

DEI Action Plan tool

A practical planning and review template to help organisations translate DEI principles into focused, achievable action aligned to workforce well-being and sustainable practice.

Part of the AUSMASA VET Workforce Blueprint Guidance Suite



About this assessment tool

This optional tool supports organisations to take a practical and sustainable approach to diversity, equity and inclusion (DEI). Consultation highlighted that DEI initiatives are often well-intentioned but can become fragmented or difficult to sustain alongside day-to-day priorities. The template helps organisations identify a small number of achievable actions that align with their workforce needs, capacity and goals. Organisations may choose to use, adapt or not use the template depending on their context.

Who the tool is for

Organisations, leadership teams and those responsible for DEI, well-being or workforce planning.

When to use the tool

Use this tool when planning, reviewing, or refocusing DEI activity, particularly when effort feels fragmented, reactive, or overly ambitious.

How to use the tool

Use the template to identify a small number of priority focus areas and align actions, roles and review points accordingly. Not all sections need to be completed in detail. The tool is designed to be adapted to organisational size, structure and maturity, rather than completed in full.

Name: _____

Role: _____

Date: _____

Organisation: _____

Complete the self-assessment below based on your current role and experience.

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DEI Action Plan template

1. Purpose and scope

Briefly describe:

- the purpose of this action plan
- the part of the organisation it applies to
- the timeframe it is intended to cover

2. Evidence and insight informing priorities

Identify the key sources of insight that inform DEI priorities, for example:

- consultation themes
- workforce feedback
- staff surveys or qualitative insights
- workforce data or trends
- known pressure points identified in this guidance document

3. Priority DEI focus areas

Identify a small number of priority focus areas (for example 2–4), such as:

(Note: This list is not exhaustive. Organisations are encouraged to select a small number of focus areas that reflect their context, capacity and evidence, rather than attempting to address all areas at once).

Workforce composition, progression and visibility

- workforce diversity across roles and career phases
- progression pathways for under-represented groups
- representation and visibility of diverse trainers and assessors

Psychological and cultural safety

- inclusive team norms and behaviours
- confidence to speak up, ask questions and raise concerns
- culturally safe practices for First Nations trainers and assessors

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Work design, workload equity and access to support

- equitable workload allocation and pacing
- access to support during transition or change
- reducing reliance on unpaid or invisible labour

Mentoring, capability and career pathways

- equitable access to mentoring and developmental opportunities
- clarity of career pathways and progression signals
- recognition of relational and mentoring labour

Systems, processes and administrative burden

- administrative and compliance systems that reduce cognitive load
- equitable access to system support and learning time
- clarity about "what matters most" to reduce rework and anxiety

Flexible and inclusive work practices

- flexibility in scheduling, delivery modes and work patterns
- reasonable adjustments as standard practice
- inclusive design that supports participation without assimilation

Boundaries, referral and emotional labour

- clear role boundaries and referral pathways
- shared responsibility for learner well-being
- reducing moral distress and emotional overload

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Evidence, voice and continuous improvement - mechanisms for listening to diverse workforce experiences - addressing gaps in representation and data - learning-oriented approaches to DEI improvement	
4. Selected actions aligned to well-being and support priorities For each priority area, identify: - specific actions to be taken - how these actions draw on or align with Parts 2-4 of the guidance document - whether actions build on existing practices or introduce new ones	
5. Roles and contributors Clarify: - Who is responsible for progressing each action - who contributes or supports the work - how responsibility is shared across roles or teams	
6. Timeframes and review points Identify: - indicative timeframes for action - planned review points - how adjustments will be made if context or capacity changes	

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7. Measures of progress

Identify how progress will be noticed and reviewed, using a mix of:

- qualitative indicators (e.g. feedback, lived experience, narrative evidence)
- selected quantitative indicators where appropriate

Measures should be:

- proportionate
- meaningful
- relevant to the chosen priorities

If this planning process identifies gaps or constraints

If this template highlights areas where capacity, systems or clarity are limited, organisations may choose to:

- narrow priorities rather than expand them
- adjust scope, sequencing or timing
- test small actions before broader rollout
- revisit priorities as context or capacity changes

This tool is intended to support thoughtful, sustainable progress over time, not comprehensive or immediate change.

Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development