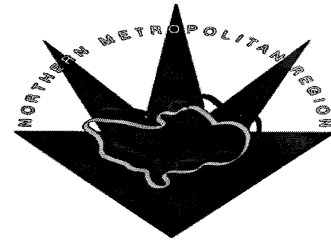


Nth. Metro Region HACC Training Advisory Committee
Merri Community Health Services
Level 1, Suite 3
368 Sydney Rd, Coburg, 3058
Phone: 8319 7417
Fax: 9350 3864



TERMS OF REFERENCE HACC TRAINING ADVISORY COMMITTEE

The committee is responsible for:

- representing HACC service providers in developing HACC training activities within the region
- overseeing the provision of DH funded training to HACC funded agencies within the Northern Metropolitan Region

The committee has a role in:

- identifying and analyzing learning and training needs of staff and volunteers in HACC services
- promoting effective exchange of information about training and labour force issues between DH and the HACC sector
- encouraging and promoting the use by HACC agencies of the Vocational Education and Training System and labour force programs such as traineeships
- encouraging and promoting the incorporation of the Active Service Model (ASM) approach in the development and delivery of training for HACC agencies.

Structure of Committee

The committee is chaired by a Merri Community Health Centre representative or their nominee.

The committee is established by invitation. Vacancies on the committee will be notified to all service providers to seek interest in participation.

The committee should represent the sector by including members from:

- local government, community health, community sector organisations
- a range of aged care and disability organisations
- are representative of special interests, ie volunteers, non English speaking background, and
- members who have training expertise
- DH staff
- RDNS staff

The committee should represent the HACC service consumer perspective on training

The committee should represent all HACC activities:

Home care	Personal care
Property maintenance	Delivered meals
Respite care	Planned Activity Groups
Allied Health	Nursing
Linkages	Volunteer Co-ordination
Assessment and Care Management	

Purpose of the training budget

The purpose of the Training Budget is to assist agencies meet their training obligation by providing courses that develop and enhance work skills across the Home and Community Care sector.

A number of factors provide parameters for the work of the committee:

- The budget provided to the committee can in no way ever meet the training needs of all organisations eligible to access training
- Training is the responsibility of the employing organisation
- Smaller community based organisations have less resources and flexibility to provide training internally
- Volunteers are an integral part of the HACC workforce who should be encouraged to access training equally with paid workers

Policy for Committee Operation

The committee has developed mechanisms to ensure that HACC organisations have fair access to training. These mechanisms include:

- ensuring that all programs are open to all organisations
- no organisation can make block bookings of more than three people unless the program is under enrolled
- the committee encourages direct requests for programs that are relevant to individual organizations
- all training is provided free of charge to eligible agencies
- non attendance fees are charged to organisations who enrol participants and fail to utilise the place
- including all volunteer organisations on the mailing list for training information, even if they are not HACC funded.

Planning the training schedule

Demand for courses is calculated by:

- Input from the Training Advisory Committee
- Training Needs Analysis undertaken from time to time
- feedback from trainers about topics identified as additional to current programs
- worker liaison with agencies and groupings of agencies such as the day centre network, supported residential services, volunteer network

- direct requests from agencies to the worker or committee
- analysis of participation in programs and waiting lists
- demand for repeat training in areas such as first aid and food handling, to ensure updating of skills and qualifications

In sourcing training providers the worker liaises with other regions, training brokers and organisations within the region to source proposals and seeks competitiveness

Delivery of training

Delivery of programs is undertaken by subcontracting individuals or organisations.

Training providers are responsible for promoting courses, managing enrolments, and providing venues and refreshments.

A proforma evaluation is required to be completed by all participants, and compiled by the trainer, and then submitted to the Regional HACC Training Coordinator with a full list of participants and their host organisation.

Trainers provide a certificate of attendance directly to participants

ROLE AND RESPONSIBILITIES

Responsibilities of Regional Departmental Office

To provide funds and monitor training programs and directions of the Training Committee

To advise of departmental training directives and training initiatives

Responsibilities of Training Advisory Committee

To represent service providers in developing a Regional HACC Training Plan

To provide information and advice to local service providers on the availability of training resources

To recommend allocation of training funds to the HACC Advisory Committee

To provide advice to the Regional Aged Care and Disability Manager on training issues affecting HACC services

To be mindful of any Conflict of Interest, which may occur, and declare it at TAC meetings

Responsibilities of Merri Community Health Services

To seek funds and administer funds for the employment of the Regional Training Co-ordinator and training programs

To provide day to day management for the Regional Training Co-ordinator

To Chair the HACC Training Advisory Committee

To represent the Training Advisory Committee at the Regional HACC Advisory Committee

To be mindful of any Conflict of Interest which may arise and declare it at Training Advisory Committee meetings

Responsibilities of the Regional Training Co-ordinator

Service the HACC Training Advisory Committee with agendas, minutes, discussion papers etc.

Maintain updated mailing lists of HACC services, eligible residential services, committee members etc.

Develop and manage training needs analysis processes

Develop and circulate training schedules each semester

Contract with, monitor contracts and pay training providers

Act as a contact point for training providers in relation to venues, mailing lists, involvement and feedback

Monitor program evaluation, and conduct an annual evaluation program in conjunction with the Training Advisory Committee.

To provide information and advice to local service providers on the availability of training resources

Represent the Northern Region at Statewide HACC Training forums

Participate in statewide processes and projects as necessary

Liase with the regional Victorian Government Department regarding Training Advisory Committee issues and fulfill the accountability requirements of funding.

Provide support and information to HACC service providers about organizational training issues

Liase with Registered Training Organisations to facilitate access to funded training programs for HACC service providers

To be mindful of any Conflict of Interest which may arise, and declare it at Training Advisory Committee meetings