

ABORIGINAL CAREERS IN MENTAL HEALTH



INFORMATION FOR EMPLOYERS

Funded by:

Co-ordinated by:

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MHCC acknowledges the traditional custodians of the land, both past and present & the youth of the future

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* In this document, the term Aboriginal includes Torres Strait Islanders.

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Glossary and Acronyms

| Acronym or term | Meaning |
|-----------------------------|--|
| AEU | Aboriginal Employment Unit (part of the State Training Services) |
| AEM | Aboriginal Employment Mentor |
| DEC | NSW Department of Education and Communities |
| DEEWR | Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) |
| EOI | Expression of Interest |
| ICS | Indigenous Cadetship Support A commonwealth government project to promote and support Indigenous cadetships. |
| Indigenous Cadetship | A structured agreement between an Aboriginal student (called the cadet), an organisation and DEEWR. The cadet receives some financial initiative from the government to assist with study. They study full time and work 12 weeks a year for an organisation. |
| NCAP | New Careers for Aboriginal People (NCAP) |
| MHCC | Mental Health Coordinating Council |
| JSA | Job Services Australia |
| RTO | Registered Training Organisation |
| STS | State Training Services (part of the NSW Department of Education and Communities) |
| Trainee | A trainee is someone undertaking a traineeship |
| Traineeship | A traineeship combines a job with a structured training program that leads to a nationally recognised qualification. Government incentives are available to the employer to assist with training and some other costs. It does not cover all the salary costs. |
| IEP | Indigenous Employment Program |
| AAC | Australian Apprenticeship Centre |
| IWS | Indigenous Wage Subsidy from DEEWR |

Who to contact

| State Training Services Aboriginal Employment Unit If you need help with: | MHCC Aboriginal Project Officer If you need help with: |
|---|---|
| <p>Michelle Shipp Tel:(02) 6881 6764 Mb: 0467 725 778 Email: MICHELLE.SHIPP@det.nsw.edu.au</p> <p>Neil Davies Tel: (02) 6627 8419 Mb: 0429 322 814 Email: neil.davies5@det.nsw.edu.au</p> | <p>Aboriginal Project Officer Mental Health Coordinating Council Phone: 02 9555 8388 ext 115 Fax: 02 9810 8145 Address; PO Box 668 Rozelle NSW 2039 Email: Aboriginalprojects@mhcc.org.au</p> |
| <ul style="list-style-type: none"> Literacy/Language/Numeracy Assessment | <ul style="list-style-type: none"> Service Agreement |
| <ul style="list-style-type: none"> Recruitment Advice New Careers for Aboriginal People Officer contact (NCAP) | <ul style="list-style-type: none"> Incentive payments: <ul style="list-style-type: none"> Work preparation Wage Incentive payments Block Release training payments |
| <ul style="list-style-type: none"> Mentoring | <ul style="list-style-type: none"> Block Training and Training Plans |
| <p>Organisational Capacity support</p> <ul style="list-style-type: none"> Aboriginal Employment Strategy Cultural Education Supervisor Workshop | <ul style="list-style-type: none"> Monthly monitoring of project Program meetings |
| <ul style="list-style-type: none"> | <ul style="list-style-type: none"> Evaluation of the program |

| Websites | Location |
|---|--|
| Dept of Education, Employment and Workplace Relations | http://www.deewr.gov.au/Indigenous/Employment/Programs/IEP/Pages/IndigenousCaretshipSupport.aspx Phone: 1802 102 |
| Traineeship information | https://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/fullguide.pdf |
| Fairwork Australia | www.fairwork.gov.au |

To download all ACIMH resources, forms, promotional material please go to the MHCC website at: <http://www.mhcc.org.au/aboriginal-careers/default.aspx>

Background

The Aboriginal Careers in Mental Health Program is a workforce development program with 5 objectives:

- Increase Aboriginal employment in the community mental health sector;
- Build the capacity of community mental health organisations to employ and support Aboriginal workers;
- Build the capacity of community mental health organisations to engage with and better support Aboriginal communities and people;
- Assist Aboriginal people to develop the skills and requirements to work in the community mental health sector; and
- Increase Aboriginal engagement with vocational training.

The Aboriginal Careers in Mental Health program is co-ordinated by the Mental Health Coordinating Council (MHCC) and is funded by the NSW Department of Education and Communities (DEC). The Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) will be involved as they fund programs and incentives that support trainees and cadets.

The program involves MHCC engaging in partnership with community mental health organisations to support a total of 50 new traineeships and cadetships for Aboriginal people in NSW.

How to get involved

The program is designed to develop the capacity of the community managed mental health sector to effectively support and increase Aboriginal participation in the workforce. MHCC will work with organisations to develop their organisation capacity to recruit, support and retain Aboriginal staff. The program has links with other initiatives to access additional resources including mentors for the new trainees.

The Aboriginal Careers in Mental Health program is open to organisations who are interested in developing an Aboriginal workforce in their organisation.

To apply, interested community organisations need to complete a simple and targeted Expression of Interest form. The form will include information on the number of trainees/cadets the organisation feels they can support and the organisation's readiness to employ trainees/cadets.

Selection is based on the information provided by organisations in their EOI and will be assessed in collaboration with DEC.

Applications should be addressed to the Aboriginal Project Officer and can be lodged by **email, fax or posted** to MHCC. Please refer to the following section regarding eligibility, application and selection.

Aboriginal Project Officer
Mental Health Coordinating Council
Phone: 02 9555 8388 ext 115
Fax: 02 9810 8145
Address; PO Box 668 Rozelle NSW 2039
Email: Aboriginalprojects@mhcc.org.au

Eligibility, Application and Selection

Eligible Organisations

To be eligible to apply for the Aboriginal Careers in Mental Health initiative, organisations must:

1. Be a non-government organisation in NSW providing a mental health service or program within a community setting;
2. Be able to provide job roles to trainees/cadets specifically related to the direct provision of mental health services to consumers;
3. Be willing to provide the appropriate level of support and supervision to the trainee/cadet; and
4. Intend to offer ongoing employment to the trainee/cadet on completion of the traineeship/cadetship.

Expression of Interest

To apply, organisational representatives need to complete an Expression of Interest form that can be downloaded from the MHCC website www.mhcc.org.au or by contacting the MHCC Aboriginal project officer: Aboriginalprojects@mhcc.org.au

All questions need to be answered with sufficient information to allow appropriate selection of organisations. It is the organisation's responsibility to provide ample information. Where appropriate you may use bullet points in your answers.

Selection Criteria

EOI's will be assessed against a defined list of selection criteria. In order to ensure the program has a broad and diverse representation, criteria like geographical location and previous experience in employing and supporting Aboriginal workers will be considered. A mix of city and rural, and experienced and inexperienced organisations is desirable.

As a guide these selection criteria may include factors such as:

- Number of positions offered;
- Position sustainability or commitment to positions becoming permanent within the organisation;
- Geographic location (as a state wide initiative we are seeking interest from all regions within NSW);
- Feedback from local stakeholder networks;
- Organisational commitment to proactive engagement with Aboriginal people and communities;
- Current Aboriginal staffing levels;
- Areas of specific Aboriginal need; and
- Organisation's experience and application.

Please note: This list is for general guidance only.

This initiative is about building the capacity of participating organisations to effectively recruit, support and retain Aboriginal staff. There is no requirement that an organisation already has a significant Aboriginal staff base. We are specifically encouraging organisations of all sizes and levels of experience in the area to apply.

Lodging the Expression of Interest

Applications can be lodged through **email, mail or fax** to MHCC.

Aboriginal Project Officer

Mental Health Co-ordinating Council

Phone: 02 9555 8388 ext 115

Fax: 02 9810 8145

Address: PO Box 668 Rozelle NSW 2039

Email: Aboriginalprojects@mhcc.org.au

Selection process

Places are limited and MHCC will convene a panel in consultation with DEC to determine the most appropriate organisations. MHCC reserves the right to collect additional information and have discussions with the organisations prior to making a decision.

The panel shortlists suitable organisations, who then receive a capacity visit from a program representative (either from MHCC or STS AEU). The capacity visit is an opportunity for organisations and a representative of MHCC or STS AEU to discuss aspects of the program, the EOI and the organisation's cultural readiness to support trainees and cadets. During the visit, MHCC or the STS AEU will assess the organisation's capacity to support the trainee or cadet. They will provide information and where possible develop strategies to fill any gaps (see Attachment 3 for more details).

After the panel decides on the suitability of services, and allocates the positions, organisations will be informed of the outcome of their Expression of Interest.

Service agreements are then negotiated with each successful organisation, and include:

- How many Traineeship positions the organisation will offer;
- Their chosen package of support services;
- Strategies and commitments regarding supporting and sustaining these positions;
- Roles and responsibilities of each party; and
- Target dates for the commencement of each trainee position.

MHCC and STS AEU then work with the successful organisations to effectively recruit appropriate Aboriginal staff for each traineeship or cadetship position.

Once trainees and cadets are selected, MHCC works with the trainee/cadet and the organisation to determine what supports they will require before commencing their position and throughout the program.

Overview of EOI and selection process

| | |
|-------------------------------|--|
| Expression of Interest | Download or obtain the Expression of Interest (EOI) form and information package from www.mhcc.org.au |
| | Organisations talk to the MHCC Aboriginal Project Officer about the program |
| | Organisations complete and submit their EOI |
| Selection | Staff from MHCC and/or STS AEU visit organisation to assess organisational capacity |
| | Applicant notified of the outcome of the EOI process |
| Service Agreement | <p>Service Agreement negotiated and established with the organisation</p> <p>Service Agreements must be signed prior to the recruitment of trainee/cadet</p> |
| Recruitment | Trainees and cadets recruited and selected in line with the agreed process between the organisation, MHCC and State Training Services |
| Training | The training will be delivered in block by MHCC. The duration of the traineeship will be 2 years. Training will be by block release offered in 20 days as 4 blocks of 5 days over 2 years. |

What is a Traineeship?

A traineeship combines a job with a structured training program that leads to a nationally recognised qualification. It is a great way to learn new skills while getting experience in a new job. Traineeships are based on real workplace experience and practice so new workers quickly gain the skills they need to offer effective services. The trainee needs to be employed a minimum of 21 hours per week so depending on organisational requirements, the trainee can either work part time or full time.

Traineeship Information:

- Traineeships combine work and training
- The training is nationally recognised and is offered by a Registered Training Organisation (RTO)
- The job is paid employment covered by appropriate industrial arrangements
- Traineeships involve a formal training agreement and a training plan
- Traineeships include structured on the job training as well as classroom or distance learning
- The trainee's wage is paid by the organisation but some government incentives are paid for employing a trainee
- A training subsidy is also available and generally covers training costs for most RTOs

Many organisations would like to employ Aboriginal people but find it difficult to recruit suitably skilled and qualified Aboriginal applicants. A traineeship allows the organisation to recruit a suitable applicant and then work in partnership with an experienced training organisation to assist them to obtain the required skills. The government encourages organisations to take on trainees by offering assistance with training costs and some salary subsidies. While the organisation contributes part of the salary, the subsidies help to make this very cost effective. Additional subsidies are available to employ an Aboriginal trainee.

Aboriginal Careers in Mental Health offers access to additional support and resources, including assistance in developing an Aboriginal Employment Strategy and Policy. The program will also assist in identifying potential trainees.

Aboriginal Careers in Mental Health trainees will complete the nationally recognised qualification: **Certificate IV in Mental Health** within a 2 year period.

Traineeship employers in this program must:

- Provide paid work in the mental health field for the 2 years of the traineeship;
- Support the trainee throughout their study and work ; and
- Intend to offer ongoing employment to the trainee once they successfully complete their traineeship, through the organisation's succession planning.

More detailed information about traineeships is available on the internet as a pdf document to download called **A complete guide to apprenticeships and traineeships in New South Wales** available from:

https://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/fullguide.pdf

What is an Indigenous Cadetship?

The Indigenous Cadetship Support Project links Indigenous tertiary students with employers in a cadetship arrangement involving full-time study and work placements. It is a structured agreement between an Aboriginal student, an organisation and DEEWR.

Indigenous Cadetship Support can help employers gain access to Indigenous tertiary students, and provide them with a work-ready employee who has a first-hand understanding of their business or organisation. The full time student is enrolled in an approved tertiary course (Diploma, Advanced Diploma and Bachelor Degree) for 40 weeks a year and works at award wages for the organisation for 12 weeks or 60 days each year of training.

The following information is an extract from the Indigenous Support Projects website:

<http://www.deewr.gov.au/Indigenous/Employment/Programs/IEP/Pages/IndigenousCadetshipSupport.aspx>

Employers are advised to consult the website themselves to access more detailed information on cadetship requirements and provisions.

What is the role of a cadetship employer?

Cadetship employers:

- Provide paid work placements of 12 weeks or 60 days for each year of the cadetship;
- Support the cadet through their study and work placements, giving professional guidance and mentorship;
- Employ cadets under an appropriate industrial instrument; and
- Intend offering ongoing employment to the cadet once they successfully complete their cadetship, through the organisation's succession planning.

Which employers are eligible?

Employers are eligible if they:

- Are able to support the cadet during the cadetship;
- Are able to provide paid work placements that would complement a prospective cadet's course of study; and
- Have the capacity to provide continuing employment on successful completion of the cadetship.

Which students are eligible?

Students are eligible if they:

- Are enrolled in a diploma, advanced diploma or their first undergraduate degree course;
- Are enrolled for full-time study at a TAFE college, or other RTO or university located within Australia;
- Identify as an Australian Aboriginal or Torres Strait Islander; and
- Are accepted as such by the community in which they live, or have lived.

Eligible students receive financial assistance to help with living expenses, text books and equipment needed for their studies. In return, students are required to maintain a good academic record, undertake 12 weeks work experience each year and stay in regular contact with the company providing their cadetship. The organisation has a commitment

to also make regular contact with the Cadet, through inclusive practices which may include but are not limited to, attendance at team meetings and individual supervision.

Aboriginal Careers in Mental Health offers access to additional support and resources, including assistance in developing an Aboriginal Employment Strategy and Policy. The program will also assist in identifying potential cadets and in providing a mentor to support the cadet and the organisation.

How do I find out more about cadetships?

More information on cadetships including on-line registration, videos, copies of the guidelines and a range of fact sheets are available from:

<http://www.deewr.gov.au/Indigenous/Employment/Programs/IEP/Pages/IndigenousCadetshipSupport.aspx> or call 1802 102.

Financial Supports for the Organisation

Employment Incentives

Each organisation will receive a total of \$6600 per year per Full time participant to a maximum total of \$13200 including GST over the two years, via the MHCC. See table below regarding the provision for P/T trainees.

Host Employers will be required to submit a Tax Invoice to MHCC for each instalment. The initial instalment may be invoiced when the trainee has commenced employment. The initial Tax Invoice should be accompanied by the completed DEEWR Employment Advice Form, DEEWR Participant Commencement Form and a DEEWR Training Commencement Advice Form. Subsequent instalments will only require a Tax Invoice.

MHCC will subsequently invoice DEEWR, and will remit the instalments to the Host Employers when payment is received. In order to reduce red tape, Host Employers may authorise MHCC to deduct the annual Coordination Fee from the instalments using the Payment Authorisation Form. This form is available on the MHCC website your in the Service Agreement.

| Employment Incentive Payment Schedule (inc GST) | | | |
|--|---------------------------------------|--|--|
| | Full time 38 Hours P/W | Part Time 8 -24 Hours P/W 50% of the payments | Part Time 25 - 34 Hours P/W 75% of the payments |
| Commencement | \$1600 | \$800 | \$1200 |
| After 13 weeks | \$1450 | \$725 | \$1087.50 |
| After 26 weeks | \$1450 | \$725 | \$1087.50 |
| After 39 weeks | \$1450 | \$725 | \$1087.50 |
| After 52 weeks | \$1450 | \$725 | \$1087.50 |
| After 65 weeks | \$1450 | \$725 | \$1087.50 |
| After 78 weeks | \$1450 | \$725 | \$1087.50 |
| After 91 weeks | \$1450 | \$725 | \$1087.50 |
| After 104 weeks | \$1450 | \$725 | \$1087.50 |

Trainee resigning or exiting program

The employment incentive is only available per placement. If a trainee leaves a placement, the Host Employer can negotiate with MHCC to replace the trainee in order to continue to receive payment of this incentive. If the trainee is not replaced the Employment Incentive will cease.

Work Preparation Incentives

Funding is available up to \$1000 (inclusive of GST) per placement to undertake industry specific training and training tailored towards job readiness in preparation for the employment placement. Work preparation training may be undertaken within the first three months of the employment placement.

Funds are only available to purchase services externally specific to the needs of the individual, and should not be utilised to cover normal orientation activities.

Examples of programs that are likely to be approved include:

- Tutoring in Language and literacy support;
- Computer skills e.g. word, emailing, spread sheets;
- Driving lessons – if a license is a requirement;
- First aid training and certificate; and
- Personal development e.g. confidence.

In the event that a trainee leaves a placement, and is replaced, the organisation is only able to utilise the remaining funds available for that specific placement to provide work preparation training.

Employers wishing to access this funding should develop an individual plan per participant and must provide a rationale on why the activity is necessary and relevant to the trainee's job. This plan should include the costs of all training. **This plan should then be submitted to MHCC for approval.**

On approval of the work preparation plan for the individual from MHCC, the organisation should commence provision of training. On completion of the training the organisation should submit a Tax Invoice to MHCC to recover the costs of training, supported by copies of invoices or receipts by the training provider(s) and a completion certificate from the provider.

The same level of work preparation incentive of \$1000 is available for both P/T or F/T trainees.

New Entrant Traineeship Incentives

New Entrant trainees may attract \$4000 in incentives from the Australian Apprenticeship Centre (ACC) paid as commencement and completion payments if they are eligible. To attract the new entrant traineeship incentive trainees must be working a minimum of 21 hours per week.

The role of the ACC is to:

- Help employers to understand, simplify and streamline the establishment and administrative management of trainees;
- Have the potential trainee assessed to determine their eligibility for a state government New Entrant Traineeship;
- Help ensure that all incentives and allowances are received; and
- Complete the contracts, the training plan proposal and other documents to legally establish the traineeship.

Organisations must have their trainee registered with an AAC to commence their traineeship. They also need to inform the AAC they are nominating MHCC as their training provider.

To find your nearest AAC, call the Australian Apprenticeships Hotline on 13 38 73 (local call cost within Australia) or visit the Australian Apprenticeships Centre Search page (<http://www.australianapprenticeships.gov.au/search/aacsearch.asp>). This will provide a list of Australian Apprenticeship Centres in your local area. You can select a government one or a privately operated one. Both are funded by the Australian government to support trainees and employers.

MHCC recommend you contact an Australian Apprenticeship Centre as soon as a decision is made regarding the recruitment of a trainee to assess their eligibility for a New Entrant Traineeship.

In the event that the trainee is not eligible for the State Government New Entrant Traineeship incentive the organisation must agree to pay MHCC the standard block release costs for the qualification.

Training Incentives

Organisations may invoice MHCC for reimbursement of claimable travel expenses once the week's block training has been completed. Copies of receipts for all expenses should be provided in support of the invoice.

| Away from base training and accommodation | | |
|--|-----------------------------|---|
| Item | Participant based | MHCC Funding |
| Accommodation | Within Metropolitan Sydney | Not provided |
| | Outside Metropolitan Sydney | Provided |
| Travel Costs | Within Metropolitan Sydney | Provided for Mileage or Public Transport costs |
| | Outside Metropolitan Sydney | Provided for Flights, Mileage or Public Transport |
| Food | All participants | Morning Tea, Lunch, Afternoon Tea. |

Replacement Trainees

It will be the responsibility of the Host Employer to fund any training the replacement trainee has not attended due to their late entry into the program. MHCC will endeavour to assist the organisation where possible but makes no commitment under these circumstances.

Claiming the incentives

In order to claim the incentives please refer to the **Guidelines for Claiming Incentives** which can be downloaded from the MHCC website.

Organisational cost of a traineeship or cadetship

The organisation is responsible for providing the trainee or cadet's wage. They must be paid the minimum award wage for a trainee or cadet however the organisation is able to pay above the award as appropriate. Depending on the person selected other government assistance and incentives may be available.

This initiative does not provide a full wage subsidy for trainees or cadets.

If the organisation employs a cadet:

- They need to pay the cadet at award wages for 12 weeks or 60 days per year for the duration of the cadetship; and
- The organisation will receive an administrative allowance of \$550 (GST inclusive) per semester for each cadet, as well as \$500 which is to be paid to the cadet at the start of each year. The organization will also receive \$6000 per semester which is to be paid to the cadet by the organisation over the course of the semester. The total payments received for one year amount to \$13600, including \$100 GST.

| ICS Component | Level of Assistance | Recipient | Disbursement |
|-------------------------------|----------------------------|--------------------|--|
| Study Allowance | \$6000 | Cadet | Paid as wage-like payments over each semester during the period of full-time study or as part of a composite arrangement |
| Books and equipment allowance | \$500 | Cadet | Paid in full at the start of the year as an allowance for books and equipment for study related purposes. Proof of purchase is not required. |
| Administrative Allowance | \$500 | Employer | Retains this amount to cover administrative costs. |
| GST payment | \$50 | NGO Employers only | Remits this amount to the ATO as part of normal business activity statement processing. |

If the organisation employs a trainee:

- They need to pay the trainee at award wages for 2 years; and
- New Entrant trainees may attract \$4000 in incentives from the Australian Apprenticeship Centre (ACC) paid as commencement and completion payments if they are eligible.

If a trainee is registered with a Job Services Australia Provider, the provider may also offer a range of other wage assistance and support services for both the organisation and the trainee. This may be accessed along with IEP assistance.

DEEWR also offers the Indigenous Wage Subsidy (IWS) program – this is an incentive paid to employers when they employ eligible Indigenous Australians on an ongoing basis. Note: that if a job seeker is 21 years of age or over, they must be receiving an eligible income support payment.

Information on award wages and conditions can be found at: www.fairwork.gov.au

MHCC Co-ordination Fee

Employers will pay MHCC a Coordination fee of \$1000 per participant per year including GST, to cover costs of program coordination. This is a non-refundable charge per participant per placement.

In order to reduce red tape, Host Employers may authorise MHCC to deduct the Administration Charge from the initial payment. An authorization form is provided in the ***Service Agreement***.

MHCC Coordination Fee is \$1000 per participant per year whether the trainee is P/T or F/T.

Support for Trainees, Cadets and the Organisation

Each organisation involved in Aboriginal Careers in Mental Health will be provided, at no cost, with a tailored package of support to meet their individual organisational needs and preferences. The package will be negotiated on an organisation-by-organisation basis and will focus on any special needs of the trainee/cadet and the organisation.

Support includes information and support in:

- Obtaining government incentives and subsidies;
- Developing an individual training plan and agreement;
- The recruitment and ongoing retention of Aboriginal staff;
- Accessing cultural competency resources;
- Training and development resources;
- Organisational development and capacity building resources;
- Accessing mentoring support;
- Engaging with local Aboriginal clients and community; and
- Other resources, services and options to cater for the individual needs of your organisation.

MHCC Aboriginal Project Officer Support

MHCC's Aboriginal Project Officer will be available to provide ongoing support and information throughout the project. Their role is to provide support to both organisations and trainees, to follow up concerns and to assist to resolve any issues. They will work closely with the AEU of STS and the Aboriginal Employment Mentors to provide a seamless support network.

MHCC will:

- Provide support and advice in relation to Aboriginal friendly workplaces;
- Coordinate payment of Federal Government incentives and subsidies;
- Develop individual training plan and agreement for trainees;
- Provide block release training and assessment services in relation to the Certificate IV in Mental Health; and
- Provide other resources, services and options to cater for the individual needs of the organisation and trainee within the scope of this program.

MHCC will allocate a maximum of 15 hours per year of support and advice to each organisation per participant of the Aboriginal Careers in Mental Health program. In the event that an organisation has exceeded the maximum hours allocated, MHCC reserves the right to charge the organisation for support and advice at the current scheduled rates.

Aboriginal Mentors

Aboriginal Employment Mentors (AEM) are provided to the program through the AEU of STS free of charge.

What is Mentoring?

Mentoring is a key strategy for guiding and developing staff to succeed and excel in their role through the sharing of skills, knowledge and experience.

The Mentoring program aims to achieve the best possible employment and training outcomes for your organisation. The goal is to keep Aboriginal learners in the workplace in order to successfully complete their formal accredited qualification.

What are the Benefits of Mentoring?

It is expected that Aboriginal learners participating in the initiative will obtain some or all of the following benefits:

- The help needed to retain and complete their training;
- Increased self-confidence and greater job satisfaction;
- Development of professional direction;
- Increased networking opportunities;
- Increased awareness of possible future career opportunities in leadership and management roles;
- Improved interpersonal and communication skills; and
- Employers and host employers will benefit by having enthusiastic staff who remain in their jobs and with their businesses longer.

What is the role of a Mentor?

The role of the mentor is to work in conjunction with the organisation to facilitate reflection and assist the Aboriginal staff member to explore options, think critically, generate solutions and make informed decisions.

The mentor will encourage an environment that assists learners to achieve their personal best and develop to their full potential. The key to the mentoring program is to develop a two-way relationship that creates conversations which result in reflection, actions and learning.

The Aboriginal Mentor will::

- Work with the supervisor and trainee to build strong relationships; and
- Provide assistance and guidance to the trainee and the organization.

The Aboriginal Mentor does not:

- Plan or allocate work to the trainee/cadet; nor
- Directly supervise the trainee/cadet on a day to day basis.

How often will the mentor make contact with the trainee/cadet?

Contact arrangements will be determined through consultations with Mentee, Mentor and Supervisor at the Initial Mentor Meeting on commencement of the trainee. Mentor and mentee need to agree on the mode of contact, frequency, duration and location of meetings and expectations about contact between meetings. AEU will arrange a mentor, such that:

- The mentor will contact organisations and the trainee to arrange first session and ongoing process;
- Mentoring may be face to face, over the telephone or by email contact;
- Mentors can provide support and advice to the supervisor and the trainee; and
- Sessions can be up to 2 hours.

It is envisaged that mentoring would be required once a week for the first six months, once a fortnight from 6 months to 12 months and then once a month for the final year of the program.

Host Employers wishing to discuss arrangements or issues regarding Mentors should contact the Aboriginal Employment Unit.

The same level of mentoring support is provided to P/T and F/T trainees.

How do we get an Aboriginal mentor (AEM) for our trainees/cadets?

An AEM will be provided under the program for your organisation free of charge.

The AEM will be able to assist not only your new Aboriginal employees, but also their supervisor and other team members, particularly in the early stages of their employment and training.

For queries regarding mentors, contact Michelle Shipp at the State Training Services – Aboriginal Employment Unit on (02) 6881 6764 or email MICHELLE.SHIPP@det.nsw.edu.au.

Organisational support for Trainees and Cadets in the workplace

For a trainee or cadet to develop skills and knowledge and become part of your organisation's workforce it is essential that organisations provide the appropriate workplace support to trainees/cadets in a safe and supportive environment.

Organisations are expected to provide the following support to trainees and cadets:

- Appropriate supervision at all times. For example trainees/cadets would not be expected to conduct home visits alone at the commencement of their employment;
- Opportunities to be exposed to a broad range of mental health work duties that are meaningful and relevant;
- Encouragement, support and constructive feedback provided in a timely and culturally appropriate way;
- Working collaboratively with the mentor to ensure the trainee is receiving appropriate cultural support;
- Allow the trainee/cadet work time to meet with their mentor;
- Allow the trainee/cadet 2 - 3 hours per week of work time to complete assignments/assessments, do related study or research towards completion of their studies and spend time with a supervisor to answer the trainee's questions;
- Support the trainee to attend relevant training opportunities including all training related to the achievement of the Certificate IV in Mental Health; and
- Ensure supervisors allocated to support the trainee/cadet are suited to the role and have sufficient time to devote to support trainees/cadets throughout the process.

Training support to Trainees and Cadets

Trainees

It is important to remember that trainees are new workers and need to be properly supervised and supported throughout their traineeship. They are expected to learn on-the-job from their supervisor, other workers and from their experience in the job, learning a breadth of new knowledge and practical skills.

Trainees will complete the Certificate IV in Mental Health CHC40508 which is a nationally recognised qualification and is generally accepted as the appropriate qualification in NSW for mental health support workers in community services. To gain this qualification they will study with MHCC. MHCC will develop a training plan for each trainee, outlining how the qualification will be undertaken. The duration of the traineeship will be 2 years. Training will be by block release offered in 20 days as 4 blocks of 5 days over 2 years.

Travel and accommodation subsidies are available for trainees.

Training will be offered in inner Sydney with accommodation provided to rural participants. Lunches and morning/afternoon teas will be provided. Where required, organisations will need to pay trainees breakfast and dinner allowances and cover taxi costs. All participants will be eligible for reimbursement of some travel costs. Organisations will ensure trainees use the most cost effective method of travel to attend block training. If flights are required for country based trainees, organisations should book flights on a timely basis (at least 2 weeks prior) to access the most economical flights.

To complete the qualification assessment activities will need to be completed, including some in the workplace. The assessments will be assessed as competent or not yet competent. If trainees are not yet competent they will have the opportunity to resubmit. Assessment support will be provided by the mentor, the workplace supervisor and MHCC staff.

Successful organisations would be encouraged to allow 2-3 hours per week of work time be allocated to completing assessments, studying and researching. Some of this time may be spent with a supervisor to answer the trainee's questions and to assist them in developing the necessary knowledge and skills to meet the required competencies. Some of this time may also be spent with their mentor encouraging their development and progress.

Supervisors will also be required to provide reports on the trainee's progress and may be asked to complete a workplace report describing the trainee's performance in the various skills, knowledge and attitudes included in the required national competencies. Assessment is carried out by the RTO but the workplace report can be evidence to assist the assessor in making their decisions.

Organisations that have existing relationships with an RTO may negotiate an alternate training option. However experience has shown that Aboriginal trainees benefit from the opportunity to study together and that strong support networks often form during block training approaches. MHCC's training is culturally customised to cover Aboriginal understandings of social emotional wellbeing and mental health.

Organisations are strongly encouraged to ensure trainees are provided with face to face opportunities to complete the qualification.

Cadets

Cadets will continue their studies at their chosen educational institution. They will study full time to complete their studies and will only work for the organisation 12 weeks or 60 days per year.

Cadets who are chosen have generally already enrolled or been accepted to study at an educational institution. Most universities, TAFEs and Training organisation will have an Aboriginal Unit or Aboriginal contact person who can assist in locating potential cadets. STS and the Indigenous Cadetship Support Program are also skilled in assisting with this. Also, when an employer registers on the DEEWR ICS web site, they are also then able to access a student database and filter for students studying relevant fields.

If there was sufficient demand MHCC could potentially develop a Diploma of Mental Health program for a group of cadets.

Building organisational capacity

Organisational capacity support

AEU can provide advice to organisations and provide templates or samples to assist in developing Aboriginal Employment Strategies. They can also attend staff meetings and briefings to discuss cultural capacity building e.g. creating Aboriginal friendly workplaces.

Employer Network Meetings

To assist organisations over the duration of the program MHCC will convene employer network meetings to encourage networking, support, cross collaboration and general communication about the program and any issues arising. Organisations are strongly encouraged to attend bimonthly teleconferences to provide updates on traineeships progress. If appropriate an annual face to face meeting may be held.

Cultural education training

Introduction to cultural education workshops are available to all organisations through the AEU. Where possible this will be negotiated to meet specific organisational needs.

Duration: ½ day to full day

Contact: AEU directly to arrange

Supervisor's Workshops

Supervisor's workshops are available to all organisations through the AEU. The workshop generally covers roles and responsibilities of supervising a trainee, obligations under the Apprenticeship and Traineeship Act, and understanding your Aboriginal trainee. Where possible this will be negotiated to meet specific organisational needs

Duration: ½ day

Contact: AEU directly to arrange

Employer Network meetings

Organisations agree to be part of an employer network and attend bimonthly teleconferences to provide updates on traineeships progress. If appropriate an annual face to face meeting may be held.

Reporting

Organisations agree to provide reports as required to MHCC and STS AEU. This may include but will not be limited to:

- A bi- monthly Trainee progress to be included in the bi-monthly meeting;
- Commencement and completion reports;
- Feedback reports; and
- Provide third party and other reports to assist in assessing competency.

Evaluation

To ensure learning occurs throughout the program MHCC has established an evaluation framework which will allow the program to be progressively evaluated over a 2 year period. It is essential that organisations agree to participate in the MHCC evaluation of the Aboriginal Careers in Mental Health program. This may include participation in interviews, completion of surveys, focus groups, provision of case studies and facilitating interviews with trainees or cadets.

Benefits for your organisation

Involvement in the Aboriginal Careers in Mental Health program is a wonderful opportunity for your organisation to build your Aboriginal workforce, improve engagement with Aboriginal communities and clients while building the cultural capacity of your organisation. This is a supported organisational workforce development project. Your organisation will have access to MHCC staff with over 20 years' experience in the sector, as well as a specialist Aboriginal Project Officer who will work collaboratively with you and provide a variety of supports and resources.

Given the expansion of specialist Aboriginal programs in mental health and the escalation of employment of Aboriginal workers in recent years, this program is very timely and seen as a priority in the mental health sector. Selected organisations will be assisted in ways that will build their capacity to position themselves to take advantage of these current directions. All staff involved will gain greater cultural awareness and competence. They will also be part of an important initiative in Closing the Gap for Aboriginal people.

Benefits for the Aboriginal Trainee

The trainee will:

- Obtain a paid position for 24 months; Gain a range of work experiences, skills and knowledge;
- Have the opportunity to complete a national qualification;
- Have access to a mentor to assist them in successfully completing the qualification and their traineeship;
- Have the opportunity to work in a satisfying rewarding position;
- Have improved prospects for long term employment and increased career opportunities; and
- Develop a network of new contacts.

Benefits for the Aboriginal Cadet

The cadet will:

- Obtain a paid position for 12 weeks or 60 days of the year;
- Gain a range of work experiences, skills and knowledge;
- Have support to complete the qualification they are undertaking;
- Have access to a mentor to assist them in successfully completing the cadetship program;
- Have the opportunity to work in a satisfying rewarding position;
- Have improved prospects for long term employment and increased career opportunities; and
- Develop a network of new contacts.

Recruitment

NCAP officers are Aboriginal people employed by State Training Services who are responsible for the delivery of a range of services to assist Aboriginal people to identify and overcome barriers to education, training and employment. They provide employment assistance and advice, and are in touch with local Aboriginal communities.

Contact your NCAP officer to plan your recruitment strategy – we strongly advise you to work through the NCAP officer as they will ensure the organisational and job role needs are met and will negotiate with JSA's to ensure they provide maximum assistance to suitable candidates. (Job Services Australia providers are funded to assist unemployed people to gain employment. They can also provide, at their discretion, a range of financial and other benefits depending on the job seekers needs).

Your NCAP officer can:

- Assist in attracting appropriate job seekers;
- Assist the organisation to develop a cultural appropriate recruitment practices local Aboriginal recruitment strategy;
- Provide Cultural support to the organisation - Advice on cultural barriers and good practice;
- Liaise with JSA's and ensure JSA provide maximum support to the organisation;
- Facilitate promotion of program through 'word of mouth' Aboriginal networks;
- Assist in the development of Aboriginal specific promotional tools;
- Suggest suitable Aboriginal publications to advertise the traineeship position eg Koori Mail, National Indigenous Times;
- Assist with local information workshops;
- Provide advice on screening applicants; and
- Provide the trainee with interpersonal services such as advice, career planning, resume writing, assistance in job application writing and job interview techniques.

A list of NCAP officers or their managers can be accessed from: http://www.training.nsw.gov.au/forms_documents/programs_services/aboriginal_services/ncap_contacts.pdf

Good advice in recruitment is important especially if organisations wish to employ a New Entrant Trainee. These trainees attract maximum subsidies and minimize training costs for the organisation. However trainees need to meet specific criteria to be eligible as New Entrant Trainees.

We have developed a culturally appropriate sample flyer to assist you. You can add your logo and organisational and positional details and customise it to meet your needs.

Suggested Recruitment Strategy

- Partnership with the NCAP Officer
- Information sessions
- Advertising in the Koori Mail/ Indigenous Times
- Local paper advertising

- Interagency meetings – Koori and general
- Distributing the flyer
- Partnering with other organisations in the initiative
- Contacts in the local community

MHCC strongly suggests organisations include an information session in their recruitment strategy. This approach is generally more effective in engaging interest from the Aboriginal community in applying for trainee positions.

Frequently Asked Questions

Is anyone eligible to become a trainee?

Traineeships are available to anyone; however there are specific requirements about previous experience and qualifications that may mean some people do not qualify. In addition, to be part of the Aboriginal Careers in Mental Health initiative they need to be an Aboriginal or Torres Strait Islander by descent and acknowledged as such in their Aboriginal community.

How long does a traineeship last?

The mental health traineeship is based on the Certificate IV in Mental Health Work and is generally completed over a 2 year period. This means a trainee has both the qualification and a breadth of experience. Ideally when the traineeship is complete the organisation is in a position to offer the trainee a permanent position.

Can we employ more than one trainee or cadet?

Yes. During the capacity visit the organisation must be able to demonstrate how they will support each trainee/cadet position they have applied for. The selection process also considers equitable distribution of the 50 trainee and cadet positions amongst organisations around NSW.

What will happen during the ‘capacity visit’?

The capacity visit is an opportunity for organisations and a representative of MHCC or STS AEU to discuss aspects of the program, the EOI and the organisation’s cultural readiness to support a trainee/cadet, and assess the organisation’s capacity to supervise and provide relevant work allocation throughout the term of the traineeship/cadetship. See Attachment 3 for more details.

What Registered Training Organisations can offer the traineeship or cadetship?

MHCC will offer the training by a block training approach and will customise the training for Aboriginal students. However, if you have another preferred RTO who can offer supportive and culturally appropriate training then this can be negotiated as part of the Service Agreement.

The cadetship can be completed at any educational institution that has a suitable approved qualification.

Can the training be completed through online learning?

A traineeship can sometimes be completed through online or distance education, however these approaches do not always lead to best outcomes or completions for some Aboriginal learners. Face to face training is the preferred delivery mode. In this project, organisations need to agree as part of the Service Agreement that it will be their preferred mode for training these trainees.

What if the organisation doesn’t have an Aboriginal Employment strategy or any cultural policies?

If the organisation does not have an Aboriginal Employment Strategy, then the AEU STS, MHCC’s Aboriginal project officer or your assigned Aboriginal mentor will be able to provide support, advice and information.

How will the local Aboriginal community be involved?

The STS AEU and the Aboriginal mentor can provide the organisation with guidance and information on how to develop a stronger relationship with the local Aboriginal community. In many cases local Aboriginal community representatives may also be involved at key points in the project. For example a representative may be on the selection and interview panel for the new trainee or cadet.

What is the 'service agreement'?

The service agreement specifies the roles and responsibilities and agreed outcomes for each organisation hosting a trainee as well as the types of support they will receive. It is essential that you do not undertake recruitment until this document is agreed and finalised.

What is a traineeship 'training plan'?

The training plan is a document that outlines the type and details of how training and assessment will occur for the trainee to complete their qualification.

Can I employ one of my existing staff as a trainee in this program?

No, not as a trainee. The aim of this program is primarily to employ new entrant trainees. To be eligible for this particular program, trainees will need to meet a number of requirements, one of which is they are newly employed in your organisation. Other programs offer support for existing worker traineeships.

Does a prospective trainee or cadet need to be on Centrelink benefits?

No, however trainees who are on Centrelink benefits, depending on their classification and stream, are often eligible for more government incentives.

Can a prospective trainee be employed in another organisation, role or even industry?

Perhaps. Depending on their previous experience and qualifications, they may be eligible. Prospective trainees in this situation would need to be assessed on a case by case basis to see if they can meet the requirements.

Can they already have completed this qualification or another qualification?

The traineeship program is designed to teach people new skills and knowledge as they study and work. Previous high level qualifications may disqualify them from a traineeship.

Can a cadet have previously begun or completed a cadetship?

Generally no, however if there were extraordinary circumstances you could contact the Indigenous Cadetship Support project to discuss it with them.

When can I start recruiting my trainee?

It is important not to start recruiting until after the Service Agreement is negotiated. The recruitment approach will need to be negotiated between the organisation, MHCC and STS AEU.

As this is a pilot project, it is important that the recruitment process is transparent and fair. It is also very important that the process be culturally appropriate for Aboriginal people. During the 'capacity visit' the organisation will have an opportunity to discuss their organisational policy and preferred approach for this project to confirm it will be culturally appropriate.

What are the recruitment options?

There is a range of possible ways to recruit the trainee or cadet. The process needs to be both transparent and culturally appropriate. Some of the ways to select a suitable trainee include (a recruitment strategy may employ several of these):

- Undertaking a Pre-employment Course (3-4 weeks) – a group of possible trainees can be engaged to undertake a 3 or 4 week pre-employment program. The program may include modules on language and literacy, workplace communication, cultural education, computing, introduction to mental health and work experience. Some trainees will self-select out and not complete the program. Those remaining will undergo an interview process.
- Taster course (1 week) – 2-3 day training course introducing people to the mental health sector then a series of workplace visits. The aim is to give people a good idea of what working in the sector is like so they can decide if they want to work in mental health.
- Advertising in Aboriginal papers or media eg Koori Mail, Indigenous Times then interviewing, with assistance by the MHCC Project Officer/AEU as required.
- Liaise with a New Careers for Aboriginal People (NCAP) program officer to locate a group of potential trainees, then interview.
- Liaise with the Indigenous specialist at your local Job Services Australia (JSA) service and other Employment Service Providers to locate a group of potential trainees then interview.

How do I claim the incentives?

To claim any of the incentives associated with the program please refer to the ***Guidelines for Claiming Incentives*** which can be downloaded from the MHCC website.

What if there is a problem or complaint?

If the organisation, supervisor or trainee has concerns or a complaint they can inform MHCC or STS AEU who will work to mediate and resolve the issue. This should be encouraged in order for issues to be rectified in a timely manner and avoid the issues escalating further.

Disclaimer

MHCC is not committed contractually in any way nor is otherwise legally bound to applicants registering their interest in response to this call for Expressions of Interest. Neither the issue of this EOI Information Package nor the submission of any EOI commits or otherwise obliges MHCC to proceed with the EOI, any future tender process, nor any phase or part of the project described in the EOI Information Package.

Ownership of Documents

All documents comprising this Information Package remain the property of MHCC. The Expression of Interest submissions become the property of MHCC. The intellectual property in the information contained in an EOI submission will not pass to MHCC simply by virtue of its lodgement with MHCC.

MHCC's Rights

MHCC may do any of the following, at any time, without giving reasons:

- Accept or not accept any EOI submission;
- Clarify any aspect of the EOI submission;
- Seek additional information from applicants in relation to their EOI submission;
- Terminate this EOI process;
- Vary any information, requirement, terms, process, time period, time or date set out in this Information pack;
- Negotiate with any of the applicants; and
- Enter into a contract or other binding relationship with any applicant or with any other party in respect of any other matter referred to in this EOI.

ATTACHMENT 1: Information on MHCC

MHCC working for mental health

MHCC is working for mental health by supporting community based organisations to deliver appropriate services to people with mental health issues.

The Mental Health Coordinating Council (MHCC) is the peak body for community mental health organisations in New South Wales.

Our membership is primarily comprised of not-for-profit Non-Government Organisations (NGOs) whose business or activity is wholly or in part, related to the promotion or delivery of services for the wellbeing and recovery of people with mental health problems and organisations that support carers and families of people with a mental health problem. Membership also includes Associate Members such as Area Health Services, legal or medical organisations, disability, housing, employment and education services who have an interest in mental health education, promotion and recovery oriented service delivery. Individuals not representing a specific organisation may become subscription members.

MHCC Learning and Development delivers high quality training specifically targeted at workers and managers who provide mental health related services.

MHCC established the Learning and Development Unit (LDU) in 2007 in recognition of the need for mental health specific training and other workforce development products and services to member organisations and others interested in improving their responsiveness to mental health issues. The LDU is now an accredited Registered Training Organisation which delivers nationally recognised qualifications including the Certificate IV in Mental Health Work, and courses specifically to meet the needs of the Community Mental Health workforce.

We undertake projects and make submissions to government on mental health related issues.

The Mental Health Coordinating Council undertakes various projects that address issues relevant and timely to the mental health non-government sector. We aim to develop socially inclusive projects that lead to effective and responsive community-based approaches to good mental health.

Our projects are structured in various ways: for example they may be in the form of research for papers that summarise current evidence for more compelling presentation; or they may be developed as collaborative partnerships with government or non-government organisations to achieve various outcomes.

MHCC aims to:

- Advocate for policy development and legislative reform;
- Represent sector views to government and the broader community and health sector through consultation with consumers, carers, and other stakeholders;
- Build sector capacity through partnerships, collaboration, and workforce development;
- Facilitate change through policy initiatives and projects;
- Inform the sector on strategic directions in community mental health and disseminate information;
- Research, publish and report on current directions in community mental health and wider mental health and related areas;
- Provide accredited training in recovery oriented practice, traineeships and a range of educational products; and
- Support and nurture its member organisations to deliver recovery oriented services and work in collaboration with consumers, carers, other organisations and the community.

ATTACHMENT 2: Employer Checklist

| CHECKLIST FOR ORGANISATIONS BEFORE APPLYING | |
|---|--|
| • Are we committed to employing and supporting Aboriginal employees? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do we have a mental health specific position to offer a trainee or cadet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Are we prepared to commit long term to developing stronger relationships with the local Aboriginal communities? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Would we benefit from employing an Aboriginal trainee or cadet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do we have the capacity to support a trainee or cadet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Have we decided what wage we will pay this trainee or cadet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do we have the capacity to cover this? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Note: Government incentives are available but only cover part of the wage. The organisation needs to cover most of the wage. | |
| • Have we calculated how many trainees or cadets we can afford to employ? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Can we continue to employ this trainee after the traineeship is completed and the subsidies and program cease? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Are we prepared to support the trainee to attend block training? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Are we prepared to support the trainee by giving them time off to complete assignments and meet with a mentor? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do we have the necessary policies to support a trainee or cadet? Eg. induction, professional development, OHS, supervision, complaints etc. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Can we appropriately supervise and support a trainee or cadet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Can we provide them with suitable work for this qualification in mental health work? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Have we decided who will complete the EOI and act as contact for this project? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Have we discussed with other managers the possible benefits for the organisation of being involved in the program? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Is there management support for this project? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do we know who within the organisation needs to be aware or give permission to submit this EOI and become involved in the program? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| APPLYING | |
| • Have you carefully read the information kit for employers and understood the requirements for the program? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Can you complete and submit the EOI prior to the due date? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Have you completed all aspects of the EOI? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

ATTACHMENT 3: Information on Aboriginal Employment Unit of State Training Services (part of the NSW Department of Education and Communities).



STATE TRAINING SERVICES ABORIGINAL EMPLOYMENT UNIT

The Aboriginal Employment Unit has been established to support Organisations in the employment of Aboriginal people by providing a one-stop-employment advisory centre.

| Key Deliverables | |
|-------------------------|--|
| | <ul style="list-style-type: none"> • Establishment of 50 traineeships and cadetships |
| | <ul style="list-style-type: none"> • Employment support provided to successful non-government organisations |
| | <ul style="list-style-type: none"> • Mentoring support provided to all trainees/cadets |

| Key Actions | |
|--------------------------------|---|
| Promotion and Marketing | <ul style="list-style-type: none"> • Facilitate promotion of program through 'word of mouth' Aboriginal networks • Assist in the development of Aboriginal specific promotional tools • Assist local information workshops |
| Recruitment | <ul style="list-style-type: none"> • Advice and support on assessing existing organisational capacity to employ Aboriginal people • Advice and support on cultural barriers and good practice • Assistance in attracting appropriate job seekers • Advice on screening applicants • Advice on culturally appropriate recruitment practices • Advice on traineeship and cadetship programs, regulatory and contractual obligations, incentives, support mechanisms |
| Retention | <ul style="list-style-type: none"> • Advice and support on induction processes • Workplace mentoring support • Workplace monitoring of training progress • Facilitate workplace supervisor workshops • Assistance with workplace training issues • Facilitate and support Aboriginal staff networks/peer support networks |
| Capacity building | <ul style="list-style-type: none"> • Broker pre-employment and training • Engagement with key regional/local providers, including Job Services Australia, New Careers for Aboriginal People (NCAP), schools/TAFE, Registered Training Organisations, Australian Apprenticeships centres. |

ATTACHMENT 4: Information on the Capacity Visit

As part of the EOI process a capacity visit will be conducted if an organisation is shortlisted. MHCC or STS AEU will conduct the site visit and assess the organisation's capacity to support the trainee/cadet. The site visit will consider:

- The organisations previous experience with trainees/cadets;
- The cultural capacity of your organisation and connections with the local Aboriginal community;
- The infrastructure and support mechanisms available to the trainee/cadet'
- The capacity of the organisation to support the trainee/cadet in relation to supervision and training;

It will also identify areas where MHCC and STS AEU may assist the organisation in:

- Recruitment of trainees/cadets;
- Building a culturally safe environment for trainees/cadets; and
- Ongoing support or development requirements of the organisation.

The site visit will also ensure that the employer is aware of the range of responsibilities of employing a trainee/cadet that include but are not limited to:

- **Complying with the award**
 - Paying the trainee at least the relevant award wage
 - Ensuring that the award is the one most appropriate for the work role and traineeship being undertaken
 - Meeting all the requirements of the relevant industrial award or agreement
- **Providing Facilities and equipment**
 - Providing appropriate facilities and equipment necessary for this qualification - the workplace must have facilities and equipment that will allow the trainee to develop the competencies required for this qualification
- **Providing a Range of work**
 - Providing the range of work and training to allow the trainee to develop all of the competencies required for this qualification
 - Providing regular work that meets the minimum average hours requirement as specified in the training contract
- **Providing suitable supervision**
 - Providing sufficient numbers of skilled and experienced supervisors who have time to support a trainee and facilitate their on-the-job training
 - Providing appropriate supervision for skills enhancement of the trainee, allowing more independent working arrangements only once the trainee develops and is assessed by the RTO to have attained the relevant competencies
- **Providing a Safe Workplace**
 - Ensuring the level of workplace supervision is sufficient to ensure the health, safety and welfare of the trainee
 - Ensuring they have an appropriate way of dealing with customer complaints, problems or accidents in the workplace

- **Supporting the trainee's learning**

The support will vary according to the experience of the trainee and the type of training delivery chosen by the parties and specified on the Training Plan, but is likely to include:

- Having the capacity to provide the work-based training in mental health work
- Liaising with the RTO in developing and implementing the training plan
- Providing support for on-the-job learning
- Monitoring the trainee's progress in learning and developing the required competencies, to provide feedback and answer questions
- Releasing the trainee in paid work time to attend training delivered by the RTO on- or off-site
- Allowing the trainee paid work time to undertake work-based assessment tasks
- Monitoring skill development and noting progress in a competency record book.

- **Complying with legislation**

- Comply with NSW or federal industrial and other relevant laws
- Comply with NSW OH&S legislation and provide a safe and harassment-free workplace
- Obtain the consent of the trainee for any request for cancellation, suspension or transfer.