



# **ACT Alcohol and Other Drug (AOD) Qualification Strategy (QS)**

**Remaining Units: 2018**  
*Non-AOD content of the Certificate IV in AOD*

**Information Package and Application  
Form**

January 2018

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## Introduction

This package provides information and application forms for workers in specialist ACT ATOD services who are participants in the ACT AOD Qualification Strategy (QS).

This package is specifically focused on subsidised training in the Remaining Units, 2018. This is the non-AOD content of the Certificate IV in Alcohol and Other Drugs (AOD) and only those workers in the specialist ATOD sector that do not have existing health, social or behavioural science tertiary qualifications are required to undertake this training.

ATODA will be providing full subsidies for relevant workers to undertake training for the Remaining Units (equivalent to approximately \$1,600 scholarships).

For information on the QS policy, including its scope, application and requirements, as well as the responsibilities of participating workers and services, see attachment 1.

## Executive Summary of Key Dates 2018

### Applications and Enrolment

Date	Description
12 January	Applications to ATODA open
2 March	Applications to ATODA close
Week of 5 March	Notification of application outcome from ATODA

### Training

#### Block 1

- CHCMHS001: *Work with people with mental health issues*
- CHCCCS014: *Provide brief interventions*
- CHCCOM002: *Use communication to build relationships*
- CHCGRP002: *Plan and conduct group activities*

Date	Description
26, 28, 29 March	3 days face-to-face training

#### Block 2

- HLTWHS006: *Manage personal stressors in the work environment*
- CHCCS019: *Recognise and respond to crisis situations*
- CHCCCS004: *Assess co-existing needs*

Date	Description
9, 11, 12 April	3 days face-to-face training

#### Block 3

- CHCCCS016: *Respond to client needs*
- CHCADV001: *Facilitate the interests and rights of clients*
- CHCLEG001: *Work legally and ethically*

- CHCDIV001: *Work with diverse people*
- CHCPRP001: *Develop and maintain networks and collaborative partnerships*

Date	Description
30 April, 2 May, 3 May	3 days face-to-face training

Training will be held from 9am – 4pm at CIT Bruce, Vowels Crescent, Bruce in Room B115.

## Time Commitment Involved in Undertaking the Remaining Units

The information below outlines the *nominal hours* for completion of the Remaining Units. Nominal hours are identified for nationally endorsed qualifications and are the hours of training notionally required to achieve the outcomes of Units of Competency.

### In class training

Face-to-face training: 58.5 hours

The units will be delivered in 3-day (Monday, Wednesday, and Thursday) blocks over 3 months. In total, workers will undertake 9 full days of training to obtain the remaining units from the Certificate IV in Alcohol and Other Drug (not including the AOD Skill Set)

### Out of class work

Readings, video, and reflections: 36-60 hours (i.e. 3-5 hours per unit)

### Assessments

Time will be allocated in class to complete all assessments. If necessary, participants might have to complete assessments in their own time.

## Summary of Subsidised Remaining Units Training in 2018

The Remaining Units training will be provided by the Canberra Institute of Technology (CIT).

To complete the Remaining Units, workers must undertake 12 core and elective units from the Certificate IV in Alcohol and Other Drugs, as described below. Upon successful completion of the Remaining Units, each worker will be provided with a nationally-recognised Statement of Attainment off all the competencies completed and a testamur at completion of the qualification (i.e. when evidence of completion of the AOD Skill Set is provided).

It is expected that workers will undertake all 12 of the Remaining Units. The units are described, below.

<b>Unit</b>	<b>Description</b>	<b>Dates</b>
CHCMHS001: <i>Work with people with mental health issues</i>	This unit describes the skills and knowledge required to establish relationships, clarify needs, and then work collaboratively with people who are living with mental health issues.	Part of Block 1 to be delivered on 26, 28, 29 March
CHCCCS014: <i>Provide brief interventions</i>	This unit describes the skills and knowledge required to assess intervention needs, and then to implement and monitor brief intervention strategies for people at various stages of the change process.	Part of Block 1 to be delivered on 26, 28, 29 March
CHCCOM002: <i>Use communication to build relationships</i>	This unit describes the skills and knowledge to apply specific communication techniques to establish, build and maintain relationships with clients, colleagues and other stakeholders based on respect and trust.	Part of Block 1 to be delivered on 26, 28, 29 March
CHCGRP002: <i>Plan and conduct group activities</i>	This unit describes the knowledge and skills required to establish, lead and participate in a groups using a collaborative, strengths-based approach.	Part of Block 1 to be delivered on 26, 28, 29 March
HLTWHS006: <i>Manage personal stressors in the work environment</i>	This unit describes the skills and knowledge required to maintain health and wellbeing by preventing and managing personal stress.	Part of Block 2 to be delivered on 9, 11, 12 April
CHCCS019: <i>Recognise and respond to crisis situations</i>	This unit describes the skills and knowledge required to recognise situations where people may be in imminent crisis, and then to work collaboratively to minimise any safety concerns and make plans	Part of Block 2 to be delivered on 9, 11, 12 April

	to access required support services.	
CHCCCS004: <i>Assess co-existing needs</i>	This unit describes the skills and knowledge required to assess the diverse and multi-faceted needs of people and determine both internal and external services required to meet those needs.	Part of Block 2 to be delivered on 9, 11, 12 April
CHCCCS016: <i>Respond to client needs</i>	This unit describes the skills and knowledge required to respond holistically to client needs. Clients may have a range of issues outside and in addition to the area of immediate focus or expertise of the worker and their organisation.	Part of Block 3 to be delivered on 30 April, 2 May and 3 May
CHCADV001: <i>Facilitate the interests and rights of clients</i>	This unit describes the skills and knowledge required to assist clients to identify their rights, voice their needs and concerns and realise their interests, rights and needs.	Part of Block 3 to be delivered on 30 April, 2 May and 3 May
CHCLEG001: <i>Work legally and ethically</i>	This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.	Part of Block 3 to be delivered on 30 April, 2 May and 3 May
CHCDIV001: <i>Work with diverse people</i>	This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.	Part of Block 3 to be delivered on 30 April, 2 May and 3 May
CHCPRS001: <i>Develop and maintain networks and collaborative partnerships</i>	This unit describes the skills and knowledge required to identify networking and collaboration needs and develop formal and informal partnerships to	Part of Block 3 to be delivered on 30 April, 2 May and 3 May

	enhance service delivery and improve professional practice. .	
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## Information on Assessment

Detailed information on assessment requirements for each unit will be provided by the Canberra Institute of Technology (CIT).

Assessment types include role plays, case studies and short answer tasks.

## Application and Enrolment Process

In order to apply, each worker must complete a registration form (see below).

Following confirmation of acceptance by ATODA, an enrolment process with CIT will also be required. Individuals will be enrolled at the commencement of the first day. It is essential for participants to bring the following items on the first day:

- Personal Identification documents – 3 forms including Passport or Birth Certificate, Medicare card and Drivers Licence (or other e.g. bank card).
- A Unique Student Identifier (USI) – Prior to the workshop visit [www.usi.gov.au](http://www.usi.gov.au) to generate this identifier. The use of a Drivers Licence as ID is recommended to populate details.

### Other documentation

Participants will also be asked to bring:

- a current job description; and
- a resume outlining their existing work experience in the sector.

This information will be used to reduce assessment.

## About the Training Provider

The Canberra Institute of Technology (CIT) is a Canberra-based education provider with over 90 years of experience in providing technical and further education in the ACT and surrounding area.

CIT is a Registered Training Organisation (RTO) by the Australian Skills Quality Authority (ASQA) (RTO Registration Number: 0101).

As an RTO, CIT is able to issue specific Australian Qualifications Framework (AQF) qualifications and Statements of Attainment which will be recognised by other RTOs throughout Australia.

## Other Training Available Through the ACT ATOD Qualification Strategy in 2018

Training for the AOD Skill Set (AOD specific content from the Certificate IV in AOD) will be offered in 2018.

Information on training available to complete the AOD Skill Set and First Aid will be communicated through separate information packages.



## Application to Complete the Remaining Units: 2018

Workers employed in ACT ATOD services wishing to complete the Remaining Units must complete the below checklist and form (with their Executive Director) and submit to ATODA by **Friday 2 March 2018**.

**Service Details:**

Service Name:	
Service Representative / Manager (if applicable):	
Contact number:	
Email address:	

**Staff member attending the training:**

Name:	
Position:	
Contact number:	
Email address:	

**Checklist for completion by staff member attending the training**

<input type="checkbox"/>	I confirm that I directly provide AOD services to clients and would be able to complete assessments that require client engagement.
<input type="checkbox"/>	I have read the full information package, including the attached QS policy.
<input type="checkbox"/>	If necessary, I have contacted ATODA to clarify any requirements of the Remaining Units or to discuss how it applies in my personal circumstance.
<input type="checkbox"/>	I will attend <b>all face-to-face class dates</b> .
<input type="checkbox"/>	I will complete <b>all assessments and additional out-of-class requirements</b> .
<input type="checkbox"/>	I understand that my attendance at face-to-face classes and assessment will be in paid work time, but additional activities (such as optional readings) may need to be completed outside of work time.



<input type="checkbox"/>	I understand that the training scholarship is valued at \$1,600 and if I do not successfully complete the course (unless formally agreed with ATODA in writing), my service may be liable to reimburse the course fees.
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<b>Signed:</b>	<b>Dated:</b>
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**Checklist for completion by Executive Director**

<input type="checkbox"/>	I confirm that the applying staff member directly provide AOD services to clients and would be able to complete assessments that require client engagement.
<input type="checkbox"/>	I agree to make the applying staff member available to attend all face-to-face class dates.
<input type="checkbox"/>	I understand that subsidies for training and assessment places through the QS will <b>only</b> be available to agencies who pay their workers to attend face-to-face training and that backfill costs, where incurred by services for workers participating in the QS, will be met from within services' operational budgets.
<input type="checkbox"/>	I understand that the training scholarship is valued at \$1,600 and that, if my staff member does not successfully complete the course (unless formally agreed with ATODA in writing), my service may be liable to reimburse the course fees

<b>Signed:</b>	<b>Dated:</b>
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This form and checklist must be submitted to ATODA by **Friday 2 March 2018:**

Email: julie@atoda.org.au  
 Fax: (02) 6230 0919  
 Post: PO Box 7187, Watson ACT 2602  
 In Person: 11 Rutherford Crescent, Ainslie

# Attachment 1:



## **ACT Alcohol and Other Drug Qualifications Strategy**

Effective from 1 January 2017

Compliance with the ACT Alcohol and Other Drug Qualifications Strategy is a performance expectation in all funding agreements between ACT Health and specialist alcohol and other drug treatment and support services

This policy was developed with input from the ACT ATOD Workers Group and the Drug Services Forum

### **1. Background and Introduction**

The ACT AOD Qualifications Strategy (previously the Minimum Qualification Strategy) was introduced in 2006 and aims to ensure the development and maintenance of a competent and professional alcohol, tobacco and other drug (ATOD) workforce in the ACT. It also aims to ensure that all ATOD workers in the ACT have a shared minimum knowledge and skill base.

While it is acknowledged that there is an extensive depth of expertise and skills within the ACT ATOD workforce, the Qualification Strategy supports workers to have accredited credentials specific to their field. The Qualifications Strategy is based on nationally recognised standards through the provision of industry endorsed and delivered training.

ACT Health provides funding to support the development and implementation of the Qualifications Strategy through the Alcohol Tobacco and Other Drug Association ACT (ATODA) including the provision of subsidised training places to eligible workers.

Compliance with the ACT Alcohol and Other Drug Qualifications Strategy is a performance expectation in all funding agreements between ACT Health and specialist alcohol and other drug treatment and support services

This policy document outlines the Qualification Strategy policy with reference to key training components, eligibility criteria, priority allocation and roles.

### **2. About the Qualification Strategy**

In order to meet the Qualification Strategy requirements all specialist ACT ATOD services (funded by ACT Health) will require relevant staff to successfully complete:

1. A qualification in ATOD or addiction studies which is equivalent to, or above, the Australian Qualifications Framework Certificate IV in Alcohol and Other Drugs (CHC43215).

**OR**

2. A health, social, or behavioural science related tertiary (university) qualification plus the 'Alcohol and Other Drug Skill Set':

CHCAOD001	Work in an alcohol and other drugs context
CHCAOD004	Assess needs of clients with AOD issues
CHCAOD006	Provide interventions for people with AOD issues
CHCAOD009	Develop and review individual AOD treatment plans

**AND**

3. A First Aid qualification equivalent to the following units:

HLTAID001	Provide cardiopulmonary resuscitation
HLTAID002	Provide basic emergency life support
HLTAID003	Provide first aid

### **3. Application**

The Qualifications Strategy is mandatory for all workers employed by specialist ACT ATOD services funded by ACT Health who directly provide AOD services to clients (e.g. assessment, counselling, group work, case work).<sup>1</sup>

### **4. Timeline**

Workers should either:

- Meet the minimum Qualification Strategy requirements; or
- Have an agreed plan and timeline with their agency to engage with the Qualification Strategy within 12 months of employment and completed within 3 years.

### **5. The Qualifications Strategy is not an entry requirement**

The Qualifications Strategy is not an entry requirement for employment.

### **6. Subsidies and Support**

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<sup>1</sup> If a service identifies a worker who is not involved in the direct provision of AOD services, but wishes to undertake the training through the Qualification Strategy, they must contact ATODA to discuss additional requirements (e.g. a service will need to make sure that the worker can fulfil the service delivery focused assessments).

ACT Health provides funding to support the development and implementation of the Qualifications Strategy through ATODA including the provision of subsidised training places to eligible workers.

## **7. Prioritisation of Training Places**

Access to subsidised training places will be provided in line with the following priorities:

1. New workers who directly provide AOD services to clients (who are yet to meet the Qualifications Strategy requirements)
2. Existing workers who directly provide AOD services to clients who have previously undertaken the required training but would like to refresh their skills
3. Other workers (on a case by case basis)<sup>2</sup>

## **8. Services' roles in supporting the implementation of the Qualification Strategy**

### Worker payment to participate in the Qualifications Strategy and backfill

As part of the services' commitment to a continuous learning culture, ACT Health expects:

- That subsidies for training and assessment places through the Qualifications Strategy will be available to services who pay their workers to participate; and
- Backfill costs where incurred by services for workers participating in the Qualifications Strategy to be met from within the services operational budgets.

### Contributing to Qualification Strategy planning activities

Services will need to report on their participation in the Qualifications Strategy to ACT Health through their reporting requirements as outlined in Service Funding Agreements.

Additionally, each service will be asked to contribute information to ATODA on expected demand from their workers for Qualifications Strategy training (i.e. the anticipated number of workers that will need to undertake First Aid, the AOD Skill Set and / or the remaining units from the Certificate IV in AOD within the upcoming 12-month period).

## **9. Training Providers**

Industry providers with specialist expertise in ATOD training will be sourced for the ATOD specific components of the Qualifications Strategy. Given the lack of industry

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<sup>2</sup> If a service identifies a worker who is not involved in the direct provision of AOD services, but wishes to undertake the training through the Qualification Strategy, they must contact ATODA to discuss additional requirements (e.g. a service will need to make sure that the worker can fulfil the service delivery focused assessments).

providers in the ACT, this training may continue to be sourced from an interstate provider.

## **10. Governance and Implementation**

Compliance with the ACT Alcohol and Other Drug Qualifications Strategy is a performance expectation in all funding agreements between ACT Health and specialist alcohol and other drug treatment and support services

ACT Health funds ATODA to develop and implement the Qualifications Strategy with the ATOD sector. ATODA will utilise the following advisory structures to inform the Qualification Strategy implementation:

- Workers Group
- Drug Services Forum

### Communication

ATODA will maintain communication mechanisms for the Qualifications Strategy including via the ATODA website and eBulletin. An information package will also be developed six monthly to describe funded training opportunities and application processes.

### Monitoring and evaluation

ATODA will monitor and evaluate the Qualifications Strategy through a range of mechanisms including:

- Implementation data (e.g. enrolment and completion rates)
- Undertaking evaluative activities as required. In the past this has included surveys following each training session and external evaluations.

The ACT ATOD workforce will be surveyed regarding the Qualification Strategy once in a three-year period through the ACT Alcohol and Other Drug Sector Workforce and Remuneration Profile