



Awards for Excellence in Workforce Development

**SA HEALTH &
COMMUNITY SERVICES
SKILLS BOARD**

Guidelines

The Human Services at Work Awards for Excellence in Workforce Development recognise the achievements of organisations striving to ensure an available skilled workforce for the industry. The awards promote workforce development and are open to all organisations and agencies in the South Australian Health and Community Services industry.

Awards winners will be those organisations or individuals who have developed and/or integrated innovative practices that strengthen their capacity, and that of the sector, to attract and retain an appropriately skilled workforce. Nominations for the awards close on 17 March 2008 and should be sent to the address shown on the nomination form.

A panel of independent judges with expertise in workforce development and/or experience in the health and community services industry will assess the nominations and determine finalists and overall winners.

Award winners will be announced at a dinner to be held on 22 May 2008, following the inaugural Human Services at Work conference. Two representatives from each finalist organisation will receive complimentary tickets to attend the awards dinner.

Award finalists will be notified before the dinner. Their details will be listed on the websites of the SA Health & Community Services Skills Board and sponsoring organisations. This information may also be published in the media and used for promotional purposes.

Award categories

- Strategic Workforce Planning
- Investing in people
- Creating a learning culture
- Innovation in workforce development
- Individual achievement

Eligibility criteria

Nominees in all categories, apart from the Individual Achievement award, must be organisations that operate within South Australia and be one of the following:

- A provider of health or community services
- An organisation that provides training or workforce development services to the health and community services industry
- A peak body or other special interest organisation that supports a sector within the health and community services industry

The nominee may be a community based or non-government organisation, a government section/agency or a private (for profit) organisation.

Joint nominations for initiatives that involve more than one organisation are encouraged eg. a partnership between service provider and training organisation.

Nominees for the Individual Achievement award must be employed by an eligible organisation.

Selection criteria

Nominations will be assessed against the following criteria:

Criterion 1:

The impact that workforce development activities are having/have had within the organisation and/or more broadly in the sector; and specifically the achievements or improvements in organisational performance that may be attributed to these activities.

Criterion 2:

The process undertaken to develop and implement these activities; and in particular, the extent of consultation and staff involvement in the process.

Criterion 3:

How these activities will be sustained, in particular how they have been integrated into the organisation's or sector's on-going operations.

Judging panel

A panel of independent judges with experience in workforce development and an understanding of the health and community services industry will assess the nominations.

Three finalists will be chosen and then one overall winner will be selected from each of the categories.

Description of award categories

Strategic Workforce Planning

This award recognises good practice in an organisation's or sector's approach to planning and recruiting for its workforce. Workforce development activities in this category may include:

- Workforce planning
- Attraction
- Recruitment
- Induction

Finalists in this category undertake workforce planning in conjunction with strategic planning activities for all aspects of their operations; and in this way are able to take a proactive approach to attracting and recruiting new workers. Recruitment processes are underpinned by clear job descriptions and person specifications that align with recognised competencies; and new workers are provided with comprehensive induction into the organisation and their position, as well as orientation to the sector.

Investing in people

This award recognises good human resource and front-line management practices. Workforce development activities in this category may include:

- Supervision & support
- Performance development
- Career counselling & development of pathways
- Availability of flexible hours, including job sharing
- Salaries and conditions

Nominees in this category provide support and encouragement to workers through regular supervision; take a developmental approach to managing work performance; and support the career aspirations of workers by enabling career progression. Work/life balance is accommodated through flexible work arrangements; and within funding constraints, salaries and conditions are optimised.

Creating a learning culture

This award recognises organisations or sectors that value learning and skill development. Workforce development activities in this category may include:

- Attainment of qualifications (including RPL)
- Skill development (esp. when aligned to Training Package competencies)
- Mentoring
- Coaching

Workers are encouraged and supported to access accredited training and attain appropriate qualifications through traineeships, study leave arrangements and/or recognition of skills developed through work. Professional development opportunities are regularly provided to enable on-going learning; and workers are supported in their development by experienced senior workers through formal coaching or mentoring relationships.

This award is also open to training providers who, in partnership with organisations, have developed innovative and responsive services to meet the developmental needs of workers.

Innovation in workforce development

This award recognises fresh, original approaches to any aspect of workforce development and applies to all workforce development activities described in previous categories.

Individual achievement

This award recognises the achievements of an individual who consistently acts as a 'change champion' within an organisation or sector to focus attention on workforce development issues; or who has initiated and implemented significant workforce development strategies to address identified concerns.

Judges' award

The judging panel is also able to recognise special achievement by an organisation that demonstrates good practice in workforce development, whilst also meeting challenges presented by other factors eg:

- Sustaining a workforce in a rural/regional area that experiences difficulties in attracting and retaining workers
- Recruiting and supporting people who were previously disengaged from the workforce and whose needs may require extra consideration.

This award may be made in conjunction with or independent of any of the other awards.

Nomination procedure

To nominate your organisation for an award:

1. Complete the nomination form on page 4.
2. Provide a description of your achievements. Your description should address the selection criteria as detailed in this publication. Your submission should be no more than 1000 words.
3. Enclose any supporting material such as photographs, brochures or testimonials. Please attach a list of all supporting material with your nomination form
4. CHECK that you have signed the nomination form and indicated which award you are applying for.
5. Post your nomination to
SA Health & Community Services Skills Board
100 Wright Street, ADELAIDE SA 5000
or email to awards@sahcssb.com.au
by 17 March 2008.

Further information

Direct enquiries for clarification or further information to Diana MacMullin or Angelina Edwards at awards@sahcssb.com.au or telephone 8362 9311.

Nomination form

Nominee details

Name/s of organisation _____

Address _____

Name of person nominating _____

Position in organisation _____

Contact person _____ Telephone _____

Mobile _____ Email _____

Award categories

Indicate which category is the subject of this nomination
(see pages 2-3 for details)

- Strategic Workforce Planning
- Investing in people
- Creating a learning culture
- Innovation in workforce development
- Individual achievement

Submission guidelines

Nominees are asked to address the following:

1. Describe workforce development activities undertaken and the impact they are having within your organisation and/or more broadly in the sector. Provide specific examples of achievements or improvements in performance that may be attributed to the workforce development activities.
2. Describe the process undertaken to develop and implement these activities. In particular, provide details of staff involvement in the development and at what stages of the process.
3. Describe how these activities will be sustained, in particular how they have been integrated into your organisation's on-going operations.

Your submission must be no longer than 1000 words.

Nominations close on 17 March 2008.

Post your nomination to
SA Health & Community Services Skills Board,
100 Wright Street, ADELAIDE SA 5000

Signature of person nominating _____

Date _____