

A7B. HUMAN RESOURCE MANAGEMENT - TRAINING

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Home Care
Applies To:	Board, Management and Staff of all IAC Home Care Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Home Care policies articulate our aims, goals and philosophies in caring for our Elders. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that our Elders are afforded the best and most appropriate care and that we meet all of the requirements of the Department of Social Services.

Principle

The IAC recognises and understands that organisations that have a commitment to ongoing training and development are more likely to retain skilled and committed staff and carers and that training strategies should respond at an individual level and at a strategic planning level.

The IAC also recognises the need to promptly address any barriers to attending training or participating in development opportunities.

The IAC is committed to working with the Department of Social Services in an open and positive manner to ensure that carers and staff have appropriate training for their role and are provided opportunities for further professional development.

Our Commitment

The IAC will:

- develop and implement a planned approach to training for carers and staff
- ensure that planning includes initial and ongoing training and makes provision for additional training where required to meet the changing needs of our Elders
- provide initial training immediately after the commencement of the carer or staff member
- maintain a register of training undertaken by each carer and staff member
- provide a range of training options including on-the-job training, internal workshops and external training opportunities
- give carers and staff opportunities to nominate their preferences for further training and professional development

COMPLIANCE

This policy complies with:

- The Aged Care Act 1997
- Community Care Common Standards
- Home Care Package Program Guidelines

REFERENCES

This policy should be read with:

- Community Care Common Standards - Standard 1 - Effective Management - 1.7 Human Resources Management
- All Governance policies
- All Financial policies
- All Human Resources policies