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| BBV & STI - Training and Development16505 |
| Outcome objective: Victorians are healthy and wellOutput group: Public HealthOutput: 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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