



Community Bridging Services (CBS) Inc.

NDIS Recreation Assistant / Support Worker Base Training Program (FM HR23.14)

Staff Name: _____

NDIS Coordinator: _____

Commencement Date: _____

Overview and responsibilities

The CBS Inc. NDIS Recreation Assistant / Support Worker provides a training platform for new staff that are supported by the CBS Inc. induction process. NDIS Recreation Assistant / Support Worker employed in both the metro and rural / remote regions will attend the initial training program in the Adelaide Office with further induction conducted at site level.

The NDIS Coordinator is responsible for the facilitation and coordination of training for NDIS staff.

Task Description	Person responsible for training / task	Timeframe to be completed	NDIS Coordinator Signature	Date Completed
HR / Payroll Induction	HR / Payroll Officer	Day 1		
WHS / Modules / Policies	QA WHS Officer	Day 1		
Introduction to senior management	Executive Director / EMT	Day 1		
NDIS Induction To provide - S:\NDIS\Training\Induction materials\City induction\Documents to be provided - editable doc Doc 1. CBS Participant Incident Management Work Instruction Doc 2. Supportability writing journals Doc 3. CBS Participant Seizure Reporting Work Instruction	NDIS Coordinator	Day 1		
On-site Induction Rostering / timesheets	NDIS Coordinator	Day 1		
Introduction to working in disability – primary disabilities Baseline Training Modules S:\NDIS\Training\Baseline training modules Module 1: Applied Counselling and Rehabilitation Module 2: Autism Spectrum Disorder Module 3: Causes of disabilities Module 4: Documentation Module 5: Dual Diagnosis Mental Health and Disability Culture and Values Handout S:\NDIS\Training\ Culture and Values	Self-directed NDIS Coordinator/ Senior Program Officer	1 Month		

<p>If applicable: Travel training S:\NDIS\Training\Travel training</p> <p>CBS Vehicle Induction S:\NDIS\Training\Vehicle Induction</p>	<p>Self-directed</p> <p>NDIS Coordinator/ Senior Program Officer</p>	<p>1 Month</p>		
<p>Coordinator to audit journals</p>	<p>NDIS Coordinator</p>	<p>1 Month</p>		
<p>Covid-19 Infection Control Training https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p> <p>Incident Management S:\NDIS\Training\Incident Management (5 presentations/videos).</p> <p>Behaviour Management S:\NDIS\Training\Behaviour management</p>	<p>Self-directed</p>	<p>2 Months</p>		
<p>NDIS Training: Supporting Effective Communication in your role https://www.ndiscommission.gov.au/workers/elearning-ndis-workers</p> <p>Covid Marshall Training https://marshal.clickontraining.com.au/</p> <p>Photography training S:\NDIS\Training\Photography training presentation</p> <p>Beyond employees only Introduction to working at Beyond. Making it happen! S:\NDIS\Training\Educational Learning Theories S:\NDIS\Training\Learning styles</p> <p>VET Sector (Staff and Educators) Courses – Program 1 https://disabilityawareness.com.au/elearning/vet-sector/</p> <p>Choices staff only Write a program with Coordinator (on-site)</p> <p>Shadowing Promotion via Facebook.</p>	<p>Self-directed – NDIS Coordinator.</p>	<p>3 Months</p>		
<p>Coordinator to review: Facebook post sent and regularity of 1 post/week</p> <p>Beyond staff only: Activities from power point on learning theories and styles</p>	<p>NDIS Coordinator</p>	<p>4 Months</p>		

<p>Online Assist with medication https://training.silverchain.org.au/course-details/?course_id=57179&course_type=w</p> <p>Additional training S:\NDIS\Training\Blocked Care S:\NDIS\Training\Trauma training</p> <p>Complete before working in kitchen: Food Safety www.teatreegully.imalert.com.au</p>	<p>Self-directed – NDIS Coordinator</p>	<p>6 Months</p>		
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Comments: _____

Base training completed:

NDIS Coordinator Signature: _____

Date: _____

Staff Member Signature: _____

Date: _____