

Establishing Your RAP Working Group – FAQs

What is a RAP Working Group and why should we establish one?

RAP Working Groups are typically comprised of those members of an educational community who are willing to represent core drivers of the RAP development/implementation journey.

While it is important to foster [all-staff](#) and indeed whole-school/whole-service engagement with your RAP (remembering that reconciliation is everyone's business, and for everyone's benefit), establishing a RAP Working Group is an opportunity to support your educational community's coordination, administration and monitoring of its RAP commitments. An important level of [institutional integrity](#), sustainability and accountability can be supported within the RAP development/implementation journey in turn.

Who should be represented on our RAP Working Group?

Establishing a diverse RAP Working Group will ensure the responsibility for developing, implementing and maintaining the RAP does not sit with one person, nor become the sole responsibility of Aboriginal and Torres Strait Islander representatives. A collaborative approach will help to ensure that your RAP actively considers diverse perspectives, and represents the diversity of your educational community in holistically empowering and sustainable ways.

The RAP Working Group should include:

- Members of the local Aboriginal and/or Torres Strait Islander community (bearing in mind that it can often be most respectful to [build relationships with community](#) prior to asking community members to contribute to reconciliation activities in your school or early learning service).
- The Principal/Director (who will help to ensure executive-level support, and will need to approve the RAP via the Narragunnawali platform in order for the RAP to be sent to Reconciliation Australia for final review/publication).
- Teachers and educators.
- Parents/carers and wider family and community representatives.

It is also suggested that the RAP Working Group includes:

- Curriculum or faculty leaders.
- Non-teaching staff (e.g. library staff, counsellors, administrative staff, groundsman).
- Students and children.

What does it mean to be a RAP Working Group Chair?

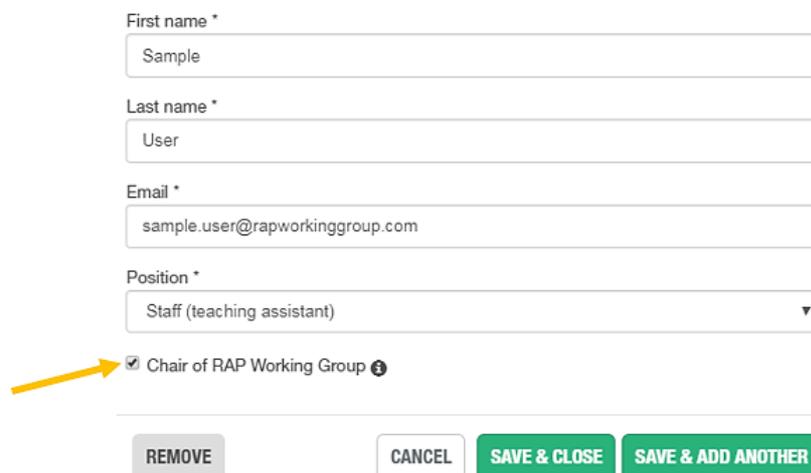
A RAP Working Group requires a Chair (or Co-Chairs). The roles of the Chair(s) should be agreed to by the wider RAP Working Group, but suggestions include:

- Leading the organisation of RAP Working Group meetings
- Being the key contact for RAP-related communications
- Being the champion for the RAP in the school or early learning service

While all RAP Working Group members can dynamically engage with various aspects of the RAP development process within the Narragunnawali platform (such as adding and editing [Action](#)-aligned Deliverables) there are certain aspects of the RAP development process which, for version control reasons, only those listed as a “Chair” will have technical capacity to add, edit or save. For example, only those listed as a Chair can:

- Add and edit RAP Working Group memberships
- Save and edit responses to the Reflection Survey
- Save and edit the Vision for Reconciliation text
- Add/remove RAP Actions, and set Goals against RAP Actions
- Submit the RAP to Principal/Director to review and approve

The Principal/Director will automatically be given “Chair” status, although it is possible to have multiple Chairs on a single RAP Working Group. When an existing Chair invites a new member to the RAP Working Group and/or edits another existing member, the following checkbox must be ticked in order to give that member “Chair” status:



The screenshot shows a form with the following fields and options:

- First name *: Sample
- Last name *: User
- Email *: sample.user@rapworkinggroup.com
- Position *: Staff (teaching assistant)
- Chair of RAP Working Group ⓘ (highlighted with a yellow arrow)

At the bottom of the form are four buttons: REMOVE, CANCEL, SAVE & CLOSE, and SAVE & ADD ANOTHER.

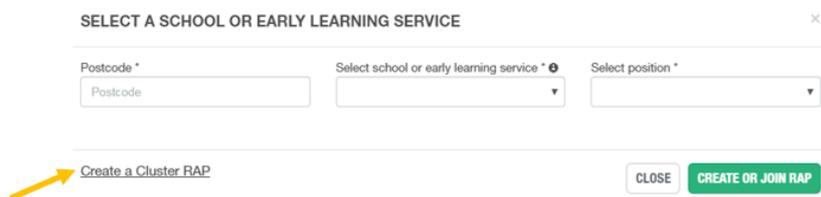
What does it mean to be the Principal/Director of a RAP Working Group?

The Principal/Director will automatically be given “Chair” status, meaning that he or she will have full technical capacity, within the Narragunnawali platform, to make any edits or additions to the RAP. Once the RAP’s set up circle reaches 100%, the Principal/Director is also the only RAP Working Group member with the technical capacity to press the “Approve RAP” button, which will send the RAP onwards to Reconciliation Australia for final review/publication:



My school/service is part of a Cluster RAP – does that have any implications on RAP Working Group membership?

A Cluster RAP is a single RAP that is shared across two or more schools and/or early learning services. It is created by clicking the “Create a Cluster RAP” link when following the prompts to “Create or Join a RAP” on the Narragunnawali platform:

A screenshot of a web form titled 'SELECT A SCHOOL OR EARLY LEARNING SERVICE'. The form contains three input fields: 'Postcode *', 'Select school or early learning service *', and 'Select position *'. Below these fields, there is a link labeled 'Create a Cluster RAP' with a yellow arrow pointing to it. To the right of the link are two buttons: 'CLOSE' and 'CREATE OR JOIN RAP'.

It is important that you have at least one member from each participating school or early learning service represented on your Cluster RAP Working Group to ensure that the RAP is developed in ways that are relevant and responsive to each school’s/service’s needs and aspirations, as well as to support the practicality, efficacy and sustainability of the RAP’s implementation.

If you decide that a Cluster RAP is not specific enough for the unique setting of your school or early learning service, consider instead developing an individual RAP for your school/service, but collaborating with other schools or early learning services as part of a [Reconciliation Network](#).

Contact the Narragunnawali team should you require support with merging additional schools or services into an existing Cluster RAP, or with disbanding an existing Cluster RAP so that each participating school/service can instead proceed with developing its own individual RAP.

I am already represented on a RAP Working Group – can I be represented on another?

Yes! It is possible for a single Narragunnawali User account to be attached to multiple RAP Working Groups. You might, for example, be employed as a Teacher at one school (and represented on that school's RAP Working Group accordingly), but might simultaneously be a Parent of a child enrolled at an early learning service, and so can certainly be represented on that service's RAP Working Group too.

You can also continue to use your existing Narragunnawali User account to join new/additional RAP Working Groups even after being removed from a previous RAP Working Group, such as in the context of finding new places of employment.

Note, however, that it is not possible for two or more Narragunnawali User accounts to be created under the same login email address, for which reason it is important to sign up to the Narragunnawali platform using your personal/unique email address.

What is the difference between the RAP Working Group and the RAP Support Network?

Although non-mandatory, you will notice that there is an opportunity to acknowledge a "RAP Support Network" in addition to establishing your RAP Working Group. The RAP Support Network may be comprised of those individuals – whether staff, parents, students and/or community members – who aren't formally represented on the Working Group, but who have nevertheless made an important contribution to the development of the RAP, whether as a consultant, a 'critical friend' or otherwise.

Adding members to your RAP Support Network allows these members to be listed on the RAP document. It does not, however, give these members technical capacity to access the RAP via the Narragunnawali platform in the way that adding/accepting formal RAP Working Group members does.

RAP SUPPORT NETWORK

ADD NEW MEMBER 

List staff, parents, students and community members who aren't on the Working Group but have made an important contribution to the development of the RAP.

Any other questions?

Contact the Narragunnawali team via www.narragunnawali.org.au/contact-us!