

CERTIFICATE IV in Mental Health Peer Work

CHC42912

Champions Package 1

Cert IV in Training and
Assessment Only

Acknowledgements

MHCC acknowledges the traditional custodians of the land.

The Champions of Mental Health Peer Work Initiative is proudly funded by the National Mental Health Commission (NMHC). The project aims to grow a national peer trainer and assessor workforce in support of the delivery of the new Certificate IV in Mental Health Peer Work.

MHCC coordinates the Champions of Mental Health Peer Work Initiative on behalf of Community Mental Health Australia (CMHA) and thanks them for their support.

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Key Information

Important Dates

Applications open:	Monday 3 rd November 2014
Applications close:	9am Monday 8 th December 2014
Applicants notified:	by 19 th December 2014

How to Access an Application

You can download an online application from the MHCC website. Go to www.mhcc.org.au/sector-development/workforce-development to access full details and application forms for the *Mental Health Peer Work Champions Initiative*.

You can also call Simona on (02) 9555 8388 x 106 to have an application form posted out to you. You can return a completed and signed application by post, fax or by email. If scanning your application form, complete the form, print, sign and then scan the form. Include any supplementary documentation as an attachment.

Application Checklist

Before sending in your application, check that your supporting information is attached and all sections of the form are completed:

- You have read and understood the *Champion Package 1 Handbook for Cert IV TAE Only*
- Applicant Selection criteria checklist complete
- Applicant Selection criteria – Written Component complete
- You have attached a certified copy of your certificate or evidence of enrolment in the Cert IV in MHPW (CHC42912)
(A certified copy is a copy signed by an approved witness such as JP, pharmacist, doctor.
For a full list go to:
<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>
- You have attached evidence of any discussions had with RTOs in your area in order to work with them to deliver the Cert IV in MHPW
- Contact details of a referee provided for training and facilitation experience
- Contact details of a referee provided for direct peer work experience
- You have signed and dated the application

Where to Send an Application



Scan and Email: simona@mhcc.org.au



Post: Champions, MHCC – LDU, PO Box 668 Rozelle NSW 2039



Fax: (02) 9810 8145 with Champions Application as the title

Receipt of Application

MHCC will confirm with you in writing that we have received your application. If you have not received this confirmation, it is your responsibility to follow up with MHCC.

Applications close at 9am on Monday 8th December and must include a signed Application Form addressing the selection criteria and have the required evidence and documents attached. Applications that do not address the selection criteria or have evidence missing will not be able to be considered.

Acronyms

CALD	A person who is from a culturally and linguistically diverse background
CERTIV TAE	Certificate IV Training and Assessment TAE40110
CERTIV MHPW	Certificate IV Mental Health Peer Work CHC42912
LD	Learning and development
MHCC	Mental Health Coordinating Council
CMHA	Community Mental Health Australia
RTO	Registered Training Organisation
VET	Vocational Education Training

Definitions of Peer Work

The terms 'peer work' and 'peer support' refer to mutual support given by people who have similar experiences in life.

Peer workers have a lived experience of mental health as either a consumer or carer. Peer workers undertake a range of roles in a variety of non-government and public sector settings including individual support, delivering educational programs, providing support for housing and employment, advocating for system improvements or running groups or activities (Health Workforce Australia, 2014, Mental Health Peer Workforce Study p16)

Peer work positions may be paid or voluntary and the position title varies between states and territories and different organisations.

About the Champions initiative

This handbook is a guide to help you apply for the Champions of Mental Health Peer Worker initiative (CMHPW). Please read this handbook carefully, as it explains important information regarding your application and the eligibility requirements.

The Mental Health Coordinating Council (MHCC) coordinates this project on behalf of Community Mental Health Australia (CMHA) who has been funded by the National Mental Health Commission (NMHC) to deliver this initiative.

The CMHPW initiative is a national capacity building project that aims to build the mental health peer worker trainer and assessor workforce to deliver the Certificate IV in Mental Health Peer Work and ensure prompt and streamlined implementation of the qualification across Australia.

This is a national project targeted at **30 highly experienced consumer and carer peer workers who are also experienced in group training and facilitation** and are not currently qualified to train the Certificate IV in MHPW. A selection process will strive for an even distribution of consumer and carer trainers across each state/territory, however selection will be merit based.

In accordance with the National Community Services and Health Training Package to be a qualified trainer for the Certificate IV Mental Health Peer Work (MHPW) trainers and assessors must have **both** of the following qualifications,

- Certificate IV in TAE (TAE) (TAE40110)
- Certificate IV Mental Health Peer Work (MHPW) (CHC42912)

About the Certificate IV in Training and Assessment (TAE) (TAE40110)

This course teaches the essential training and assessment activities – including how to design and develop learning programs; how to use training packages and accredited courses to meet client needs; how to plan, organise and deliver group-based learning; how to facilitate learning in the workplace; and how to create, implement and manage

assessment activities and processes. There are numerous providers around Australia, offering a variety of delivery options as well as online options.

About the Certificate IV Mental Health Peer Work (MHPW) (CHC42912)

This qualification covers consumer workers and carer workers who are working (paid and unpaid roles) within the mental health sector in government, public, private or community managed services. This qualification is specific to workers who have lived experience of mental health issues as either a consumer or carer and who work in mental health services in roles that support consumer peers or carer peers.

Champion Packages

The package you apply for will depend on the qualifications you current hold or need to complete. The three available packages are as follows:

Champion packages	Qualification	Package value
Package 1	Completing Cert IV TAE only	<i>Package value \$1250</i>
Package 2	Completing Cert IV MHPW only	<i>Package value \$3750</i>
Package 3	Completing both Cert IV TAE and Cert IV MHPW	<i>Package value \$5000 (TAE \$1250 and MHPW \$3750)</i>

About Champions Package 1 – Certificate IV in TAE ONLY

This package is for people who already hold the Certificate IV in MHPW and only need to get their TAE qualification to enable them to start training and assessing the Certificate IV in MHPW qualification.

If successful in receiving this package it is the responsibility of the recipient to source an appropriate Registered Training Organisation (RTO) who is offering the TAE qualification for up to \$1250. Course costs above \$1250 are the responsibility of the recipient. The recipient is expected to enrol within 6 months of receiving Package 1 and complete study of this qualification within 12 months of receiving Package 1. In the event that enrolment does not occur within 6 months, your situation will be assessed by MHCC. Travel, accommodation or other out of pocket costs are not covered to complete the Certificate IV in TAE.

About Champions Package 2 – Certificate IV in MHPW ONLY

This package is for people who already hold the Certificate IV in TAE and only need to gain their Certificate IV in MHPW to train and assess the qualification.

If successful in receiving this package recipients are required to complete a 5 day recognition of prior learning process in Sydney in either February or April of 2015 which is provided as part of the project. The recognition process cannot be completed outside of the Champions initiative with another RTO.

Travel, accommodation and other out of pocket expenses incurred through attending the 5 day Skills Recognition Program for Cert IV in MHPW will be covered for those outside of the Sydney Metropolitan Area (Please see Appendix 3 for Expense and Reimbursement Policy).

About Champions Package 3 – Certificate IV in TAE and MHPW

This package is for people who do not hold either the Certificate IV in TAE or the Certificate IV in MHPW.

If successful in receiving this package it is the responsibility of the recipient to source an appropriate Registered Training Organisation (RTO) who is offering the TAE qualification for up to \$1250. Course costs above \$1250 are the responsibility of the recipient. The recipient is required to complete study of this qualification within 12 months of receiving Package 3. In the event that completion is not able to occur within that period this will be considered on a case by case basis.

If successful in receiving this package recipients are required to complete a 5 day recognition of prior learning process in Sydney in either February or April of 2015 to complete the Certificate IV in MHPW. The recognition process cannot be deferred beyond February or April 2015 or completed with another RTO.

Travel, accommodation and other out of pocket expenses incurred through attending the 5 day Skills Recognition Program for Cert IV in MHPW will be covered for those travelling from outside of the Sydney Metropolitan Area (Please see Appendix 3 for Expense and Reimbursement Policy). Travel, accommodation or other out of pocket costs are not provided to complete the Certificate IV in TAE.

Overview of application and selection process

CMHA have convened an independent National Selection Panel (NSP) of six representatives including a consumer peer worker and carer peer worker, to select 30 recipients of the Champions initiative. Applicants will be assessed against the selection criteria with consideration given to equitable distribution across consumer and carer peer workers, across states/territories and among organisations. CMHA is committed to providing equal opportunity to all. Of the 30 places, the following will be offered:

- 2 designated places for culturally and linguistically diverse peoples
- 2 designated places for Aboriginal and/or Torres Strait Islander peoples

Where more than two people apply from each equity group, the remaining eligible applicants will be considered for general selection.

The panel will aim to select a further 10 eligible applications to be placed on a waiting list, in the event that first offer applicants do not take up their place.



Notification of Application Outcome

If your application has been successful, you will be contacted in writing and asked to confirm that you accept the offer. Confirmations must be received by the date advised in your offer. If you are not successful, you will receive written notification.

If an offer is not taken up by a successful applicant, it will be offered to the next ranking applicant from the waiting list. These are known as second offers.

Change of Circumstances

If your circumstances change in a way that impact on your ability to utilise a Champions Package, it is your responsibility to inform MHCC as soon as possible. This includes withdrawing from study, taking extended leave or leaving your employment. It is your responsibility to keep MHCC informed of any changes of address or personal details.

The Champion Packages cannot be deferred and must be used within the timeframes outlined in each Package.

Privacy

MHCC is committed to upholding and abiding by the Australian Privacy Principles (APPs) under the Privacy Amendment (Enhancing Privacy Protection) Act 2012. All personal information held by MHCC remains confidential and protected and is only used and disclosed to the extent specified in the Learning and Development Privacy and Confidentiality policy for Participants which can be found below and can also be downloaded from MHCC web www.mhcc.org.au/privacy.aspx

Champions Package 1 – Certificate IV in TAE ONLY

This package is for people who already hold the Certificate IV in MHPW and only need the TAE qualification to enable them to start training the Certificate IV in MHPW qualification.

The recipient is required to enrol within 6 months of receiving Package 1 and complete study of this qualification within 12 months of receiving Package 1. In the event that enrolment does not occur within 6 months, your situation will be assessed by MHCC.

Note: Travel, accommodation or other out of pocket costs are not covered to complete the Certificate IV in TAE.

Selection Criteria

To be selected to receive Package 1 applicants must meet all the following criteria,

1. Have provided support in a peer to peer capacity e.g. consumer peer worker providing support to a consumer OR a carer peer worker providing support to a carer.
2. Have 3 - 5 years' experience working in an identified consumer or carer peer worker role (paid/unpaid) providing direct ongoing support to individuals as part of their day to day work. Minimum experience is 3 days/week for 3 years. Experience must include time within the last 2 years. Experience leading or mentoring other peer workers alone is not adequate.
3. Able to demonstrate a minimum of 2 years' substantial experience as a trainer/facilitator (minimum of 50 days in the last 3 years). This could include group training, group facilitation and facilitating support groups (presenting information alone is not adequate).
4. Provide details of the RTO/s in your area that you are able to work with to deliver the Certificate IV MHPW qualification. Provide name and contact details for any RTOs you plan to work with. Describe how you will/might work with them to deliver the training. Evidence that may be included in the application could include
 - a. Description of any contact or discussions you have had or are planning to have with the RTO including any email/written correspondence.
5. Proven ability and readiness to study at a Certificate IV level, enrol within 6 months of receiving Package 1 and complete the Cert IV in Training and Assessment within 12 months of receiving Package 1. Evidence that may be included in the application could include
 - a. Description of previous study completed
 - b. Description of the support network that may assist the applicant to complete the qualification
6. Have not previously started or completed the Certificate IV in TAE
7. Ability to provide evidence that you are currently enrolled or have completed the Cert IV in Mental Health Peer Work (CHC42912). Evidence to include
 - a. Attach a certified copy of your certificate or evidence of enrolment in the Cert IV in MHPW.

(A certified copy is a copy signed by an approved witness such as JP, pharmacist, doctor. For a full list go to:

<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>)

Referees

As part of the application process applicants are required to provide two referees who have observed their work on **numerous occasions**. Each referee is required to comment on a different area of expertise. One referee cannot be provided to comment on both of the following:

- Working in an identified consumer or carer peer worker role (paid/unpaid) providing direct ongoing support to individuals as part of their day to day work
- Group facilitation and training experience excluding information presentations

Note: The two referees may be from within the same organisation.

Paying for Certificate IV in TAE

Successful recipients of Package 1 or 3 are required to source an appropriate Registered Training Organisation (RTO) who is offering the Cert IV in TAE qualification for up to \$1250. Course costs above \$1250 are the responsibility of the recipient and will not be reimbursed by the Champions initiative. Travel, accommodation and other costs associated with attending Cert IV TAE training are not provided to complete the Certificate IV in TAE. We recommend a local or online provider is sourced to reduce costs to the recipient.

When a recipient has identified an appropriate RTO the following will occur

- Recipient provides the relevant paperwork to MHCC for approval e.g. RTO contact details, course information, dates and cost
- If approved the MHCC contacts the RTO to arrange direct payment
- MHCC pays the agreed amount to RTO directly and advises the recipient

