Australian Government

Workplace
Gender Equality
Agency

2022 - 23 Gender Equality Reporting

Submitted By:

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#Workplace Overview

Policies and Strategies

1. **Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?**

   Recruitment: Yes

   Policy

   Retention: No

   Not a priority

   Performance management processes: Yes

   Strategy

   Promotions: Yes.

   Policy

   Talent identification/identification of high potentials: YesPolicy; Strategy

   Succession planning: Yes

   Strategy

   Training and development: Yes

   Strategy

   Key performance indicators for managers relating to gender equality: NoNot a priority; Other

   Other: This was reassessed and determined not a priority as we have strong numbers.

2. **Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**

   YesPolicy

4. **If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.**

Governing Bodies

Organisation: 3P Learning Limited

1.Name of the governing body: 3P Learning board of directors

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair		
Female (F)	**Male (M)**	**Non-Binary**
0	1	0
Member		
Female (F)	**Male (M)**	**Non-Binary**

2	3	0

4.Formal section policy and/or strategy: Yes
Selected value: Policy

6. Target set to increase the representation of women: No

Selected value:
Not a priority

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?
No
Selected value: Not aware of the need

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

#Action on gender equality

Gender Pay Gaps

1. **Do you have a formal policy and/or formal strategy on remuneration generally?**
   Yes
   Policy; Strategy

   1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?
   Yes

   To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews); To ensure managers are held accountable for pay equity outcomes; To implement and/or maintain a transparent and rigorous performance assessment process

2. **What was the snapshot date used for your Workplace Profile?**
   2023-03-31

4. **If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.**

Employer action on pay equality

1. **Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?**
Yes

   1.1 When was the most recent gender remuneration gap analysis undertaken?
   Within the last 12 months

   1.2 Did you take any actions as a result of your gender remuneration gap analysis?
   Yes
   Corrected like-for-like gaps

   1.3 What type of gender remuneration gap analysis has been undertaken?

3. **If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.**

Employee Consultation

1. **Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**
Yes

   1.1 How did you consult employees?
   Survey

   1.2 Who did you consult?
   ALL staff

2. **Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**
Yes
Strategy

3. **On what date did your organisation share your last year's public reports with employees and shareholders?**
Employees:

Shareholder:

4. **Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?**
   Yes

5. **If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below**.

#Flexible Work

Flexible Working

1. **Do you have a formal policy and/or formal strategy on flexible working arrangements?**
   Yes
   Policy; Strategy

   1.1. **Please indicate which of the following are included in your flexible working arrangements strategy or policy:**
   A business case for flexibility has been established and endorsed at the leadership level
   Yes

   The organisation's approach to flexibility is integrated into client conversations
   No
   Not aware of the need

   Employees are surveyed on whether they have sufficient flexibility
   Yes

   Employee training is provided throughout the organisation
   No
   Not aware of the need

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)
Yes

Flexible working is promoted throughout the organisation
Yes

Targets have been set for engagement in flexible work
No
Not aware of the need

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body
No
Not a priority

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
No
Not a priority

Leaders are held accountable for improving workplace flexibility
No
Not aware of the need

Leaders are visible role models of flexible working
Yes

Manager training on flexible working is provided throughout the organisation
No
Not aware of the need

Targets have been set for men's engagement in flexible work
No
Not aware of the need

Team-based training is provided throughout the organisation
No
Not aware of the need

Other: No

2. **Do you offer any of the following flexible working options to MANAGERS in your workplace?**
   Carer's leave: Yes
   SAME options for women and menFormal options are available; Informal options are available

   Compressed working weeks: No
   Not a priority
   Flexible hours of work: Yes
   SAME options for women and menFormal options are available; Informal options are available
   Job sharing: Yes
   SAME options for women and men

   Informal options are available
   Part-time work: Yes
   SAME options for women and menFormal options are available; Informal options are available

   Purchased leave: No
   Not aware of the need
   Remote working/working from home: Yes
   SAME options for women and men
   Time-in-lieu: Yes
   SAME options for women and men

   Formal options are available; Informal options are available

   Unpaid leave: Yes
   SAME options for women and menFormal options are available; Informal options are available
3. **Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**
   Yes

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**
   Yes, women and men
7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

   Yes, we offer employer funded parental leave using the primary/secondary carer definition

1. **If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

Support for carers

1. **Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**

   Yes

   Policy; Strategy

2. **Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

   2.1. **Employer subsidised childcare**

   No

   Not aware of the need

   2.2. **Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

   No

   Not aware of the need

   2.3. **Breastfeeding facilities**

   Yes

   Available at ALL worksites

   2.4. **Childcare referral services**

   No

   Not aware of the need

   2.5. **Coaching for employees on returning to work from parental leave**

   Yes

   Available at ALL worksites

   2.6. **Targeted communication mechanisms (e.g. intranet/forums)**

   No

   Not aware of the need

   2.7. **Internal support networks for parents**

   No

Not aware of the need

2.8.   Information packs for new parents and/or those with elder care responsibilities

Yes

Available at ALL worksites

2.9.   Parenting workshops targeting fathers

No

Not aware of the need

2.10. Parenting workshops targeting mothers

No

Not aware of the need

2.11. Referral services to support employees with family and/or caring responsibilities

No

Not aware of the need

2.12. Support in securing school holiday care

No

Not aware of the need

2.13. On-site childcare

No

Not aware of the need

2.14. Other details: No

3. **If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

Sexual harassment, harassment on the grounds of sex or discrimination

1. **Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?**

Yes

Policy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

2. **Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**
All Non-Managers

Yes

Voluntary question: All Non-Managers

9. **If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.**

Family or domestic violence

1. **Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

Yes

Policy; Strategy

2. **Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**

A domestic violence clause is in an enterprise agreement or workplace agreement

No

Not aware of the need

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

No

Not aware of the need

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Not aware of the need

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Not aware of the need

Flexible working arrangements

Yes

Offer change of office location

No

Not aware of the need

Access to medical services (e.g. doctor or nurse)

No

Not aware of the need

Training of key personnel

No

Not aware of the need

Referral of employees to appropriate domestic violence support services for expert advice

No

Not aware of the need

Workplace safety planning

No

Not aware of the need

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No

Not aware of the need

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of days:

10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
No

  Not aware of the need

Access to unpaid leave
Yes
Is the leave period unlimited?
 Yes

Provide Details: No

2. **If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below**

Workforce Management Statistics Table

Industry: Publishing (except Internet and Music Publishing)

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	3	6
			Non-managers	5	4	9
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	6	2	8
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	1	1	2
			Non-managers	29	27	56
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	1	5
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	0	5
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	10	3	13

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Publishing (except Internet and Music Publishing)

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	0	1	1
			Non-managers	12	10	22
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	2	6
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	7	0	7
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	3	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Publishing (except Internet and Music Publishing)

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary

Workplace Profile Table

Industry: Publishing (except Internet and Music Publishing)

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	12	14	0	0	26
	Part-time permanent	1	2	0	0	3
Professionals	Full-time permanent	89	112	0	0	201
	Full-time contract	3	2	0	0	5
	Part-time permanent	28	4	0	0	32
	Part-time contract	1	1	0	0	2
	Casual	12	12	0	0	24
Community And Personal Service Workers	Part-time permanent	1	0	0	0	1
Clerical And Administrative Workers	Full-time permanent	9	0	0	0	9
	Part-time permanent	3	0	0	0	3
	Casual	6	1	0	0	7
Sales Workers	Full-time permanent	2	0	0	0	2

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)
** Total employees includes Non-binary

Workplace Profile Table

Industry: Publishing (except Internet and Music Publishing)

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	3	2	5
SM	Full-time permanent	2	3	5
OM	Full-time permanent	7	8	15
	Part-time permanent	1	2	3

* Total employees includes Non-binary