



# UpSkill Module Training Overview

## UpSkill background

NDIS Support coordinators and allied health professionals (AHP) are among the most critical providers assisting people with complex disability achieve positive outcomes under the NDIS. It is this workforce who assist people in hospital, in aged care or in precarious housing, to explore sustainable housing and support arrangements in the community.

UpSkill is building the capability of support coordinators and AHP's, so that all people with complex disability have access to a high quality support coordination workforce.

Participating in UpSkill training provides support coordinators and allied health professionals with a vital peer networking opportunity. Workshop participants will be invited to join the UpSkill referral directory so that the Summer Foundation can refer people with complex disability to skilled support coordinators and allied health professionals.

## Module training

Modules 1 to 7 may be tailored to suit your specific needs, and participants are required to complete a pre training survey to assess and address learning requirements and a post training evaluation to maintain quality.

**Module 1:** NDIS and housing

**Module 2:** How to write a Housing Plan

**Module 3:** Working with people in the hospital setting

**Module 4:** Working with younger people in aged care

**Module 5:** Transitioning into SDA

**Module 6:** Living well in the community

**Module 7:** NDIS 202

# Module 1: NDIS and housing

## Learning Outcome

The vast majority of NDIS participants will live in a mainstream housing option. This workshop explains the NDIA's approach to housing and the critical relationship between goals and housing related supports. It describes the supports available under the NDIS to find and sustain a variety of mainstream housing options. It introduces specialist disability accommodation (SDA), explains who it's for, how it works and the eligibility criteria.

## Audience

- People with disability, their family members and supporters
- Support coordinators
- Allied health professionals
- Supported independent living (SIL) providers
- Other NDIS providers

## Resources and Format

Face-to-face participatory workshop for a maximum of 50 people.

The facilitator will introduce a number of Summer Foundation resources including:

- My housing preferences
- Looking for somewhere to live
- Mainstream housing options
- Living more independently
- The NDIS housing pathway
- SDA payments guide
- Using SDA to buy your own property
- Sample NDIS plans

## Time

3 hours, we recommend that you run this training between 10am and 2pm or between 6pm and 9pm and allow extra time for breaks.

# Module 2: How to write a Housing Plan

## Learning Outcome

The audience have a framework to work collaboratively with people with disability, their families and informal supporters. Participants understand how to write a Housing Plan that brings together evidence that addresses the eligibility criteria set out in the *SDA Rules 2016*.

## Audience

- Support coordinators
- Allied health professionals
- SDA providers

## Resources and Format

Face-to-face workshop for a maximum of 15 people.

The session provides detailed instructions on how to write a Housing Plan using the Summer Foundation's resources:

- My housing preferences
- Housing Plan Tool
- Allied health housing assessments guide
- Summary of changes to SDA framework

## Time

4 hours including a 20-minute break

9am - 1pm

or

1pm - 5pm

# Module 3: Working with people in the hospital setting

## Learning Outcome

The audience have an understanding of the key drivers of hospitals and the NDIS and how to work collaboratively across the interface. This workshop is designed to equip support coordinators and AHP's with a framework to support people with a disability in hospital to prepare for discharge with appropriate health, NDIS and mainstream supports in place.

## Audience

- Support coordinators
- Hospital allied health staff
- Hospital discharge planners
- Allied health professionals

## Resources and Format

Face-to-face participatory workshop for a maximum of 15 people.

The session introduces a number of Summer Foundation resources including:

- NDIS and Health working together
- Getting the language right
- Overview of housing supports available under the NDIS including the eligibility requirements for specialist disability accommodation (SDA) housing options

## Time

4 hours including a 20-minute break

9am - 1pm

or

1pm - 5pm

# Module 4: Working with younger people in aged care

## Learning Outcome

The audience have a framework to work with NDIS participants in residential aged care - building their capacity over time to re-engage with their community, improve their quality of life and return to community living with an appropriate mix of NDIS and mainstream services.

## Audience

- Support coordinators
- Allied health professionals
- Aged care providers

## Resources and Format

Face-to-face participatory workshop for a maximum of 15 people.

The session utilises the Summer Foundation's research, journey mapping and co-design workshops to provide support coordinators and AHP's with an introduction to life for younger people in aged care. It provides practical strategies to work with people under 65 years in RAC, their families and supporters, with the aim of building their confidence and capacity to return to community living with an appropriate mix of NDIS and mainstream supports.

The session introduces a number of Summer Foundation resources including:

- Sample NDIS plans to support a person in aged care
- Looking for somewhere to live
- Living more independently

## Time

4 hours including a 20-minute break

9am - 1pm

or

1pm - 5pm

# Module 5: Transitioning into SDA

## Learning Outcome

The audience have a framework to support a person with complex needs make a sustainable transition in to an SDA or mainstream housing option.

## Audience

- Support coordinators
- Allied health professionals
- SDA providers
- SIL providers

## Resources and Format

Face-to-face participatory workshop for a maximum of 15 people.

The workshop content draws heavily from Summer Foundation project reports:

- Living like everyone else, re-thinking 24 hour support
- A successful transition to more independent living

It also draws on the experiences of people who have transitioned into SDA, their supporters and providers.

The workshop introduces resources to support individuals and providers with transitioning into SDA including:

- SDA payments guide
- Sample NDIS plans
- Living more independently

## Time

4 hours including a 20-minute break

9am - 1pm

or

1pm - 5pm

# Module 6: Living well in the community

## Learning Outcome

The audience have a framework to support people with complex support needs are supported to live ordinary lives in the community with an appropriate mix of NDIS and mainstream supports; NDIS plans are flexible and can adapt to people's changing circumstances to support them to remain living in the community when their support needs change.

## Audience

- Support coordinators
- Allied health professionals
- SIL providers

## Resources and Format

Face-to-face participatory workshop for a maximum of 15 people.

## Time

4 hours including a 20-minute break

9am - 1pm

or

1pm - 5pm

# Module 7: NDIS 202

## Learning Outcome

The NDIS is a new, complex and rapidly evolving way of providing people with disability access to the supports they need to live an ordinary life. Staying up to date with changes in the rules, policies and procedures can be difficult but is essential to ensure you are providing quality support coordination. NDIS 202 will provide support coordinators and AHP's with a comprehensive guide to supporting people with a disability to live the life they choose.

## Audience

- Support coordinators
- Allied health professionals

## Resources and Format

Face-to-face participatory workshop for a maximum of 15 people. This session assumes a thorough working knowledge of the NDIS.

Topics addressed include:

- Working to build the capacity of people with disability
- Sharing decision making and risks with the person you are working for
- The complex support needs pathway
- Getting the most out of an NDIS plan, the benefits of plan management/self management
- Utilising the *NDIS Act 2013* and Administrative Appeals Tribunal (AAT) decisions in your practice
- Preparing for plan reviews and providing evidence to justify support needs
- An introduction to a host of quality resources for working with people with complex needs from a range of backgrounds

## Time

4 hours including a 20-minute break

9am - 1pm

or

1pm - 5pm

# GUIDE-ONLY | Pricing Guide

UpSkill workshops are aimed at building the capability of the NDIS support coordination and allied health workforce to support young people with complex disability support needs. All workshops showcase best practice and present practical ways to build the capacity of people with complex support needs.

All costs provided below are exclusive of GST.

**NB: The Summer Foundation is based in Melbourne, Victoria. All interstate travel and expenses including facilitator time will be on-charged to the Organiser at-cost plus GST. Please refer to the T+C's for more information.**

## Module 1: NDIS & housing (Max number of participants: 50)

Session preparation & delivery	Est. Cost
<ul style="list-style-type: none"><li>• Half day face to face</li><li>• Best run between 10am - 2pm</li><li>• 4 hours (incl. 45-minute break)</li><li>• EXCL. travel expenses, refer to T+C's</li></ul>	<b>\$2250.00</b> <b>PER MODULE</b> <i>(excl. GST)</i>

## Module 2 – 7 (Max number of participants: 15)

Session preparation & delivery	Est. Cost
<ul style="list-style-type: none"><li>• Half day face to face</li><li>• Best run between 9am - 1pm or 1pm - 5pm</li><li>• 4 hours (incl. 20-minute break)</li><li>• EXCL. travel expenses, refer to T+C's</li></ul>	<b>\$2250.00</b> <b>PER MODULE</b> <i>(excl. GST)</i>

## Webinars

Session preparation	Est. Cost
Webinar delivery (1 hour)	<b>\$401.50</b> <i>(excl. GST)</i>

## IMPORTANT INFORMATION

- A discounted fee may be negotiated for workshops presented outside of Melbourne on consecutive days
- It is recommended that no more than 15 participants attend face-to-face workshops for Modules 2-7.
- Module 1 can cater for up to 50. Four hours should be allowed for this module. We recommend that this workshop operates between 10am and 2pm, to allow additional time for people with disability to arrive.
- We recommend allowing time for a short tea break or lunch break, as indicated in the guide above.
- The Summer Foundation can (at additional cost), dedicate resourcing from our Communications Team to support engagement activities including event management and marketing and promotion.

## TERMS AND CONDITIONS

- The above fees provide an estimation-only of all preparation and delivery costs involved in facilitating the session.
- Travel expenses are included for metropolitan Melbourne.
- KM reimbursement for anywhere 30KM outside of metropolitan Melbourne.
- Travel expenses, including facilitator time, are not included for regional or rural VIC, or interstate workshops. All expenses will be charged to the Organiser at-cost plus GST.
- Catering, technology and/or venue hire is not included.
- Promotion of the workshop to potential attendees from your organisation or region is not included.
- Event management is not included.
- In the event that the Summer Foundation is the coordinator of a ticketed workshop; it will deduct the presenter fee and venue hire from any ticket sales. Any profit will be forwarded to you, or you will be invoiced if there's a deficit.
- Timeframes and costs quoted are valid for 7 working days from the date of your received proposal.
- Cancellations outside of metropolitan Melbourne must be made at least 7 days prior to the booked event. Cancellations after this time will result in a 100% cancellation fee.
- Cancellations within metropolitan Melbourne must be made at least 48 hours prior to the booked event. Cancellations within this time period will result in a 50% cancellation fee.
- Cancellation fees will be determined dependant on each quote.
- To proceed with a quote and booking, please contact Penny Paul at [penny.paul@summerfoundation.org.au](mailto:penny.paul@summerfoundation.org.au) or (03) 9894 7006.