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| BBV & STI - Training and Development16505 |
| Outcome objective: Victorians are healthy and well  Output group: Public Health  Output: Health Protection |

**OFFICIAL**

## 1. Service objective

To increase the capability and capacity of the blood borne virus and sexually transmissible infections sector workforce through ongoing professional development. The intended flow-on effects are improved integration across services and the service system.

## 2. Description of the service

Training and development of blood borne viruses (BBVs) (including HIV/AIDS) and sexually transmissible infections (STI) sector workforce through targeted training programs, networking, and mentoring.

## 3. Client group

BBV/STI training and development is available to BBV/STI funded agency staff.

## 4. Obligations specific to this activity

In addition to the obligations listed in the Service Agreement, organisations funded to deliver this activity must comply with the following:

### 4a. Registration and Accreditation

N/A

### 4b. Program requirements and other policy guidelines

* [BBV/STI Program Guidelines for Funded Agencies (current edition)](http://www.dhs.vic.gov.au/funded-agency-channel/data-collection-and-reporting/health/public-health/blood-bourne-virus-sexually-transmissible-infection-data-collection-requirement-templates/related-information/blood-borne-virus-sexually-transmissible-infec)

<http://www.dhs.vic.gov.au/funded-agency-channel/data-collection-and-reporting/health/public-health/blood-bourne-virus-sexually-transmissible-infection-data-collection-requirement-templates/related-information/blood-borne-virus-sexually-transmissible-infec>

## 5. Performance

Funding is subject to achieving the performance targets specified in Schedule 2 of the Service Agreement.

Performance is measured as follows:

### Key performance measure 1: Number of hours of education/ training provided

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| **Aim/objective** | To provide an annual report on progress against the training and development plan |
| **Target** | As per the Service Agreement |
| **Type of count** | Cumulative |
| **Counting rule** | An annual report against the training plan will contain the following information (as applicable depending on the specific training and development activities of the agency): Training Programs: • Number of training sessions offered and delivered per year by type of training, target group and location. • Number of participants by type of training target group and location. • Impacts and outcomes of the training program. • Budget and expenditure for the training program. • Process and/or impact evaluation for key training programs.  For networking/mentoring: • Number of networking events held. • Number of mentoring connections made. • Number of mentoring placements made. • Number of mentoring relationships established. • Impacts and outcomes of the networking/mentoring activity • Budget and expenditure for the networking/mentoring activity. |
| **Data source(s) collection** | * Annual Agency Plan. On commencement of funding year. |
| **Definition of terms** | N/A |

### Performance measure 2: Submission of reports

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| **Aim/objective** | To provide an annual report on progress against the training and development plan |
| **Target** | As per the Service Agreement |
| **Type of count** | Non-cumulative |
| **Counting rule** | N/A |
| **Data source(s) collection** | * Annual Agency Report. Annual, due 30 September. (For example, 2017-18 annual report due 30 September 2018). |
| **Definition of terms** | N/A |

## 6. Data collection

The reporting requirements for this service are:

| **Data collection name** | **Data system** | **Data set** | **Reporting cycle** |
| --- | --- | --- | --- |
| Annual Agency Plan. On commencement of funding year. | Manual Data Collection | N/A | Annual |
| Annual Agency Report. Annual, due 30 September. (For example, 2017-18 annual report due 30 September 2018). | Manual Data Collection | N/A | Annual |

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