

# TRAINING POLICY

## POLICY AND PROCEDURE

### Policy Statement

The purpose of this procedure is to ensure that employees and contractors undertake appropriate training in order to safely complete their work duties. An effective training policy provides guidance for allocating resources and gives a direction for training needs to best support clients.

### Definitions

**Training** - Training is any activity undertaken either within Mypower Foundations, or by an outside provider, to further increase the knowledge and skills of contractors and their support of clients.

**Continuous Professional Development (CPD)** - A structured approach to ensuring competence in practice, encompassing knowledge, skills, and practical experience

### Procedure

- The Director assesses required competencies at time of a new contractor's or employee's application and interview.
- The facilitators will organise on-site visit with potential clients where required, provide information, and organise any necessary induction prior to commencing work.
- The Director will record training on the Nightingale platform.
- The facilitators will assist with induction training during initial stages of work, undertaking on-the-job training.
- Employees and contractors will provide feedback after training to improve and tailor future training sessions.
- Online or e-learning modules will be regularly offered for flexibility, especially for updating knowledge on legislation and standards.
- Information and training options can also be provided for employees and contractors in areas such as safe working procedures, or manual handling. Following completion of any initial training, the Director will record training information in the Nightingale platform.
- Training needs may be identified by reports, feedback, complaints, any new legislation or from outside consultants.

- Information will also be provided when any new procedures are introduced as a result of risk assessments procedures.

## **Responsibility**

The Director is responsible for providing information on appropriate training of contractors, and for keeping a register of this training.

The facilitators may be responsible for organising induction training, allocating a buddy, or by supervising a new staff member and providing instruction.

The employees and contractors are responsible to stay updated and request additional training when they identify a gap in their skills or knowledge.

The facilitators and Director will identify training needs following consultation with clients, families and receiving feedback from employees and contractors on the support needed for a client.

The Director will conduct periodic checks to ensure all training records are up-to-date and compliant.

## **Relevant Legislation and Policies**

- Privacy Act 1988
- Fair Work Act 2009
- Vocational Education and Training (VET) Act 2005 (NSW)
- NSW Anti-Discrimination Act 1977
- Australian Qualifications Framework (AQF)
- Skills Development Act
- Work Health and Safety Act 2011
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities