

National Mental Health Support Worker Training Grant Advisory Group

TERMS OF REFERENCE

1.0 Purpose

To work collaboratively to increase the participation and completion rates in the National Certificate in Mental Health Support Work (Level 4) and the National Diploma in Mental Health Support Work (Level 6). To encourage a stronger culture of training within the sector that will meet future needs.

2.0 Membership

The Advisory Group will consist of 5 members selected from the Mental Health sector for their knowledge and expertise and the Manager, Mental Health Support Workers Programme (Careerforce).

2.1 Selection and Replacement

Advisory Group members will be replaced upon resignation.

3.0 Roles & Responsibilities

- To review progress of the uptake of the National Mental Health Support Workers Training Grants and advise on strategies to increase participation and completion of the qualification.
- To advise on the implementation of strategies to rectify issues highlighted within the National Mental Health Support Workers Training Grant process.
- To act as the appeal review body for the National Mental Health Support Workers Training Grant.
- To work within sector workforce development as outlined in 'Te Awhiti National Mental Health and Addictions Workforce Development Plan.'

4.0 Decision Making and Recommendation Process

The Advisory Group shall provide advice/guidance through discussions. The advice and recommendations will be presented to the Chief Executive (Careerforce). Members of the Advisory Group will be kept informed of processes and decisions on an ongoing basis.

5.0 Expenses Incurred by Advisory Group Members

Advisory Group members will be reimbursed for travel expenses relating to attendance of Advisory Group Meetings.

6.0 Time Commitment

The work of the Advisory Group will be conducted mainly through electronic communications (tele-conferencing and email) with two face-to-face meetings per annum.

7.0 Changes to the Terms of Reference

These terms of reference will be reviewed by Careerforce bi-annually.