

# **DISABILITY SERVICES SECTOR WORKFORCE DEVELOPMENT STRATEGY**

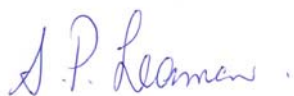
## **ACTION PLAN**

**2008-09**

## DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is version 0.1 dated 26 September 2008 of the *Disability Services Sector Workforce Development Strategy - Action Plan 2008-09*.

The *Action Plan* is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.



PREPARED:

DATE: 26 / 9 / 2008

(By Stephen Leaman for the Disability Services Sector Workforce Development Steering Committee)



ACCEPTED:

DATE: 26 / 9 / 2008

(Ingrid Ganley, A/Director Disability Services; Disability Services Sector Workforce Development Steering Committee Chair)

### 1. BUILD STATUS:

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0.B	28 August	Stephen Leaman	Revised Version	All
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### 2. DISTRIBUTION:

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Electronic	0.A	8 August 2008	Director Disability Services
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## 1. INTRODUCTION

In November 2006, an industry forum facilitated by the Institute for Inclusive Learning Communities, University of Tasmania was convened to progress workforce planning for the disability services sector.

The 2006 forum included key representatives from the community services sector. Participants at the forum agreed on immediate action areas which included:

- a stakeholder analysis incorporating a skills audit and demographic and learning/training needs analysis; and
- the development of minimum core competencies for staff.

Disability Services Tasmania has taken the lead role in establishing and developing systemic strategic approaches to workforce development for the disability services sector in Tasmania. One of these initiatives includes the development of a workforce strategy.

The Disability Services Sector Workforce Development Strategy (the *Strategy*) 2007/08-2011/12 is the beginning of a collaborative partnership between government and non-government disability service providers to address workforce planning for the disability services sector.

The government and non-government disability service providers jointly seek to develop a cross-sector workforce of creative, innovative and highly skilled people who have the knowledge and attributes to provide effective and efficient services to Tasmanians with disabilities and their families, both now and into the future.

The *Strategy* is underpinned by a framework that will be supported by the development of action plans to progress workforce planning for the Tasmanian disability services sector.

The framework for this *Strategy* is underpinned by three (3) key focus areas:

- 1) Professional Learning;
- 2) Human Resources;
- 3) Health and Safety.

Action plans will be developed to progress the focus areas from the *Strategy* framework. Each action plan will be aligned to the fiscal year.

The development of each action plan will include key workforce planning priorities identified in the *Strategy* and relevant findings and strategies that have been identified from state or national workforce projects.

Action plans may need to be reviewed and modified in line with current and proposed disability services sector workforce planning priorities and strategic planning. Additional workforce planning and development initiatives may occur simultaneously with the projects identified in the action plans.

The Disability Services Sector Workforce Development Steering Committee (the *Committee*) has responsibility for prioritising, approving and monitoring the projects for each action plan.

## **2. ACTION PLAN 2007/08 KEY OUTCOMES**

The development of strategies to progress the 2007/08 Action Plan projects led to key outcomes that has enabled collaborative planning and development to continue as a way forward for 2008/09.

Whilst further work is required to complete all aspects of the 2007/08 projects, significant progress has been achieved which will realise the completion of these projects in 2008/09.

Progress has included the:

- Guiding Network being established with the primary purpose to guide the *Committee* in developing responses and solutions to current and future workforce challenges in the disability services sector;
- Completion of the workforce surveys through the Accommodation Options Project and the Support Workers Conference which will inform the skills and competencies that workers in the Disability Services Sector should acquire and maintain;
- Development of a draft education module to support decision making for people living in supported accommodation;
- Commencement of an e-learning project to support the implementation of the education module to support decision making for people living in supported accommodation; and
- Consultation with the Disability Services Sector regarding the development of a generic statewide induction program and agreement of a base level/entry qualification or skills sets for disability sector support workers.

## **3. ACTION PLAN 2008/09 KEY PRIORITIES**

As noted above, whilst significant progress has been achieved during 2007/08, further work is required to complete these projects and also focus on the following activities for 2008/09 which includes:

- broadening of workforce surveys to include community access (day options) and respite providers;
- identification of skills sets/competencies for support workers;

- consultation with sector and registered training organisations to develop and identify funding sources to implement statewide generic induction programs;
- completion and implementation of the *Decision Making for People with Disabilities Living in Supported Accommodation* education module and e-learning package;
- implementation of key learning and development priorities for Disability Services; and
- supporting the implementation of reform actions, activities and recommendations from the 2008:
  - Department of Health and Human Services *Review of Tasmanian Disability Services*; and
  - Department of Health and Human Services *Integrated Implementation Plan – Child and Family Services and Disability Services reforms*.

**DISABILITY SERVICES SECTOR WORKFORCE DEVELOPMENT STRATEGY - ACTION PLAN 2008/09**

	<b>VISION</b>	<b>OBJECTIVES</b>	<b>PROJECTS</b>	<b>HOW WILL WE DO IT – OUR STRATEGIES</b>	<b>HOW WILL WE DO IT – OUR MEASURES</b>	<b>WHEN WE WILL DO IT – OUR TIMEFRAME</b>
<b>KEY FOCUS AREA 1 PROFESSIONAL LEARNING</b>	<b>CURRENT WORKFORCE</b>					
	To provide a framework for generic and individual (client) learning and development activities that incorporates the principles of ‘person-first’, and provides a model of participation which builds on integration and inclusion.	<p>Obtain a profile of learning and development needs of current workforce.</p> <p>Develop learning and development pathways (from induction to VET to higher education).</p> <p>Ensure client involvement in recruitment and retention practices</p>	<b>1. STAKEHOLDER ANALYSIS</b>	<p>Build on 2007/08 accommodation service providers and support workers workforce planning surveys.</p> <p>Review and analyse accommodation service providers’ survey responses.</p> <p>Identify and engage with relevant community access (day option) and respite service providers to broaden</p>	<p>Survey responses reviewed and analysed and anomalies followed up where required with service providers.</p> <p>Identified and met with relevant community access and respite service providers to complete surveys.</p>	<p>October 2008</p> <p>October 2008</p>

				<p>survey.</p> <p>Collate, analyse, and interpret survey findings.</p> <p>Maintain awareness of CSTDA priority “improved workforce planning” funded project being developed through Community Services &amp; Health Industry Skills Council.</p>	<p>Report presented to Sector through Workforce Development Steering Committee.</p> <p>Maintain links with project significant others including the CS&amp;HISC.</p>	<p>October 2008</p> <p>Ongoing</p>
			<p><b>2. DEVELOP A SET OF CORE COMPETENCIES</b></p>	<p>Identify skills sets/competencies for disability sector staff by reviewing: sector statements of duties; Active Support Model; best practice standards; and the revised Community Services Training Package.</p>	<p>Report presented to the <i>Committee</i> on findings</p>	<p>October 2008</p>

				Broaden workforce survey to community access (day options) and respite service providers' surveys to seek feedback on skills sets/competencies.	Survey completed and results included in report to the <i>Committee</i> .	October 2008
			<p><b>3. DEVELOP SECTOR INDUCTION PROGRAM</b></p> <p>NB: The development of an induction program also aligns to Key Focus Area 2 (Human Resources) and 3 (Health and Safety)</p>	<p>Consult with the disability sector to develop an induction program that includes identified skill sets/competencies that articulate with accredited pathways for further learning.</p> <p>Consult with relevant registered training organisations that have an interest in developing and providing an accredited induction program for the disability services sector that aligns with</p>	<p>Sector consulted, induction program framework developed.</p> <p>Registered training organisations have confirmed ability to develop induction program.</p>	<p>October 2008</p> <p>October 2008</p>

			<p>identified and agreed skill sets/competencies.</p> <p>With the registered training organisations identify funding sources to ensure viability and sustainability of induction program.</p> <p>Develop report for <i>Committee</i>.</p>	<p>Funding sources identified.</p> <p>Report developed for <i>Committee</i>.</p>	<p>October 2008</p> <p>November 2008</p>
			<p><b>4. EDUCATION MODULE – DECISION MAKING FOR PEOPLE WITH DISABILITIES LIVING IN SUPPORTED ACCOMMODATION</b></p> <p>Module initiated by the Guardianship and Administration Board, Advocacy Tasmania and Disability Services to be finalised in partnership with TAFE.</p> <p>Module will include and introductory session for all staff and an advanced section for staff in</p>	<p>Module finalised and available to sector (subject to available funding).</p>	<p>December 2008 February 2009</p>

				<p>supervisory positions.</p> <p>E-learning module to be developed in partnership with Department of Health and Human Services, Human Resource Development Unit and TAFE to provide an introduction and overview of the full module.</p>	<p>Module completed and available to sector.</p>	<p>September 2008 October 2008</p>
			<p><b>5. DISABILITY SERVICES' KEY LEARNING AND DEVELOPMENT PRIORITIES</b></p>	<p>Through Disability Services Learning and Development Committee continue to identify and monitor key priorities from relevant reviews (e.g. Service Coordination) for implementation, including:</p> <ul style="list-style-type: none"> <li>- Case Conferencing</li> <li>- Behaviour</li> <li>- Palliative Care</li> <li>- Writing Skills</li> </ul>	<p>Learning and Development Committee members to consult with respective work units to identify key priorities.</p> <p>Learning and Development Committee develop strategy to implement key priorities</p>	<p>Ongoing</p>

			<p><b>6. REFORM INITIATIVES ACROSS THE HUMAN SERVICES AND DISABILITY SERVICES SECTOR</b></p>	<p>Review relevant reports and plans to align actions, activities and recommendations into current workforce planning frameworks.</p>	<p>Relevant actions, activities and recommendations have been incorporated into current workforce planning frameworks.</p>	<p>Ongoing</p>
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