



# Public Report Form Group Training Schemes

(Reports are due between 1 April and 31 May annually)

<p><b>General Information</b></p>	<p><b>When writing your EOWA Report:</b></p> <ul style="list-style-type: none"><li>• Summarise your information – bullet points are acceptable.</li><li>• For each report, confirm your details by completing ALL fields of the confidential Organisational Details Cover Sheet included. This will not form part of your public report.</li><li>• For further assistance with your report, refer to <i>The Quick Guide To Reporting</i> at <a href="http://www.eowa.gov.au/Reporting_And_Compliance/The_Quick_Guide.asp">http://www.eowa.gov.au/Reporting_And_Compliance/The_Quick_Guide.asp</a>. Alternatively call one of EOWA's Client Consultants on (02) 9448 8500.</li></ul> <p><b>Please keep in mind the following:</b></p> <ul style="list-style-type: none"><li>• It is <b>not</b> necessary to provide us with written organisational policies.</li><li>• In accordance with the Privacy Act 1988, individuals must not be named in your Public Report as it is a public document and will be published on EOWA's website.</li><li>• Reports are accepted by EOWA as a true and accurate record and as having been approved by the CEO or his/her representative. The CEO's electronic signature CEO is NOT required.</li></ul>
<p><b>Submitting Your Report</b></p>	<p>Please <b>EMAIL</b> email your report to <a href="mailto:reportforms@eowa.gov.au">reportforms@eowa.gov.au</a>. (Note that reports lodged via email will receive automatic electronic acknowledgement. If you do not receive this automatic reply, contact EOWA on (02) 9448 8500).</p> <p>For those companies <b>without access to email</b> post to: The Equal Opportunity for Women in the Workplace Agency, PO Box 712, NORTH SYDNEY NSW 2059.</p>

## 1. WORKPLACE PROFILE

### [Developing a Workplace Program - Step 1](#)

- Enter data on the composition of your workforce.
- Your workplace profile data should be no earlier than October prior to the beginning of the reporting period.
- Please insert your Workplace Profile below from:
  1. our industry-relevant [Microsoft Excel Spreadsheets which you can obtain from our website](#), or
  2. from your own table or spreadsheet (refer table below as a guide).
- Please note: confidential salary information will be removed from the public document.

Workplace profile														..... Group Training	
Occupational Category	full time		%	part-time		%	casual		%	total employees	% Training		Average Salary \$k		
	female	male	female	female	male	female	female	male	female	Female	male	female	female	male	
Executive Managers															
Senior Managers															
Managers															
Technical Staff															
Field Staff															
Training Staff															
Admin & Support Staff															
Apprentices															
Trainees															
TOTAL															

## 2. ANALYSIS

- Describe the analysis you undertook during the reporting year to identify equal opportunity issues for women across the seven Employment Matters listed below. You MUST include information on:
  - How did you identify the issues for the women Group Training staff?
  - How did you identify the issues for women Apprentices and Trainees?
  - How did you consult with the Group Training staff?
  - How did you consult with Apprentices and Trainees?
  - What did you find when you considered the seven Employment Matters?

<b>Employment Matter</b>	<b>Issues for Group Training Staff</b>	<b>Issues for Apprentices and Trainees</b>
Recruitment and Selection		

<b>Employment Matter</b>	<b>Issues for Group Training Staff</b>	<b>Issues for Apprentices and Trainees</b>
Promotion Termination and Transfer		
Training and Development		
Work Organisation		
Conditions of Service		
Sex Based Harassment		

Arrangements for women who are pregnant, potentially pregnant or breastfeeding		
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### 3. ISSUES PRIORITISED

[Developing A Workplace Program - Step 3](#)

List your priority issues for the reporting period.

<b>Priority Issues for Group Training staff</b>	<b>Why prioritised?</b>
<b>Priority Issues for Apprentices and Trainees</b>	<b>Why prioritised?</b>

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**4. ACTIONS TAKEN**

[Developing A Workplace Program - Step 4](#)

**AND**

**5. EVALUATION OF ACTIONS**

[Developing A Workplace program - Step 5](#)

List the actions taken during the reporting period to address your priority issues;  
and,

How effective were the action(s) taken? That is, what worked, and what didn't? (Evaluation of Actions)

- The Evaluation section may remain confidential if requested.
- If you wish your evaluation to remain confidential please put an 'X' in the box to the right otherwise this section will form part of the public document and will be published on the website with the rest of your report.
- Please note - you must still submit this section even if you wish it to remain confidential.

**ACTIONS FOR GROUP TRAINING STAFF**

Actions	When completed?	Evaluation of Actions


**ACTIONS FOR APPRENTICES AND TRAINEES**

<b>Actions</b>	<b>When completed?</b>	<b>Evaluation of Actions</b>

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## 6. FUTURE ACTIONS

### [Developing A Workplace Program - Step 6](#)

To further achieve equal opportunity for women in your workplace, describe the actions you are planning for the next reporting period.

<b>Future Actions for Group Training Staff</b>

<b>Future Actions for Apprentices and Trainees</b>

**REPORTS ARE ACCEPTED BY EOWA AS A TRUE AND ACCURATE RECORD AND AS HAVING BEEN APPROVED BY THE CEO OR HIS/HER REPRESENTATIVE.**

# Organisational Details Cover Sheet

To be completed and attached to EACH REPORT and APPLICATION

(This information is confidential and will be removed from any Public Report)

ORGANISATION DETAILS					
Legal name of your organisation:					
Previous name <i>(if changed since last Report)</i> :					
Trading name <i>(if applicable)</i> :					
Total No. of employees:		ABN:			
ANZSIC Code AND Industry Description (refer <a href="http://www.abs.gov.au">www.abs.gov.au</a> ):					
ASX Codes for Organisations listed on the Australian Stock Exchange:					
Physical address:			State:		Postcode:
	Switchboard No:	Facsimile No:			
Postal address:			State:		Postcode:
CONFIRM YOUR ORGANISATION'S HIERARCHY DETAILS BY COMPLETING BELOW					
Who is the ultimate responsible Australian Parent Company for your organisation?					
What Organisations are covered by this Report <i>(include all Subsidiaries)</i> ?					
Has there been a change to any of your organisations since your last report? <i>(If yes, provide details below)</i> :				YES	NO
Reason For Change	Name		New Name		
a) Change of Name:					
b) Sold:	Name		New Owner		
c) Ceased Trading:	Name				
CONTACT INFORMATION					
	CEO Details		Report Contact Details		
Title:					
First Name:					
Family Name:					
Job Title:					
E-mail Address (or PA for CEO):					
Telephone:					
Facsimile:					
Address (if different to above):					

EOWA may send your company non-reporting related material from other organisations for the sole purpose of notifying you of relevant equal opportunity information such as lectures, events, programs or publications. If you DO NOT want EOWA to send your Report Contact or CEO this information please advise EOWA by email at [eowa@eowa.gov.au](mailto:eowa@eowa.gov.au) or by phone on (02) 9448 8500.