



# Aboriginal Traineeships

Social Housing Employers  
Information Booklet





*"Spreading the message"*  
© Rodney Matthews 2008

## Artist's story & his painting – Rodney Matthews

I am a proud suburban Koori man. I have grown up in the west of Sydney and lived there my entire life and I call the vast Aboriginal communities of the region my mob and my place of belonging. My people hail from the far and wide which is not too different from the rest of the 'mob' in my area.

My mum is a proud Kamilaroi woman hailing from the northern arid centre of NSW, but moved to the big smoke long ago, and she has plenty of 'big smoke' knowledge. My dad is a Wiradjuri man from the Dubbo/Wellington area, a salt of the earth character with a bit of bush knowledge. I guess that's what makes me who I am, what I learned from my folks and my mob has helped shape me.

*Artist: Rodney Matthews*



My strong upbringing has taken me through university and helped me achieve many things that allow me to be a role model for the younger generation coming through. Giving to them is important, as is giving back to the Elders that helped me grow into the man I am. Which brings me to my painting titled '*spreading the message*', which I guess I can describe as a sense of giving back to that which gave to you. A pretty important message I seem to think, that's just my two cents.

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## List of Additional Information (Included in the presentation folder)

<h3>The Contract</h3>	<ul style="list-style-type: none"> <li>↳ Australian Apprenticeships</li> <li>↳ Australian Apprenticeships Centres Information</li> <li>↳ Group Training Australia – Apprenticeships &amp; Traineeships (made easy)</li> </ul>
<h3>The Legislation</h3>	<ul style="list-style-type: none"> <li>↳ Apprenticeship &amp; Traineeship Act 2001             <ul style="list-style-type: none"> <li>○ Full Guide for DET Traineeship &amp; Apprenticeships 2008</li> <li>○ DET – Commissioners Information Bulletin 314 – CSH – Amended Vocational Training Order</li> <li>○ DET – CIB 314 – Attachment A – Notice of making of a Vocational Training Order</li> </ul> </li> </ul>
<h3>Other Resources</h3>	<ul style="list-style-type: none"> <li>↳ Other training and employment services and resources:             <ul style="list-style-type: none"> <li>○ Aboriginal Employment Strategy (AES)</li> <li>○ New Careers for Aboriginal People Program (NCAP)</li> <li>○ Department of Education, Employment and Workplace Relations (DEEWR)</li> <li>○ Workplace.gov.au – Indigenous Programmes</li> <li>○ Aboriginal employment – summary</li> <li>○ List of Relevant Websites</li> </ul> </li> </ul>

# Introduction

The NSW Federation of Housing Associations (NSWFHA) is committed to increasing the number of Aboriginal workers in community housing.

The main aim of employing Aboriginal housing workers is to improve Aboriginal access to social and community housing.

This *Social Housing Employers Information Booklet – Aboriginal Traineeships* will assist with information about traineeships and what an employer of a registered trainee in social housing needs to know. Information on advertising for a trainee and what resources are available to support the traineeship – such as financial incentives and mentoring are included.

A trainee employed by a social housing provider would be enrolled in off the job training in the Certificate IV in Social Housing with the NSWFHA.

Traineeships give people a start in an industry such as social housing, with training both on the job and with a Registered Training Organisation (such as NSWFHA). This is particularly important to Aboriginal people who may face greater barriers to employment.

## **Aboriginal Traineeship Package** *(included within the Presentation folder):*

1. Information for Social Housing Employers - booklet
2. Information for New Trainees - booklet
3. Factsheets and information

For further information contact Rita McKenzie at NSWFHA:

email: [rita@communityhousing.org.au](mailto:rita@communityhousing.org.au)

ph: 9281 7144 (x 204)

## **Acknowledgements:**

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Women's Housing Company

Wentworth Community Housing

## About the Aboriginal traineeships

The key principle of traineeships is that of learning and developing skills through a combination of hands-on experience and formal training. The employer is primarily responsible for providing the trainee with relevant instruction and practical experience. This is supplemented by formalised training with the Registered Training Organisation (RTO).

### Aims

The traineeship program for Aboriginal people has two aims in mind:

- to assist housing associations to improve and increase housing options for Aboriginal people; and
- to provide training, skills and employment opportunities in community housing for Aboriginal people.

## Recruiting

An organisation can advertise for an Aboriginal trainee. Included in this booklet is a copy of a draft advertisement. Advertise through the Aboriginal press such as the *Koori Mail* or the *National Indigenous Times*. These are fortnightly newspapers so allow at least three weeks lead time for advertising. Details of both newspapers are included in the *Helpful Contacts*' List on page 20.

## Exemption

You may also need to seek an exemption from the *Anti Discrimination Board* to advertise specifically for an Aboriginal person.

### How do we apply for an exemption?

- Step 1:** Contact the Officer of the Anti-Discrimination Board to find out what kind of exemption you need to apply for.
- Step 2:** Section 126 applications should be sent to the President of the Anti-Discrimination Board. Section 126A should be sent to the NSW Attorney General.

In your letter set out your reasons for wanting the exemption.

Example of Exemption letter:

**(Date)**

The Attorney General's Department of NSW  
160 Marsden Street  
Parramatta NSW 2150

**Postal address**

Locked Bag 5111  
Parramatta NSW 2124

DX 1227  
Sydney NSW

Tel: 02 8688 7777

Fax: 02 8688 7980

Attention: ADB Exemptions Officer, Community Relations Division,

**Application for Exemption from Anti-Discrimination legislation**

The (include your organisation's name) would like to apply for exemption from Anti-Discrimination legislation under section 126. The exemption is sought for a designated Aboriginal Trainee Housing Worker.

The following points will be addressed in this application as laid out on the ADB website:

1. Name and address of your organisation and the name and phone number of a contact person:  
*(name and address of community housing provider)*

2. We are seeking exemption from the race discrimination provision of the Anti-Discrimination legislation in relation to employment.

3. What your organisation does:  
*Provide description of your organisation and what it's functions.*

4. What you would like the exemption for and how the particular position, program or service fits within the organisation's structure:

*An important aspect is to develop and improve Aboriginal access to mainstream community housing. Aboriginal people face enormous disadvantage in the housing sectors, and community housing is committed to addressing this disadvantage. A key way to improve access to services is through increased employment of Aboriginal people.*

*The regulation and key funding body for community housing – the Community Housing Division (CHD) which sits in the Housing NSW – has three commitments in relation to the provision of housing for Aboriginal people and Torres Strait Islanders. One is to encourage housing associations to increase employment of Aboriginal and Torres Strait Islander people.*

*For these reasons the ... is dedicating this position to Aboriginal people: A dedicated Aboriginal Trainee Housing worker*

5. How the employment opportunity, program or service will operate (for example, if it's a program, how often the service will be provided, what the hours of operation are, who will run it, etc)

*The ..... envisages the positions to be permanent - either part time or full time depending on the requirements of the ..... over time. Should the individual staff member leave, we would continue to target this position to an Aboriginal person.*

6. How you think targeting the position, service or program would further equal employment opportunity in your workplace or why the program or service would be of benefit to the group you are targeting

*The employment disadvantage of Aboriginal people is well documented. Dedicated positions ensure that this is in part addressed.*

7. How long you would like the exemption for and reasons which justify that length of time

8. If there are any reasons for your exemption application to be processed urgently.

*We require the position for an Aboriginal trainee housing worker very soon.*

Yours sincerely

Housing Manager,  
XYZ Community Housing Company

Using your local Aboriginal networks and organisations to do ‘word of mouth’. Aboriginal people have vast networks with their communities and throughout NSW.

A number of organisations also provide assistance with recruitment:

- The Aboriginal Employment Strategy (AES) is a not-for-profit organisation that specialises in placing and mentoring Aboriginal people into employment.
- New Careers for Aboriginal People (NCAP) can provide recruitment, support and mentoring of trainees. Housing providers can also refer their trainee to NCAP for support in the traineeship.
- Department of Employment and Workplace Relations (DEWR) fund a number of Indigenous Employment Units (IEU) to move more people into permanent employment.
- Group training organisations take on the actual employment of trainees and also provide support and mentoring. For example, WorkVentures, which has an Indigenous vocational unit, can help you find trainees, and carry out the administration of the traineeships.
- Job Networks – local and surrounding.

Contact details for these organisations are on page 20, *Helpful Contacts*.



**Taliah Brown, Aboriginal Trainee, Wentworth Community Housing, Penrith (2009)**

## Advertising for an Aboriginal trainee

### Draft advertisement

Below is a generic advertisement for use as a template. An actual example from Women's Housing Company is on the next page.

**ABORIGINAL TRAINEESHIPS IN COMMUNITY HOUSING  
NAME OF YOUR HOUSING ASSOCIATION AND LOCATION**

The XXX Community Housing Association is seeking an Aboriginal person interested in starting a career in a traineeship at an entry level position in community housing.

You must be over 15 years of age (there is no upper age limit) and have completed Year 10 at school (or equivalent).

The traineeship is full-time for 2 years during which time you will study for a Certificate IV in /Social Housing. This course combines on-the-job training with off-the-job training.

You will gain valuable work experience as well as receive a formal industry qualification in Social Housing.

The XXX Housing Company manages over 100 Properties and meets the housing needs of ..... *(Describe your housing association)*

You will be involved in a number of roles including:

- A
- B

*(Outline the roles that you would expect your trainee to fulfil)*

We are looking for someone with the following skills and experience:

- X
- Y

*(Insert a few points above)*

You will be paid at the Community Services Worker Grade 1, Year 1 salary of \$xx, xxx per annum.

*(Please confirm salary level – see page 4 above)*

For further information contact: ....at XXX Housing on Tel: \*\*\*\*\*

**Specific Advertisement drafted for the Women's Housing Company & Wentworth Community Housing:**

**Advertisement 1:**

**ABORIGINAL TRAINEESHIPS IN COMMUNITY HOUSING  
WOMEN'S HOUSING COMPANY - Surry Hills**

The Women's Housing Company is seeking an Aboriginal woman interested in starting a career in community housing.

You must be over 15 years of age (there is no upper age limit) and have completed Year 10 at school (or equivalent).

The traineeship is full-time for 2 years during which time you will study for a Certificate IV in Social Housing. This course combines on-the-job training with off-the-job training.

You will gain valuable work experience as well as receive a formal industry qualification in Social Housing.

The Women's Housing Company manages 500 properties and meets the housing needs of single women without dependant children. Properties are located across the Sydney metropolitan area with an office base at Surry Hills. The position is located at Surry Hills.

You will be involved in a number of roles including front desk reception work, a range of administration tasks. You will be responsible for maintaining office procedures such as mail, processing applications, assisting with mail outs and maintaining office equipment and supplies.

The position will also involve assisting housing staff with various duties relating to applicants, tenants and properties.

You will be paid at the Community Services Worker Grade 1, Year 1 salary of \$.. per annum.

For further information contact:

Bobbie Townsend at the Women's Housing Company (02) 9281 1764.

*PLEASE NOTE: WHC then used an Aboriginal Employment Agency to advertise. Women's Housing Company has exemption under the Anti Discrimination Act to employ a woman for this position.*

## Advertisement 2:



### Aboriginal Traineeship in Community Housing

Wentworth Community Housing is seeking an Aboriginal person interested in starting a career in community housing.

You must be over 15 years of age (there is no upper age limit) and have completed Year 10 at school (or equivalent).

The traineeship is full-time for 2 years during which time you will study for a Certificate IV in Social Housing. This course combines on-the-job training with off-the-job training.

You will gain valuable work experience as well as receive a formal industry qualification in Social Housing.

Wentworth Community Housing is a large not for profit housing association providing affordable, community-based rental housing for people on low incomes in the outer western suburbs of Sydney.

You will be involved in a number of administrative roles including:

- Reception – managing a busy reception and switchboard, advice & referral
- Asset Management – managing requests for repairs & maintenance of our properties
- Financial Administration – invoice processing, data entry, filing

The position will also involve assisting housing staff with the management of applications, tenancies and properties.

The position will be based in Penrith and paid under SACS Award Grade 1.

Applicants must obtain a position information package before applying. Phone 4731 5851 or by email [karenm@wentworth.org.au](mailto:karenm@wentworth.org.au) stating the position you wish to apply for. Specific enquiries can be directed to Joanne Mitchell, Executive Services Manager. Applications close Wednesday 11 March 2009

***Please note:** Wentworth Community Housing used Aboriginal newspapers, Koori Mail, Indigenous Times and Aboriginal networks to advertise. WCH has exemption under the Anti Discrimination Act to employ a woman for this position.*

## Existing staff and traineeships

In some circumstances existing staff can become trainees. There may even be special incentives for new trainees who are existing workers, for example, mature aged workers or workers with a disability.

### Existing worker traineeships - industrial arrangements and financial incentives

The rights and working conditions of an existing employee are not affected because they are undertaking an existing worker traineeship under an approved training contract. Existing worker trainees continue their employment under the same industrial award or workplace agreement that applied prior to the commencement of the traineeship. Any changes to the award or agreement during the course of traineeship will also apply. Employers of existing worker trainees do not receive State Government financial incentives but may be eligible for Commonwealth Government incentives. Contact your Australian Apprenticeships Centre for information on eligibility and application forms. For a definition of existing worker trainees see key terms in Section 15.

#### **Existing Worker Traineeships are available under the new Apprenticeship and Traineeship Act 2001.**

At this time Commonwealth incentives are available for Existing Worker Traineeships, subject to eligibility guidelines. Currently there is no plan to introduce state incentives for Existing Worker Traineeships in NSW. You should contact your nominated New Apprenticeships Centre (NAC) for advice in relation to eligibility for any incentive applicable to an apprenticeship or traineeship.

<http://www.australianapprenticeships.gov.au/>

Casual employees can be signed up to do traineeships. However, the effect is that they then become employees under a period contract for the term of the traineeship and are no longer casual employees. While under the contract the trainee is likely to accrue leave and entitlements and, as indicated on the training contract, be employed under an appropriate industrial instrument - either an award or registered industrial agreement.

Employers must ensure that the employee is given sufficient and regular hours of work and training each week as set out and agreed in the training contract. This must not be less than an average minimum of 15 hours per week.

#### **Fees for Apprenticeships and Traineeships**

Applicants enrolling in apprenticeships or traineeships are required to pay an annual enrolment fee. In 2009 this is \$394. ***However, Aboriginal trainees are exempt from this payment.***

## Services NSWFHA offers

The NSWFHA offers the following services to participating housing associations:

- Provides easy-to-use information on allowances, contractual arrangements and other traineeship policies and procedures.
- Assists housing associations to recruit trainees by developing pro-forma advertisements and advising on target distribution points.
- Provides individualised training plans for participating trainees
- Provides all identified formal and other training to trainees
- Provides induction and cultural awareness training to relevant housing association staff.
- Supports the housing associations involved in this program with regular telephone contact for both trainees and housing associations staff.

These resources, tools and advice are currently available to our member housing associations who wish to pursue a traineeship, although payment for some of these activities such as the Aboriginal awareness training fees would need to be negotiated.

## Housing Associations – before commencing a traineeship

Housing associations should consider the following questions before beginning a traineeship:

- Is my housing association able to employ a full time trainee for 2 years, a part time trainee for 4 years?
- What type of work would I require the trainee to undertake with my housing association?
- What position – e.g. front desk, Housing Worker etc – would be most appropriate for a trainee with my housing association?
- What ideas do I have about recruiting an Aboriginal trainee for my housing association?
- What might I include in an advertisement? Where might I advertise?
- What contacts and networks do I have that might be useful for this project?
- Does my housing association need to undertake some cultural awareness training?

## Social housing employer information

### Roles and Responsibilities – trainees & employers

Traineeships in NSW are administered under the Apprenticeship and Traineeship Act 2001 – the Act can be accessed via the Australian Apprenticeship Centre ([www.natinfo.com.au](http://www.natinfo.com.au)).

This legislation sets out the roles and responsibilities of the employer and the trainee who are party to the Training Contract as outlined below.

**Trainees** need to commit to:

- Working for a housing association in a full-time capacity for two years, or part time capacity of a minimum of 21 hours a week for four years.
- Study part-time for a Certificate IV in Social Housing. The NSWFHA, trading as the Centre for Training in Social Housing is able to provide this training as a Registered Training Organisation (RTO) via distance or face to face training delivery.

**Housing associations** as the employer will need to provide:

- Employment conditions under the Social and Community Services (State) Award NSW. More information on employment, wages and awards is provided below.
- Every opportunity to learn the skills and acquire the knowledge required to be a Housing Worker in social housing.
- Access to structured training on and/or off-the-job.
- Time off work to attend training where necessary.
- Time at work to undertake structured training and assessment work
- A safe working environment.
- Workers compensation coverage (this may be covered if you are working with an Australian Apprenticeship Centre).
- A work environment free from any form of harassment.
- Other benefits as specified in the training agreement or industrial arrangement.

Housing associations are also responsible for:

- Ensuring that the trainee has access to the full range of work required to develop the skills and industry knowledge they need for working in the social housing industry.

- Observing the trainee's progress and confirming that they are developing the required skills and knowledge.
- Keeping various records depending on the nature of the traineeship

It is recommended that all staff attend induction and cultural awareness training to support the housing association's capacity to employ and maintain Aboriginal staff.

NSWFHA can assist housing associations to find appropriate local cultural awareness training or they can register to attend the Understanding Aboriginal Culture training at the Federation.

**Housing associations are also strongly urged to continue the employment of trainees at the successful completion of their Traineeships.**

### Conditions for employing trainees

Traineeships are open to anyone who has completed Year 10 and is at least 14 years and 9 months old. There are eligibility rules for traineeships relating to previous qualifications and incentives. If a trainee has a qualification from a different training package at Certificate II to IV level that is more than 7 years old they may still qualify for incentives for their employer. Special criteria apply if the training is in the same training package as the qualification currently held. Also, any qualification obtained while at school or received within two years of completing school will be disregarded for incentives purposes provided it is for a different or higher qualification.

*Where a student younger than 15 wishes to leave school to undertake an apprenticeship or traineeship they must first obtain a Certificate of Exemption under the Education Act 1990 through their school principal. School students under the minimum leaving age who want to leave school to undertake a part-time traineeship will be assessed on a case by case basis. Students who are still at school and participating in a part-time school-based apprenticeship or traineeship do not require a Certificate of Exemption. Participation in school-based apprenticeships and traineeships requires the consent of the parent or guardian and the school. School students of any age who want to undertake a part-time traineeship separate from the school curriculum will need to demonstrate that they can comply with the required number of on-the-job training hours each week.*

Trainees are paid under the Social and Community Services (State) Award NSW. Under this award (Clause 9), trainees are paid under the National Training Wage. This is the **minimum** that the housing associations may pay.

However, housing associations can employ trainees at normal award rates, e.g. Community Services Worker Grade 1 or Grade 2. This will depend on the nature of the work trainees will be performing with the housing association, previous qualifications, skills and experience of trainees and other pertinent factors considered by the housing association.

Trainees are required to adhere to the normal conditions of employment. They may be required to work evenings or weekends, they may be required to work overtime etc, for which appropriate payments apply. Trainees are full-time or part time employees for the duration of the traineeship and accrue sick leave and holiday pay entitlements.

For Aboriginal traineeships it may also be possible to link the traineeship with another program designed to assist Aboriginal people gain employment. Contacts are provided below.

More specific and targeted information is available through your local Australian Apprenticeship Centre (AAC). They are able to visit and assist housing associations to complete all the necessary paperwork and contracts required to employ a trainee.

### **Steps for employing a trainee**

1. Contact a local Australian Apprenticeship Centre (AAC) to gather information and check information on Government incentive payments. [www.natinfo.com.au](http://www.natinfo.com.au)
2. Select a suitable employee. You may advertise yourself, approach a Job Network Agency, and use a group training organisation. A sample newspaper advertisement for an Aboriginal trainee and employment agency contacts are included with this information booklet.
3. Enrol the trainee with the NSWFHA to complete the Certificate IV in Social Housing CHC40908.
4. Complete a Training Contract Form with your local AAC.
5. Complete a Summary Training Plan at sign-up with the trainee, and an AAC Contact Sheet. The AAC representative will explain the rights and responsibilities of all parties and indicate which Commonwealth incentives may be applicable to this training arrangement.
6. The AAC checks the Contract and Training Plan and submits them to the Department of Education and Training (DET)
7. Approximately four weeks after commencement, an approval or dismissal letter will be sent by the DET indicating the probationary period applicable to the traineeship. If approved the training arrangement becomes binding. The trainee can apply for a public transport concession.

8. A letter will be sent by the AAC advising the employer of their eligibility for Commonwealth Incentives for this particular trainee. If the employer is eligible they shall receive a claim form for a Commencement claim.
9. When the probationary period expires, the Training Contract is automatically registered.
10. Within 12 weeks of commencement, the RTO (NSWFHA) should send the employer and trainee a Full Training Plan. The RTO is also responsible for delivering and monitoring the training and assessing the trainee's progress, and finally issuing a qualification if successful.
11. When 3 months from commencement has passed and the trainee is registered, lodge the claim for Commonwealth Incentives with your AAC.
12. From the commencement of the traineeship the Apprenticeship Centre will visit the trainee in the workplace to assess if they are happy with the training, employment, are being provided with the opportunity to practice what they learn etc.

### **Subsidies available for employers and trainees**

Assistance is provided to both housing associations and trainees. Specific information should be sought from your Australian Apprenticeship Centres when details of your trainee (eg previous qualifications etc) are available.

As an initial guide, assistance to **employers** may include:

- Commonwealth apprenticeship incentives here are:  
A minimum of \$1,250 (for Cert II) up to \$4,000 (for Cert III and IV) subsidy for each indentured trainee. Incentives for Cert IV are as follows:
  - Commencement: \$1,650
  - Completion: \$2,750
- Employers receive the first incentive 3 months after the commencement of the trainee and the second subsidy when the trainee successfully completes the Certificate IV in Social Housing
- Workers Compensation coverage for each trainee
- Cost of training
- Wage assistance program through Centrelink for employing Aboriginal people. If you are employing an Aboriginal person registered with Centrelink they may be eligible for up to a further \$4,400 over six months. You can apply on line within 28 days of commencement of employment or contact Indigenous Employment Unit within the Department of Employment and Workplace Relations (see 'Helpful Contacts' listing on page 20)

Assistance to the **trainee** may include:

- Living Away From Home Allowance
- Public transport concessions
- Health Care Card

## Housing Aboriginal people: good practices

### Understanding who's in your community

Ensure you understand who is in your Aboriginal communities.

Use practical strategies for establishing solid networks with the appropriate Aboriginal people in your community.

### Networking

- Contact Elders in the local community.
- Contact local services such as the Aboriginal medical services.
- Contact other Aboriginal services such as the Local Aboriginal Land Councils.
- Attend the Aboriginal interagency meeting.
- Develop a relationship with the Aboriginal worker within the community /government.
- Contact the NSW Aboriginal Housing Office regional office in your community.

### Allocation policies

- Contact Aboriginal people on the waiting list and together work out ways to keep in contact with them.
- Change allocation policy to ensure Aboriginal people are being targeted.
- Use an outside panel when allocating to ensure transparency and accountability.

### Information for applicants

Contact the NSW Federation of Housing Associations for assistance in developing a culturally appropriate client information sheet to explain the allocation process and eligibility.

### Rent arrears

Get in early on rent arrears to avoid having to get to the eviction stage.

### Internal policy

- Establish a Board of Management working group to consider endorsing the *Housing Aboriginal people — a Commitment to Service* statement (an example has been included).
- Work towards developing a statement on reconciliation that can be included in your organisation's philosophy statement, which will then be included in your internal policy and procedure manual.

### **Staff & board training**

Contact the local Aboriginal services and workers with the local Aboriginal communities to find out about cross-cultural awareness training. Contact NSW Federation of Housing Associations for further details on cultural awareness. The two cultural awareness training sessions available are 'Understanding Culture' and 'Understanding Aboriginal Culture'. Both are one day workshops.

### **Employing Aboriginal people**

- Apply for funds for an Aboriginal worker from state and federal employment agencies.
- Advertise vacancies through local networks, regional press and Aboriginal press

## An example of a Commitment Statement

### HOUSING ABORIGINAL PEOPLE — A COMMITMENT TO SERVICE

..... resolves to:  
(Insert housing association name)

Provide high quality services to Aboriginal tenants and applicants.

Take positive steps to understand the housing needs of Aboriginal people in our community.

Work to build good, respectful relationships with Aboriginal tenants, applicants, their extended families and communities.

Provide information about services, policies, procedures and rules in easy English and in culturally appropriate formats.

Involve Aboriginal people in the management of their own housing and of the organisation.

Undertake cultural awareness training for workers, volunteers and committee members.

Consider Aboriginal people eligible for older persons housing at age 45 and above.

Signed .....

Name .....

Position .....

On behalf of .....  
(Insert Housing Association name)

Date .....

## Helpful contacts

Organisation	Contact	Contact Details
NSW Federation of Housing Associations	Rita McKenzie Training and Resource worker, GPU	Ph: (02) 9219 8144 ext 204 <a href="mailto:rita@communityhousing.org.au">rita@communityhousing.org.au</a> <a href="http://www.communityhousing.org.au">www.communityhousing.org.au</a>
Housing Association who employed Aboriginal Trainees:  Wentworth Community Housing	Joanne Mitchell	<b>Head Office - Penrith</b> PO Box 4303 Penrith Westfield NSW 2750 Ph: (02) 4731-5851 Fax: (02) 4721-5336 email: <a href="mailto:admin@wentworth.org.au">admin@wentworth.org.au</a> Office Hrs: Mon/Tues/Thurs/ Fri - 8.30am-4.30pm; Wed - 1.00pm-4.30pm Website: <a href="http://www.wentworth.org.au">www.wentworth.org.au</a>
Australian Apprenticeship Centres	For your nearest contact phone or access their website	Ph: 1800 338 022 <a href="http://www.natinfo.com.au">www.natinfo.com.au</a>
DET - New Careers for Aboriginal People (NCAP),  NSW Department of Education and Training	Aboriginal community projects	<a href="http://apprenticeship.det.nsw.edu.au">http://apprenticeship.det.nsw.edu.au</a>  Ph: (02) 9266 8350  Fax: (02) 9266 8505
AES – Aboriginal Employment Strategy	Go to website to locate local office in your area.	<a href="http://www.aboriginalemploymentstrategy.com.au">www.aboriginalemploymentstrategy.com.au</a>
Department of Employment and Workplace Relations (DEWR)	For your local contacts, Indigenous Employment Centres (IEC)	<a href="http://www.dewr.gov.au/">http://www.dewr.gov.au/</a>
Wage Assistance Program	On line information and application	<a href="http://www.wageassistance.gov.au">www.wageassistance.gov.au</a>
Australian Government	Go to Website for further information - STEP (Structured Training & Employment Programs)	<a href="http://www.workplace.gov.au">www.workplace.gov.au</a>  ph: 1300 363 264

Group Training Organisations Employ New Apprentices, and then hire them out to 'host employers'.	The website has a register of local group training organisations	<a href="http://www.grouptraining.com.au">www.grouptraining.com.au</a>
Vocational Training Service for Indigenous people through WorkVentures Group training organisation	Tom McKay	ph: (02) 9282 6966 <a href="mailto:tom.mckay@workventures.com.au">tom.mckay@workventures.com.au</a>
Department of Industrial Relations for advice on Rates of Pay under SACS	State Awards Information	Ph: (02) 131 628 <a href="http://www.industrialrelations.nsw.gov.au">www.industrialrelations.nsw.gov.au</a>
Department of Workplace Relations and Small Business	Federal Awards Information including New Training Wage	Ph: (02) 1300 363 264
NSW Aboriginal Housing Office	Dianne Chapman	Ph: (02) 8836 9429 <a href="mailto:dianne.chapman@aho.nsw.gov.au">dianne.chapman@aho.nsw.gov.au</a> <a href="http://www.aho.nsw.gov.au">www.aho.nsw.gov.au</a>
Aboriginal Cultural Awareness Trainers	local Aboriginal community; TAFE or the Federation can assist in finding a suitable trainer	Note: Web search /google for NSW Aboriginal Cultural Awareness training/trainers, there are numerous entries to search from.
Understanding Aboriginal Culture – Cultural awareness training	NSW Federation of Housing Associations Rita McKenzie – Training & Resource Worker, Good Practice Unit	Ph: (02) 9281 7144 (x204) <a href="mailto:rita@communityhousing.org.au">rita@communityhousing.org.au</a> Understanding Aboriginal Culture – one day workshop (2008 Training Information Booklet for details of dates and times for registration)
Aboriginal Newspapers (press)  *details of dates & deadlines can be accessed from the websites	Koori Mail  National Indigenous Times	Ph: (02) 66 222 666 <a href="http://www.koorimail.com">www.koorimail.com</a> Stuart Corbett or Naomi Moran  Ph: 1300 786 611 <a href="mailto:sales@nit.com.au">sales@nit.com.au</a>

## Glossary

NSWFHA	NSW Federation of Housing Associations Inc
RTO	Registered Training Organisation
NSW AHO	NSW Aboriginal Housing Office
HA's	Housing associations
DEWR	Department of Employment and Workplace Relations
IEU	Indigenous Employment Units (DEWR)
AAC	Australian Apprenticeships Centres
AES	Aboriginal Employment Strategy
DET	Department of Education and Training
NCAP	New Careers for Aboriginal People
STEP	Structured Training and Employment Programs