

Minutes

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

Thursday 17 May 2007

2:00PM to 4:00 PM

Meeting Commenced 2:00pm

1. Attendance

Nicole Nevin	Catholic Health Care
Judi Matthews	New Horizons
Maggie Pressnell	Mission Australia
Wayne Petersen	NEAMI
Chantal Nagib	Parramatta Mission
Cate Steere	Carer Rep – Mental Health Training Working Group
Susan Scowcroft	NSW CS&H ITAB
Rhoda Immerman	ARAFMI NSW
Sandy Watson	Consumer Rep – Mental Health Training Working Group/NSWIOP
Gillian Malins	NSW Consumer Advisory Group
Mark McMahon	Pioneer Clubhouse
Jason Kirko	Pioneer Clubhouse
Helen Madigan	Co As It
Sue Maddrell	Migrant Link
Janet Meagher	PRA
Sue Stirling	Richmond Fellowship NSW
Tina Smith	MHCC
Jonine Penrose-Wall	MHCC
Heidi Freeman	MHCC

Apologies:

Bronwyn Howlett	Mission Australia
Nhu Nguyen	New Horizons
Vanessa Long	NADA
Bill Gye	Schizophrenia Fellowship
Sue Cripps	Homelessness NSW/ACT
Charlie Pollicina	Co As It
Melissa Wortman	CARE
Mark Jackson	Kaiyu

2. Welcome

– Heidi welcomed all to the meeting.

3. Previous Minutes

– Accepted as a true and accurate record of the previous meeting, with the following amendment:

4.2 Routine Consumer Outcome Measurement, to include, Jonine Penrose-Wall entered into dialogue between NGOs regarding the training of NGO staff in RCOM for the purposes of consultation. There was a fruitful exchange with many ideas discussed.

4. Business arising

4.1. Learning and Development Unit:

a) Tina provided an update on MHCC's Learning and Development Unit.

- MHCC has gained RTO accreditation!
- Ian Bond will be start employment on Monday, 28 May as the LDU Administration Assistant
- Recruitment is underway for another four roles (2 PT MH Trainer & Assessors, 1 FT Training Development Officer & 1FT Workforce Development Officer). Identification of people with both MH vocational competencies & training qualifications has been challenging and consideration of secondments is encouraged.
- Attached reports provided by Tina outline the progress of the training initiative

b) Mental Health Training Industry Reference Group

- This group has been renamed the Mental Health Training Working Group and draft Terms of Reference developed which will be tabled at the next Workforce Development Reference Group for approval.
- Tina provided an update on the work of the Mental Health Training Working Group – see attached report.
- Of particular interest was the issue of the provision of information by MHCC's LDU to the NGOs that the learning participants come from. Issues considered here were should the RTO tell the employers of learning participants that they, for example:
 - Did not show up for class
 - Did not gain competency in units studied
 - Did not hand in assignments
 - Revealed serious breaches of acceptable workplace conduct
 - Revealed confidential information about clients or employer
 - Would benefit from targeted assistance from the employer in undertaking their role
 It was decided to make this topic an agenda item in New Business for the next meeting.

4.2. Routine Consumer Outcome Measurement

a) Update provided by Jonine.

- Jonine requested that Reference Group members respond to the discussion paper "Working on Strengths" available on the MHCC website and distributed at the March Workforce Development Reference Group meeting.
- Jonine would like more details from NGOs about the desired training mechanism to accompany the introduction of RCOM,
- Questions to consider include:
 - Can we deliver the first wave of training in multi-NGO small-group classes in several intakes per year or should it be delivered agency by agency alone?
 - Do we need Familiarisation "training" as separate "information nights", or can it be done over the website or at the front end of the initial Training? It may need two formats: night briefings for other stakeholders, but integrate it into the Initial Training proposed for front line staff during their training day/s as the first unit to be covered.
 - Should there be incentives to attend training on RCOM? (similar to the way that GPs are paid for attending training.)
- Jonine is also interested in feasibility issues regarding RCOM and can come to individual workplaces to discuss these issues with individual NGOs. Jonine can be contacted by email on jonine@iimetro.com.au.
- The Training Mechanism Advisory Paper proposes the following targeted, flexible and structured approach:
 - Familiarisation (pre-training) – sensitisation, engagement of NGOs and AHS and consumer stakeholders
 - Initial training of front line staff to use RCOM

- Continuing Education – reinforcing, trouble shooting, help in applying data generated,
- Leadership & Executive Development - teaching leaders to retrieve, use interpret and report on data, and to assure they can effectively support staff who use RCOM and use data in service design.

4.3. Workforce Development Guides

a) Heidi provided an update on progress of the workforce development guides

- VET Sector Pocket Guide
 - MHCC working with ITAB to produce this guide.
 - Draft text has been provided to ITAB.
 - Heidi meeting with Susan to review text.
 - Once final text has been developed, the guide will be designed, printed and distributed.
 - The guide will be one of a series produced through the ITAB on different sectors.

- Recruitment
 - MHCC is developing a campaign to enhance recruitment to the NGO mental health sector which will include a poster and pamphlet.
 - A sub committee of the Reference Group was established to advance this project. The sub committee membership is:
 - Judy Matthews, New Horizons
 - Helen Madigan, Co As It
 - Sue Maddrell, Migrant Link

- Consumer representation / payment
 - MHCC is working with NSW CAG to establish a joint position statement from MHCC and CAG on the payment and support of people in consumer roles in NGOs.
 - Sub committee made up of NSW CAG reps and Sandy Watson

- Staff development
 - MHCC is developing a guide on best practice in staff development for mental health NGOs.
 - It will provide information to help NGOs retain staff and will support the initiatives in the recruitment campaign.
 - Sub committee is
 - Bill Gye, Sunflower Services, Schizophrenia Fellowship
 - Judi Matthews, New Horizons
 - Bronwyn Howlett, Mission Australia
 - Janet Meagher, PRA
 - Sue Stirling, Richmond Fellowship
 - Pedro Diaz, Aftercare

- Selection of future guides – The reference group will be called upon to give advice on the selection of topics for future guides.

5. New Business

5.1. Review of Community Services Training Package

- #### a) Tina provided an update on the review of the Community Services Training Package
- See attached report presented by Tina
 - A draft package of the Review is available from may 28 on CS&H ISC website www.cshisc.com.au
 - A Diploma of Mental Health Work may be introduced, in response to considerable demand for this, however, in order for it to be accepted the sector needs to provide the Review with

information about what the job roles are that would require this qualification. We need to establish the skill set that would exist between the Certificate IV and a Graduate Diploma.

- There also needs to be industry consultation regarding the structure and content of all three Mental Health Work qualifications. The meeting supported a national approach to this work with MHCC & VICSERV providing leadership on behalf of the MH NGO peak bodies. The need for an industry reference group with possibly 2 one-day meetings being required was identified (volunteers included Sandy Watson, Jason Kirko/Pioneers Clubhouse & Judi Matthews/New Horizons).
- There was discussion about the possibility of introducing either a Unit of Competency or a whole qualification on training for people occupying consumer roles.

5.2. RPL guide

- a) Susan Scowcroft (NSW CS&H ITAB) is working with MHCC to develop a Recognition of Prior Learning resource for the Certificate IV in Mental Health Work (Non-clinical) for use by the sector. Susan provided an update of activity in this area. Richmond Fellowship are piloting the resource. The Mental Health Training Working Group will participate in an industry validation meeting to finalise the pilot RPL tool on 21/6 10AM to 2PM and anyone else interested in this process is welcome to come.

6. Next Meeting

6.1. The next meeting of the Workforce Development Reference Group will be held on Thursday July 19th from 2:00 – 4:00pm at MHCC.

6.2. 2007 Schedule of Meetings is below.

6.3. RSVP: Tuesday July 17th – **Heidi Ph: 02 9555 8388 x 107**

7. Meeting closed 4:00pm

Workforce Development Reference Group:

Schedule of Meetings 2007

Bi monthly, third Thursday of Month 2 – 4pm

RSVP by Monday immediately preceding the meeting

Dates:

1. January 18th
2. March 15th
3. May 17th
4. July 19th
5. September 20th
6. November 15th