

# ROBINA CAMPUS EQUITY & DIVERSITY



## Inclusion training

TAFE Queensland offers a [range of learning and development opportunities](#) to support employees to build foundation skills and knowledge to contribute to diverse and inclusive working and learning environments.

## Equity and diversity data

TAFE Queensland collects diversity information that helps us to better understand our workforce and offer the right programs for you.

This data takes less than 5 minutes to complete and you can be confident that your information will be used appropriately and in accordance with the [Information Privacy Act 2009](#).

The information you provide will be used for statistical purposes only and no information identifying you personally will be disclosed to any agency or person.

Even if you believe you have provided your diversity information previously, we ask you to check this information as it may have changed over time.

Inclusion learning and development opportunities

Staff Equity and Diversity Policy

Be Proud! Identify! Update your diversity information today

Reconciliation Action Plan

First Nations Employment Strategy

LGBTQIA+ Initiatives

## Staff Equity and Diversity Policy



### 1. Purpose

Provides a policy position for TAFE Queensland's management of equity and diversity in employment.

### 2. Overview

#### Policy Intent:

TAFE Queensland celebrates and values the diversity of its community and is dedicated to ensuring equal opportunity and treatment of staff throughout the full employee life cycle.

At TAFE Queensland we believe that all staff have the right to be their true selves, supported by a culture of respect and inclusion.

#### Policy Principles:

TAFE Queensland is committed to the following principles for the management of staff equity and diversity:

*Principle 1:* TAFE Queensland will provide equal opportunity and access to all applicants during recruitment and selection, through inclusive practices and reasonable adjustment.

*Principle 2:* TAFE Queensland will create a positive, safe work environment that is free from unlawful discrimination, harassment, and other inappropriate behaviours.

*Principle 3:* TAFE Queensland will foster and promote a respectful and inclusive workplace culture in which all employees feel safe, valued, accepted and supported at work and can participate equally.

*Principle 4:* TAFE Queensland will develop a workforce that represents and reflects diverse views, experiences and backgrounds.

#### Accountability:

The Chief Human Resources Officer is accountable for ensuring the management and maintenance of this policy, including ensuring its continued appropriateness to the business, compliance with legislation and periodic review.

TAFE Queensland Executives are responsible for administering this policy for TAFE Queensland.

TAFE Queensland is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), TAFE Queensland has an obligation to act and make decisions in a way that is compatible with human rights and to give proper consideration to human rights when making a decision. When making a decision under a policy or guideline, decision-makers must comply with that obligation.

Further information about the [Human Rights Act 2019](#) is available at:

- [www.qhrc.qld.gov.au/your-rights/human-rights-law](http://www.qhrc.qld.gov.au/your-rights/human-rights-law); and
- [www.forgov.qld.gov.au/humanrights](http://www.forgov.qld.gov.au/humanrights) (Queensland government employees only).

# Student Equity and Diversity Policy



## 1. Purpose

Provides TAFE Queensland with a policy position for the management of student equity and diversity.

## 2. Overview

### Policy Intent:

TAFE Queensland celebrates and values the diversity of its community, and is dedicated to ensuring equal opportunity and treatment for students throughout their learning experience.

In particular, TAFE Queensland is committed to creating a positive learning environment for students that promotes equality, is free from discrimination, bullying and harassment, and is supportive of the specific needs of individuals.

### Policy Principles:

TAFE Queensland is committed to the following principles for the management of student equity and diversity:

*Principle 1:* TAFE Queensland will provide equal access to all prospective students during the admissions process.

*Principle 2:* TAFE Queensland will create a supportive and positive learning environment that protects students from discrimination, bullying, harassment, and other inappropriate behaviours.

*Principle 3:* TAFE Queensland will foster an inclusive and flexible learning environment that works to meet the specific needs of students.

*Principle 4:* TAFE Queensland will provide students with access to appropriate support services.

### Accountability:

The Chief Academic Officer is accountable for ensuring the management and maintenance of this policy, including ensuring its continued appropriateness to the business, compliance with legislation and periodic review.

TAFE Queensland General Managers are responsible for administering this policy for TAFE Queensland.

## NATIONAL NAIDOC WEEK 2023



# FOR OUR ELDER'S

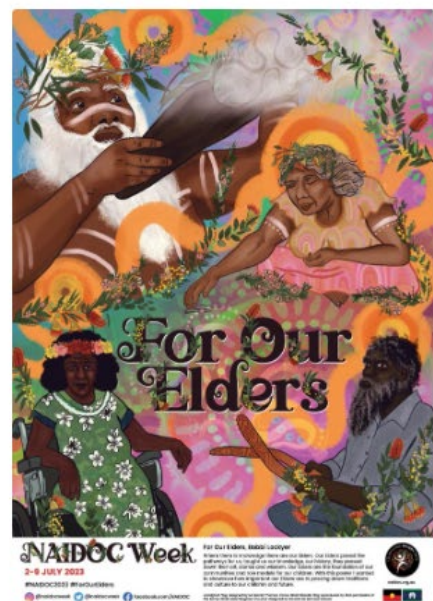
2-9 JULY 2023

The theme for 2023 National NAIDOC Week has been announced - For Our Elders. See the announcement [here](#) and download NAIDOC Week logos and other resources [here](#).

Learn more about the artist of this year's NAIDOC Week Poster, Bobbi Lockyer [here](#).

Please check back closer to the date for information on events.

If you have any questions about these initiatives, please email [TQ.HRProjects@tafeqld.edu.au](mailto:TQ.HRProjects@tafeqld.edu.au).





## Reconciliation Action Plan 2021-2023

DOWNLOAD THE PLAN

## TAFE QUEENSLAND FIRST NATIONS EMPLOYMENT STRATEGY 2022-2023

TAFE Queensland is committed to reconciliation and creating a workplace that represents our broader community. We believe that First Nations peoples provide a valued and substantial contribution to our culture, our workplace and learning environments and the communities we serve. Through our First Nations Employment Strategy, we aim to build a culturally safe workplace for our First Nations employees, to understand their needs and to empower them to achieve their aspirations through access to career development opportunities. This Strategy will be achieved through purposeful collaboration between TAFE Queensland regions.

### OUTCOME 1: ATTRACTION AND RECRUITMENT

Regional and overall targets of First Nations workforce participation are met to ensure our organisation reflects, and relates to, our students, clients and the communities we serve.

#### First Nations Employment Targets:

North	6%
South West	4%
East Coast	3%
Brisbane	3%
SkillsTech	3%
Corporate	3%
International Education	3%
Gold Coast	1.5%
Online	1.5%

TAFE Queensland target 3%\*

#### Actions

1. Explore opportunities for increased First Nations peoples' employment within our organisation with particular focus on improving representation in Educator roles.
2. Embed culturally safe and inclusive attraction, recruitment and selection processes that are underpinned by best practice.
3. Continually progress towards achieving workforce participation targets.
4. Provide support to hiring managers to build cultural knowledge and capability in order to conduct inclusive recruitment and selection activities.

\*Current Public Service Commission employment target

### HOW WE WILL DO THIS

The First Nations Employment Strategy will be promoted to hiring managers to ensure a strong awareness and understanding of targets and the processes and practices required to meet these

In certain locations where First Nations community representation is high, targets will be set for identified positions to ensure the community is represented

When Educator or TAFE Services vacancies become available, consideration will be given to establishing the role as an identified position, taking into account the suitability of the position and available talent

Entry-level pathways into Educator roles will be explored to increase opportunities for long-term employment at TAFE Queensland

Traineeships, Foundation Educator and other identified positions will be promoted to First Nations students and alumni

A database of First Nations media channels and organisations will be developed and maintained for use by regions when advertising vacancies

Identified positions will be advertised through First Nations media channels and other relevant forums that reach First Nations peoples in communities

Role Description templates, Applicant and Employment Information Guides will be reviewed to ensure inclusion of an Acknowledgement of Country, culturally diverse imagery and information that supports First Nations applicants and employees through recruitment and onboarding

Selection panels for identified positions will include a First Nations representative in order to combat unconscious bias

Non-traditional selection methods that are appropriate to the role will be considered where possible

Attraction and retention rates of identified positions will be monitored to ensure strategies are effective

Advertising, interviewing and communication support materials and training opportunities will be promoted to educate employees on inclusive recruitment practices

The Strategy, the recruitment portal and recruitment campaigns will be promoted through TAFE Queensland's TOTEMS publication and other channels

Where opportunity arises and budget allows, First Nations artefacts and artwork will be incorporated in visible locations on campuses to contribute to a culturally inclusive and visually inviting workplace

## TAFE QUEENSLAND FIRST NATIONS EMPLOYMENT STRATEGY 2022-2023

### OUTCOME 2: RETENTION, ENGAGEMENT AND CAREER DEVELOPMENT

A positive, safe and rewarding work environment in which First Nations employees are supported, developed and recognised for their achievements.

#### Actions

1. Ensure new employees feel welcome through the provision of a culturally safe and supportive on-boarding program, induction and probation process.
2. Ensure inclusive career and professional development practices and leadership development opportunities.
3. Reward and recognise employees who significantly contribute to promoting reconciliation and building diversity and inclusion within the organisation.
4. Establish and maintain partnerships with other agencies in regards to career pathways programs.
5. Encourage all staff to understand dates and events of significance to First Nations peoples.
6. Foster a culturally safe workplace through education and leadership.

### HOW WE WILL DO THIS

A First Nations Employee Network will inform and guide workforce initiatives including capability development and learning opportunities

A First Nations SPOT page will be developed with information on employment conditions and opportunities

Regional on-boarding processes will be reviewed for cultural appropriateness, including Acknowledgment of Country cards in induction/welcome packs

New employees will be provided information regarding the opportunity to self-disclose First Nations heritage via Aurion ESS

New employee induction and mandatory refresher training modules will be updated to include Reconciliation Action Plan and other First Nations initiatives

Support will be in place for First Nations employees and their manager/supervisor to undertake appropriate probation processes

Mentoring opportunities for First Nations employees will be developed to support progression into leadership roles

Access to the Public Service Commission's Aboriginal and Torres Strait Islander Career Pathways Service will be pursued to diversify and strengthen career opportunities for First Nations employees

Cultural Competency training for all employees will be promoted to develop awareness and build cultural capability across the organisation

Employee excellence in achieving Reconciliation Action Plan deliverables, advancing reconciliation or First Nations education and awareness initiatives will be recognised and rewarded through the Diversity and Cultural Contribution Award at region and state levels

First Nations Mental Health First Aid for educators/counsellors will be explored for potential benefits

### OUTCOME 3: PEOPLE DATA

Effective decision making supported by accurate people data.

#### Actions

1. Ensure provisions are made for the collection of accurate equal employment opportunity data in a regular and timely manner.
2. Effectively utilise data to identify and monitor trends (e.g. recruitment, workforce participation, attrition/turnover, cultural safety) to inform decision making and action planning.

### HOW WE WILL DO THIS

First Nations workforce data will be monitored and progress tracked towards employment targets

An annual 'Be Proud! Identify!' campaign will be implemented to educate all employees of the opportunity to self-identify First Nations heritage in the Equity and Diversity section of Aurion ESS

The performance of identified position recruitment will be monitored through analysis of talent search outcomes (number and quality of applications received, appointment of successful candidate, retention and turnover)

Employee Engagement Survey design will be reviewed to ensure questions relating to diversity and inclusion can sufficiently capture employee sentiment

Employee Engagement Survey results relating to diversity and inclusion will be monitored and action planned as appropriate

# LGBTQIA+ Initiatives

DAVIES, Kate  
Principal Advisor

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At TAFE Queensland we believe that everyone has the right to be their authentic self at all times, including in the workplace.

TAFE Queensland is committed to developing and maintaining an inclusive and safe environment for all employees and students that is free from discrimination, harassment and bullying.

## TAFE Queensland Policies



Student Equity and Diversity Policy



Staff Equity and Diversity Policy



LGBTQIA Support Guideline



Supporting LGBTQIA Staff and Students Fact Sheet



Change of Personal Details Action Plan



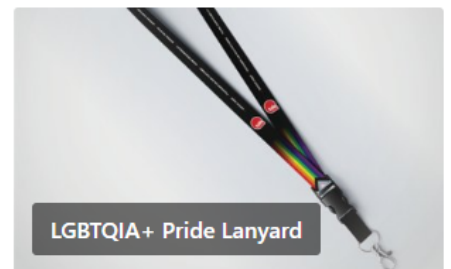
LGBTQIA+ Inclusive language in the workplace



IDAHOBIT



Wear it Purple Day



LGBTQIA+ Pride Lanyard

TAFE QLD Regions are able to order LGBTQIA+ lanyards for employees



TAFE Queensland Pride Network

## PRIDE NETWORK

In late 2021, the TAFE Queensland Pride Network was created.

The Pride Network offers a forum for LGBTQIA+ employees and allies across all regions to connect and collaborate in a shared and safe environment. Members have the opportunity to lead discussions and share ideas on how to create and enact inclusive practices at TAFE Queensland. Members will also be provided with the opportunity to lead and/or be part of key initiatives being driven by the network.

The network meets regularly via Teams.

All employees (including casual, temporary and permanent employees) who identify as LGBTQIA+ or an ally are welcome to join.

If you would like to join the network, please email [TQ.HRProjects@tafeqld.edu.au](mailto:TQ.HRProjects@tafeqld.edu.au).



Policies and Guidelines

[LGBTQIA Support Guideline](#) - Provides TAFE Queensland with guidelines to support staff and students who identify as lesbian, gay, bisexual, transgender, queer, intersex, or asexual (LGBTQIA).

[Supporting LGBTQIA Staff and Students Fact Sheet](#) - TAFE Queensland provides a range of support services for staff and students who identify as lesbian, gay, bisexual, transgender, queer, intersex, or asexual (LGBTQIA) which are outlined in this Fact Sheet.

[Change of Personal Details Action Plan](#) - Plan that may be completed when a staff member or student changes their personal details e.g. name or gender.