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## Key Documents:

- Promoting Independence Policy Statement
- Department for Families and Communities Disability Action Plan 2005 – 2007
- Disability Awareness and Discrimination Training Framework for the Promoting Independence Strategy  
These documents and additional resources are available from the DFC internet site <http://www.familiesandcommunities.sa.gov.au/Default.aspx?tabid=272>
- Divisional Business Plans

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## Purpose

This guideline is designed to assist Department for Families and Communities (DFC) divisions and agencies to implement the Disability Awareness and Discrimination Training Framework (DA&DTF) for the Promoting Independence Strategy.

The Department's commitment to developing and implementing a Disability Action Plan requires the Executives of all divisions and agencies to ensure that the relevant actions are incorporated into their Business Plans and to report on the progress of these actions.

***Subsequently all divisions and agencies are responsible for implementing the DA&DTF.***

DFC has committed that 25% of staff will be trained per year over 4 years, in the requirements outlined in the DA&DTF. The first target date is 30 June 2006.

This guideline provides a background of the DA&DTF, an explanation of the purpose and audience of the training required, and an implementation plan for the Framework in DFC Agencies and Divisions.

## Background

Outcome three of the 'Promoting Independence: Disability Action Plans for South Australia' policy statement states that:

***Portfolios and their agencies deliver advice or services to people with disabilities with awareness and understanding of issues affecting people with disabilities.***

There are two specific strategies identified as a means to achieve Outcome Three which are to:

1. Ensure education and awareness training programs are delivered to staff on access and participation issues for people with disabilities and their associates or advocates.
2. Ensure that existing mainstream training programs are reviewed to include components on Commonwealth Disability Discrimination Act (DDA) obligations and understanding of people with disabilities.

## Implementation for DFC

To provide support to DFC Divisions and Agencies to implement the DA&DTF, the following will be coordinated by the **Learning & Development Unit**:

1. Learning & Development Unit will organise a **1 hour forum for the DFC Big Group**.

This forum will cover:

- Disability Discrimination Act responsibilities.
- The DA&DTF and why it is important to have such training.
- Vicarious Liability.
- Disability Awareness Introduction.

This forum will be on **3 April 2006, from 5pm - 6pm**, to encourage higher attendance, and will feature Graeme Innes, Australian Human Rights and Disability Discrimination Commissioner, as the keynote speaker.

Attending this forum **will meet the Executive training requirement of the DA&DTF**.

2. Learning & Development Unit will request that DFC Executives nominate key managers from their Divisions/Agencies to be invited to attend a **3 hour workshop for managers**.

**Three such sessions**, for 20 people per session, will be led by Maurice Corcoran and will be filled on a first in basis. Key managers who do not secure a place in this process can coordinate their training through the state government approved panel of providers. **This listing has been included in the information kit provided to the DFC Big Group** on 17 March 2006, and will be made available on the DFC Internet, in the Disability Action Plans section.

Attending this workshop (or an alternative workshop) **will cover the manager requirement of the DA&DTF**.

3. Learning & Development Unit will create a **1 hour information package** that will include the Introduction to Disability Awareness (Learning Outcome 1 of the DA&DTF), and cover the Disability Discrimination Act (Learning Outcome 4 of the DA&DTF). This package **will address the 'All Other Staff' component of the DA&DTF**, and can be used by teams in their team meetings or as a short learning session for example, and will be placed on the DFC intranet as a resource. This package should be available by July 2006.

Learning Outcome 2 of the DA&DTF, **Disability Awareness, will not be covered by this information package**. Please refer to the DA&DTF for the requirements for your work group.

4. Learning & Development Unit will **include an introduction to Disability Awareness and Disability Discrimination Act within the new staff Induction program** beginning in July 2006. Please note: the induction program will not cover all the training required in the DA & DTF. Managers will need to access workgroup specific training, as outlined in the DA&DTF, from the state government approved panel of providers as listed on the DFC intranet.

5. Learning & Development Unit will provide an **information kit to the Big Group** on 17 March 2006 including:
- A copy of the Disability Awareness & Discrimination Training Framework (DA&DTF)
  - The Guideline for the Implementation of the DA&DTF in DFC.
  - A copy of the DFC Disability Action Plan 2005 – 2007.
  - Summary of the 5<sup>th</sup> progress report on the implementation of the Promoting Independence Strategy (September 2005).
  - A copy of the preferred provider list for training against the DA&DTF.

Copies of this information kit will be available for loan from the DFC Library.

6. Learning and Development Unit will **add resources to the DFC Internet site** for managers and staff to access regarding Disability Awareness and Discrimination.

Additional resources and articles that can be used in training are outlined on page 16 of the DA&DTF.

**The Executives of DFC Divisions and Agencies are required to ensure that:**

1. **A review is undertaken** of existing mainstream training programs to ensure that they include components on Commonwealth Disability Discrimination Act (DDA) obligations and understanding of people with disabilities, ie;
  - Induction programs
  - Emergency evacuation procedures
2. **Training that complies with the training requirements in the DA&DTF is identified and recorded** for reporting by work units annually against the Promoting Independence strategy. The survey is distributed to Directors in August of each year.
3. Using the matrix provided in the DA&DTF, the Division/Agency is **analysed to identify the level of training required**, ie for;
  - Executives
  - Managers and Supervisors/ DAP Committee
  - Customer Contact
  - IT/Desktop Publishing/Design/Marketing
  - Built Environment/Construction
  - All Other Employees
4. **Their Division/Agency coordinates the required training** utilising the whole of government DA&DTF Preferred Providers listing for the delivery of role specific training, as outlined in the DA&DTF matrix, **for at least 25% of division/agency staff per year, with the first goal being 30 June 2006.**

## **Key considerations for Divisions/Agencies**

- Where possible, Divisions/Agencies should incorporate this training requirement into existing training and orientation programs that address diversity issues.
- The delivery of training should also directly involve people with a disability who are better able to share personal experiences and effect attitudinal change through active dialogue and exercises within the training.

### **Further information**

Please refer to the **Disability Awareness and Discrimination Training Framework for the Promoting Independence Strategy**.

Please contact:

The Office for Disability and Client Services, ph: 08 8463 6160  
The DFC Learning & Development Unit, ph: 08 8207 0253.