

**ACT AOD SECTOR PROJECT**

<http://www.aodsector.org.au>

# **Information Pack for ACT Alcohol and Other Drugs Workers about Engaging in the Minimum Qualification Strategy: Semester 2, 2009**

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ACT AOD Sector Project

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## Section 1: Introduction

In recent years a number of Australian states have introduced a minimum qualification strategy for their alcohol and other drugs (AOD) workforce. While it is acknowledged that there is an extensive depth of knowledge and skills within the Australian AOD workforce, the recent move towards the introduction of minimum qualification strategies highlights the need for AOD workers to have accredited credentials specific to their field. That is, that there be a consistent approach to learning and skills development based on nationally recognised standards. In line with this, the ACT has recently sought to implement a Minimum Qualification Strategy for workers in AOD services funded by ACT Health.

This information package has been developed by the ACT AOD Sector Project, for the ACT AOD Sector Workforce, to provide information about the ACT Minimum Qualification Strategy, who it applies to, and support that is available to enable workers to achieve the requirements in Semester 2, 2009.

This information package can be found online at [www.aodsector.org.au](http://www.aodsector.org.au)

The ACT AOD Sector Project is a capacity building project that began in July 2007 and is funded by ACT Health. The Youth Coalition of the ACT auspices the Project. The Project aims to build the capacity and identity of the AOD sector in the ACT, foster intra and cross-sectoral relationships, and improve outcomes while maintaining respect for the diversity of services and for people who are affected by AOD.

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<b>Key Dates to Remember</b>	
<b>Date</b>	<b>Information</b>
Wednesday 15 July 2009	<b>Opening date:</b> <ul style="list-style-type: none"><li>• Applications open for ACT AOD workers to undertake courses in Semester 2, 2009.</li></ul>
Friday 24 July 2009	<b>Closing date:</b> <ul style="list-style-type: none"><li>• Applications close for courses to be undertaken in Semester 2, 2009. Applications are to be submitted to the ACT AOD Sector Project on <a href="mailto:info@aodsector.org.au">info@aodsector.org.au</a> or by fax to (02) 6249 1675.</li></ul>
Friday 31 July 2009	<b>Notification date:</b> <ul style="list-style-type: none"><li>• Agencies are notified of successful applications.</li></ul>

If you have any further questions please contact the ACT AOD Sector Project, auspiced by the Youth Coalition of the ACT:

Ph: (02) 6247 3540

Email: [info@aodsector.org.au](mailto:info@aodsector.org.au)

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## **Section 2: Background Information**

This section contains background information to help ACT AOD agencies and workers better understand the ACT Minimum Qualification Strategy, funding available to support its implementation and the obligations of agencies and workers to meet the minimum qualification. This section contains the following information sheets:

- 2.1 About the ACT Minimum Qualification Strategy Project, ACT AOD Sector Project
- 2.2 About the ACT Alcohol and Other Drug Minimum Qualification Strategy
- 2.3 About funds available through the Minimum Qualification Strategy Project, ACT AOD Sector Project, Semester 2, 2009
- 2.4 About Recognition of Prior Learning
- 2.5 Information for Government Workers

## **2.1 About the ACT Minimum Qualification Strategy Project, ACT AOD Sector Project**

### **2007:**

The Minimum Qualification Strategy began in 2007, when ACT Health secured \$400,000 from the Department of Health and Ageing to allocate towards supporting ACT AOD workers to undertake First Aid training, and units in the Certificate IV in Alcohol and Other Drug Work between 2007 and 2009.

In 2007, ACT Health contracted Turning Point Alcohol and Drug Centre to provide training and assessment opportunities to the ACT AOD workforce. Training was provided in the 'Four Core Competencies' (CHCAOD2C, CHCAOD6B, CHCAOD8C, CHCAOD10A)<sup>1</sup>. Assessment for the Recognition of Current Competence was provided for both the Four Core Competencies and the Certificate IV in Alcohol and Other Drugs Work (CHC41702). AOD workers not undertaking assessment for Recognition of Current Competence were provided with the option of enrolling in the four core competencies delivered face-to-face or on-line. A set number of places were allocated for each of the three options.

A number of ACT AOD workers participated in the various training and assessment opportunities offered by Turning Point Alcohol and Drug Centre, and received complete or partial qualifications.

### **2008 - 2009:**

In October 2008, ACT Health contracted the ACT AOD Sector Project, which is auspiced by the Youth Coalition of the ACT, to administer the remaining \$150,000 in funding. The \$150,000 was to be expended by June 2009. To effectively administer the funding, the ACT AOD Sector Project established the ACT Minimum Qualification Strategy Project, which included the Funding Allocation Committee. The Funding Allocation Committee provided guidance and support to the ACT Minimum Qualification Strategy Project to develop equitable and effective strategies to distribute the funding. Membership to the committee was open to interested members of the ACT AOD sector.

The Project then contracted the Canberra Institute of Technology (CIT) to provide the Four Core Competencies, and recognition of prior learning. 40 ACT AOD Workers undertook the 4 Core Competencies in Semester 1, 2009 with support from the ACT AOD Sector Project.

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<sup>1</sup> CHCAOD2C – Orientation to the alcohol and other drug sector; CHCAOD6B – Work with clients who are intoxicated; CHCAOD8C – Assess the needs of clients who have alcohol and/or other drug issues; CHCAOD10A – Work with clients who have alcohol and/or other drug issues.

## **July – December 2009:**

Following this, additional funding was sought to support the on-going implementation of the Minimum Qualification Strategy, allowing workers to engage in relevant training and assessment opportunities. Negotiations are currently taking place regarding the amount and conditions of the funding over to 2009 / 10 financial year; however, funding has been identified to enable some workers to continue to participate in training and assessment opportunities between August – December 2009.

Note: Further policy and development work will occur across the sector during this period.

### **ACT Minimum Qualification Strategy Project Aim**

- To support ACT AOD sector workers to access funds to participate in assessment and training that ensures the maintenance of a competent and professional AOD workforce in the ACT.

### **ACT Minimum Qualification Strategy Project Objectives (July – December 2009)**

- To engage and support the ACT AOD sector in the implementation of the Minimum Qualification Strategy in the ACT;
- To participate in the management and coordination of the progression of a Minimum Qualification Strategy in the ACT AOD sector;
- To identify assessment and training opportunities in the areas of recognition of current competence, training and assessment;
- To communicate information about the Minimum Qualification Strategy and related training opportunities to the ACT AOD sector; and
- To manage payments related to AOD sector agencies in the areas of recognition of current competence and training and assessment.

### **Decision Making**

A Minimum Qualification Strategy Steering Committee will support the Project's decision making such as overseeing the allocation of places, ensuring equity and transparency is maintained and progressing the development of sector wide policies regarding the Minimum Qualification Strategy.

### **Further information**

Further information about the ACT Minimum Qualification Strategy Project is available from:

Phone: (02) 6247 3540

Email: [info@aodsector.org.au](mailto:info@aodsector.org.au)

Web: [www.aodsector.org.au](http://www.aodsector.org.au)

## 2.2 About the ACT Alcohol and Other Drugs Minimum Qualification Strategy

The ACT is currently in the process of implementing a Minimum Qualification Strategy for the AOD sector. Under the Minimum Qualification Strategy, all workers of ACT Health funded AOD services whose core role is to provide drug treatment services should either possess the specified minimum qualification or have an agreed plan and timeline with their service, to meet the minimum qualification.

The Minimum Qualification Strategy evolved from an agreement by all AOD services funded by ACT Health to introduce a minimum qualification for all workers in the ACT AOD sector. Their agreement to the strategy is reflected in all funding agreements between ACT Health and AOD services.

### Who does the Minimum Qualification Strategy apply to?

The Minimum Qualification Strategy applies to all workers of AOD services funded by ACT Health whose core role is to provide funded drug treatment services to AOD clients.

### Aim of the Minimum Qualification Strategy

As part of the *ACT AOD Workforce Development Strategy* (under development), the Minimum Qualification Strategy aims to ensure the development and maintenance of a competent and professional AOD workforce in the ACT.

The Minimum Qualification Strategy also seeks to ensure that all AOD workers in the ACT have a shared minimum knowledge and skill base.

### What is the minimum qualification?

In order to attain the minimum qualification in the ACT, workers will be required to successfully complete:

1. A First Aid qualification to a level 2 standard.

**AND**

2. A qualification specialising in alcohol and other drugs or addiction studies. The qualification must be equivalent to, or above, the Australian Qualifications Framework Certificate IV in Alcohol and Other Drugs Work.

**OR**

3. A health, social, or behavioural science related tertiary qualification plus four AOD compulsory core units, specifically:

CHCAOD2C Orientation to alcohol and other drugs work

CHCAOD6B Work with clients who are intoxicated

CHCAOD8C Assess the needs of clients who have AOD issues

CHCAOD10A Work with clients who have alcohol and/or other drug issues

## **Timeline**

Under the Minimum Qualification Strategy, all workers of ACT Health funded AOD services should either possess the specified minimum qualification or have an agreed plan and timeline with their service, to meet the minimum qualification.

## **2.3 About Training Available Through the ACT Minimum Qualification Strategy Project, ACT AOD Sector Project, Semester 2, 2009**

For Semester 2, 2009 limited funding has been allocated to support AOD workers in non-government services to undertake training and assessment opportunities through the Canberra Institute of Technology in order to meet the ACT Minimum Qualification Strategy. The ACT AOD Sector Project will administer the allocated funding with support from the ACT Minimum Qualification Strategy Steering Committee.

### **2.3.1 Available Training through the Canberra Institute of Technology**

In Semester 2, 2009 only the remaining units of the Certificate IV in Alcohol and Other Drug Work will be available to workers through the Canberra Institute of Technology (See section 2.3.4 for more information on future training opportunities). In line with the agreed Minimum Qualification, workers who have completed the 4 Core Competencies, and do not have a related tertiary qualification are expected to undertake the remaining units of the Certificate IV in Alcohol and Other Drugs Work.

#### **Who can apply for the available training spaces?**

Non-government services funded by ACT Health to provide AOD treatment and support services are eligible to apply to undertake the remaining units of the Certificate IV in AOD Work.

Please note, that only those workers who have already successfully completed the 4 Core Competencies will be eligible to undertake training in Semester 2, 2009 with support from the ACT AOD Sector Project.

Workers who undertook the 4 Core Competencies in Semester 1, 2009 with CIT will be given priority.

Remember, only those workers that do not have a health, social, or behavioural science related tertiary qualification are required to undertake the remaining units of the Certificate IV to reach the Minimum Qualification.

Although government services are not eligible to access funded training spots, workers can access the training on a fee for service basis (see Section 2.5 for information for workers from government services).

#### **How to apply for the funding**

Information on how to apply for the remaining units of the Certificate IV is included in Section 3 of this information pack. Please read the section carefully to determine your eligibility, and then complete necessary forms and associated actions outlined in the relevant checklists.

### **2.3.3 What is not available:**

In previous semesters, funding was made available to support non-government workers to:

- Undertake training through an alternative provider.
- Undertake First Aid.
- Access backfill to cover the costs of staff participating in the Minimum Qualification.

Funding is no longer available for workers wishing to undertake training from an interstate provider, and it is expected that all workers wishing to undertake the training will do so with Canberra's local provider (CIT).

For Semester 2, 2009 funding is also no longer available to cover the costs of undertaking First Aid or to cover the costs of staff undertaking training through backfill payments.

### **2.3.4 What about training opportunities in the future?**

As training will only be available in Semester 2, 2009 for those workers who have already completed the 4 Core Competencies, it is expected that further opportunities for workers who have not yet engaged in the Minimum Qualification Strategy will be available in Semester 1, 2010.

During the next 6 months, the ACT AOD Sector will be progressing the review and development of policies related to the Minimum Qualification Strategy. It is hoped that these policies will clarify any confusion that may exist in the sector regarding the Minimum Qualification Strategy, and develop a strong foundation from which to progress the Minimum Qualification Strategy and ensures its sustainability into the future.

Additionally, there are changes occurring at a national level to the Community Services Training Package, of which the Certificate IV in AOD work is a component. Given this, a decision was made by the ACT AOD Sector to not make the 4 Core Competencies available this semester, until work has been done to ensure that those with existing qualifications are recognised, and those wishing to begin the Minimum Qualification Strategy will do so in line with the national standards.

If you were expecting to undertake the 4 Core Competencies, information regarding their availability in future semesters, will be distributed to workers in January / February 2010.

## **2.4 About Recognition of Prior Learning**

Recognition of Prior Learning may be defined by Registered Training Organisations in a number of ways, some more expansively than others. However, all are based on an assessment of existing skills and knowledge that an individual has achieved in related areas. Recognition of Prior Learning processes assess this learning against the requirements of a qualification, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, Recognition of Prior Learning encourages workers to continue upgrading their skills and knowledge.

### **Cost of Recognition of Prior Learning**

Costs for Recognition of Prior Learning can differ between each Registered Training Organisation. At CIT, Recognition of Prior Learning costs are equal to those charged to undertake the relevant course.

### **How to access Recognition of Prior Learning**

The availability and processes for Recognition of Prior Learning can differ largely between each Registered Training Organisation.

Recognition of Prior Learning has been arranged and purchased for those workers enrolling at the Canberra Institute of Technology in Semester 2, 2009. However, as the course is already telescoped with consideration to the fact that those undertaking it already have experience working in the field, it is expected that very few workers will be able to access full Recognition of Prior Learning.

Note: Information on Recognition of Prior Learning will be provided to all workers on the first day of class.

## **2.5 Information for Government Workers**

Under the Minimum Qualification Strategy, all workers of ACT Health funded AOD services should either possess the specified minimum qualification or have an agreed plan and timeline with their service, to meet the minimum qualification.

### **Government Workers Accessing Funding**

Unfortunately, government services are not eligible to access funding for the cost of training for workers to participate in the Minimum Qualification Strategy. However, workers will be able to equitably access the available training on a fee for service basis and services will be invoiced for the cost of the relevant assessment and training.

## **Section 3: Funded Training and Assessment Opportunities for Semester 2, 2009**

This section contains information to help workers better understand the funding available to support the Minimum Qualification Strategy and the obligations of workers to meet the minimum qualification.

This section contains the following information sheets:

- 3.1 Funded Training and Assessment Opportunities available through the Canberra Institute of Technology in Semester 2, 2009

### 3.1 Remaining Units of Certificate IV in Alcohol and Other Drug Work available through CIT, Semester 2, 2009.

The ACT AOD Sector Project has organised and purchased training and assessment opportunities for ACT AOD workers in Semester 2, 2009 to support their participation in the Minimum Qualification Strategy. The training and assessment will be delivered by the Canberra Institute of Technology.

The training and assessment, and other services provided by the Canberra Institute of Technology will include:

- The remaining units of the Certificate IV in Alcohol and Other Drugs Work;
- Implementation of a Recognition of Prior Learning program for each worker enrolled in the course;
- Flexible training and assessment; and
- Access to student support services.

#### Course Dates for Semester 2, 2009: Four Core Competencies:

The remaining units will be delivered by CIT, in 3 day blocks over 4 months. In total, workers will undertake 12 full days of training to obtain the Certificate IV in AOD work. It is expected that 2 streams will be available.

Stream	Month	Dates	Time	Venue
Stream 1	August/ September	Monday 31, Tuesday 1, Wednesday 2	9am – 4pm each day	Canberra Institute of Technology Southside Campus, Philip
	September	Monday 28, Tuesday 29, Wednesday 30		
	November	Monday 9, Tuesday 10, Wednesday 11		
	December	Monday 7, Tuesday 8, Wednesday 9		
Stream 2	September	Monday 7, Tuesday 8, Wednesday 9		
	October	Monday 12, Tuesday 13, Wednesday 14		
	November	Monday 16, Tuesday 17, Wednesday 18		
	December	Monday 14, Tuesday 15, Wednesday 16		

#### Who can access this training and assessment?:

Non-government services funded by ACT Health to provide AOD treatment and support services are eligible to apply to undertake the remaining units of the Certificate IV in AOD Work.

Please note, that only those workers who have already successfully completed the 4 Core Competencies will be eligible to undertake training in Semester 2, 2009 with support from the ACT AOD Sector Project.

Workers who undertook the 4 Core Competencies in Semester 1, 2009 with CIT will be given priority.

Remember, only those workers that do not have a health, social, or behavioural science related tertiary qualification are expected to undertake the remaining units of the Certificate IV to reach the Minimum Qualification.

Although government services are not eligible to access funded training spots, workers can access the training on a fee for service basis (see Section 2.5 for information for workers from government services).

### **Number of places available:**

A total of 40 places are available for both non-government and government ACT AOD workers.

To ensure that these resources are available equitably across the sector the following process will occur:

- Workers who completed the 4 Core Competencies with CIT in Semester 1, 2009 will be given priority to access the funded training places.
- All other workers (who may have undertaken the 4 Core Competencies with an alternative provider such as Turning Point) are encouraged to apply at the same time, as it is expected that a number of places will be available.
- The Minimum Qualification Strategy Steering Committee will assess all applications, to ensure that remaining places are available equitably across services.

### **How to register:**

In order to register, each worker must complete a registration form (attached in Section 7) and arrange for their service to submit it to the ACT AOD Sector Project by **Friday 24 July 2009**.

Each service will then be informed, via email, by Friday 31 July 2009 how many places have been allocated to them.

Enrolment in the course itself will take place on the first day of the course.

### **How to access Recognition of Prior Learning?:**

On the first day of the course, all enrolled workers will have access to Recognition of Prior Learning. Each worker will be provided with a kit that will assist them to assemble appropriate evidence demonstrating their knowledge, skills, prior learning and competence against the accredited units from the Certificate IV in AOD Worker.

For more information about Recognition of Prior Learning, see Section 2.4.

**Attending Training and Assessment Sessions:**

It is expected that all workers enrolled in the course will attend all sessions. Where a worker has received Recognition of Prior Learning, or cannot attend, they will need to negotiate this with the educator.

**What qualification will be achieved?:**

If a worker successfully completes all units, and has previously successfully completed the 4 Core Competencies, they will have obtained the Certificate IV in Alcohol and Other Drug Work. Attainment of this Certificate, and a current Senior First Aid Certificate, will mean that the worker has achieved the ACT Minimum Qualification.

**What if a worker doesn't successfully complete the course?:**

The Minimum Qualification Strategy Project, and the Canberra Institute of Technology, expect to provide every opportunity for workers to successfully complete the course, including providing flexible assessment and student support services. If a worker does not successfully complete the course the service will be liable to reimburse the course fees, and the worker will not reach the minimum qualification and may have to successfully complete the course at a later date.

**Student Support Services:**

Each worker enrolled in the course will have access to the Canberra Institute of Technology's student support services such as the Study Skills Support Centre, library, disability support, the Yurauna Centre, and counselling.

**Checklist for Registration in the Remaining Units of the Certificate IV in Alcohol and Other Drug Work: Semester 2, 2009**

**Wednesday 15 – Friday 24 July 2009:**

- Complete the registration form *Application to Register for Canberra Institute of Technology Remaining Units of the Certificate IV in Alcohol and Other Drug Work* and submit this to the ACT AOD Sector Project by **Friday 24 July 2009**.

**By Friday 31 July 2009 :**

- Your service will be notified as to whether you have received a place in the Canberra Institute of Technology training for Semester 2, 2009.

**August – December 2009:**

- Attend the relevant training sessions at the Canberra Institute of Technology.

For further information visit [www.aodsector.org.au](http://www.aodsector.org.au)  
The ACT AOD Sector Project is auspiced by the Youth Coalition of the ACT

## **Section 4: Forms**

This section contains the forms workers will need to complete to be eligible to access training or funding through the Minimum Qualification Project.

This section contains the following forms:

- Application to Register for Canberra Institute of Technology  
Remaining units of the Certificate IV in Alcohol and Other Drug Work  
(Semester 2, 2009)

## Application to Register for Canberra Institute of Technology Remaining Units of the Certificate IV in Alcohol and Other Drug Work

(Note: Priority will be given to those workers who have already completed the 4 Core Competencies and do not have a related tertiary qualification)

Semester 2, 2009

**Service Details:**

Service Name:	
Service Representative:	
Contact number:	
Email address:	

**Staff member:**

Name:	
Position within service:	
Successfully completed or undertaking the 4 Core Competencies:	<b>Yes</b> <b>No</b>
If yes, with which provider:	

**Will you be able to attend all of the Semester 2, 2009 course dates?**

Yes                  No

**Completed by staff member:**

<b>Signed:</b>	<b>Dated:</b>
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**Endorsed by Executive Director:**

**Signed:**

**Dated:**

**Approved by Committee (Office Use Only):**

**Signed:**

**Dated:**

Applications to register for the remaining units of the Certificate IV in Alcohol and Other Drug Work, to be delivered by the Canberra Institute of Technology and undertaken in Semester 2, 2009, must be submitted by **Friday 24 July 2009**. Any applications received after this date will not be considered enrolment.

This application is not an agreement or contract. Workers will be notified if their application has been successful on Friday 31 July 2009.

This form must be submitted to the ACT AOD Sector Project, Youth Coalition of the ACT:

Email: [info@aodsector.org.au](mailto:info@aodsector.org.au)  
Fax: (02) 6249 1675  
Post: PO Box 5232, Lyneham ACT, 2602  
In Person: 46 Clianthus St, O'Connor

If you require further information please contact the ACT AOD Sector Project on (02) 6247 3540 or [info@aodsector.org.au](mailto:info@aodsector.org.au).

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