

# Minutes

**Workforce Development Reference Group Meeting  
Mental Health Coordinating Council  
Rose Cottage, Building 402, Central Avenue,  
Rozelle Hospital Grounds, Lilyfield**

**Thursday 13<sup>th</sup> March 2008  
1:30 to 4:00 PM**

**1. Welcome**

**2. Attendance and apologies**

**Attendance:**

1. Nicole Schleder- Chair Workforce Development Reference Group, MHCC
2. Valli Beattie- RFNSW
3. Nich Rogers – NEAMI
4. Peter Gilchrist – CWCC AAC (Presenter)
5. Wayne Peterson- MHCC
6. Jeni Marin – MHCC (minute taker)
7. Helen Madigan – Co As It
8. Ken Gill – AfterCare
9. Rod West- MHCC
10. Sandy Watson- Consumer rep
11. Marietta Davis – MHA
12. Tina Smith – MHCC LDU
13. Jonine Penrose Wall – MHCC
14. Jo Khoo – NADA

**Apologies:**

1. Paul Falzon - WSCF
2. Jason Kioko – SFNSW
3. Janet Meagher - PRA
4. Leigh Connell – Newtown centre
5. Pedro Diaz - Aftercare
6. Bronwyn Howlett – Mission Australia
7. Jess Williams – ACWA/CCWT

**3. Previous Minutes**

Accepted as a true and accurate record and seconded following the removal of the word ‘dense’ from 4.1c of previous minutes

**4. Presentation (1:45 – 2:30) commenced at 2.pm**

- 4.1. Traineeships. Central West Community College (Peter Gilchrist & Rob Moorehead) explained how Traineeships can be implemented for the community mental health sector including the eligibility requirements and amounts available for new and existing worker including incentives and retention opportunities. Contact CWCC for more details on: mobile : 0447 225 027, phone: 02 4940 1100 or email: [moorehead@cwcc.nsw.edu.au](mailto:moorehead@cwcc.nsw.edu.au)

## 5. Business arising (2:30 - 3:45) commenced at 2.45

### 5.1. Workforce Development Initiatives (2:30 – 3:00)

- a) Current projects: community mental health employment webpage on the MHCC website is operational as of 14/3/2008 and feedback is requested
- b) Recruitment – BRC web site lists available jobs in the sector & promotes sector recruitment
- c) Mental Health NGO Service User and Peer Leadership Project Staff development is temporarily on hold awaiting feedback
- d) Feedback regarding the strategic plan for WD has been requested and comments are to go to Nicole Schlederer
- e) 500 2008 Calendar have been printed and all have been distributed to interested parties. It is also available online and will be accessed either by topic or region when the database goes online on the new, updated MHCC website.
- f) A Project Officer, Emily Adams, will lead and guide the Staff Development Workgroup.

### 5.2. Learning and Development Unit: (3:00 – 3:15) commenced at 3.15

- a) Update (Tina)

#### Learning & Development Unit's update

The varieties of pathways to the Certificate IV Mental Health were outlined and statistics from the Mental Health Training Needs Analysis for the NGO Sector in NSW were quoted. It is anticipated that Recognised Prior Learning (RPL) applicants would need to complete stage 3 in the certificate IV Mental Health to meet the gaps in their RPL assessments.

Traineeships were outlined and explained and the difference between existing worker and new traineeships discussed. It was mentioned that member organizations were experiencing difficulties in recruiting staff for new programs. It was discussed that a possible model would be for potentially good staff to be on a trail basis for 3 months before they began their traineeships. These first three probationary months of a traineeship would coincide with the first traineeship claim. It was suggested that organizations in the sector could align their training calendars with stage one of the certificate IV Mental Health.

It was explained that MHCC with Aurora Training would form a partnership to provide the Training and Assessment certificate IV over a three month period at a cost of \$600 for member organizations and non member organisations. Expressions of Interests would be called for from organizations interested in sending participants to the training. The purpose of training these people would be to assist organizations to lower costs for certificate IV MH training. This proposal would assist organizations to have internal trainers that could carry out their organizations own internal certificate IV training and do their own RPL assessments once their Mental Health competence was confirmed.

It was announced that Simone Montgomery would commence duties as the Learning & Development's (LDU) Coordinator 7th April 2008. In regard to the Training and Development Officers position four interviews were offered, two of these applicants accepted other jobs and one failed to attend. The position has been readvertised and closed on Monday 10<sup>th</sup> March 2008.

The Leadership and Development Program that will be carried out in partnership with Neami and NMIT was discussed and the fact that it was aligned with the advanced diploma in management was mentioned. Neami and NMIT have agreed to allow a pilot of the National Leadership Program by MHCC. Five member organizations with four participants each would be invited to participate in the pilot. These organizations would consist of residential, consumer advocate, Hasi providers etc. The modules emotional intelligence, reflective practice and action learning are the proposed modules to be trialed in the possible six day pilot.

### Learning and Development Units Launch

It was announced that Mr. Paul Lynch the Minister for Mental Health will open the launch of the Learning and Development Unit at 2.30 -3.30 Monday 21st April 2008. Mr Lynch will present certificates to all Certificate IV graduates. Invitations will be distributed to all member organizations CEO's and to all graduates particularly those graduates from Catholic Care, Parramatta Mission and the Richmond Fellowship.

The media officer from the Richmond Fellowship will be in attendance at the Launch. All MHCC LDU promotional material will be distributed at the Launch.

The Launch day will have a session commencing at 9am to review the Certificate IV in Mental Health and Susan Scowcroft will facilitate the review.

Discussion and comments took place in regards to the current review of CHC02. There was concern expressed on the viability of the Vocational Graduate Certificate. It was announced that the Industry Skills Council has received further funds to assist with the workforce development in Mental Health Communities from DEEWER. The Industry Skills Council will look at Vocational Educational Training pathways and relate these to Mental Health pathways and workforce development. It was noted that there is a possibility to draw clinical and non clinical organisations into the review committee.

The last ITAB review was reported on and it was noted that Aged Care discussions dominated the meeting. The breakfast meeting was reported on and discussions were held at the breakfast meeting on the need for corporate governance training modules to be incorporated into the Vocational Graduate certificate and the advanced diploma program. It was mentioned that a sense of the meeting was that the Vocational Graduate certificate would go ahead.

Extreme concern and disappointment were raised in regard to the fact that a consumers and carers module was not on the scope for the certificate IV MH. It was suggested that this concern be raised at the review on 21<sup>st</sup> April 2008.

It was reported that VicServe was being difficult to engage in discussions on national training. ActMHCC is supporting the certificate IV MH.

### Mental Health Training Workgroup

#### - Course cancellations/fees

The cancellation of cert IV courses and fees were discussed. It was reported that consultants want to engage in a contract with MHCC that includes cancellation fees. It was mentioned that organizations were stating that they would send x amount of participants and then these numbers of participants would drop out at the last moment. This has made it necessary to reschedule several cert IV modules. It was mentioned that it is understandable that consultants require a reasonable income. Further Discussions with consultants were held and issues were raised on the requirement by consultants to have a 50% cancellation fee for a reschedule four weeks prior to a course. It was considered that this request may impact on organizations as there may be a need to pass these costs onto organizations as cancellation fees. It was agreed that cancellations can cost consultants and impact on the consultant's organization. The various requests for cancellation fees from consultants were discussed. It was agreed by the meeting to set the following cancellation fees;

- Reasonable notice of four weeks out from a course would not incur a fee.
- Notice of cancellation from one to four weeks would incur a cost of 15% of the fee.
- Notice less than seven days out from a course would incur a cost of 35% of the fee.
- Less than seven days notice of cancellation would result in the forfeit of all fees.

### Promotional material

Feedback was given on the promotional material stating that the material was clear and well laid out. There were questions on the lead photo and whether it gave the material its own identity.

#### 5.3. Update on Community Services Training package CHCO2 Review (3:30 - 3:35)

LDU representatives attended an ISC meeting at Gladesville Hospital where concerns were aired regarding the late stage of the process and the current uneasiness about the contents of the units. See LDU report at 5.2. An LDU representative also attended Individual Client Support Sector Validation Meeting and Higher Management Qualifications Validation Meeting. Neither meeting actually validated the qualifications. The meetings were more in the form of current status reports. The Individual Client Support Sector Validation Meeting was largely dominated by concerns of RTOs and management in the Aged Care sector. Queries about Mental Health were not really addressed but the statement was made that any further input on the Mental Health and AOD Specific units was being addressed by a working group, effectively closing off any further questions. Only two participants, LDU representative and a representative from an RTO working in the Volunteer area were present. The formal agenda was scrapped and it became a chat session. There was little information or discussion on the Diploma level qualifications in Mental Health, AOD or combined AOD / Mental Health and nothing about Graduate Diplomas other than the Relationship and Family Dispute qualifications designed to address the changes in the Family Law Legislation.

### **6. New Business (3:45 – 4:00)**

#### Information Share

6.1 RFNSW is about to enter an agreement with MHCC LDU to train RFNSW staff to ensure that all their staff have Cert IV IN Mental Health or above. This is to begin in mid April and will initially involve around 36 people. The goal is to continue to work with MHCC and every year put new staff through the entire Certificate IV

6.2 Neami outlines their new recruitment and Leadership development activities

#### 7. Routine Consumer Outcome Measurement (4pm)

Presented by Jonine Penrose-Wall who, due to her delayed arrival, had only a short time to update the meeting on the Routine Consumer Outcome Monitoring Familiarisation and Continuing Education Training packages and primarily shared update on the progress of the Consumer DVD project in which she is playing the part of a Mental Health Worker and Sandy Watson is playing the part of the consumer. The DVD is designed to have a "fun" focus

### **6. Next Meeting: Thurs 15<sup>th</sup> May 2008, 1.30pm – 4pm**