

Employee Training & Support Policy

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Purpose

The purpose of this policy is to set out how Activ through Activ Business Services will optimise employment opportunities for people with disability by effective and relevant training and support.

Scope

This policy applies to all Activ Business Services sites, staff and employees and is framed around Standard 10 of the Disability Service Standards. This policy is linked to those for Standard 2, 5 and 6 and has a direct focus on providing specific employment training and support services to meet the needs and competencies of the employee to best achieve their employment goals, in the least restrictive way. The type of training and support provided by Activ will be directly relevant to employment outcomes and will not include day activities or training programs focused on non-employment activities such as recreation or independent living.

Policy Statement

Meeting individual employment and employment related training needs will occur within the context of the particular Activ site that the employee has chosen to work at. Each employee will have:

- Individual employment goals;
- An Individual Training and Support Plan that details strategies for the achievement of their goals; and
- Documented behavioural support strategies to address work conduct, if required.

The role of being an employer will be regarded as a core responsibility and function of Activ and as such will provide on-the job training to enable people to acquire the requisite skills to do the job for which they are employed. This will include the development of appropriate work behaviours and attitudes as well as developing an awareness of an employee's rights and responsibilities.

This will mean that 'on-the-job' training at Activ will frequently be ongoing and dictated by contract requirements. Such training will often have a dual purpose - that is the development of skills for a specific task/job as well as the development of competencies for alternative positions and to enhance career prospects within the business and the community.

Activ will:

1. Ensure that the employment opportunities of each person with a disability are optimised by effective and relevant training and support (DSS 10).
2. Provide or facilitate access to relevant training and support programs that are consistent with the employment goals and opportunities of each service recipient (KPI 10.1).

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3. Apply the concept of “least restrictive alternative” - by providing information and access to support services that may result in minimising possible restrictions and barriers and thus increasing opportunities for an individual.
4. Ensure that the type of training and support provided is directly relevant to employment outcomes. Day activity or training programs focused on recreation or independent living are not considered a service purview of programs funded under Commonwealth employment programs.
5. Monitor each employee’s perceptions, feedback and/or satisfaction on the extent to which training and support was relevant and effective.
6. Refer employees to services that meet their non-employment needs.

Key Performance Standards

- All employees will have a Training and Support Plan that has been planned, implemented and reviewed according to the procedures documented in the Employee Human Resource Manual under the section called, Employee Training and Development.
- All employees will have a scheduled annual opportunity (with or without their advocate) to communicate their individual needs and employment goals so that services can be customised for that individual.
- All employees will have access to any information that may facilitate appropriate choices, the achievement of their goals or broaden their choice options.
- All employees will have access to information provided by an “Employee Notice Board” and or “Information Corner”.
- All employees will have an scheduled annual opportunity to provide feedback about:
 - The level of choice they have about training and support opportunities; and
 - The quality, quantity and relevance of the training and support provided.

Relevant Legislation

- Disability Discrimination Act, 1992.
- Disability Services Act, 1986.
- Equal Opportunity Act, 1984.
- Equal Opportunity for Women in the Workplace Act, 1999.
- Fair Work Act, 1999.
- Guardianship and Administration Act, 1990.
- Human Rights and Equal Opportunity Commission Act, 1986.
- Minimum Conditions of Employment Act, 1993.
- Occupational Safety and Health Act, 1984.
- Racial Discrimination Act, 1975.
- Sex Discrimination Act, 1984.
- Privacy Act, 1988.
- Privacy Amendment (Private Sector) Act, 2002.
- Workplace Relations Act, 1996.

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Internal Key Related Policies

- Code of Conduct and Ethics (AQuA 1867)
- Duty of Care Policy (AQuA 488)
- Employee Code of Conduct. (AQuA 1508)
- Employee Performance Management Policy (AQuA 296)
- Equal Employment Opportunity Policy (AQuA 195)
- Dress Code Policy (AQuA 112)
- Health and Safety Policy (AQuA 1378)
- Human and Social Issues Policy. (AQuA 103)
- Managing Challenging Behaviours Policy (AQuA 258)
- Privacy Policy (AQuA 111)

Internal Key Related Documents

- Activ Foundation Inc Australian Disability Enterprise, Enterprise Agreement.
- Activ Competency Based Wages Assessment System. (AQuA 484)
- Activ's Employee Human Resources Manual (AQuA 64)
- Employee Training and Support Plan (AQuA 279)
- Activ Job Support Plan Framework. (AQuA 288)
- Activ Employee Transition Procedure (AQuA 549)
- My Information (AQuA 2047)

Definitions, Related Documents and Related Performance Standards

Refer to the Business Services Quality Assurance Manual

Consultation Process

Employee Advocacy Committee
Area Committee
General Manager - Business Services
Business Unit Managers
Employee Coordinators
Senior Employment Coordinator