

Victoria's Social Procurement Framework Supplier Factsheet

Inclusive Employment

The Victorian Government has established *Victoria's Social Procurement Framework (SPF)*, that applies to the procurement of all goods, services and construction by, or on behalf of, Victorian Government departments and agencies from 1 September 2018.



Please consider this guidance in conjunction with the *Supplier FAQs* and *All Suppliers Essential Information Factsheet* available from [Buying for Vic](#).

What is inclusive employment?

Under the SPF, inclusive employment is when suppliers provide direct employment for disadvantaged Victorians. Paid employment builds confidence and self-esteem, enables more independent and stable lifestyles, and fosters social and community participation.

Suppliers who undertake inclusive employment practices create diverse workplaces and bring a wealth of experience and perspectives to a business.

What does inclusive employment mean for suppliers?

The private sector plays a vital role in providing direct employment for disadvantaged Victorians. The SPF looks to suppliers to advance the following outcomes:

- Employment of Victorian Aboriginal people and Victorians with disability;
- Gender equality including greater opportunities for women in non-traditional or leadership roles, or support for at-risk women;
- Training and employment for long-term unemployed people, disengaged youth, single parents, migrants, refugees, workers in transition, and people in regions with entrenched disadvantage; and
- Sustainable regional economies and communities.

For definitions of target groups see the *All Suppliers Essential Information Factsheet* available from [Buying for Vic](#).

How do suppliers consider inclusive employment when bidding for Government work?

Inclusive employment may be a priority for a department or agency when they procure goods, services or construction. When preparing responses to bid opportunities, suppliers will need to:

- Demonstrate ability to deliver inclusive employment, including information on:
 - policies, strategies and business practices that support workplace diversity;
 - achievements that demonstrate your inclusive employment commitments;
 - partnerships planned or in place that support inclusive employment, for example, with social benefit suppliers or with training and employment services; or
 - results from a completed inclusive employment self-assessment.

- Address evaluation criteria that may include an additional weighted percentage for social and sustainable outcomes, including inclusive employment; or
- Address how you will support partners or subcontractors contributing to inclusive employment targets, especially for larger projects.

How does inclusive employment impact contracts?

Suppliers need to comply with the conditions of the supply contract in place with a department or agency. Where inclusive employment needs to be delivered, the contract may include:

- Clauses and performance requirements, such as employment targets for disadvantaged Victorians;
- The need to develop and report on an inclusive employment plan, which may also include post-award establishment of partnerships or subcontractor arrangements; and
- Reporting requirements to track performance against inclusive employment targets. You will need to have systems and processes to collect, measure and report data.

Are you inclusive employment ready?

There is plenty you can do to pitch your inclusive employment plan to Government. Consider these questions:

- Do you understand the SPF and its inclusive employment objectives?
- Does your business have inclusive employment policies and practices in place?
- Does your business have partnerships with job-readiness and employment support services?
- Has your business taken steps to assess and address barriers and opportunities for disadvantaged Victorians to enter and stay in the workplace?
- Have staff been trained to support new staff in the workplace?

Where can I get help with inclusive employment?

Dedicated support services are available to help suppliers, including recruitment, pre-employment support and training, and on-the-job support. Key links are listed below:

Resource	About the resource
Jobs Victoria	Provides targeted services, through a network of partners, to support and connect Victorian jobseekers at risk of being left behind. Jobseekers are helped with mentoring, training and development to find work. Employers are supported with the skills to access, select and support candidates.
jobactive	Connects jobseekers with employers through a nation-wide jobactive network and works with employers to understand their needs and to tailor recruitment services, at no cost to their business. Jobseekers can seek help to get and keep a job.
Disability Employment Services (DES)	Helps eligible Victorians with disability, injury or a health condition to find and keep a job through career advice, resume and employment preparation, training, job searching and on-the-job support.
Apprenticeships, traineeships and cadetships	Local Jobs First – Major Projects Skills Guarantee (MPSG) provides information and resources for arranging apprenticeships, traineeships and cadetships.

Resource	About the resource
Aboriginal training and employment businesses	Many Victorian Aboriginal employment, recruitment, and internship organisations can be found on Aboriginal business directories provided by Kinaway , the Victorian Aboriginal Chamber of Commerce, and Supply Nation .
GROW (Growing Regional Opportunities for Work)	A collaborative program with business, Government, community organisations and individuals to build stronger local regional economies and communities. GROW operates in the Geelong and Gippsland regions. It will soon be established in Bendigo, Ballarat and Shepparton.
Vocational Training and Employment Centres (VTECS)	Delivers jobs for Indigenous jobseekers and school leavers across Australia, including Victoria, by working with employers to identify job opportunities and to establish the training requirements for these jobs.
Workplace Gender Equality Agency	Supports businesses with gender equitable employment.

Where can I find more information about the SPF?

The SPF and further guidance for suppliers is available from [Buying for Vic](#).

Please call 03 9651 1699 or email SocialProcurement@dtf.vic.gov.au for any questions or comments.

Case insight for inclusive employment

West Gate Women in Construction

Building inclusive employment outcomes

West Gate Women in Construction is an initiative of CPB Contractors and John Holland Joint Venture. It has set a target of 400 women to be engaged in the delivery of the West Gate Tunnel Project, with a stretch target of 600.

The project created a leadership committee which identified and implemented gender equality strategies. It fostered a culture of support and helped to attract women to traditional and non-traditional roles on the project.

The committee has supported the career progression of existing workforces, promotes women's achievements and educates the project team on gender equity issues.

The joint venture has already exceeded its first target, with more than 440 women working on the project.

West Gate Women in Construction is featured in the *Victoria's Social Procurement Case Studies and Highlights* report, which can be found at [Buying for Vic](#).