



## ASSESS to RISE Tool

This document provides an introduction to one of the first project activities in the RISE project, called the ASSESS to RISE self assessment tool.

ASSESS TO RISE takes your organisation through a self-assessment to better understand:

- **what systemic barriers** are holding back CARM women from rising into leadership in your workplace?
- **what actions can your organisation take** to address these systemic barriers and ensure CARM women can rise into leadership in your workplace?

The Tool is also designed to further strengthen your organisation's Diversity and Inclusion (D&I) capabilities, including in relation to gender, race, and their intersection at work.

### **Who should complete this Tool?**

ASSESS to RISE is designed to be completed by:

- **your organisation's project team** –This will consist of 3 or 4 people including D&I/HR contacts, senior executive sponsors/champions and/or members of any D&I Networks/Committees/Employee Reference Groups.
- **15 CARM women in middle management participating in the RISE project** – at a CEO-2 to CEO-4 level, though lower levels of management can be included as agreed with the DCA RISE team, if 15 CARM middle managers are not available.
- **All CARM women in your organisation** – For greater validity of results, DCA will provide a link for organisations to circulate so that any CARM woman at any level in your organisation can complete the tool.

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## What focus areas does this Tool assess?

ASSESS to RISE has 4 Change Levers and four focus areas under each lever. These include:

### Gender Through a Race Lens

- Understanding CARM Women's Experiences
- Conversational Competence
- Racial Literacy
- Gender Literacy

### Culture

- Organisational Maturity
- Cultural and Racial Safety
- Authentic Allyship
- Leadership Prototype

### Policy & Process

- Centred Voices
- Equitable Talent Management
- Accessible Social Capital
- Raising and Resolving Concerns

### Impact

- Data and Metrics
- Targets
- Reporting
- Accountability

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## What happens when you have completed the Tool?

Once your organisation has completed the Tool, your project team will receive a:

- **Confidential Self-Assessment Report** which identifies possible systemic leadership barriers for CARM women in your organisation, as well as links to useful resources relating to each barrier
- **Action Plan Template** which provides a framework to create a strategic 12 to 18 month action plan for your organisation using findings from your Confidential Self-Assessment Report. The DCA RISE team can support organisations' RISE project team to develop and implement their Action Plan by providing feedback and advice.

## What happens to the information I provide in the Tool?

The responses will be de-identified and aggregated. The data will be stored securely in Australia within the Google Cloud once you submit your response. DCA will store your data for analysis within a password protected server for five years.

## Are there risks and benefits to participating in the Tool?

Key benefits of participating in the Tool include:

- Having your voice heard and counted in assessing your organisation's literacy, culture, policy and process and impact in supporting CARM women's progression to leadership.
- Contributing to organisational change as the results of the self-assessment tool will be taken into account when your organisation creates an action plan to address CARM women's progression to leadership.

Risks to participating in the Tool include:

- That your confidentiality may be breached in the reporting of self-assessment tool results: DCA will address this risk through reporting the results in aggregate (so that the results of CARM women as a group will be reported, rather than as individuals). DCA will also ensure that the Self-assessment Tool report is de-identified.

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- That participating in the tool may be retraumatising due to having to think about experiences of racial and cultural marginalisation: DCA will apply trauma informed principles in designing the Tool to minimise the risk of retraumatisation. The Tool will also include a link to support services.

### **What if I don't want to take part?**

Participation in the tool is voluntary and entirely your choice. Whether or not you decide to participate, your decision will not disadvantage you – only those who give their consent will be included in the project.

### **What if I participate and want to withdraw later?**

Once you complete the Self-assessment tool and submit your responses, it is not possible for us to destroy or withdraw your responses from the aggregate dataset. This is because your responses will be de-identified and anonymous – we will not be able to identify from the aggregated dataset which responses are yours.

### **How will my confidentiality be protected?**

DCA will not share your individual response with your organisation. The Self-assessment report will only contain de-identified and aggregated data from the CARM women participating in the project and across the organisation.

### **Who should I contact if I would like more information or have concerns about this activity?**

You can contact DCA, which is the organisation leading the RISE project at [RISE@dca.org.au](mailto:RISE@dca.org.au)

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## Copy of ASSESS to RISE Self-assessment Tool Consent Form

In the weeks after your registration in the RISE project is confirmed as successful – you will be sent a link to the online Self-assessment tool and the online consent form. We have provided a copy of this online form below for your reference – please there may be minor changes in the online version – which you will be able to review before accepting or not accepting the form.

1. I consent to participate in the ASSESS to RISE Self-assessment Tool project named above. I have been provided a copy of the Information Pack for Culturally and Racially Marginalised (CARM) Women Middle Manager participants and this consent form and any questions I have asked, have been answered to my satisfaction.
2. I understand that the ASSESS to RISE tool will be implemented as described in this Information Pack, a copy of which I have retained.
3. I acknowledge that:
  - my participation is voluntary and that I am free to withdraw from participating in the tool at any time before submitting my response on the online platform without explanation.
  - any personal information about me which is gathered in the course of and as the result of my participating in this project will be (i) de-identified, collected and retained for the purpose of this project and (ii) accessed and analysed by the DCA and SSI staff involved in the RISE project for the purpose of conducting this project.
  - my anonymity will be preserved in RISE-related publications (including the ASSESS to RISE organisational self-assessment report) and I will not be identified unless I give my express written consent.
  - DCA or SSI is not responsible for any loss, corruption or interception of data sent to or from the online self-assessment tool or website which occurs outside of our computer systems (such as those which occur while being sent over the internet).
4. By signing this document, I agree to participate in the ASSESS to RISE Self-assessment tool.

**Name of Participant:** .....

**Signature** .....

**Date:** .....

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