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Navigation Guide

This Resource Kit has been developed to be of maximum benefit to a wide range of organisations, including AACs, RTOs, GTOs, Indigenous organisations, industry bodies and Government agencies. These stakeholders have particular perspectives, various experiences, different skills and capabilities to bring to Indigenous Australian Apprenticeships.






Because different users may want to use the information in this Guide in their own way, we have developed icons to help you quickly identify different types of information. Use them to quickly find the information you need. They also provide useful cross-references between different sections.

Icons

Each PART (A, B, C & D) is branded in the header on the front page by a unique square icon:

	Part A	Overview
	PART B	Making the Business Case for Improving Indigenous Australian Apprenticeships
	PART C	Building the Capability of Your Organisation to Better Engage in Indigenous Australian Apprenticeships
	PART D	The Tool Box

Within each PART, various types of useful information are identified by smaller round icons.

	Website link	The URLs in the Word documents saved on the accompanying CD-ROM are hyperlinked to the live websites. When viewed on-screen using a computer connected to the Internet, these websites can be accessed by clicking on the underlined URL.
	Contact	Contact details such as telephone, facsimile and email are provided for some people who may be able to offer you advice, information or assistance.
	Telephone	This icon draws attention to telephone numbers.
	Information	This icon draws attention to external sources of useful information.
	CD-ROM	This icon accompanies advice about using the files saved on the CD-ROM.

Navigation Guide (continued)

Cross referencing

Where information provided in one place may be helpful elsewhere, we use smaller versions of the square icons and provide page references.

Cross-referencing examples

Say that we give information in PART B, page 5 that relates to PART A, page 4, PART C, pages 12, 13 & 20. Here's how we cross-reference these items:

In PART B, page 5:



see *How is this Guide Organised?* in PART A on page 4



see *What is the mentor's role?* in PART C on page 12
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Developing rapport and building trust in PART C on page 20

In PART A, page 4:



see *Identifying your organisation's strengths and weaknesses* in PART B on page 5

In PART C, pages 12, 13 & 20:



see *Identifying your organisation's strengths and weaknesses* in PART B on page 5

Contents Lists

The Contents section in PART A lists all Parts, Sections and Sub-sections for the entire Resource Kit.

The Contents pages in PARTS B, C & D list the contents for each PART only.

The Contents pages of each TOPIC C1 – C6 list the contents of each TOPIC only.

PLEASE NOTE If you adapt parts of the Resource Kit to meet your own needs (eg. by adding or removing text and/or images), you may change the number of pages in that section. Within the footer on each page of the Word document, the pagination will automatically update. However, on the Contents page of each PART or TOPIC you will need to manually adjust the page numbers. Similarly, any changes in pagination to any section will need to be manually adjusted on the global Contents pages at the beginning of PART A.

Images

A number of images is available illustrating the range of Australian Apprenticeships. Thumbnails of each image are tabulated in PART D, with contact details for you to secure permission to obtain high resolution versions to use in your marketing materials for Indigenous Australian Apprenticeships. These thumbnails and slightly larger low resolution mono versions are included on the CD-ROM accompanying this Resource Kit. These versions are not suitable for print reproduction.