

ACS WORKFORCE COMMITTEE ACTION PLAN 2009-2010

OBJECTIVE	STRATEGY	STATUS	TIME FRAME
1. EDUCATION & SKILLING			
<p>1.1 Improve current Vocational Placement outcomes by developing clarity around responsibilities and expectations and building strong relationships between industry and RTO's.</p>	<ul style="list-style-type: none"> • Develop an industry wide <i>Vocational Placement Agreement</i> aimed at minimising risk, clarifying responsibilities, outlining minimum expectations and enabling consistent practice. • Develop <i>Best Practice Guidelines</i> to accompany Vocational Placement Agreement. • Facilitate bi-annual forums for RTO's and industry. 	<p>Current</p>	<p>Draft VPA trialled July - December 2009.</p> <p>Commenced Guidelines August 2009. Complete January 2010.</p> <p>Forums to commence in February 2009.</p>
2. ATTRACTION AND RETENTION			
<p>2.1 Promote aged care as a preferred industry for job seekers and volunteers.</p>	<ul style="list-style-type: none"> • Develop an information tool, <i>Working and learning in aged and community care</i>, outlining the benefits and employment and training opportunities within the sector. • Develop Marketing Plan to facilitate initial distribution and ongoing promotion. • Evaluation Report. 	<p>Current</p>	<p>Resource launched 22 April 2009.</p> <p>Marketing Plan January 2009.</p> <p>Evaluation Report June 2009.</p>
<p>2.2 Provide information to ACS members about new and innovative solutions to attracting and retaining workforce.</p>	<ul style="list-style-type: none"> • Developing package of information for Employers containing examples of initiatives organisations have implemented to retain staff, <i>Taking Care</i> 	<p>Current</p>	<p>Resource launched 22 April 2009.</p>

	<p><i>of Workforce Business: a useful resource for employers in Aged & Community Care.</i></p> <ul style="list-style-type: none"> • Distribute to ACS members. 		Distributed to ACS members, ACSA and State Associations June 2009.
2.3 Information developed which enhances the retention of older workers	<ul style="list-style-type: none"> • Collect and collate data which measures retention and increased engagement of mature workers. • Develop information tool outlining strategies which enhance the retention and engagement of mature workers. • Distribute tool to industry. 	Current	<p>Literature review conducted August 2009.</p> <p>Funding proposal prepared for Employers Mutual funding by 23 December 2009. December 2010.</p>
2.4 Facilitate school based apprenticeships in Certificate III in Aged Care and Cert III in Home and Community Care.	<ul style="list-style-type: none"> • Build strong relationships between industry, schools and government funded school to work projects. • Promote work in the aged and community sector at career events and within schools and with job brokers. • Develop a presentation kit for schools and career events, building on HACC funded Workforce Project material. 	Current	<p>Work Group met with key stakeholders June 2009.</p> <p>Distributed <i>Working and learning in aged and community care</i> to job networks and TAFE. Portable career display developed September 2009</p>
3. UNDERSTANDING OUR WORKFORCE			
3.1 Establish key industry measures so that organisations can benchmark against each other.	<ul style="list-style-type: none"> • Identify agreed definitions of criteria/terminology used to measure and profile the workforce. • Develop lists of consistent criteria which measure specific segments of the 	On hold	Review early 2010.

	<p>workforce and workforce performance.</p> <ul style="list-style-type: none"> • Distribute tools to industry to enable accurate benchmarking of workforce data. 		
4. OHS&W REQUIREMENTS			
4.1 Reduce the risk of injuries within the community care workforce.	<ul style="list-style-type: none"> • Employers Mutual grant obtained to update the <i>OHSW Guidelines for Community Workers</i>. 	Current	Launch 27 May 2009.
4.2 Explore issues impacting job satisfaction for middle managers and identify strategies which address identified issues.	<ul style="list-style-type: none"> • Research work stressors on middle managers. • Consult with sector to identify strategies which address identified needs. 	Current	Survey July 2009. Draft survey report written October 2009.
4.3 Improve OHSW outcomes in South East.	<ul style="list-style-type: none"> • Conduct two OHSW seminars in South East. 	Completed	Seminars conducted on 23 & 24 November 2009 (63 people attended).