



# Workforce Readiness Program

LRCSSL-SS North – Learning and Development Plan



# How was the Workforce Readiness Program developed?

The LRCSSL-SS North Workforce Readiness Program is made up of a range of learning and development opportunities that will support you make the transition to your future career (either in or outside of the new disability sector) or to your retirement.

The Program is based on information from Personal Development Plans (PDPs) completed by over 500 staff across North LRCSSL-SS sites. Ongoing analysis PDP's will continue to inform the program.

# The program will offer a range of opportunities:

- ***For all interested staff*** we will offer job readiness training to help you make your move to your new careers e.g. career planning, portfolio development, interview skills, and resume writing.
- ***For people who want a career in the new disability sector*** we will offer a range of training including First Aid, Certificate IV in Leadership and Management, Certificate III in Individual Support (Disability), Certificate III in Individual Support GAP training, Person Centred Active Support (PCAS), Medication Administration and Computer Skills.

# LRCSSL-SS NORTH WORKFORCE READINESS PROGRAM

- ***For people who want to leave the disability sector*** we will offer other training where possible e.g. up skilling for nurses choosing to move into NSW Health, Project Management training, Certificate III in Business and Certificate IV in Training and Assessment etc.
- ***For people who want to retire*** we will offer retirement planning support.

# Your Personal Development Plan:

- To make sure that the Program delivers the type of training to meet your future career or retirement needs please complete your PDP if you haven't already and ask your Manager to sign it and submit it to the Learning and Development Department.

# How Will I know what's on offer

- We will let you know as soon as new training opportunities become available by emailing staff and managers and posting the same information on Staff Support noticeboards across all sites.
- Note: If you are a manager, please print and display all emails, course flyers and education programmes on local noticeboards for those staff without computer access.

# How do I apply for opportunities through the Workforce Readiness Program?

- **Accredited training (i.e. training that leads to a formal qualification)**
- ***Ongoing and temporary staff:*** You can apply for accredited training by completing an application form. All applications must align to your PDP, be supported by your Department Manager and be submitted to the Nurse Manager Learning and Development Department on time. Please note that if you haven't yet completed your PDP you will need to do so and attach it to the application form for your manager to sign.

# OPPORTUNITIES FOR CASUAL STAFF

- ***Casual staff:*** Casual staff, where possible, will be able participate in training but **you must do so in your own time.** To be eligible, the training must be relevant to your current position, role and function. You will also need to complete an application form to apply for training and submit to your Department Manager for approval.



# Other training, learning and development opportunities

- You can register your interest in attending other opportunities by phoning the number and contact person advertised on the relevant course flyer.

## For further information contact

- your Manager
- the Learning and Development Department on 4928 0819

# What did we find

## Consultation with peak training organisations and disability service providers identified:

- through NSW Government Smart & Skilled funding some training could be partially or fully subsidised.
- some training would be full fees for service.
- significant changes in disability training.
- Certificate III in Aged Care, Certificate III in Disability & Certificate III in Home & Community Care qualifications have been superseded.
- CHC33015 - Certificate III in Individual Support was the industry benchmark for disability training.

# Why not CHC43115 - Certificate IV in Disability?

- Hunter TAFE indicated Certificate IV in Disability demand by the disability sector was in decline.
- Discussions with NGO's identified that Certificate IV in Disability is not a qualification required.
- People who applied for a position with an NGO with a Certificate IV in Disability qualification would ONLY be paid according to the qualification if it was a requirement of the organisation.

# Targeted Training

Course	Target Group	Course Participants	Duration
<b>Certificate III in Individual Support</b>  Hunter TAFE	<b>Business Support &amp; Day Program staff</b>	<b>3 groups x 15 participants</b>	<b>6 months 10 training days 120 hours placement</b>
<b>Certificate III in Individual Support GAP training</b>  Essential skills	<b>Participants with Cert III in Disability, Aged Care, Home &amp; Community care</b>	<b>5 groups x 15 participants</b>	<b>3 training days</b>
<b>Computer Training</b>  Hunter TAFE	<b>All staff</b>	<b>4 groups x 10 participants</b>	<b>4 training days</b>
<b>Certificate IV in Training &amp; Assessment</b>  Hunter TAFE	<b>All staff</b>	<b>1 group x 17 participants</b>	<b>6 months 10 training days</b>

# Targeted Training

Course	Target Group	Course Participants	Duration
<b>Certificate III in Business</b> Hunter TAFE	<b>Business Support,            Clinical &amp; Day            Program            Staff</b>	<b>2 groups x 15            participants</b>	<b>6 months            10 training days</b>
<b>Certificate IV in            Leadership &amp;            Management</b> Hunter TAFE / WEA	<b>All staff</b>	<b>3 groups x 15            participants</b>	<b>6 months            9 training days</b>
<b>Career Transitioning            Workshops</b> Suzie Moore Consultancy	<b>All staff</b>	<b>4 workshops x            10 participants</b>	<b>4 hours            1:1 coaching            sessions x 1 hour</b>

# LRCSSL-SS NORTH TRANSITION TRAINING

In addition to the Workforce Readiness Program LRCSSL-SS North has developed a training framework to support staff and individuals transitioning into the new group homes. The framework consists of 3 key deliverables:

- CORE TRAINING
- CORPORATE TRAINING AND
- PERSON CENTERED

# CORE TRAINING COMPONENTS

Cert III Individual Support (Disability) Gap Training (5 Days)	House Systems	House Systems	NUTRITION AND MEAL TIME PLANNING	Cert III Individual Support (disability) 6Months	Cert IV Leadership and Management	Emergency Response
WORKSHOP 1	SHIFT MANAGEMENT	MAINTAINENCE	MODULE 1 Duty Of Care	7 CORE UNITS	Innovation in a Team Environment	First Responder
WORKSHOP 2	COMMUNICATION SYSTEMS	MEDICATIONS AND HOUSE SYSTEMS	MODULE 2 Health Eating		Continuous Improvement	First Aid
WORKSHOP 3	RECORDS MANAGEMENT	ROSTERING	MODULE 3 Menu Planning	4 ELECTIVE DISABILITY SPECIALISATION UNITS	Identify Risk and apply Risk Management processes	ISBAR and STOP AND WATCH
WORKSHOP 4	FINANCILA SYSTEMS	FEEDBACK AND COMPLAINTS	MODULE 4 Food Safety		Develop work Priorities	ACE / Disability Advice Line
WORKSHOP 5	WORK HEALTH AND SAFETY	CORPORATE SYSTEMS	MODULE 5 Kitchen Emergencies	2 ELECTIVES from any endorsed training package or accredited course	Address customer needs	
	FLEET VEHICLES	HOUSE SET UP AND ORIENTATION	MODULE 6 Kitchen Fires and Safe Storage		Workforce Implementation Systems	
			MODULE 7 Meal Preparation		Develop teams and Individuals	
					Show leadership in the workplace	

# CORPORATE TRAINING COMPONENTS

WORK HEALTH SAFETY	WORK HEALTH SAFETY	PROFESSIONAL CONDUCT	PROFESSIONAL CONDUCT	HUMAN RIGHTS
Emergency Procedures	Staff Immunisation Program	Respectful Workplace	Key Accountabilities (DSW/Team Leader) Responsibilities Working Professionally as a team	Disability Awareness and Disability Standards
Infection Control	PART Training	Code Of Ethical Conduct		United Nations Charter of Human Rights for People who have a Disability
Manual Handling	WHS Module 1 Main Introduction	Abuse and Neglect		
First Attack Fire Prevention	WHS Module 2 Case Studies	What is a DSW Being Person Centred		
Health Care Evacuation	WHS Module 3 New WHS Laws And You			



# PERSON CENTRED TRAINING COMPONENTS

BEHAVIOUR SUPPORT	HEALTH PRACTICE	HEALTH PRACTICE	HEALTH PRACTICE	COMMUNICATION	SAFETY
Behaviour support Plans	Nutrition and Swallowing	Meal times and CMMP	Oropharyngeal Suction	Augmentative systems	CRMP
Capability Assessment Tools	Dysphagia /Aspiration	Co morbity	Bowel Management	ICABS	Transportation Risks
Restrictive Practices	Reflux / Choking	Palliative Care	Epilepsy	Keyword Signing	Vehicle Safety
SWP Behaviours of Concern	Food Texture / Fluid consistencies	Catheterisation	Diabetes		
PICA	Enteral Nutrition	Supa Pubic and Indwelling Catheterisation	Asthma		
	Enteral Medications	Wound Care	Poly Pharmacy		

# Workforce Readiness Program

Course	Date	Number of Attendees
<b>Basic Resume</b>	21/04/2016	10
	4/05/2016	11
	9/06/2016	5
	15/06/2016	6
	<b>Total</b>	<b>32</b>
<b>Developing a Portfolio</b>	7/04/2016	11
	12/04/2016	9
	13/04/2016	8
	5/05/2016	10
	<b>Total</b>	<b>38</b>
<b>Career Transition Workshop</b>	17/6/2016 AM	9
	17/06/2016 PM	10
	21/06/2016	10
	6/07/2016	7
	<b>Total</b>	<b>36</b>

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Course	Date	Number of Attendees
<b>Career Transition 1:1 Coaching Sessions</b>	7/07/2016	7
	20/07/2016	6
	21/07/2016	7
	22/07/2016	3
	<b>Total</b>	<b>23</b>
<b>First Aid</b>	19/01/2016	11
	16/02/2016	14
	22/03/2016	24
	17/05/2016	14
	31/05/2016	13
	29/06/2016	12
	12/07/2016	17
	20/07/2016	15
	<b>Total</b>	<b>120</b>
<b>Certificate III Business</b>	<b>Group</b>	<b>Number of Attendees</b>
	1	10
	2	8
	<b>Total</b>	<b>18</b>

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Course	Group	Number of Attendees
<b>Certificate IV Leadership &amp; Management</b>	<b>WEA</b>	<b>15</b>
	TAFE (G1)	15
	TAFE (G2)	15
	TAFE (G3)	16
	<b>Total</b>	<b>61</b>
<b>Certificate IV Training &amp; Assessment</b>	<b>TAFE</b>	<b>17</b>
	<b>Total</b>	<b>17</b>
<b>Certificate III Individual Support GAP</b>	<b>Essential Skills</b>	<b>15</b>
	<b>Total</b>	<b>15</b>
<b>Certificate III Individual Support</b>	<b>Essential Skills</b>	<b>16</b>
	<b>Total</b>	<b>16</b>
<b>Computer Skills</b>	<b>TAFE (G1)</b>	<b>10</b>
	<b>Total</b>	<b>10</b>
<b>TOAL PARTICIPANTS 28 July 2017</b>		<b>386</b>