

Gender Equality Action Plan

2021-2024



Contents

1. Baseline audit analysis	3
2. Meaningful consultation and engagement	4
3. Case for change	5
4. Strategies and measures	6
5. Leadership and resourcing our Gender Equality Action Plan	14
6. Measuring progress	16

1. Baseline audit analysis

Results of the Victorian Institute of Teaching (VIT) gender audit were submitted to the Commission for Gender Equality in the Public Sector.

1.1 Data gaps

VIT's gender audit revealed that there is limited data available on staff intersectionality. With the exception of age, VIT could not report on any other attributes that may contribute to gender intersectionality such as Aboriginality, disability, ethnicity, gender identity, race, religion or sexual orientation. While VIT is anecdotally aware of staff who possess one or more of the aforementioned attributes, it is not formally recorded.

During the consultation process, there were discussions on how VIT could improve its workforce data regarding intersectional attributes. Some solutions to improve data quality in this space include

- requesting information at the time of onboarding new staff
- asking staff to utilise VIT's payroll system to populate data fields relating to their personal attributes.

While VIT recognises the importance of recording data to develop evidence-based strategies to reduce gender inequality in the workplace, improvements to datasets can only be achieved if staff are supportive of sharing their personal information, and ultimately, consent to do so. Through the Gender Equality Action Plan (GEAP) development and implementation process, VIT has found an opportunity to focus on informing staff why data is so important and seek their feedback on what data they feel comfortable sharing. As a culture of trust develops further, VIT will look to identify what strategies it can implement to reduce the data gaps.

1.2 Other information sources considered as part of VIT's GEAP development

In developing the GEAP, VIT also reflected on the results of the organisation's most recent (2021) People Matter Survey (PMS).

Specifically, VIT considered the PMS data when considering strategies relating to Indicator 4 – Sexual Harassment. VIT did not receive any formal sexual harassment complaints in the relevant period, however the PMS data indicated that 1% of staff had witnessed or experienced sexual harassment. In light of the discrepancy between people experiencing or witnessing sexual harassment, and those who made a formal complaint, VIT targeted its strategies to ensuring that there is an effective reporting process in place, and that staff are aware of how to report in instances of experiencing or witnessing sexual harassment.

2. Meaningful consultation and engagement

Activity and format	Date	Convenor	Participants
Gender Equality Working Group	6 October 2021 20 October 2021 10 November 2021 24 November 2021 8 December 2021 22 December 2021 8 March 2022 16 March 2022 21 March 2022 28 March 2022	Strategic Planning, Policy and Intelligence Manager People and Culture Manager	7 staff representatives from each VIT branch
Staff Consultative Committee	12 October 2021 16 November 2021 8 March 2022	Strategic Planning, Policy and Intelligence Manager People and Culture Manager	Two CPSU representatives Four staff representatives One management representative
CPSU	21 September 2021 18 October 2021 16 November 2021 16 December 2021 20 January 2022 3 March 2022 7 March 2022	Strategic Planning, Policy and Intelligence Manager People and Culture Manager	Three CPSU Industrial Organisers
Executive	1 October 2021 29 October 2021 13 December 2021 25 March 2021	Strategic Planning, Policy and Intelligence Manager People and Culture Manager	All members of VIT's Executive team
Council	8 December 2021 31 March 2022	Strategic Planning, Policy and Intelligence Manager CEO	All members of VIT's Council

3. Case for change

3.1 Gender equality principles

- all Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness
- gender equality benefits all Victorians regardless of gender
- gender equality is a human right and precondition to social justice
- gender equality brings significant economic, social and health benefits for Victoria
- gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls
- advancing gender equality is a shared responsibility across the Victorian community
- all human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices
- gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes
- women have historically experienced discrimination and disadvantage on the basis of sex and gender
- special measures may be necessary to achieve gender equality.

The VIT has considered the above gender equality principles in determining the strategies (refer to 4. Strategies and measures) to deliver cultural and organisational changes.

The VIT will create a culture where

- staff feel empowered and supported to take on opportunities to develop their careers
- staff are actively encouraged and supported to apply for promotions/higher duties
- staff are protected by a zero tolerance for sexual harassment and bullying
- staff are regularly communicated with about the drivers and contributing factors to gender inequality
- staff feel open to reflecting and receiving feedback on perceived biases
- staff are educated on how gender equality in the workplace, and in society, benefits everyone
- staff can benefit from VIT's increased capability to manage matters in a gender inclusive way.

The VIT management team will support and model these cultural behaviours for all staff across the organisation. This will result in the following organisational changes

- VIT will provide women with access to attractive professional and career development opportunities
- VIT will provide a safe and inclusive workplace that is free of sexual harassment and bullying
- PMS data will positively reflect behavioural indicators of VIT's culture
- VIT will generate awareness around gender equality issues through dialogue and changed processes
- VIT will ensure representation at senior levels of the organisation are reflective of the composition of VIT's workforce
- VIT will significantly reduce (or eliminate) the existing gender pay gap
- VIT will eliminate financial disadvantage for women in the workplace
- VIT will promote and recruit for a diverse workforce that reflects the Victorian community taking into consideration intersectional attributes.

4. Strategies and measures

Indicator 1 – Gender composition of all levels of the workforce

Empower junior staff to take on senior roles within the organisation to encourage gender diversity at higher levels

Actions	<ul style="list-style-type: none"> • Offer annual career planning for staff at grade 3 and 4 levels
Measures	<ul style="list-style-type: none"> • Number of staff who attend the career planning program • Increase in number of grade 3 and 4 applicants to take on higher duties
Timeframe	March 2022
Owner	People and Culture Manager
Budget	\$3,300

Develop women/women-identifying middle managers to take on Executive leadership roles within the organisation

Actions	<ul style="list-style-type: none"> • Provide women/women identifying staff at grade 6 level with the opportunity to attend the 'VPS Women in Leadership' course or similar programs
Measures	<ul style="list-style-type: none"> • Percentage of grade 6 staff who attend relevant programs • Majority of participants report value to their learning and development • Gender balance commensurate with gender composition of all levels of the workforce is reflected in VIT's senior leadership group
Timeframe	December 2022
Owner	People and Culture Manager
Budget	\$10,700

Indicator 2 – Gender composition of governing bodies

Increase diversity amongst VIT's Council

Actions	<ul style="list-style-type: none"> • Inform authorising environment of diversity gap within Council and request that this be a consideration when appointing new Council members • Actively work with peak industrial bodies (IEU and AEU) to seek a diverse group of nominees for Council, with particular consideration to ethnicity, disability and age • Support Council members to offer mentoring/shadowing opportunities for members of the community who might be interested in becoming a future Council member
Measures	<ul style="list-style-type: none"> • Appointments for the new Council are representative of the Victorian community
Timeframe	May 2022
Owner	Corporate Legal Counsel
Budget	N/A

Indicator 3 – Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender

Develop staff to understand their professional and personal value to an organisation

Actions	<ul style="list-style-type: none"> • Provide negotiation training/information to all staff
Measures	<ul style="list-style-type: none"> • Percentage of staff who attended the training
Timeframe	June 2023
Owner	People and Culture Manager
Budget	TBD

Support staff in financial planning

Actions	<ul style="list-style-type: none"> • Provide women/women-identifying staff with the opportunity to attend a 'Securing Women's Financial Futures' workshop • Provide superannuation contributions to employees accessing parental leave
Measures	<ul style="list-style-type: none"> • Percentage of staff who attended the training • New clause inserted in VIT's 2021 Enterprise Agreement providing for superannuation contributions for employees accessing parental leave • PMS data shows an increase in satisfaction with L&D available to staff
Timeframe	June 2023
Owner(s)	<ul style="list-style-type: none"> • People and Culture Manager • CEO
Budget	Average annual superannuation cost associated with parental leave: \$17,545

Review existing recruitment strategies with consideration to gender and intersectionality

Actions	<ul style="list-style-type: none"> • Review key selection criteria (KSC) for new roles to ensure reasonable weighting on capabilities and skills alongside qualifications and specific experience • Provide training for staff who are reviewing the KSC to understand gender and intersectionality impacts • Provide unconscious bias training for hiring managers
Measures	<ul style="list-style-type: none"> • Percentage of new PDs which incorporate revised KSCs • Percentage of staff who attended recruitment related training • Reduced gender pay gap
Timeframe	June 2023
Owner	People and Culture Manager
Budget	TBD

Ensure men and women at VIT are equally remunerated for work of equal or comparable value

Actions	<ul style="list-style-type: none"> • Conduct an audit of staff at grade 6 level to understand VIT's largest gender pay gap and develop strategies to rectify it • Review all grade 6 positions to assess qualifications, skills and capabilities to ensure classification is commensurate with the scope of the role • Introduce a new section in VIT's EA that enables employees to get progression while accessing parental leave • Training for hiring managers on taking preventative measures to remove the gender pay gap
Measures	<ul style="list-style-type: none"> • Number of strategies implemented to reduce the gender pay gap stemming from the grade 6 audit • Reduced gender pay gap • New clause inserted in VIT's 2021 Enterprise Agreement providing employee progression while on parental leave
Timeframe	December 2023
Owner(s)	<ul style="list-style-type: none"> • CEO • People and Culture Manager
Budget	TBD

Indicator 4 – Sexual harassment

All staff understand the existing reporting mechanisms for sexual harassment and are supported to make a complaint

Actions	<ul style="list-style-type: none"> • Review sexual harassment policy against the Victorian Equal Opportunity and Human Rights Commission complaints process • Review existing sexual harassment training to ensure currency/applicability to staff • Make an external psychologist available for staff to contact if they need advice regarding experiencing and/or witnessing sexual harassment and/or bullying • Review existing reporting mechanisms for currency/accessibility to staff
Measures	<ul style="list-style-type: none"> • PMS data shows experiences of sexual harassment are consistent with formal complaints made
Timeframe	December 2022
Owner	People and Culture Manager
Budget	TBD

VIT has zero tolerance to sexual harassment and bullying

Actions	<ul style="list-style-type: none"> • Provide 'Respectful Behaviours' workshops for staff • Training for managers around attitudes towards sexual harassment and how to deal with victim/survivors' reporting • Monitor PMS data at a branch and organisational level to identify any instances of sexual harassment and/or bullying
Measures	<ul style="list-style-type: none"> • PMS data shows that employees feel that VIT take steps to eliminate bullying, harassment and discrimination in the workplace
Timeframe	June 2023
Owner	People and Culture Manager
Budget	TBD

Indicator 5 – Recruitment and promotion practices in the workplace**Ensure career development opportunities are accessible to all staff**

Actions	<ul style="list-style-type: none"> • Change Expression of Interest documentation to clearly indicate that part-time staff are eligible to apply for career development opportunities • Develop a 'career planning' page on the Staff Hub that provides a centralised place for career development resources • Senior leadership to actively encourage staff at grade 3 and 4 levels to take on career development opportunities
Measures	<ul style="list-style-type: none"> • Increase in number of part-time staff appointed to higher duties • Increase in number of staff at grade 3 and 4 levels who successfully apply to move to a different position within the organisation
Timeframe	June 2023
Owner(s)	<ul style="list-style-type: none"> • People and Culture Manager • Senior Stakeholder Engagement and Communications Officer
Budget	N/A

Improve 'generalist skills' of all staff

Actions	<ul style="list-style-type: none"> • Implement a 'Mentoring and Knowledge Sharing' strategy for all staff that is underpinned by a clear Talent Management Framework • Offer 'knowledge sharers' the opportunities to participate in a 'train the trainer' program
Measures	<ul style="list-style-type: none"> • Percentage of female staff at VIT have undertaken one of the programs offered • PMS data shows an increase in the number of staff indicating they are provided with adequate opportunities to develop skills and experience
Timeframe	June 2023
Owner	People and Culture Manager
Budget	TBD

Indicator 6 – Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements and working arrangements supporting workers with family or caring responsibilities

Increase staff awareness of Flexible Work Arrangements in VIT's Enterprise Agreement

Actions	<ul style="list-style-type: none"> • Incorporate information on flexible working arrangements into the formal onboarding process • Managers to review whether informal flexible working arrangements need to be documented, and if so, document accordingly • Develop and implement a Flexible Working Policy
Measures	<ul style="list-style-type: none"> • Increase in number of staff at grades 5, 6 and 7 levels accessing flexible work arrangements • PMS data shows an increase in the percentage of employees who believe they have the flexibility needed to manage work and non-work activities and responsibilities
Timeframe	June 2023
Owner(s)	<ul style="list-style-type: none"> • People and Culture Manager • Strategic Planning, Policy and Intelligence Manager
Budget	TBD

Improve education around leave entitlements (carer's and secondary parental leave)

Actions	<ul style="list-style-type: none"> Provide information and training to staff on family leave entitlements
Measures	<ul style="list-style-type: none"> Percentage of men who access the training PMS data shows an increase in the percentage of employees who believe VIT supports employees with family or other caring responsibilities, regardless of gender
Timeframe	December 2022
Owner	People and Culture Manager
Budget	N/A

Provide a safe and supportive environment for staff to disclose experiences of family violence

Actions	<ul style="list-style-type: none"> Review communication about Family Violence Leave and ensure employees are aware of their rights in relation to accessing this leave Enable access to family violence leave through the Kiosk Ensure there is a clear process to reallocate personal leave to family leave if required Introduce a formal process for returning employees from periods of family violence leave to discuss options for reduction of hours or flexible work requests
Measures	<ul style="list-style-type: none"> PMS data shows an increase in the percentage of employees who believe VIT would support them to take family leave
Timeframe	December 2022
Owner	People and Culture Manager
Budget	N/A

Support staff returning from family leave to understand the flexible working arrangements available to them

Actions	<ul style="list-style-type: none"> Introduce a formal process for returning employees from periods of parental leave to discuss options for reduction of hours, flexible work requests and career development
Measures	<ul style="list-style-type: none"> 100% of staff returning from parental leave have completed a return to work program
Timeframe	June 2023
Owner	People and Culture Manager
Budget	N/A

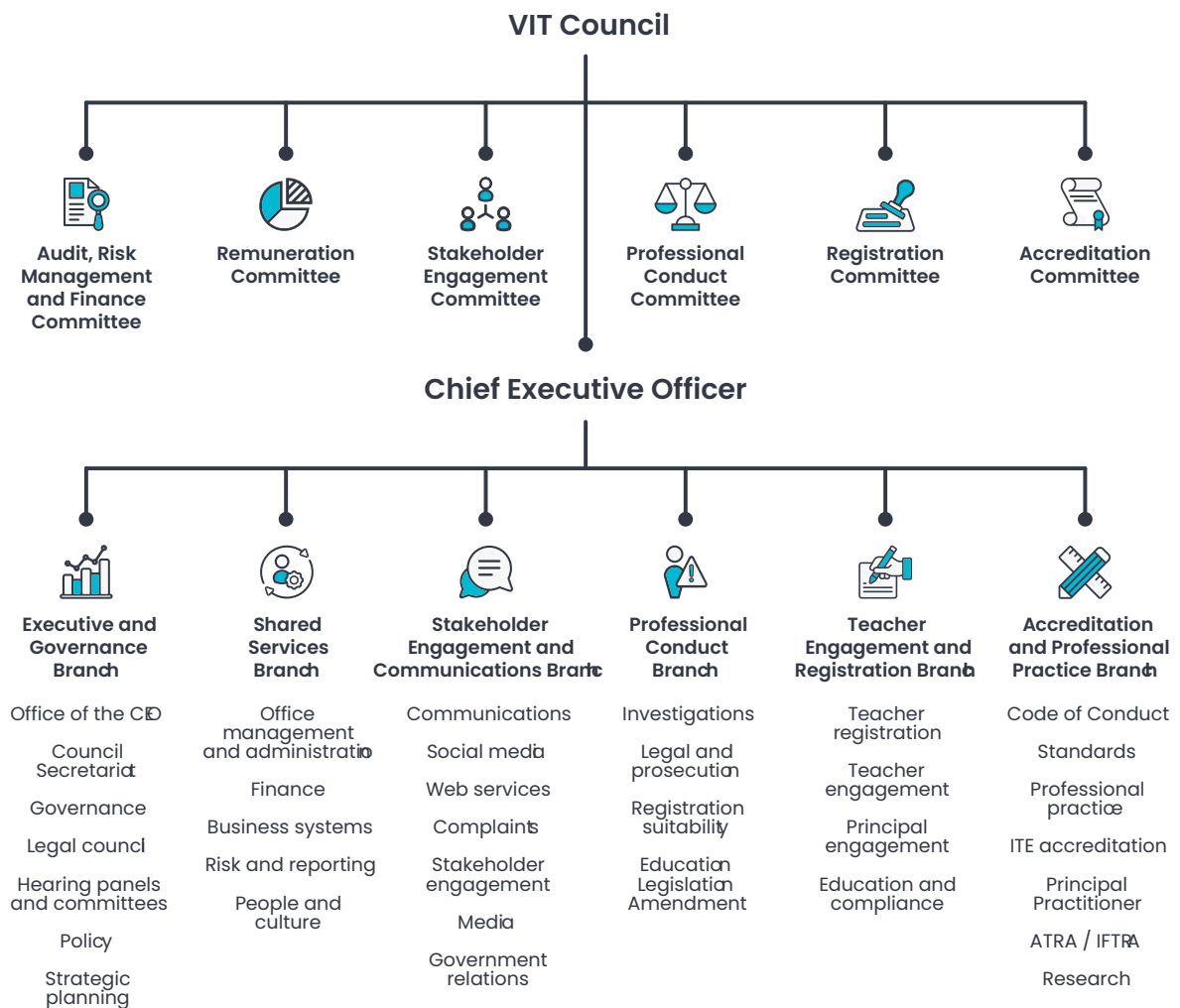
Indicator 7 – Gendered segregation within the workplace

VIT is representative of the workplace that we regulate

Actions	<ul style="list-style-type: none"> Partner with Career Trackers to facilitate pre-professional Indigenous university students participating in paid internships as a pilot program.
Measures	<ul style="list-style-type: none"> Number of students participating in the program
Timeframe	December 2023
Owner	People and Culture Manager
Budget	TBD

5. Leadership and resourcing our Gender Equality Action Plan

5.1 VIT's organisational structure



5.2 VIT staff breakdown for the 2020–2021 financial year

Branch	Staff	Full-time equivalent
Accreditation and Professional Practice	11	10.60
Executive and Governance	5	5.00
Professional Conduct	27	26.05
Shared Services	19	17.73
Stakeholder Engagement and Communications	6	5.40
Teacher Engagement and Registration	32	29.87
TOTAL	100	94.65

5.3 Resourcing the GEAP

5.3.1 Dedicated resources

Role	Component of role dedicated to developing and implementing VIT's GEAP
Strategic Planning, Policy and Intelligence Manager	0.2 FTE
People and Culture Manager	0.2 FTE
People and Culture Business Partners	0.2 FTE
Staff representatives comprising the Gender Equality Working Group	0.3FTE

5.3.2 Budget

VIT will seek to finalise a dedicated budget for implementing the GEAP prior to the commencement of the 2022–23 financial year.

In the interim, costs borne from learning and development opportunities for staff that stem from the GEAP will be accounted for in VIT's People and Culture budget.

5.3.3 Impact on VIT's resources

VIT is committed to releasing staff to participate in training programs, knowledge sharing initiatives and development opportunities.

6. Measuring progress

VIT will

- continue to consult with staff and the CPSU regarding the implementation of the GEAP; and
- report on its progress in relation to the strategies and measures set out in the GEAP every second year in accordance with section 19(3)(b) of the *Gender Equality Act 2020 (Vic)*.

In addition, VIT will use project management tools (Mission Control) to track progress against its actions and measures annually. This will be reported to VIT's Council at the end of each financial year.

It is noted that some actions in the GEAP are long-term initiatives that will require project management (including separate plans, risk assessments, budgeting etc.).

Victorian Institute of Teaching

Level 9 628 Bourke Street, Melbourne VIC 3000
PO Box 531, Collins Street West VIC 8007

t. 1300 888 067

e. vit@vit.vic.edu.au

w. vit.vic.edu.au