

HACC GROWTH FUNDING ROUND 2002 - 2003

INFORMATION SHEET 4: SUBMISSIONS FOCUSING ON SERVICE DEVELOPMENT TRAINING PROJECTS

The following information is provided to assist agencies that are seeking to apply for funding to produce training resources and/or deliver training to the HACC workforce. It provides a guide for agencies seeking to undertake training initiatives and key issues that need to be addressed in your submission for funding. Some aspects of the HACC Program's involvement in training are outlined below. Given the context of this work submissions for funding that focus on training projects should first be discussed with your Regional HACC Training Coordinator and/or HACC Training Advisory Committee.

Training and the HACC Service System

At the statewide level the HACC Program in Victoria contributes to the development and review of the national Community Services Industry Training Package. In addition, regular and ad hoc statewide training meetings are initiated between relevant stakeholders including funded agencies, Registered Training Organisations, training authorities and others to discuss training issues relevant to the HACC Program. Where appropriate, analysis of statewide training needs will be undertaken as will statewide training projects.

The HACC Program funds a training co-ordination function in all nine Regions. This enables the region-wide identification and discussion of training issues, the development and co-ordination of the provision of accredited training. At the regional level, training needs analysis may be undertaken as well as region-wide training projects. Many Regions have a Regional HACC Program Training Committee. Funded agencies are encouraged to participate in these regional processes.

Funding for vocational training provision is the responsibility of Commonwealth and State Government education and training authorities. Vocational training courses are provided by Registered Training Organisations, which are registered with the State Government training authority.

Individual enquiries about vocational training should be directed to your local TAFE Institute.

Service Co-ordination Implementation: Tools and Training

HACC agencies are already skilled in service co-ordination. The Department has outlined a statewide *Capacity Building, Training & Development Program* for 2002-2003. This will build on and support PCP work in developing and implementing local service coordination platforms, including implementation of

the Statewide Service Coordination Tool Templates. As part of this program the Department will be facilitating regional Service Coordination Orientation 'Train the Trainer' workshops later this year. For further information on this please refer to website www.dhs.vic.gov.au/phkb.

Each HACC agency should continue to think about the workforce development and training needs of personnel involved in service co-ordination – for example, the skills needed by intake staff and home assessment staff (with consideration of the PCP's Service Coordination plan). Submissions for training staff in the use of the templates or for data entry are not likely to be considered a priority given that the templates do not require substantially new skills and that orientation training will be provided through the Department with non-HACC funds. *Refer also to Information Sheet on Service Co-ordination.*

A checklist of issues to consider when you are developing your submission:

If your proposal is seeking to develop training material:

- Has this been discussed with your Regional HACC Training Co-ordinator and/or HACC Training Committee? It is advisable that this occurs before a submission is written.
- Is it addressing a need identified in the Regional HACC Training Needs Analysis or through other relevant Training Needs Analyses (where one exists)? (i.e. Statewide Koori HACC Needs Analysis)
- Should this be a Statewide Project?
- Is it duplicating anything that has already been undertaken regionally or statewide?
- Please demonstrate in your submission that your agency has the appropriate skills to develop the training material, including access to appropriate expertise.

If your proposal is seeking to deliver training:

- Has this been discussed with your Regional HACC Training Co-ordinator and/or Regional HACC Training Advisory Committee? It is advisable that this occurs before a submission is written.
- Is it addressing a need identified in the Regional HACC Training Needs Analysis (where one exists)?
- What specific training resources will you access to deliver the training?
- Have you checked whether this is currently being covered by registered vocation training or training provided by a specific organisation?
- What contingencies have you considered to support workers to access the training?

Contact your Regional HACC Adviser if you require further information.