

CERTIFICATE IV in Mental Health Peer Work

CHC42912

Champions Package 2

Cert IV in Mental Health
Peer Work 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.

MHCC thanks all those involved in the development of this book.

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CONTENTS

Acknowledgements	1
Important Dates.....	3
How to Access an Application	3
Where to Send an Application	3
Receipt of Application.....	3
Acronyms.....	4
Definitions of Peer Work	4
About the Champions initiative.....	4
Champion Packages	5
About Champions Package 1 – Certificate IV in TAE ONLY	5
About Champions Package 2 – Certificate IV in MHPW ONLY	5
About Champions Package 3 – Certificate IV in TAE and MHPW	6
Overview of application and selection process.....	7
Notification of Application Outcome.....	8
Change of Circumstances.....	8
Privacy.....	8
Champions Package 2 – Certificate IV in MHPW ONLY	9
Selection Criteria	9
Referees	10
Paying for Certificate IV in MHPW	10
Champions Skills Recognition Program for Certificate IV in MHPW	10
Recognition explained	12
Steps in the Champions Skills Recognition program	14
Appendix 1	15
Appendix 2	16
Appendix 3	18

Key Information

Important Dates

Applications open:	Monday 3 rd October 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, and 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 2 Handbook for Cert IV MHPW Only*
- You have completed the *Cert IV MHPW Recognition Self-Assessment Tool*
- 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 TAE (TAE40110)
(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 send a written confirmation that we have received your champion 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).

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 project 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 employed 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 current qualifications you do or don't have. The following three packages available are

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 covered to complete the Certificate IV in TAE.

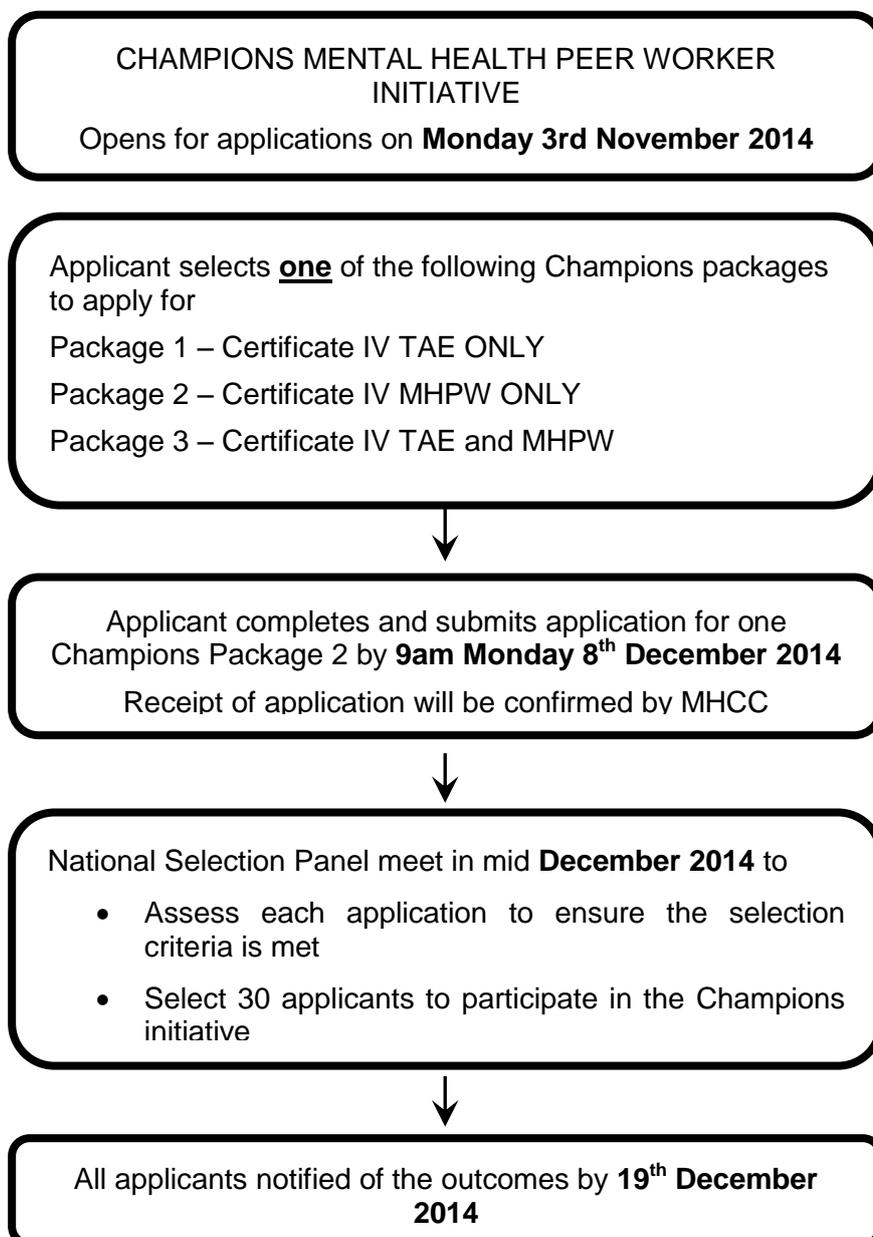
Overview of application and selection process

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 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 skills recognition program 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.

The cost of travel, accommodation and other out of pocket expenses will be covered for completion of the Certificate IV in MHPW only for those outside of the Sydney Metropolitan Area.

Selection Criteria

To be selected to receive Package 2 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 Cert IV level and attend the 5 day skills recognition program in either February or April 2015 for the Cert IV MHPW. 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
 - c. Attach completed Cert IV MHPW Recognition Self-Assessment Tool
6. Have not previously started or completed the Cert IV in MHPW
7. Ability to provide evidence that you are currently enrolled in or have completed the Cert IV in Training and Assessment (TAE40110). Evidence to include
 - a) Attach a certified copy of your certificate or evidence of enrolment in the Cert IV in TAE.

(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 MHPW

For successful recipients receiving Package 2 and 3, CMHA will be paid directly by the NMHC to host the 5 day recognition of prior learning workshop.

Travel, accommodation and other costs incurred by those recipients travelling from outside of the Sydney Metropolitan Area to attend the Skills Recognition Program will be covered. These costs are only covered for completion of the Certificate IV in MHPW and not for the Certificate IV in TAE.

The following costs are covered for those outside the Sydney Metropolitan Area:

- Travel and transfers (airfare/train/bus/taxi)
- Accommodation for up to a 6 night stay
- Meal allowance excluding catering provided during workshops (within an allowance limit)

Please refer to Expense and Reimbursement Policy in Appendix 3.

Champions Skills Recognition Program for Certificate IV in MHPW

The Skills Recognition Program is designed for experienced peer workers who would like their skills and knowledge recognised against the national units of competency from the Certificate IV in Mental Health Peer Work CHC24912. This qualification is part of the Community Services and Health Training Package (CHC08). For more information about national training packages refer to Appendix 1.

There are 15 units of competence required to be completed for the Certificate IV in Mental Health Peer Work (CHC24912) from the CHC08. It is made up of 6 core units and 9 elective units. The units you will be seeking recognition for are:

Compulsory Core Units (must be completed by consumer and carer peer workers)	
CHCPW401A	Apply peer work practices in the mental health sector
CHCPW402A	Contribute to the continuous improvement of mental health services for consumers and carers
CHCPW403A	Apply lived experience in mental health peer work
CHCPW404A	Work effectively in trauma informed care
CHCPW405A	Promote and facilitate self-advocacy
HLTWHS300A	Contribute to WHS processes

Depending on whether you are a carer or consumer peer worker you will be seeking recognition for either the consumer electives or the carer electives which are listed below.

MHCC included CONSUMER Electives	
CHCPW406A	Work effectively in consumer mental health peer work
CHCPW407A	Support self-directed physical health and wellbeing
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
BSBCMM401A	Make a presentation
CHCICS405B	Facilitate groups for individual outcomes
CHCNET301D	Participate in networks
CHCICS407B	Support Positive Lifestyle
CHCICS410A	Support relationships with carers and families
CHCMH409A	Facilitate consumer, family and carer participation in the recovery process

MHCC included CARER Electives	
CHCPW408A	Work effectively in carer mental health peer work
CHCICS304B	Work effectively with carers
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
BSBCMM401A	Make a presentation
CHCICS405B	Facilitate groups for individual outcomes
CHCNET301D	Participate in networks
CHCICS407B	Support Positive Lifestyle
CHCICS410A	Support relationships with carers and families
CHCPW407A	Support self-directed physical health and wellbeing

For more detail about each unit please refer to Appendix 2.

Recognition explained

Recognition refers to a process that allows a person the opportunity to gain a nationally recognised qualification, such as the Certificate IV in MHPW, without having to undertake training. This process allows a person to demonstrate the knowledge and skills they may have gained through,

- Training and education
- Work experience
- General life experience

Recognition is an alternative pathway to undertaking training to gain a nationally recognised qualification and/or units of competence for skills and knowledge a person has already gained.

The Champions Skill Recognition program is NOT:

- A face to face training for the Certificate IV in MHPW
- About collecting a large portfolio of workplace evidence to achieve the Certificate IV in MHPW
- For people who have less than 5 years' experience in peer work

The Champions Skill Recognition program involves:

- Completing the self assessment tool and third party professional report before putting in an EOI for Package 3 to check if you are ready to participate in the recognition process to complete the Certificate IV in MHPW
- Participating in a five-day workshop with other peer workers to demonstrate your skills and knowledge to qualified assessors to complete the Certificate IV in MHPW through recognition
- Actively participating in group and individual assessment activities to complete the Certificate IV in MHPW through recognition
- Bringing relevant workplace evidence that demonstrates your skill and knowledge to complete the Certificate IV in MHPW through recognition

Types of evidence required for recognition

Participants will be required to bring documentation and demonstrate competence by participating in a variety of individual, pair and group activities over the 5 day workshop. This evidence will support the participant's case for recognition.

Evidence to bring to the 5 day workshop	Evidence collected during the 5 day workshop	Evidence after the 5 day workshop
A copy of your current resume A copy of your last 2 peer worker position descriptions A completed copy of the Self-Assessment Tool and Third Party Report Workplace documentation (you will be advised)	Stories of practice Presentation/facilitation Group research project Short answer questions Observed role plays Interview with Assessor	You may be required to provide additional evidence if any gaps were identified during the workshop

Evidence explained

Stories of Practice - A Story of Practice is a rich reflective story concerning a particular event or situation in which a piece of work was carried out by the participant in a workplace setting. Providing this evidence often involves recording key aspects of this 'story' in response to a series of key questions.

Presentation/facilitation - Participants will be required to prepare and deliver a presentation and/or facilitate an interactive group session around a peer work topic.

Group research project - Participants will be asked to conduct a piece of research in a small group, which may involve development of feedback or evaluation forms and gathering of data in relation to continuous improvement of services.

Observed role plays – Participants will be asked to participate in activities and exercises that are designed to replicate the workplace context. These can be useful for exploring potential responses to work situations.

Short answer questions - A series of questions will be provided which require participants to provide a detailed written response in relation to peer work practice. This enables participants to demonstrate their knowledge as well as skills such as problem solving and how to respond to particular workplace situations.

Interview with Assessor - Each recognition candidate is required to engage in an interview with an assessor where competency based questions will be asked and their responses recorded.

About the Self-Assessment Tool & Professional Third Party Report

The purpose of the Self-Assessment tool is to assist you to determine if recognition is the most appropriate pathway for you to achieve competency in the qualification units. The tool may also assist you to identify any possible gaps prior to undertaking recognition. We urge you to be authentic in your responses to ensure you have the best opportunity to gain recognition.

The Professional Third Party Declaration can only be completed by someone who has worked with you in a professional capacity and can verify your skills, knowledge and experience as a consumer peer worker or carer peer worker.

Note: If you are applying for Champions Package 2 or 3 you should complete and sign this document as part of your application for Champions Package 2 or 3.

The Assessor/s Role in the Champions Skill Recognition program

As this is not a training event, qualified assessors will observe and work with participants to make an informed decision regarding the participant's level of 'competence' in relation to the units of competence they are seeking recognition for.

It is the assessor's role to:

- Facilitate the workshop;
- Support candidates in their attempt to gain accreditation;
- Determine if each candidate is competent or otherwise;
- Provide feedback to candidates

If a candidate is assessed as 'not yet competent' the assessor will work with them to establish an action plan to fill any gaps so competence can be developed. A re-assessment may be possible.

During the workshops participants will work individually, in groups, and in pairs. During the workshops participants will meet individually with an assessor so that progressive assessment can take place.

Steps in the Champions Skills Recognition program

Step 1	<p>Champion applicant reads all relevant paperwork to make an informed decision such as</p> <ul style="list-style-type: none"> • Package 2 or 3 Handbook • Package 2 or 3 Application Form
Step 2	<p>Champion applicant and third party referee complete Self-Assessment Tool & Professional Third Party Report to assess suitability for Champions Skills Recognition Program</p>
Step 3	<p>If Champion applicant suitable to complete program, submit the following:</p> <ul style="list-style-type: none"> • Relevant application (either Champions Package 2 or 3) • Completed Self-Assessment tool and Professional Third Party Report
Step 4	<p>Application is assessed by the NSP and applicant advised of the outcome</p>
Step 5	<p>Successful applicant will offered the opportunity to participate in the five day Champions Skills Recognition program in either February or April 2015</p>
Step 6	<p>With guidance and information participants will be required to prepare for the five day workshop</p>
Step 7	<p>During five day workshop participant will be required to engage in a range of activities designed to give them the opportunity to demonstrate competency and generate recognition evidence – all resources required will be supplied over the five days</p>
Step 8	<p>Assessed as competent in relation to units from the Certificate IV in MHPW or an action plan established to bridge any gaps</p>

Pre reading

Participants will be required to complete some pre-reading of recommended resources prior to attendance at the 5 day training. Resources will be available for download from the MHCC website and will include:

- ASCA's Practice Guidelines for Treatment of Complex Trauma and Trauma Informed Care and Service Delivery
- A national recovery framework for recovery-oriented mental health services – guide for practitioners and providers
- Guidelines for the practice and training of peer support – Mental Health Commission of Canada

Appeals Process

If any participant is not satisfied with the outcome of the assessment process they have the right to appeal the decision. Please download the Certificate IV Mental Health Peer Work Participant Handbook from our website for the appeals process at www.mhcc.org.au

Appendix 1

Understanding national training packages

A national training package is made up of a group of qualifications that cover a particular industry or broad sector. These qualifications are developed through industry consultation and outline sets of skills and knowledge required for different roles and job types within that sector. Qualifications can start from a Certificate I level, which is a basic skills and knowledge set and can go all the way up to Graduate Diploma level. Each qualification within a training package is made up of the following components:

Refer to Appendix 2 for detailed information about the Certificate IV in Mental Health Peer Work units of competency or go to www.training.gov.au and download the latest version of the qualification.

Qualification Framework	The qualification framework outlines the level of the qualification, the job roles it is for and what the qualification is made up of. It details what needs to be delivered and assessed in order for people to gain the qualification.
Employability skills	Every qualification has employability skills as part of their framework which are general skills and competencies needed for someone to work effectively. They are not specific to a role, but rather they are workplace skills such as communication, technology, planning and team work.
Units of competencies	Each qualification has a specific number of core or compulsory units of competency and a number of elective units of competency. Electives are chosen by the training organisation delivering the qualification. Each unit of competency specifies the skills and knowledge and their application in a particular area that a worker must be able to demonstrate within their specific work role. The unit of competency also explains the standard of performance required. Often, units of competency that are closely related are clustered and delivered together as a single subject.
Elements	Within each unit of competency, there are a number of elements, which describe the different functions a person needs to demonstrate within a unit of competency.
Performance Criteria	Each element is made up of a number of performance criteria which describe the level of performance required for that element.
Essential Skills and Knowledge	Each unit of competency lists essential skills and knowledge that underpin the elements and performance criteria. These need to be demonstrated by the person as well.

Appendix 2

Unit Code	Unit Name	Elements
CHCPW401A	Apply peer work practices in the mental health sector	<ol style="list-style-type: none"> 1. Identify the context of mental health peer work 2. Apply the values and central philosophies of mental health peer work 3. Identify the range of mental health service options
CHCPW402A	Contribute to the continuous improvement of mental health services	<ol style="list-style-type: none"> 1. Identify areas for service improvement 2. Contribute to service improvements 3. Participate in activities that support the development of the peer workforce. 4. Contribute to service review and evaluation
CHCPW403A	Apply lived experience in mental health peer work	<ol style="list-style-type: none"> 1. Clarify organisational context for using lived experience 2. Determine boundaries of sharing lived experience and prepare aspects of your story 3. Use lived experience to establish role in peer work 4. Maintain a safe working relationship in relation to lived experience in peer work 5. Utilise responsible self-care strategies
CHCPW404A	Work effectively in trauma informed care	<ol style="list-style-type: none"> 1. Work effectively from a trauma informed care perspective 2. Utilise self-care strategies 3. Contribute to the continuous improvement of trauma informed care in services
CHCPW405A	Promote and facilitate self-advocacy	<ol style="list-style-type: none"> 1. Assist individuals or groups to identify their issues, rights and preferred options 2. Enable individuals to gain self-advocacy skills 3. Follow up and support individuals after self-advocacy 4. Promote self-advocacy
CHCPW406A	Work effectively in consumer mental health peer work	<ol style="list-style-type: none"> 1. Establish and maintain effective consumer peer work relationships 2. Explore consumer preferences, values, meanings, needs and goals 3. Facilitate access to resources and information 4. Provide consumer peer services 5. Work within a peer work framework 6. Work collaboratively with other staff
CHCPW407A	Support self-directed physical health and wellbeing	<ol style="list-style-type: none"> 1. Provide information, referral and support 2. Work collaboratively with the individual and service providers
CHCPW408A	Work effectively in carer mental health peer work	<ol style="list-style-type: none"> 1. Establish and maintain effective carer peer work relationships 2. Facilitate access to resources and information 3. Provide support and services 4. Work collaboratively with other staff
CHCICS304B	Work effectively with carers	<ol style="list-style-type: none"> 1. Acknowledge the carer as part of the care team 2. Contribute to the inclusion of the carer as part of the care team 3. Support carer to maintain a lifestyle suitable to their needs and preferences 4. Identify risk to the care relationship

Unit Code	Unit Name	Elements
CHCORG627B	Provide mentoring support to colleagues	<ol style="list-style-type: none"> 1. Establish a relationship with <i>mentoree</i> 2. Offer mentoring support
CHCNET501C	Work effectively with other services and networks	<ol style="list-style-type: none"> 1. Identify and maintain <i>links</i> with <i>relevant services</i> 2. Reflect social and cultural awareness in working with other services 3. Provide relevant information to services 4. Work in collaboration with other organisations to enhance networks and service delivery
CHCORG611C	Lead and develop others in a community sector	<ol style="list-style-type: none"> 1. Provide leadership, direction and guidance to the organisation 2. Maximise own performance outcomes 3. Manage effective work relationships 4. Manage and improve the performance of individuals 5. Support, participate and review group development 6. Support and develop staff
CHCICS407B	Support positive lifestyle	<ol style="list-style-type: none"> 1. Support positive lifestyle decisions 2. Support the implementation of positive lifestyle decisions 3. Support the client to maintain positive lifestyle
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	<ol style="list-style-type: none"> 1. Reflect cultural awareness in work practice 2. Accept cultural diversity as a basis for effective work place and professional relationships 3. Communicate effectively with culturally diverse persons 4. Resolve cross-cultural misunderstandings
HLTWHS300A	Contribute to WHS Processes	<ol style="list-style-type: none"> 1. Plan and conduct work safely 2. Support others in working safely 3. Contribute to WHS participative processes 4. Contribute to hazard identification, WHS risk assessment and <i>risk control</i> activities 5. Participate in the control of emergency situations

Appendix 3

Expense and Reimbursements Policy

The Champions of Mental Health Peer Work Project covers costs associated with attendance at workshops for the 5 day Skills Recognition Program. It is the responsibility of the participant to submit claims and this should be done within 4 weeks of attending workshops. All claims must include copies of relevant receipts in order for claims to be processed.

Travel and transfers

- The 5 day Skills Recognition Program will be held in the Sydney Metropolitan Area with good links to airport and public transport.
- Travel arrangements are to be booked by the participant or their employer, and are encouraged to choose the most efficient and economical transport options.
- Costs incurred in travel to/from the 5 days of workshops may be reimbursed, upon provision of all relevant copies of receipts.
- Cost of travel by air, rail, bus or taxi will be eligible for reimbursement.
- Costs of reasonable and economical travel to the workshops for Sydney-based participants may be paid.

Accommodation

- Accommodation is to be booked by the participant or the employer.
- Accommodation costs will be covered for participants travelling from outside of the Sydney Metropolitan Area (where travel of more than 2 hours is required each way).
- Accommodation cost refers to charges for room stay only. The cost of sundries such as bar fridge expenses, videos and telephone calls will not be met.
- Accommodation costs will be covered for up to a 6 night stay. Those wishing to use accommodation which exceeds this duration should discuss this with MHCC prior to making a booking.
- A tax invoice/ booking receipt is required in order to complete reimbursement.

Meals and other out of pocket expenses

- Morning/afternoon tea and lunch will be provided for each of the 5 days of workshops.
- Other meal expenses incurred as a result of attendance at the Skills Recognition Program will be reimbursed according to the following meal allowance:
 - Breakfast \$15
 - Lunch \$20
 - Dinner \$30
- All claims must include receipts otherwise meal expenses cannot be claimed.
- Amount claimed will be that verified on receipts provided rather than the maximum allowance.

