EDAEG Team
- An Organisation may jeopardise any future grant applications should they fail to re-recruit an Aboriginal person into the position(s).





SBAT

In addition to complying with the relevant legislation above, agencies must engage with an Australian Apprenticeship Network Provider, School Careers Advisors, Senior Pathways Officers and the relevant Registered Training Organisation.

For further information on Regional School Based Traineeship Coordinators, visit www.sbatinnsw.info

Barranggirra Referral

A mandatory referral to Barranggirra Mentoring Program will be made for all EDAEG trainees and apprentices.

See page 7 for further information on this program.

Further Grant Information:

This amount paid is inclusive of superannuation and any other employer entitlements.

GST is not inclusive as grant is for salary. We do not require GST to be issued on the Invoices provided by your Department.

If the position for either the Permanent or Temporary Element is part-time a pro-rata amount will be calculated against the positions proposed hours.

Employer Management Responsibilities

Funded organisations are responsible for:

- The administration and financial management of the position (no subcontracting),
- Ensuring that all conditions in the Grant guidelines are upheld,
- Setting up effective management structures to oversight the position,
- Accepting all legal and other responsibilities as employers, including the arrangement of Workers Compensation insurance, adherence to Workplace Health and Safety legislation and any other relevant industrial regulations,
- Fulfilling the necessary accountability requirements specified by the Department, and
- Assessing the quality of activities and services provided, and measuring the results against the Grant obligations.
- Promoting the EDAEG in any media, advertisements and marketing (both internally and externally) for your organisation in relation to all EDAEG funded positions.

Employer Performance Monitoring

Performance monitoring will be assessed by the Department against the aims and objectives of the Grant, equity strategies, adherence to the Grant guidelines and the terms and conditions of funding.

Additional programs:

In addition to the EDAEG, there are a range of initiatives designed to support culturally appropriate education and training pathways to improve employment outcomes for Aboriginal people with an emphasis on vocational training, job placement and mentoring.

The NSW Department of Education, through Training Services NSW – Aboriginal Initiatives administer the following programs:

Barrangirra - Skilling for Employment Initiative; provides end to end support for Aboriginal and Torres Strait Islander learners through culturally appropriate mentoring to ensure successful retention and completion of training and improved post-training employment outcomes.

Learn more about Barrangirra at <https://education.nsw.gov.au/skills-nsw/aboriginal-and-torres-strait-islander-peoples/barrangirra>



Further Information:

education.nsw.gov.au/skills-nsw/aboriginal-and-torres-strait-islander-peoples/elsa-dixon-aboriginal-employment-grant


Contact the Elsa Dixon Aboriginal Employment Grant Team on email - TSNSW.EDAEG@det.nsw.edu.au



For more information:

 education.nsw.gov.au/elsa-dixon-aboriginal-employment-grant

 TSNSW.EDAEG@det.nsw.edu.au

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