



CHCSS00093: Alcohol and Other Drugs Skill Set Course

Information Package and Application Forms 2018

As part of the ACT AOD Qualification Strategy (QS)

May 2018

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Table of Contents

Introduction	2
About the ACT AOD Qualification Strategy (QS)	2
Key Dates 2018	3
Information Session	4
Summary of Subsidised AOD Skill Set Course in 2018	4
Time Commitment Involved in Undertaking the AOD Skill Set Course	5
Assessment	5
Application and Enrolment Process	6
About the Training Provider	6
Other Training Opportunities.....	6
Application and Agreement Forms.....	7
Attachment 1: ACT AOD Qualifications Strategy	10
Attachment 2: Second Round of AOD Skill Set	14

Introduction

This package contains information and application forms for the competency based alcohol and other drugs (AOD) training components of the ACT AOD Qualifications Strategy (Qualifications Strategy); specifically the units required to obtain the AOD Skill Set CHCSS00093 (from the Community Services Training Package).

Successful completion of the AOD Skill Set is a requirement of all workers in specialist ACT ATOD services (funded or delivered by ACT Health) **who directly provide ATOD services to clients** (e.g. assessments, counselling, group work, case work). Compliance with the Qualifications Strategy is a performance expectation in all funding agreements between ACT Health and specialist AOD treatment and support services

ATODA provides full subsidies under the Qualifications Strategy for relevant workers to undertake training for the AOD Skill Set (equivalent to approximately \$2,700 scholarships).

For information on the Qualifications Strategy policy, including its scope, application and requirements, as well as the responsibilities of participating workers and services, see **Attachment 1**.

About the ACT AOD Qualification Strategy (QS)

The information below summarises the broader Qualifications Strategy (of which the AOD Skill Set is one major component).

The Qualifications Strategy is administered by ATODA on behalf of the AOD sector and ACT Health.

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 the 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

Key Dates 2018

Important: At this stage, **applications are open only for Round 1**. Dates for Round 2 are provided (see **Attachment 2**) to inform services and individuals planning, however applications for Round 2 will open later in the year.

Round 1

Applications and Enrolment Key Dates

Date	Description
17 May	Applications to ATODA open
29 June	Applications to ATODA close
1 June	Information Session
Week of 2 July	Notification of application outcome from ATODA
From 9 July onwards	Enrolment with Uniting ReGen (training provider)

Course Delivery Key Dates

Date	Unit	Description
23, 24, 25, 26 July 2018	CHCAOD001: <i>Work in an AOD context</i>	4 days face-to-face training
10, 11, 12, 25 Sept 2018	CHCAOD004: <i>Assess the needs of clients with AOD issues &</i> CHCAOD009: <i>Develop and review individual AOD treatment plans</i> (combined delivery)	4 days face to face training
26 or 27 Sept 2018	CHCAOD004: <i>Assess the needs of clients with AOD issues &</i> CHCAOD009: <i>Develop and review individual AOD treatment plans</i> (combined delivery)	1 hour simulation assessment
1, 2, 13, 14 Nov 2018	CHCAOD006: <i>Provide interventions for people with AOD issues</i>	4 days face to face training
15 or 16 Nov 2018	CHCAOD006: <i>Provide interventions for people with AOD issues</i>	1 hour simulation assessment

Assessment Key Dates

The 1-hour simulation assessments will be done in class. On the first day of face-to-face training all students will be required to select a date and time to undertake their simulation assessment within the proposed timeframe.

All other assessments will be due **one month after** the last day of training for each unit.

NB: Students who are required to complete the AOD Skill Set by the end of the year might have a shorter timeframe to submit the assessments for the unit CHCAOD006.

Information Session

An information session will be held to discuss all the details regarding the AOD Skill Set Course. A representative from Uniting ReGen (Registered Training Provider – Registration No: 20956) will also be present (see *About the Training Provider* for more info).

Date: 1 June 2018

Time: TBC

Venue: ATODA office, 11 Rutherford Crescent, Ainslie

Topics covered:

- About the Qualifications Strategy
- About the AOD Skill Set Course
- ATODA's, services' and participants' roles and responsibilities
- Delivery and content covered: AOD Skill Set
- Assessments
- Time commitment

ATODA highly encourages all workers who intend on undertaking this course and their managers to attend this Information Session.

Summary of Subsidised AOD Skill Set Course in 2018

To complete the AOD Skill Set, workers must undertake four core units from the Certificate IV in Alcohol and Other Drug Work, as described below. Upon successful completion of the AOD Skill Set, and additional First Aid training (see section on other training below), each worker will be provided with a nationally-recognised Statement of Attainment.

It is expected that workers will undertake all four of the units contained in the AOD Skill Set, rather than applying for individual units. However, individuals are invited to communicate with ATODA to discuss possible arrangements if they need to complete only one or more units of the AOD Skill Set.

Unit	Description
CHCAOD001: <i>Work in an AOD Context</i>	This unit describes the skills and knowledge required to work within the current context, as well as the philosophy and values of the alcohol and other drugs (AOD) sector.
CHCAOD004: <i>Assess the needs of clients with AOD issues</i> & CHCAOD009: <i>Develop and review individual AOD treatment plans</i> (Combined delivery)	The first unit describes the skills and knowledge required to prepare for and conduct assessments of AOD clients to determine eligibility, service requirements and referral needs. The second unit describes the skills and knowledge required to work collaboratively with clients to establish treatment goals, and to develop and evaluate individual treatment plans to meet those goals.

CHCAOD006: <i>Provide interventions to people with AOD issues</i>	This unit describes the skills and knowledge required to confirm, conduct and monitor intervention strategies to address AOD issues.
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Time Commitment Involved in Undertaking the AOD Skill Set Course

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

The number of hours is an estimation only and can vary according to the level of knowledge and experience of participants.

CHCSS00093		
Unit	Description	Number of hours
CHCAOD001: Work in an Alcohol and other Drug Context	Preparation	1 hour
	Face-to-face training	28 hours
	Reading	12 hours
	Assessments	35 hours
	Total	76 hours
CHCAOD004: Assess the needs of clients with AOD issues & CHCAOD009: Develop and review individual AOD treatment plans (combined delivery)	Preparation	1 hour
	Face-to-face training	28 hours
	Reading	35 hours
	Assessments	67 hours
	Total	131 hours
CHCAOD006: Provide interventions for people with AOD issues	Preparation	1 hour
	Face-to-face training	28 hours
	Reading	9 hours
	Assessments	16 hours
	Total	54 hours
All 4 units	Grand Total	261 hours

Assessment

Detailed information about assessment requirements for each unit will be provided by Uniting ReGen (training provider).

The assessment of these units will include observational assessment – through the use of a simulation activity that reflects real workplace expectations and scenarios. Where applicable, the simulation activity will be a role play that students will be

required to prepare for. The simulation activity will be held over the last 2 days of delivery of each unit (approximately 1 hour per student).

Other assessment tasks will include written tests (including Q&A and multiple choice), worker reflection, written projects and the application of theoretical knowledge to practical work-based case studies and scenarios.

Application and Enrolment Process

In order to apply, each worker must complete an application form (see below).

If the application is accepted and confirmed by ATODA, an enrolment process with Uniting ReGen (training provider) will also be required. Uniting ReGen will communicate with students prior to commencement of training to complete the enrolment process.

Important: Workers who have previously enrolled in the AOD Skill Set Course and have been deemed “Not yet competent” for one or more unit/s and who wish to apply for this round are required to contact Carrie Fowlie, ATODA’s CEO, at carrie@atoda.org.au to organise a meeting prior to making an application.

About the Training Provider

Uniting ReGen is a Victoria-based AOD treatment and education provider with over 40 years’ experience delivering a comprehensive range of AOD services to the community.

Uniting ReGen is a key provider of competency-based education and training on Alcohol and Other Drugs (AOD) to the community services sector. Since 2000, Uniting ReGen Education and Training has been certified as a Registered Training Organisation (RTO) by the Australian Skills Quality Authority (ASQA) (RTO Registration Number: 20956).

Other Training Opportunities

First Aid Course

In addition to the four units of competency that form part of the AOD Skill Set, participants will be required to complete a first aid course in order to obtain their Statement of Attainment for the AOD Skill Set. First aid is both a component of the ACT AOD Qualification Strategy, and a requirement within the AOD Skill Set.

ATODA will be offering subsidies to complete the First Aid Course including the units:

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

Information on training available to complete First Aid will be communicated through a separate information package.

Application and Agreement Forms



Application to Complete the AOD Skill Set Course: Round 1, 2018

IMPORTANT

This form is to be used to apply for approval of enrolment for the AOD Skill Set Course: Round 1, 2018 as part of the ACT AOD Qualification Strategy (QS). You can access the Policy and additional information on the QS at www.atoda.org.au/projects/qs.

INSTRUCTIONS FOR COMPLETION

- Read thoroughly the Information Package prior to completing the application form
- You must complete all appropriate sections and checklist (i.e. Part A & B) of the form before it will be processed
- You must date and sign the form
- Your direct Supervisor/Manager or Executive Director must approve your application
- Your direct Supervisor/Manager or Executive Director must complete all appropriate sections and checklist (i.e. Part A & B) of the form before it will be processed
- Your direct Supervisor/Manager or Executive Director must date and sign the form

LODGEMENT AND CONTACT INFORMATION

Email:
julie@atoda.org.au

Post:
PO Box 7187
Watson ACT
2602

In person:
11 Rutherford Crescent
Ainslie ACT
2602

The completed form including all sections and checklist must be submitted to ATODA by **Friday 29 June 2018**



Application to Complete the AOD Skill Set Course: Round 1, 2018

Part A: Contact Details

Staff member attending the training
Name
Service Name
Position
Contact number
Email address

Direct Supervisor/Manager or Executive Director
Name
Service Name
Position
Contact number
Email address

OFFICE USE ONLY
Date received:
Date approved:



Agreement to Complete the AOD Skill Set Course: Round 1, 2018

Please read the following section with close attention; this will constitute an agreement between the worker, the AOD service and ATODA

Part B: Checklist – Please initial next to each statement to show you agree	
Staff member attending the training	Initials
I confirm that I directly provide AOD services to clients and would be able to complete assessments that require client engagement.	
I have read the full information package, including the attached QS policy.	
If necessary, I have contacted ATODA to clarify any requirements of the AOD Skill Set or to discuss how it applies in my personal circumstance, including for those who have enrolled in previous unit(s) and have been deemed “not yet competent”.	
I will attend all face-to-face class dates .	
I will complete all assessments and additional out-of-class requirements .	
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.	
I understand that the training scholarship is valued at \$2,700 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.	
I intend to attend the information session on 1 June 2018 (Yes or No)	
Signed:	Dated:
Direct Supervisor/Manager or Executive Director	Initials
I confirm that the applying staff member directly provides AOD services to clients and would be able to complete assessments that require client engagement.	
I agree to make the applying staff member available to attend all face-to-face class dates.	
I understand that subsidies for training and assessment places through the QS will only 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.	
I understand that the training scholarship is valued at \$2,700 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.	
I intend to attend the information session on 1 June 2018 (Yes or No)	
Signed:	Dated:

Attachment 1: ACT AOD Qualifications Strategy



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:

4. 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

5. 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

6. 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).¹

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

¹ 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)²

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

10. Governance and Implementation

² 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).

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

Attachment 2: Second Round of AOD Skill Set

Round 2 of the AOD Skill Set

Applications and Enrolment dates will be available later in 2018.

Course details

Date	Unit	Description
24, 25, 29, 30 Oct 2018	CHCAOD001: <i>Work in an AOD context</i>	4 days face-to-face training
12, 13, 14, 26 Feb 2019	CHCAOD004: <i>Assess the needs of clients with AOD issues &</i> CHCAOD009: <i>Develop and review individual AOD treatment plans (combined delivery)</i>	4 days face to face training
27 or 28 Feb 2019	CHCAOD004: <i>Assess the needs of clients with AOD issues &</i> CHCAOD009: <i>Develop and review individual AOD treatment plans (combined delivery)</i>	1 hour simulation assessment
2, 3, 4, 16 Apr 2019	CHCAOD006: <i>Provide interventions for people with AOD issues</i>	4 days face to face training
17 or 18 Apr 2019	CHCAOD006: <i>Provide interventions for people with AOD issues</i>	1 hour simulation assessment