

# Centre for Managed **Strategies**

Corporate Solutions from Sunshine Coast Institute of TAFE

## RURAL NON-GOVERNMENT ORGANISATIONS WORKFORCE ACCESS TO EDUCATION AND TRAINING INITIATIVE



## **What is the Rural NGOs Workforce Access to Education and Training Initiative?**

This important project complements a number of other workforce development programs offered to non-government organisations on behalf of the Department of Communities.



### **Who is managing the project?**

This project is being managed on behalf of the Department of Communities by the Centre for Managed Strategies (CMS). The centre is a division of Sunshine Coast Institute of TAFE which has established a strong reputation for the delivery of Queensland Government strategies.

The centre works collaboratively with other Queensland TAFEs to ensure comprehensive coverage of all Queensland regions. It provides a responsive, consistent and effective service and provides a single point of contact for all enquiries related to these projects.

The Rural NGOs Workforce Access to Education and Training Initiative hotline is 1800 637 193 and is available Monday to Friday from 8:15am to 4:00pm to answer all of your enquiries.

### **How is this project different from the others?**

The Department of Communities is committed to strengthening the workforce capacity of rural NGOs as part of the Queensland Government's ongoing strategy to provide high quality human services. It recognises the important role that rural NGOs play in the delivery of these services and actively supports the development of rural NGOs' workforce skills.

This project deals specifically with those NGOs who deliver services in rural and remote communities as outlined in the Blueprint for the Bush.

### **Who can access the project?**

This project is limited to those NGOs providing services in rural and remote communities. It aims to assist those NGOs in overcoming barriers to workforce development as a result of their geographical circumstances. NGOs delivering services to rural and remote communities identified in the Blueprint for the Bush are eligible.

Eligibility relies on three criteria. The first requires the community organisation to be funded through one or more of the following state government departments - Department of Communities, Department of Housing, Department of Child Safety or Disability Services Queensland. Secondly, the purpose of departmental funding to your organisation must be for the provision of human services delivery. The third eligibility criterion is that

the community organisation requesting funding be located within or providing services to those areas included in the Blueprint for the Bush footprint. Initiative staff can assist you if you are not sure of your organisation's eligibility.

## Why develop workforce capacity?

Developing workforce capacity will improve the quality of service delivery. Workers who are well recruited, trained and developed will provide better services to their communities. This initiative supports a wide range of tools provided by the Department of Communities which assist NGOs to meet quality standards requirements.

Rural and remote NGOs have particular issues to address with regard to recruiting, developing and retaining workers which are not as commonly experienced by NGOs in cities and large regional towns. This project acknowledges these issues and provides avenues to tackle them.





### What assistance is available?

The Rural NGOs Workforce Access to Education and Training Initiative aims to provide rural NGOs with resources to improve efficiency by enhancing the skill sets of workers. Additionally, the project will assist you to become compliant with the Department of Communities' Standards for Community Services. There are two major components to the project:

#### Component 1: Workforce planning and development

This component will bring rural NGOs and the education and training sectors together to identify and develop the workforce skills in the rural human services sector. Both will work together to:

- identify, develop and prioritise strategies and plans to increase the capacity of their workforce

- identify what is required to overcome barriers to implementing these plans
- identify where the Flexible Subsidy Program can be best utilised to meet identified needs.

#### Component 2: Flexible subsidy program

This component provides flexible funding subsidies to organisations to implement plans (derived from the workforce planning process) for increasing workforce capacity. These funds include, but are not limited to:

- assistance with fees for
  - TAFE
  - university or
  - other accredited training or education providers
- provision for supervision of staff to assist and support workers to gather evidence for completion of their recognition of prior learning to gain qualifications
- expenses to support student placements in rural areas
- assistance to backfill or to meet overtime requirements to support workers accessing education and training
- assistance with tutoring and supervision of studies
- assistance with implementing succession plans
- assistance with expenses associated with tertiary studies such as:
  - residential fees
  - accommodation
  - travel
  - other expenses relevant to the education program
- child minding to support training.

## How can rural NGOs access the project?

You will need to complete a workforce planning process, the results of which will identify what further workforce development your organisation requires. With this information, you then contact the Rural NGOs Workforce Access to Education and Training Initiative hotline, 1800 637 193, and staff will assist you.

Some organisations will have already completed a workforce planning process and will already know where further education and training will improve workforce capacity. If your organisation has not completed a workforce planning process, workshops are being conducted to assist you to understand the workforce planning process. Further assistance is available through limited workforce

planning consultancies being offered through the project. Contact the hotline on 1800 637 193 for more information.

Once your further training and development needs have been established, you can apply for assistance through the Flexible Subsidy Program by phoning the hotline, 1800 637 193, partially completing an application form with project staff who will then send a full application kit.

A unique aspect of the Rural NGOs Workforce Access to Education and Training Initiative is that subsidies cannot be allocated if any other form of State or Commonwealth Government funding is available alternatively. The Centre for Managed Strategies

is in a position to accept your application for funding through the Flexible Subsidy Program and to assess it against other funding source criteria. Should no alternative funding be available, your application will be forwarded to the Flexible Subsidy Program's Allocation Panel for consideration. In the event that alternative funding is available, project staff can assist you with identifying and accessing the alternative funding.



### **Need to conduct a workforce planning needs process?**

- Attend the Rural NGOs Workforce Access to Education and Training Initiative workforce planning workshop to learn more about workforce planning and about what this project can offer you.
- Conduct a workforce planning process. If you need assistance to do this, contact project staff on the project hotline 1800 637 193.
- Engage directly with project staff to request a Flexible Subsidy Program application form by ringing the project hotline on 1800 637 193.
- Complete all sections of the form and forward it and supporting documents as requested in the reply paid envelope.
- Your application will be assessed and project staff will contact you with the next steps forward.

### **When and where are the workshops?**

Workshops will be held in several regions to allow as many participants as possible to attend. These workshops will be held between August 2008 and August 2009. Teleconferences, emails and other communication methods can be used for more remote locations. Please talk to project staff about your needs. You will be advised on workshops planned near your location and/or alternative solutions can be discussed.

Each workshop is three hours duration and will include:

- a 'how to conduct a workforce planning process' session
- information about the Rural NGOs Workforce Access to Education and Training Initiative
- networking opportunities with other rural NGO workers and your local TAFE contacts.



For more information and to obtain a subsidy application form,  
contact the project hotline on 1800 637 193.



#### PHONE

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