

AL13. SERVICE MANAGEMENT - TRAINING

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

Background and Purpose

The IAC's Ability Links policies articulate our aims, goals and philosophies in providing services for people with disability, their families and their carers. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that people with disability, their families and their carers are afforded the best and most appropriate care and that we meet all of the requirements of Family and Community Services - Ageing Disability and Home Care.

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 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 ADHC in an open and positive manner to ensure that 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 staff
- ensure that planning includes initial and ongoing training and makes provision for additional training where required to meet the changing needs of our clients
- provide initial training immediately after the commencement of the staff member
- maintain a register of training undertaken by each staff member
- provide a range of training options including on-the-job training, internal workshops and external training opportunities
- give staff opportunities to nominate their preferences for further training and professional development

COMPLIANCE

This policy complies with:

- Disability Services Act 1993
- National Standards for Disability Services
- Community Care Common Standards

REFERENCES

This policy should be read with:

- National Standards for Disability Services- Standard 6– Service Management
- Community Care Common Standards - Standard 1 - Effective Management - 1.7 Human Resources Management
- All Governance policies
- All Financial policies
- All Human Resources policies