



Terms of Reference (TOR)

PSYCHIATRIC DISABILITY SERVICES OF VICTORIA (VICSERV) TRAINING ADVISORY GROUP

1. PURPOSE

VICSERV and the Committee of Management recognise the important role that training plays in realising the VICSERV's mission of "Psychiatric Disability Services of Victoria (VICSERV) is dedicated to the achievement of the best outcomes for people with a psychiatric disability, their families and their communities." This Training Advisory Group has been set up to advise VICSERV's training team on the fulfilment of its objectives so as to achieve VICSERV's Mission in line with strategic training advice from sector representatives and VICSERV Members.

2. RESPONSIBILITY

The VICSERV Training Advisory Group is responsible for the provision of advice to the Chief Executive Officer of VICSERV, the Committee of Management and the Training Manager on the development and directions of sector training and the development. VICSERV is responsible for providing information to the Training Advisory Group that supports such advice. Committee Members have a responsibility to represent the sector and provide information on activities and emerging issues that will impact on VICSERV reaching its goals.

All members of the committee are responsible for the disclosure of any conflicts of interest.

3. TERMS OF REFERENCE

The VICSERV Training Advisory Group shall:

1. Provide advice to the Training Manager to assist with the strategic planning of the Training Unit, including the targeting of training advice and training delivery for VICSERV membership, Department of Health and the broader Mental Health Sector;
2. Provide an interface between local, regional and state-wide training providers;
3. Provide advice to the Training Manager on policy and practice issues and trends which impact on the aims and activities of the training unit;
4. Provide a forum for consultation and information flow on training issues between Department of Health, VICSERV, PDRS and other relevant Sector organisations.

5. Deal with all other relevant matters directly referred by the VICSERV Committee of Management;
6. Through the Training Unit report back on key issues to the membership;
7. VICSERV Training Advisory Group will be provided with reports from the VICSERV Training Unit and information shared from Members, Department of Health and others and will report back through the Advisory Group on issues, trends etc.

4. **AUTHORITY**

The role of the VICSERV Training Advisory Group is solely advisory. The quorum is four representatives from VICSERV member organisations. Working groups to provide detailed advice may be formed when recommended by the VICSERV Training Advisory Group.

5. **MEMBERSHIP**

A maximum of ten representatives from member organisations and at least one member of the VICSERV training team:

Development Manager: Training - VICSERV	John Katsourakis
Chair - Training Manager, - VICSERV	TBA
Representatives from a broad range of PDRS funded member services including rural and metropolitan organisations	Phil Hose – ASPIRE Cathy Carr - SNAP Rachelle Allen – NEAMI Malena Stankovski - MIND
Representatives from both smaller and larger PDRS funded member organisations	Emma Ladd – MIF Janet Bromley – Lantern Sally Rose carbines – IEMHSA Chiquita Walsh - Norwood
Representative from a Tertiary and/or TAFE Training Provider	Wodonga TAFE to be approached
Senior Trainer - VICSERV	Sue Harrison

Up to two additional members may be invited by the Training Advisory Committee to provide relevant expertise from outside the PDRS sector.

These members may be from specialist sector organisations;

e.g. Spectrum, ADEC, VTPU, Dual Diagnosis ETU or from relevant partner agencies e.g VMIAC, Victorian Mental Health Carer's Network

6. **MEETING SCHEDULE**

Meetings to be held Quarterly with dates advised prior to the start of a new year.

Meetings may be held at VICSERV or at member sites. Video conferencing or teleconference may be made available if members are unable to attend meetings in person.

7. COMMUNICATION

Meeting minutes to be taken and distributed by VICSERV .

Members to receive copies of the meeting agenda at least a week prior to meeting.

Agenda items to be received by the chair for inclusion prior to the meeting day.

Meeting minutes to be distributed electronically to all members within two weeks of the meeting with hard copies made available at each meeting.