Past and Present –
Aboriginal Cultural Heritage Management
Introductory Workshops 2019

Information and Nomination Form

Aboriginal Victoria (AV) has developed an innovative and exciting training program for all Aboriginal Victorians with an interest or role in the State’s unique and irreplaceable Aboriginal cultural heritage. There are more than 37,000 registrations of Aboriginal cultural heritage sites and places in Victoria. Under the Aboriginal Heritage Act 2006 Registered Aboriginal Parties and other Aboriginal community organisations have a significant role in the protection and management of these important places. The workshops provide an overview of essential practical skills and knowledge for people wanting to become involved in Aboriginal cultural heritage management and build on the Aboriginal community's existing knowledge and skill base.

Participation in a three-day introductory workshop is a prerequisite for entry into the accredited component, the Certificate IV in Aboriginal Cultural Heritage Management.

The introductory three-day workshops are delivered by AV and La Trobe University staff, Traditional Owners and professionals in the Aboriginal cultural heritage management industry.
What does the ACHM Workshop cover?

The workshop introduces the main themes of Aboriginal cultural heritage management, highlighting industry requirements and how the current cultural heritage legislation works.

Topics covered in the workshop include:

- What is Aboriginal cultural heritage management?
- Working with the *Aboriginal Heritage Act 2006* (the Act)
- Heritage words and meanings
- Working with cultural materials – introduction to stone artefact technology
- Understanding and managing Aboriginal scarred trees
- Job Safety Analysis
- Simulated field work
  - recording artefact scatters
  - working with isolated artefacts
  - recording scarred trees
- Cultural heritage significance according to the Act
- Working with Cultural Heritage Management Plans (CHMPs)
- A world view of heritage
- Preview of the Certificate IV course: what to expect and where to from here?

Who can nominate?

Nominations are open to all Aboriginal people interested in cultural heritage management. Field-based officers and staff from Registered Aboriginal Parties (RAPs) and other Victorian Aboriginal community organisations and Traditional Owner groups involved in Aboriginal cultural heritage management will also find this workshop useful. People with a working role in heritage assessment, planning and general land management should also nominate for a workshop.

To gain the best results from the workshops we encourage at least two participants from each organisation to attend. This assists with the structure of the training and helps organisations build capacity. Individuals outside of standard organisations are also welcome to nominate.

A nomination form is attached.
ACHM Three-Day Introductory Workshop

Designed for all Aboriginal people with an interest in the management and protection of Victoria’s vast Aboriginal cultural heritage, the introductory workshops act as a springboard into the main themes of the larger Certificate IV course in Aboriginal Cultural Heritage Management.

Where and when will the workshop take place?
Conducted over three days, the workshop will be run twice in 2019 in the following locations:
- **La Trobe University - Bundoora** 16 - 18 July 2019 (Nominations close Tuesday 2 July 2019)
- **Silverwater Resort - San Remo** 20 - 22 August 2019 (Nominations close Tuesday 6 August 2019)

Sponsorship
AV covers all workshop costs including accommodation, meals and training for participants. Travel is reimbursed for public transport or petrol costs upon presentation of receipts.

What if you want to continue training in Aboriginal Cultural Heritage Management?
People who complete a three-day workshop are eligible to apply for entry into the nationally accredited Certificate IV in Aboriginal Cultural Heritage Management. Funded by AV, this accredited training course may contribute to further university studies in the Bachelor of Archaeology, the Bachelor of Arts (majoring in Archaeology) and other related fields.

Certificate IV in Aboriginal Cultural Heritage Management

Building on the knowledge and skills gained in the three-day workshop, the Certificate IV is unique in that it meets and supports the training and practical requirements of Aboriginal people and RAPs, and others with statutory roles under the Act whilst providing a potential pathway into higher education for interested Aboriginal people.

The training is delivered in nine one week blocks spread over a calendar year. During the training course participants remain in residence with the training team in various locations around the state depending on the units of competency being covered at the time. Time is also spent in the field developing critical skills, conducting heritage surveys and undertaking place inspections.

The next Certificate IV course is planned to commence in February 2020.
More information
For nomination forms or further information about individual workshops or the Certificate IV contact:

Christina Pavlides - Manager,
Aboriginal Cultural Heritage Management Training Program
Phone: (03) 8392 5383 or 0419 353 804

Nomination forms are available at:


And may be submitted via:

Email: aboriginal.heritage@dpc.vic.gov.au or

Mail: Christina Pavlides,
Manager ACHMT Program
Department of Premier and Cabinet
Aboriginal Victoria
Level 3, 1 Treasury Place,
Melbourne VIC 3002

Successful nominees will be notified by telephone and/or writing one week prior to the workshops.
**Nominee Details:** (Please complete a Nomination Form for EACH person nominated from your organisation.)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth: / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Phone/s:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

**Workshop Preference:**

(circle one)  
**LA Trobe Uni** 16-18 July 2019  or  **Silverwater Resort** 20-22 August 2019  
(IAS Bundoora Campus)  (San Remo)  
(closing date for applications 2/7/2019)  (closing date for applications 6/8/2019)

**Nominee Background:**

Are you Aboriginal and/or Torres Strait Islander?  
Yes  No

If Yes which Traditional Owner Group/s do you belong to?

**Organisation Details:**

Are you employed by a **RAP Organisation**?  
Yes  No

**RAP or RAP Applicant Name:**

Postal Address:  
Phones/s:  Email:

Are you employed by a **non-RAP Organisation**?  
Yes  No

**Community/ Government Organisation Name:**

Postal Address:  
Phones/s:  Email:

What is the primary function of your organisation? (eg. Education, Health, Land Management, Art)

**Your Position in the Organisation:** (circle one)

<table>
<thead>
<tr>
<th>Cultural Officer</th>
<th>Ranger</th>
<th>Site Monitor</th>
<th>Manager</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Public Officer</td>
<td>Secretary</td>
<td>Board Member</td>
<td>Other Staff</td>
</tr>
<tr>
<td><strong>Are you:</strong> (circle one)</td>
<td>Full time</td>
<td>Part time</td>
<td>Casual</td>
<td>Volunteer</td>
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</tbody>
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**Educational Experience:**

What level of schooling have you completed? (circle one)

- Less than Year 10
- Year 10
- Year 11
- Year 12

**Post secondary qualifications:** (circle one or more and provide the course name)

- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Degree

**Personal Experience:**

Please provide a written paragraph discussing in your own words your experience and/or goals in Cultural Heritage Management, for example:

* What skills/knowledge do you bring to this workshop and what do you hope to gain by participating?

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**Accommodation:**

Will you require accommodation during the workshop? (circle one)

- Yes
- No

If yes, will you be arriving the night before? (circle one)

- Yes
- No

Do you have any special dietary, health or access requirements? (circle one)

- Yes
- No

If Yes please specify:
Joint Learning Agreement:

The *Past & Present: Aboriginal Cultural Heritage Management* 3-day workshops are funded by AV and include accommodation, meals and training for Aboriginal People. Travel is reimbursed for public transport and petrol costs upon presentation of receipts.

Aboriginal Victoria agrees to provide:

- High quality training in a positive learning environment.
- Relevant course materials, readings and resources.
- Participant support for accommodation, meals and travel.

I (print your name) ___________________________ agree to:

- Attend all sessions of the ACHM workshop, from 9:00 am to 4:30 pm each day for three days.
- Fully participate in the workshop in a professional, positive and respectful manner.
- Notify Aboriginal Victoria immediately if I am unable to attend the workshop.

Declaration:

I have read the agreement and will fulfil the obligations to the best of my ability.

I understand that full attendance and participation in the Introductory ACHM workshop is required to gain entry in the Certificate IV in Aboriginal Cultural Heritage Management course.

Failing to observe this agreement or any inappropriate behaviour during the course may result in a withdrawal of Aboriginal Victoria sponsorship support under the Aboriginal Cultural Heritage Management Training Program.

Signature: ___________________________ Date: _____/_____/_______

Organisational Declaration:

If you are participating on behalf of a RAP Organisation or as a staff member of a non-RAP Organisation please ensure that your Chairperson/CEO or Manager signs the declaration below:

I, ___________________________ endorse the nomination of ___________________________

(print name of Authorised Person) (print name of nominee)

to participate in the Aboriginal Cultural Heritage Management 3-day workshop.

Signature: ___________________________ Date: _____/_____/_______

(signature of Authorised Person)

Send this nomination form to:

Christina Pavlides
Manager ACHMTP
Department of Premier & Cabinet
Aboriginal Victoria
Level 3, 1 Treasury Place
Melbourne VIC 3002

OR

Email: aboriginal.heritage@dpc.vic.gov.au