



TENDER
RESPONSE:
Army Indigenous
Development
Program
Education and
Physical Training

January 2019 - January 2020

TENDER RESPONSE: ARMY INDIGENOUS DEVELOPMENT PROGRAM

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1 GRIFFITH SKILLS TRAINING CENTRE INC – RTO 7104

Griffith Skills Training Centre is an established registered training organization operating in regional NSW for over 20 years. We specialize in training Indigenous students in transitioning skills for work. Through our business, Summit Employment and training, we employ over 20 staff and manage the funding and service provisions in Wagga and surrounds for the New Careers for Aboriginal People (NCAP) officer. We employ local Aboriginal people for NCAP and support Aboriginal people in training, work placement and mentoring to secure long term outcomes.

We have an extensive background in educating and supporting Aboriginal people, for example we partnered with §47G

§47G under the Indigenous Employment Program (IEP). §47G an outstanding outcome.

Our qualified trainers are culturally aware, experts in language literacy and numeracy skills essential for employment and many are of Aboriginal decent. We pride ourselves on the ability to build a trusting relationship with Aboriginal students, maintain their engagement and succeed in transitioning Aboriginal people for long term outcomes.

As demonstrated in the attached capability statement, Summit has extensive experience in working with a range of government funded clients to meet their needs, comply with reporting requirements and most importantly working on specific programs to ensure all stakeholder needs are exceeded.

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2 OUR APPROACH TO THE TENDER REQUIREMENTS

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An outline of the fitness program that s47G has recommended for the recruits is detailed below:

Stage	Description of program
s47G	
	• Test results analyzed for each recruit.
s47G	
	fitness results aligned to the requirements of the PFA.
s47G	
	• Retest PFA and baseline workout. • Assess results.
s47G	
s47G	• Skills testing. • Strength testing. • BFA and baseline final testing

Educational Program

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[Date]

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3 CERTIFICATE II EDUCATIONAL PROGRAM,

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UNIT NAME & CODE	CRITICAL LEARNING ELEMENTS	METHOD OF LEARNING AND ASSESSMENT
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[Date]

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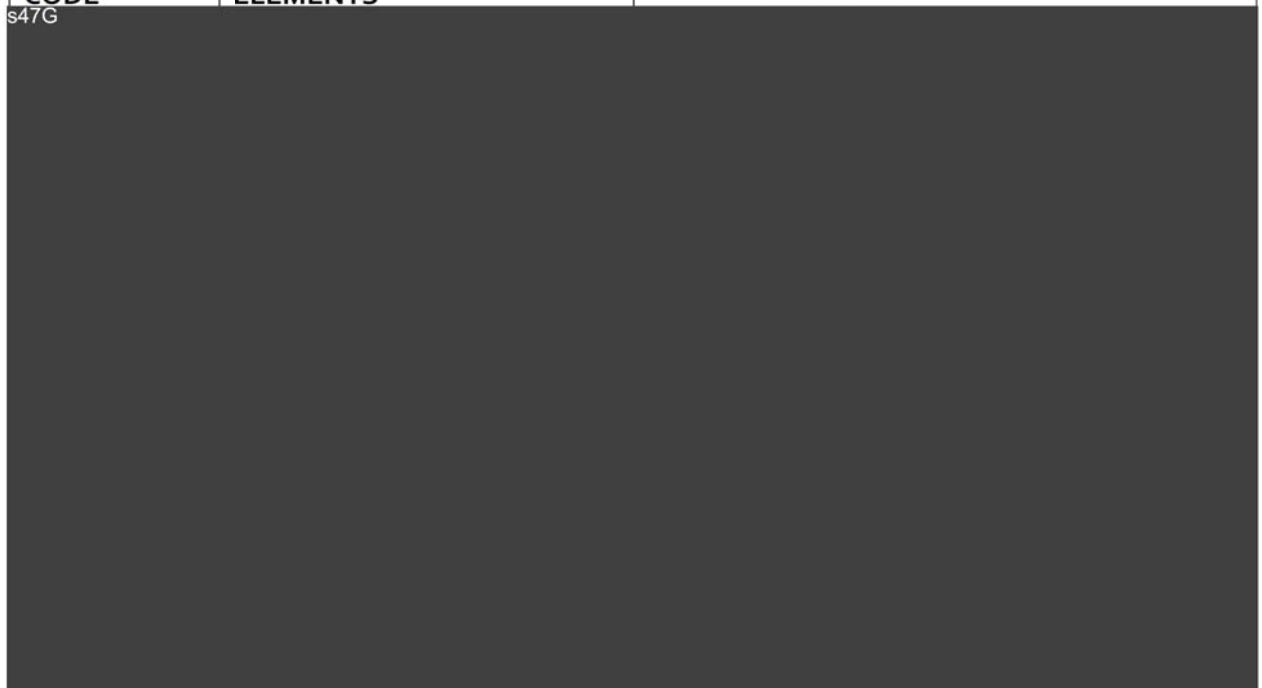


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UNIT NAME & CODE	CRITICAL LEARNING ELEMENTS	METHOD OF LEARNING AND ASSESSMENT
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[Date]

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4. OUR PEOPLE

Name	Position	Role in the program & percentage of time	Relevant experience
s47G		ADF contact for the program to ensure all outcomes and deliverables are met	<p>Over 30 years experience in skills for work and training.</p> <p>Manager of Summit, group training organization</p> <p>Principal funding manager for a using a variety of State funding models applied to specific projects, these include:</p> <ul style="list-style-type: none"> •The Indigenous Employment Program (IEP) and Indigenous Advancement Strategy •Community Development & Employment Projects (CDEP) Program •Job Network & Job Services Australia. •Smart and Skilled Training Program s47G <p>s47G</p> <p>Successfully managed and delivered training to the following bodies:</p> <ul style="list-style-type: none"> •Department of Education, Employment and Workplace Relations (DEEWR) – JSA Employment Services •Prime Minister and cabinet (PM&C) – Indigenous Advancement Strategy, training and employment Projects in regional NSW. •Department of Industry (State Training Services) – Smart & Skilled training for individuals and groups in the Riverina <p>s47G</p>

[Date]

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			<p>§47G</p> <p>•Department of Families, Housing, Community Services and Indigenous Affairs (DFHCSIA) – CDEP projects in Far West and Riverina NSW</p> <p>§47G</p>
§47G		<p>Primary project manager for the program & teacher in skills for work and training. Specialist in engagement and English skills applies to all levels of employment requirements.</p> <p>§47G</p>	<p>12 years experience in accredited teaching and training and curriculum design. Designed and delivered over 30, 26 week programs as a supplier to the job active sector focusing on skills for work and training. These programs were aligned to a range of industry requirements.</p> <p>§47G</p>
		<p>§47G</p>	<p>-Managed Workforces of 80 and over in private enterprise and overviewed teaching programs and design for the Victorian and the NSW government sector.</p>
§47G	Consultant to Griffith Skills training, expert LL&N Teacher.	<p>Educational designer and teacher in the program. §47G</p>	<p>§47G the manager of Education & training in language literacy and numeracy programs §47G most familiar with the requirements of this program. §47G passion for engaging with diverse groups to ensure the LL&N skills are not a barrier to success and progress. §47G</p>
§47G	§47G	<p>Teacher – Cultural Awareness and diversity §47G</p>	<p>§47G an accredited Indigenous facilitator who works with a range of industry groups in developing RAP strategies, leadership programs and cultural awareness. §47G</p>

[Date]

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s47G	Teacher / trainer Griffith Skills training	Teacher of orienteering and safety with some input into numeracy teaching. s47G	s47G Duties entailed identifying candidates, recruitment, skill proficiency and promotions and training and evaluation. s47G Griffith Skills focusing on logistics, high risk and compliance programs. s47G
s47G	Aboriginal mentor and teacher	Aboriginal teacher in skills for learning and comprehension. s47G	s47G Aboriginal man who has worked in a range of environments, from AFL Indigenous academics manager through to the role of being an Aboriginal legal advisor. s47G

5. ABORIGINAL MENTORS AND ELDERS

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In addition to Elder support, the program will have specific areas of learning that are mentored by a well known s47G. These are also detailed below:

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ELDERS:

s47G Has agreed to co ordinate the Elders to support the program in a mentoring capacity. s47G

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Graduations to be arranged by Griffith Skills in consultation with any special needs of ADF. The Indigenous culture would be celebrated s47G

We will work s47G to create a culturally relevant and inclusive dance for the group. Recruits that want to participate in the dance will be welcomed and mentored by s47G the team. s47G

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LOCATIONS FOR THE TRAINING:

The educational training program will take place at the following address:

-Riverina Community College Wagga Wagga
96 Murray Street
Wagga Wagga 2650

-Some units such as orienteering will be completed at the s47G
Wagga Wagga 2650

*Griffith Skills training will ensure a cultural safe space for the program at each of these locations. We see this safe space as a critical option for recruits that may need to take a break from the program.

[Date]

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6. CRITICAL ASSUMPTIONS

- ADF will provide recruits between s47G [REDACTED] Indigenous army recruits per AIDP program
- s47G [REDACTED]
- All Indigenous pre-recruits are employed by ADF.
- s47G [REDACTED]
- s47G [REDACTED]
- ADF will provide all pre-recruit meals.
- ADF will supply gymnasium facilities and space for the physical training close to Kapooka
- Transport to and from Kapooka to Riverina Community College will be provided by ADF
- Learning Resources will be provided by Griffith Skills training to each recruit.
- Learning Resources will include: s47G [REDACTED]
- Costs of learning resources have been factored into the program pricing
- There will be a day excursion to Canberra War Memorial (Date TBA). ADF will organise recruit transport to and from the venue and supply recruits with packed meals. s47G [REDACTED]
- s47G [REDACTED]
- s47G [REDACTED]
- A special graduation ceremony will be arranged by Griffith Skills training in consultation with the requirements and protocols of ADF. s47G [REDACTED].

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7. SCHEDULE OF FEES

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Educational program expenses	Fee
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Non Educational program expenses	Fee
s47G	

s47G

s47G

Number of Recruits	TOTAL COSTS
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This pricing is inclusive of GST and fixed for all programs in the year of 2019 of this contract.

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[Date]

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Proposed Payment Schedule

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Example below, based s47G

Due Date	Amount
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8. ADDITIONAL COMMITMENTS TO REQUIREMENTS AS STATED IN THE APPROACH TO MARKET DOCUMENT

-Griffith Skills training will ensure reasonable adjustment of assessment tasks in the s47G

Nationally endorsed training framework of Australia. s47G

ADF personnel would be notified of any specific support required so to enhance consistency throughout the whole of the experience and into the future with the ADF.

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-Griffith Skills training will commit to working with ADF to provide all of the program performance reporting requirements as described in the tender document. s47G

We will make available subject matter experts and use templates provided by ADF for reporting recruit outcomes and incidences. We understand that the following performance reports will be required:

s47G each recruit's progress towards Army's General Entry Standards

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s47G weekly updates on any instances of behaviors or attitudes and any significant successes

-Throughout the completion of s47G

[Date]

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Both contact names of Griffith Skills training and s47G are made available on the primary contact list of this document.

9.TENDER RESPONSE CONTACTS

Griffith Skills training invites ADF to make contact to seek further information in regards to any aspects of this tender response. We have listed 2 primary contact as detailed below:

Mark Taylor CEO Griffith Skills Training RTO 7104 ABN: 90105098841 Phone: 0429 642 811 Email: mark.taylor@summit-et.com.au	s47G
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10.REFEREES

s47G

[Date]

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11. ATTACHMENTS

1. Griffith Skills training Capability Statement
2. s47G [REDACTED]

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**CAPABILITY STATEMENT**

Company name: Griffith Skills Training Centre Ltd
 T/A Summit Employment and Training
 Company address: 33A Thompson St.
 Wagga Wagga NSW 2650
 Company: www.summit-et.com.au
 Contact: Mark Taylor
 Email: mark.taylor@summit-et.com.au

Our Goal

Summits corporate objectives are to develop and manage projects that assist disadvantaged people to improve their job skills, their ability to seek and obtain work and their sense of purpose and direction. Summit's Registered Training Organisation (RTO) with significant and successful experience in delivering training for Indigenous Australians across much of regional NSW is key to achieving these objectives..

Past Performance	Differentiators
<ul style="list-style-type: none"> Department of Education, Employment and Workplace Relations (DEEWR) – JSA Employment Services Prime Minister and cabinet (PM&C) – Indigenous Advancement Strategy, training and employment Projects in regional NSW. Department of Industry (State Training Services) – Smart & Skilled training for individuals and groups in the Riverina s47G [REDACTED] s47G [REDACTED] Department of Families, Housing, Community Services and Indigenous Affairs (DFHCSIA) – CDEP projects in Far West and Riverina NSW s47G [REDACTED] s47G [REDACTED] 	<ul style="list-style-type: none"> Genuine partnership with Aboriginal communities and elders Involvement of Aboriginal communities and elders in program design and support of learners. Training aimed at meeting employers needs whilst recognising individual's career goals. Entry level employment skills training (foundation skills) complimented by specific industry skills training Training delivered in practical situations providing opportunities for learners to show competence. Dedicated support staff and mentoring regime to ensure success Post placement support to ensure long term outcomes

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Company Data	Scope of Registration
<p>Quality Management System based on the requirements of the standard AS/NZS/ISO 9001:2008.</p> <p>Tailored policies and procedures to meet the requirements of various funding bodies and authorities such as:</p> <ul style="list-style-type: none"> • Department of Jobs and Small Business • Department of the Prime Minister and Cabinet • Department of Industry • Department of Social Services • Department of Family and Community Services • Australian Skills Quality Authority • Approved Providers List contract (under State Training Services) 	<p>ASQA Accreditation Certificate 2 Skills for Work and Vocational Pathways Cert 2 – 4 Business Cert 2 - 4 Retail Cert 2 - 3 Logistics Cert 2 - 3 Warehousing Operations Cert 1 Conservation & Land Management Cert 2 - 4 Agriculture</p> <p>SafeWork NSW High Risk and WHS accreditation OLGA NSW accreditation</p>

GROWTH, SUPPORT, TRANSFORM COMMUNITY

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[Date]