



CG-P006 ABORIGINAL AND TORRES STRAIT ISLANDER AWARENESS POLICY

CG-P006 Aboriginal and Torres Strait Islander Cultural Awareness Policy v1.0

1. Purpose

Dijan Training Program Ltd (DTP) is committed to fostering a culturally safe and inclusive learning and working environment that recognises, respects, and supports the cultural identity, diversity, and knowledge of Aboriginal and Torres Strait Islander learners, staff, and communities.

This policy provides a framework for culturally responsive engagement and delivery of training and assessment, in alignment with the **Standards for RTOs 2015**, particularly Clauses **1.7**, **1.3**, **2.1-2.2**, and **6.1**, and with respect to the **National Aboriginal and Torres Strait Islander Education Strategy** and Closing the Gap commitments.

2. Scope

This policy applies to:

- All DTP staff, trainers, assessors, and contractors
- Learners who identify as Aboriginal and/or Torres Strait Islander
- Governing Board, Executive Officers, and Compliance Managers
- External stakeholders, Elders, cultural advisors, and community representatives

3. Policy Statements

3.1 Cultural Respect and Awareness

- DTP recognises the unique connection of Aboriginal and Torres Strait Islander peoples to land, language, culture, and community.
- All staff must undertake annual cultural competency training.
- An Acknowledgement of Country must be included at all major DTP events and meetings.

3.2 Gender-Cultural Sensitivity: Men's and Women's Business

- Trainers must consult with Aboriginal learners to identify any elements of training that may conflict with gender-specific cultural protocols (e.g. Men's or Women's Business).
- Adjustments to delivery or assessment will be made in consultation with the learner and relevant cultural advisors to ensure respectful inclusion.

3.3 Language and Terminology

- Use of culturally appropriate language is mandatory.

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- Refrain from using generalised or offensive terminology such as “Indigenous” without context.
- Refer to “Aboriginal and/or Torres Strait Islander peoples” or use specific nation or language group names where known and appropriate.

3.4 Literacy and Learning Support

- Staff must provide literacy, numeracy, or digital literacy support with cultural sensitivity and without causing shame or embarrassment.
- Learners may nominate a trusted family or community member to assist in communication or support roles.

3.5 Non-verbal Communication Practices

- Staff must be aware that silence, gesture, and body language are key features of Aboriginal and Torres Strait Islander communication and are not to be misinterpreted as disengagement.
- Allow time for group consultation and consensus-style communication before requiring individual responses.

3.6 Images of Deceased Persons

- Do not display, broadcast, or include images of deceased Aboriginal or Torres Strait Islander persons in materials without written permission from the family or community and approval from the Executive Director.
- Include a culturally sensitive disclaimer when permission has been granted.

3.7 Welcome to Country and Acknowledgement of Country

- A **Welcome to Country** must be performed only by a recognised Elder from the local traditional owner group. DTP must provide fair remuneration for this cultural protocol.
- An **Acknowledgement of Country** must be offered by DTP staff at the beginning of formal events, meetings, or training sessions where an Elder is not present.

3.8 Governance and Accountability

- The Executive Director and Board are responsible for ensuring this policy is embedded in DTP’s strategic planning, training practices, and quality assurance systems.
- The RTO Business Manager must ensure staff induction includes this policy and training is maintained annually.

4. Alignment with Standards for RTOs 2015

Clause	Standard Requirement	Policy Alignment
Clause 1.3	Training and assessment meet the needs of learners	Culturally appropriate delivery adjustments are outlined in Sections 3.1 to 3.4.
Clause 1.7	Recognition and respect for diverse cultural and linguistic needs	Cultural respect, terminology, and communication are central to this policy.

Clause	Standard Requirement	Policy Alignment
Clause 2.1	Governance ensures quality and accountability	Cultural governance is embedded in Section 3.8.
Clause 2.2	Cooperation with stakeholders including Aboriginal communities	The policy supports engagement with Elders, cultural advisors, and communities.

5. Review and Evaluation

- This policy will be reviewed annually by the Governance and Compliance Committee in consultation with Aboriginal and Torres Strait Islander representatives and learners.
- Feedback from learners and community stakeholders will be formally considered in each review cycle.

6. Related Documents

- Learner Support Policy and Procedure
- Learner Code of Conduct Policy and Procedure
- Code of Conduct for Employers
- Teacher and Stakeholder Code of Conduct Policy
- Training and Assessment Strategy, Policy, Procedure and Development Guidelines
- Complaints and Appeals Policy
- Practical Placement Policy and Procedure
- Remote Placement Risk Checklist
- Risk Management Policy and Procedure
- Work Health and Safety (WHS) Policy and Procedure

7. Sources and Acknowledgement

Content in this policy was informed by:

First Nations Vocabulary - using culturally appropriate language and terminology,
Australian Public Service Commission (2022)

<https://www.apsc.gov.au>