



Government of **Western Australia**  
**Mental Health Commission**  
RTO 50293



## 2020 Intake Information & Expression of Interest for a Participant Place



# CHC43215 Certificate IV Alcohol and Other Drugs

**Strong Spirit Strong Mind Aboriginal Program  
Alcohol and Other Drug Worker Training Programs**



NATIONALLY RECOGNISED  
TRAINING

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## **The Program**

The program is unique and distinct from other training programs and is designed for Aboriginal Alcohol and Other Drug Workers. The content is culturally secure and based on evidence-based practice for alcohol and other drugs, particularly as it relates to working with Aboriginal people and communities. The learning materials and methods have been developed by Aboriginal professionals and relate to an Aboriginal worldview through introduction of Aboriginal models of practice and cultural ways of working.

## **Who is the training for?**

This culturally secure program is for **Aboriginal and/or Torres Strait Islander Peoples** only.

## **What is the benefit for your organisation?**

Organisations can up-skill suitable staff in alcohol and other drugs work, with a focus on mental health related issues. This can be seen as an investment, as participants create a pool of trained, versatile and multi-skilled employees.

## **Benefits to your organisation**

Organisations can skill suitable people in community services work, with a focus on alcohol and other drugs and mental health. This can be seen as an investment, as participants create a pool of trained, versatile and multi-skilled employees.

## **Benefits for the participant?**

Participants have the opportunity to further develop their knowledge and skills in community services work and alcohol and other drugs work and develop knowledge and skills in supporting clients with mental health issues. Participants have an opportunity to gain a **nationally recognised qualification**, which is useful for employment opportunities and career pathways and may assist in gaining entry into further studies.

## **What are the benefits for the alcohol and other drug (AOD) and broader health sector?**

The overall aims of the program are to:

- Enhance the effectiveness of service providers in providing culturally secure evidence based responses to Aboriginal people and communities affected by drug use
- Further develop participant's knowledge and skills to supporting and responding clients with complex issues.
- A pool of workers who are developing a career and developing professionally in culturally secure, evidenced based alcohol and other drug work

## **What does the program involve?**

The program is made up of a range of learning strategies including training blocks and on-the-job learning. Successful program completion is achieved through attending training blocks as well as on-the-job learning and tasks. On-the-job learning involves consolidating AOD skills, responding to comorbid AOD and mental health issues, counselling and community development skills, regular client work support, working in an organisation and with colleagues, supported learning and set tasks.

There are four training blocks all of which are one week long. All training blocks will be facilitated at the Mental Health Commission, Workzone training room, East Perth. Participants are expected to attend throughout all training blocks.

The dates for the 2020 intake are as follows:

<b>Block 1</b>	30 March – 3 April 2020
<b>Block 2</b>	10 – 14 August 2020
<b>Block 3</b>	23 – 27 November 2020
<b>Block 4</b>	19 – 23 April 2021

The Program runs for a 12 month period, allowing time for consolidation of skills and assessment tasks. Once all assessment tasks have been successfully completed, the participant is awarded the nationally recognised qualification Certificate IV Alcohol and Other Drugs (CHC43215).

## **What is the role of the Mental Health Commission - Strong Spirit Strong Mind Aboriginal Program (SSMAP)**

SSMAP provides the following:

- Consultation on how to meet program requirements and successfully complete the program
- Individual training and assessment plans
- Recognition of prior learning and mutual recognition (see Information for prospective students handbook)
- Program content
- Training delivery
- Learner resource manuals for each training block
- Laptop resources (only available when in block). Access to a range of culturally secure Strong Spirit Strong Mind (SSSM) resources developed by the Aboriginal Program at Mental Health Commission (MHC) for Aboriginal workers including those specifically designed to support delivery of the Certificate IV in Alcohol and Other Drugs:
  - Culturally secure approaches to working with and alcohol and mental health issues

- Culturally secure approaches to understanding mental health conditions
- Links to other key national resources:
  - Handbook for Aboriginal Alcohol and Drug Work
- Regular learning support and preparation for the participant to be assessed against the national competency standards
- Assessment support and field visits
- Client work support where required
- Guides for client work support and on the job learning
- Assessment of the participants' work against the national competency standards
- Issuing of nationally recognised Statements of Attainment and/or Qualification upon successful completion of assessment tasks

Participants are enrolled as an individual with MHC's Registered Training Organisation under the Standards for NVR Registered Training Organisations. This means, among other things, that SSSMAP is bound to ensure participants' privacy with regards to their assessment and undertake a duty of care to the participant to meet their learning needs and support them in meeting program requirements over a period of time. For further information, please see Information for prospective students' handbook which will be sent out once applications received.

**Organisations are asked to support the following requirements for all participants:**

- Participants in the Program are in a work role that includes the following tasks:
  - counselling clients
  - community development work
- Time and support for the participant to engage in a range of learning and assessment tasks completed within their job role, including:
  - attending all training blocks
  - working regularly with a member of the SSSMAP team to prepare for assessment
  - completing set tasks
  - participating in client work support
  - participating in supported learning
- Client support skills

Supporting clients is an essential learning strategy for the program. This involves both providing counselling to clients regularly and participating in client support work. Similar to clinical supervision, client support work is a regular structured work task where the participant is supported to reflect on their counselling work and how they can integrate the program content into that work.

It is hoped that the person providing client work support is experienced in providing culturally secure evidence based AOD counselling to clients and is familiar with the program content. Options for Client work support can be

negotiated with the program team and may include where appropriate: previous program participants, support from SSSMAP staff face-to-face or via tele-health, support from a worker from your own or another organisation. Client support work needs to commence immediately after completion of Block 2 training and continue for the remainder of the program. *Ideally, each participant would have access to 1 hour of client work support per fortnight.*

- Supported learning

In addition to client support work, organisations are asked to provide a worker to support the participant in learning the administration and information systems of the organisation, understanding and implementing organisation policies and procedures and communicating with work colleagues. This learning is most useful as a regular structured work task where the organisation worker sits alongside the participant and discusses integrating learning into their work role. Ideally, this would occur over the 12 month period of enrolment in the program.

- Providing feedback to SSSMAP on participant progress

### **Career pathways**

Participants who successfully complete program requirements will be awarded CHC43215 Certificate IV in Alcohol and Other Drugs. This may assist participants to gain entry into further studies. The program staff have information on both Vocational Education and Training and Tertiary programs and can assist participants to identify further study options.

Successful graduates of this Certificate requires completion of, or currently hold, HLTAID003 Provide First Aid Certificate.

### **Unique Student Identifier**

The Unique Student Identifier (USI) creates a secure online record of your recognised training and qualifications gained in Australia. If you are a new participant undertaking nationally recognised training, you need an USI in order to receive your qualification. If you already have a USI, please supply us with your number on application. If you do not have an USI, you will need to apply for one, visit the website: [www.usi.gov.au](http://www.usi.gov.au)

### **Travel and accommodation costs for non-metro participants**

Non-metropolitan participants, through ABSTUDY Away from Base entitlements, will be covered for travel, meals and accommodation for each study block. More information will be provided when a participant is notified of their acceptance into the program.

**It is a requirement that eligible participants register with ABSTUDY prior to commencing the program.**

### **Participant's role**

Participants are asked to commit to the program for the 12 month period. This involves **attending all training blocks**, maintaining regular contact with the program team and completing set tasks.

*It is important that the participant wants to undertake study and gain the qualification as part of his or her own professional development.*

### **All Participants are asked to note the following requirements:**

- Regional Participants will need to be registered with ABSTUDY for any costs associated with attending the program. (Accommodation, meals and travel)
- It is a requirement that participants attend **all** sessions of block and only in exceptional circumstances will leave be permitted.
- If any leave is undertaken by participants their supervisor and organisation will be notified immediately.
- If any sessions are missed, it will be the responsibility of the participant to organise a time with their assessment support person to arrange catch up.
- If more than 2 days have been missed across the course, then participants will be required to discuss continued participation in the course with the RTO Coordinator.
- Participants will be asked to complete assessment tasks throughout the duration of the program and will be offered additional support where needed. .

### **Submitting an expression of interest and selection**

It is recommended that participants have completed CHC32015 Certificate III in Community Services. There is a recognition process for units that sit across the Certificate III and Certificate IV qualifications. This means that students who have completed their Certificate III in Community Services Work will be awarded recognition for some units that have been completed as part of the Certificate III in Community Services training program or from other RTO's.

There is a waiting list to gain entry into the program, and a limited number of places will be offered for this intake. Places will be awarded via selection that considers need within the region, ability to meet program requirements, supports available for on the job learning etc. A meeting with prospective participant and workplace supervisor/manager will also be conducted to ensure full support of the program is agreed to and signed off.

To register interest in enrolling in this program an expression of interest is requested from **both the participant and organisation**.

**NB:** Should you require any assistance or support with anything that may impact on your ability to participate fully in this course, please let us know.

**Fill in and return the attached forms by 12 December 2019**

If you would like to participate in the program but are not sure if you or your organisation meets the requirements, please contact Strong Spirit Strong Mind Aboriginal Program to discuss. We are willing to work together with organisations and participants where possible to create an environment that meets the requirements for the program. Applicants will be notified in January 2020, and the first training block is scheduled for 30 March 2020. Prior to the training block, participants and their organisations will be involved in an enrolment and induction process.

**For further information or enquiries please contact:**

Sharene Kocsis      08 655 30250

Wayne Flugge      08 655 30565

Or email [sssmap@mhc.wa.gov.au](mailto:sssmap@mhc.wa.gov.au)



## Expression of Interest – Intake 1, 2020 CHC43215 Certificate IV in Alcohol and Other Drugs

### PARTICIPANT INFORMATION

Participant Details (must be completed in full before submitting)			
<b>Given Name</b>		<b>Surname</b>	
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Telephone</b>		<b>Mobile</b>	
<b>Email (Work)</b>			
<b>Email (Personal)</b>			
<b>Date of Birth</b>		<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>USI Number</b>			
If you do not have a Unique Student Identifier (USI), please create one at the following website: <a href="http://www.usi.gov.au/createyour-USI" style="color: blue; text-decoration: underline;">http://www.usi.gov.au/createyour-USI</a>			
Please tell us why you would like to enrol in this program			
Participants must agree to attend all of the training provided in the training blocks as well as complete tasks back in the workplace to complete the program.			
<b>Select one of the following options</b>	<input type="checkbox"/> To get a job <input type="checkbox"/> I want extra skills <input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest / Self development <input type="checkbox"/> To get a promotion <input type="checkbox"/> Other reasons (write below)	
<b>Other reasons</b>			
Organisation details			
<b>Organisation Name</b>			
<b>Organisation Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Organisation Phone</b>			
<b>Your Job Title:</b>			
<b>Manager/Supervisor</b>			



## Expression of Interest – Intake 1, 2020 CHC43215 Certificate IV in Alcohol and Other Drugs

### PARTICIPANT INFORMATION

Requirements for enrolment			
<b>Please select the boxes that apply</b>	<input type="checkbox"/> I am of Aboriginal and/or Torres Strait Islander descent and am older than 18 years <input type="checkbox"/> I agree to adhere to Mental Health Commission’s Training Policies and Procedures and Student Code of Practice <input type="checkbox"/> I am currently living in Western Australia <input type="checkbox"/> I agree to apply for and must be approved for ABSTUDY Away from base entitlements		
<b>Please note</b>	ABSTUDY supports participants with travel, meals and accommodation. If you are not <b>ABSTUDY approved</b> , any costs associated with travel and accommodation will need to be covered by you or your organisation.		
Please list any previous qualifications you have achieved			
Support Needs			
Do you have any disability, impairment or health condition that might affect your studies or require support? If yes, please provide details below			
<b>Disability/Condition</b>		<b>Support required</b>	

If you answered yes to the above question, a Strong Spirit Strong Mind Aboriginal Program staff member will be in contact to discuss any additional supports required.

I hereby declare that all of the information provided in this form is true and correct.

<b>Learner Name</b>			
<b>Learner Signature</b>		<b>Date</b>	

**Please note this form is an Expression of Interest only.  
Completion of this form does not guarantee you a place in the program**

Please return by **12 December 2019** to:

Sharene Kocsis

Mental Health Commission, Level 1, 1 Nash Street PERTH WA 6000

For more information: Tel: (08) 6553 0326

Fax: (08) 6553 0400

Email: [ssmap@mhc.wa.gov.au](mailto:ssmap@mhc.wa.gov.au)



## Expression of Interest – Intake 1, 2020 CHC43215 Certificate IV in Alcohol and Other Drugs

### ORGANISATION INFORMATION

**Organisation Details (must be completed in full before submitting)**

<b>Name of Applicant</b>			
<b>Name of Organisation</b>			
<b>Line Manager Supervisor</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>Email</b>			

**What tasks does the worker complete in their day to day role?**

**Outline the client counselling duties that the worker performs**

**Your organisation has read and understood the commitment to**

	Please tick Yes or No	
• Release the participant to attend all 4 training blocks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Allocate time within role to complete on-the-job tasks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Mentor to support learning in the workplace	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Allow access to computer to complete assessments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Allow participant to conduct counselling / client duties	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Manager/Supervisor name</b>			
<b>Signature</b>		<b>Date</b>	

Please return by **12 December 2019** to:

Sharene Kocsis

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