

**ACT AOD SECTOR PROJECT**

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# **ACT Alcohol and Other Drug Workforce Qualification and Remuneration Profile**

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October 2009

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The ACT AOD Sector Project is auspiced by the Youth Coalition of the ACT

ACT Alcohol and Other Drug Sector Project (2009). **ACT Alcohol and Other Drug Workforce Qualification and Remuneration Profile**. Canberra. Youth Coalition of the ACT.

### **ACT Alcohol and Other Drug Sector Project**

The ACT Alcohol and Other Drug Sector Project aims to build the capacity and identity of the alcohol and other drug sector in the ACT, foster intra and cross-sectoral relationships, and improve outcomes while maintaining respect for the diversity of services and for people who are affected by AOD.

The Project supports a range of activities in the sector including: the ACT Alcohol and Other Drug Workers' Group; a monthly ebulletin and sector forum; a bi-monthly training and professional development calendar; the ACT Drug Action Week Planning Group; annual ACT AOD Sector Conference; biannual ACT AOD Sector Directory; bi-annual Comorbidity Forums; the Comorbidity Project; the ACT Minimum Qualification Project; the ACT AOD sector website ([www.aodsector.org.au](http://www.aodsector.org.au)); and regular training, professional development, and consultative activities.

[www.aodsector.org.au](http://www.aodsector.org.au)

The Project is auspiced by The Youth Coalition of the ACT - the peak youth affairs body in the Australian Capital Territory and responsible for representing the interests of people aged between 12 and 25 years of age, and those who work with them.

[www.youthcoalition.net](http://www.youthcoalition.net)

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## Acknowledgements

We acknowledge the Ngunnawal people as the traditional owners and continuing custodians of the lands of the ACT and we pay our respects to the Elders, families and ancestors.

The ACT Alcohol and Other Drug (AOD) Workforce Qualification and Remuneration Profile (the Project) was developed and implemented in a collaborative manner, which included:

- Mr Ray Lovett provided specialist input into survey development and data analysis aspects of the Project.
- Ms Carrie Fowlie, Ms Amanda Bode and the team from the ACT AOD Sector Project, which is auspiced by the Youth Coalition of the ACT, were supported in this Project by a number of people deserving recognition here.
- The Project would not have been developed or implemented without the foresight and cooperation of the ACT Alcohol and Other Drug Executive Directors' Group and the support of the ACT Alcohol and Other Drug Workers' Group. Each Group is made up of one nominated representatives from all ACT Health funded AOD services and were instrumental in facilitating 132 staff to complete the survey. This resulted in a high participation rate by the ACT AOD workforce in the Project.
- Participating organisations which included:
  - Alcohol and Drug Foundation ACT
  - Alcohol and Drug Program, ACT Health
  - Canberra Alliance for Harm Minimisation and Advocacy
  - Centacare (Note: since the profile was undertaken this organisation changed its name to CatholicCare and is referred to as Centacare throughout this report).
  - DIRECTIONS ACT
  - Salvation Army
  - Ted Noffs Foundation ACT
  - Youth Coalition of the ACT
- In particular the staff from the Canberra Alliance for Harm Minimisation and Advocacy (CAHMA) and the ACT AOD Sector Project must be thanked for piloting the survey.
- The work of David McDonald, consultant in social research and evaluation, in *A Profile of the Australian Capital Territory Alcohol and Other Drugs Workforce: April 2006* provided a sound foundation for the conduct of this Project.

## **Executive Summary**

This report presents a profile of the Australian Capital Territory's (ACT) Alcohol and Other Drug (AOD) Sector's workforce qualifications and remuneration at April 2009.

The survey results seek to identify the level of remuneration of ACT AOD workers and their level of qualification. It also seeks to identify non-remuneration based incentives and to identify the professional development processes for ACT AOD workers.

The profile is regarded as useful to identify if the ACT AOD Minimum Qualification Strategy is meeting its objectives and appropriate for the ACT AOD workforce.

The areas covered in the profile include the ACT AOD workforce demographics, remuneration and employee entitlements by chosen category of employment within the sector, level of qualification and staff development processes.

The survey was developed by the ACT AOD Sector Project with specialist input and support from the ACT AOD Workers' Group. The final survey was endorsed by the ACT AOD Executive Directors' Group and then distributed at their April 2009 meeting.

### ***Response Rate and Demographics***

It is estimated that between 66 - 73% of the ACT's AOD workforce responded to the survey, with a number of different categories of worker responding. Over two-thirds of respondents were female.

### ***Remuneration***

Remuneration across organisations for the category of "AOD Worker" is similar. However, the Ted Noffs Foundation remunerates at a lower level than all other organisations and ACT Health remunerates at a higher level than all other organisations.



## ***Qualifications***

The AOD qualification attainment of respondents has not changed substantially since 2006. The exception to this is the rise in attainment of accredited short courses in AOD (the 4 Core Competencies), which has increased from 18.4% of the workforce in 2006 to almost 20% in the current cohort of survey respondents.

## ***Non-Remuneration Incentives***

Non-remuneration based incentives were common to all organisations, however some had alternative approaches such as birthday leave and private use of organisational resources such as lap tops. Generally all staff who participated in the survey were aware of the benefits they were eligible to receive.

## ***Professional Development Processes***

Most respondents were aware of the process within their organisation for them to undertake external training and professional development.

## ***Progress of the ACT AOD Minimum Qualification Strategy (MQS)***

There has been substantial progress in the implementation of the MQS since 2006 and there are some minor actions that could create further improvement.

These actions include:

- promoting the resources available through the *ACT AOD Minimum Qualification Strategy Project* to support the ACT AOD workforce to access training and assessment to meet the minimum qualification; and
- encouraging workers to attain Level 2 First Aid Certificates. (This alone with increase the proportion of the ACT AOD workforce meeting the MQS to over 50%.)

This is first ACT AOD workforce profile to examine the proportion of the workforce that meets the minimum qualification. It cannot be definitively stated what proportion of the workforce has progressed to the minimum qualification over time. This can only be achieved by conducting a future survey.

## ***Linking with the ACT Council of Social Services (ACTCOSS) Remuneration and Qualification Work***

In 2008 ACTCOSS published a report that examined requirements for the continued viability of the ACT community sector (ACT Council of Social Services Inc 2008). Remuneration is noted as being better in the public sector generally and as this report highlights the case within the AOD sector is no different. Fortunately the ACT AOD sector (public and community based) is to some extent seeking to address this by having

in place a partially resourced MQS and working towards a portable long service leave scheme for the community services sector (ACT Department of Disability, Housing and Community Services 2008). The other issue that contributes to movement of community based workers to the public sector is superannuation. This has not been resolved and will continue to be an issue as it relates directly to remuneration.

## Background

### *The ACT AOD Sector*

The ACT AOD Sector is comprised of a diverse range of Non-Government and Government services that work to prevent and reduce harms associated with AOD use in the ACT community. These services offer a range of programs and supports including assessment, information, education, counselling, case management, detoxification, pharmacotherapy support, outreach support, rehabilitation and relapse prevention (ACT AOD Sector Project 2008).

### *ACT AOD Minimum Qualification Strategy*

The ACT is in the process of implementing a Minimum Qualification Strategy (MQS) for workers in AOD services funded by ACT Health. In October 2008, ACT Health contracted the ACT AOD Sector Project, which is auspiced by the Youth Coalition of the ACT, to take the lead in working with the sector to implement the MQS. Through this the ACT Minimum Qualification Strategy Project was established, which aims to support ACT AOD sector workers to access funds to participate in assessment and training that ensures the maintenance of a competent and professional AOD workforce in the ACT.

The minimum qualification for ACT AOD workers is:

**1. A First Aid qualification to a Level 2 standard.**

**AND**

**2. A qualification specialising in alcohol and other drugs or addiction studies.**

The qualification must be equivalent to, or above, the Australian Qualifications Framework Certificate IV in Alcohol and Other Drugs Work.

**OR**

**3. A health, social, or behavioural science related tertiary qualification plus 4 AOD Core Competencies, specifically:**

- CHCAOD2C: Orientation to alcohol and other drugs work
- CHCAOD6B: Work with clients who are intoxicated
- CHCAOD8C: Assess the needs of clients who have AOD issues
- CHCAOD10A: Work with clients who have alcohol and/or other drug issues

ACT AOD Non-Government workers are available to access funds to cover course costs, first aid and backfill. Government workers are funded through their own professional development process and places are made equally available to the entire AOD workforce. Members of Government and Non-Government ACT Health funded AOD services are represented on a Committee that oversees the process. For further information visit: [www.aodsector.org.au](http://www.aodsector.org.au).

### ***Application of the Minimum Qualification***

The minimum qualification applies to all workers of AOD services funded by ACT Health whose core role is to provide funded drug treatment services to AOD clients (ACT AOD Sector Project 2009). This was agreed to by the sector and is reflected in all funding contracts.

### ***ACT AOD Minimum Qualification Strategy Project***

In October 2008, ACT Health contracted the ACT AOD Sector Project, which is auspiced by the Youth Coalition of the ACT, to administer funding to support the implementation of the ACT AOD Minimum Qualification. To effectively administer the funding, the ACT AOD Sector Project has established the ACT Minimum Qualification Strategy Project to 30 June 2009.

### ***ACT Minimum Qualification Strategy Project Aim***

- To support ACT AOD sector workers to access funds to participate in assessment and training that ensures the maintenance of a competent and professional AOD workforce in the ACT.

### ***ACT Minimum Qualification Strategy Project Objectives***

- To engage and support the ACT AOD sector in the implementation of the Minimum Qualification Strategy in the ACT;
- To participate in the management and coordination of the progression of a Minimum Qualification Strategy in the ACT AOD sector;
- To identify assessment and training opportunities in the areas of recognition of current competence, training and assessment and first aid training;
- To communicate information about the Minimum Qualification Strategy and related training opportunities to the ACT AOD sector; and
- To manage payments related to AOD sector agencies in the areas of recognition of current competence, training and assessment, First Aid training and staff backfill.

### ***ACT AOD Workforce Qualification and Remuneration Profile***

In light of developments occurring across the sector, in March 2009 the ACT AOD Executive Directors' Group agreed a mapping of pay and conditions of the ACT AOD sector should be conducted.

## Methods

The following methods were used to conduct the profile:

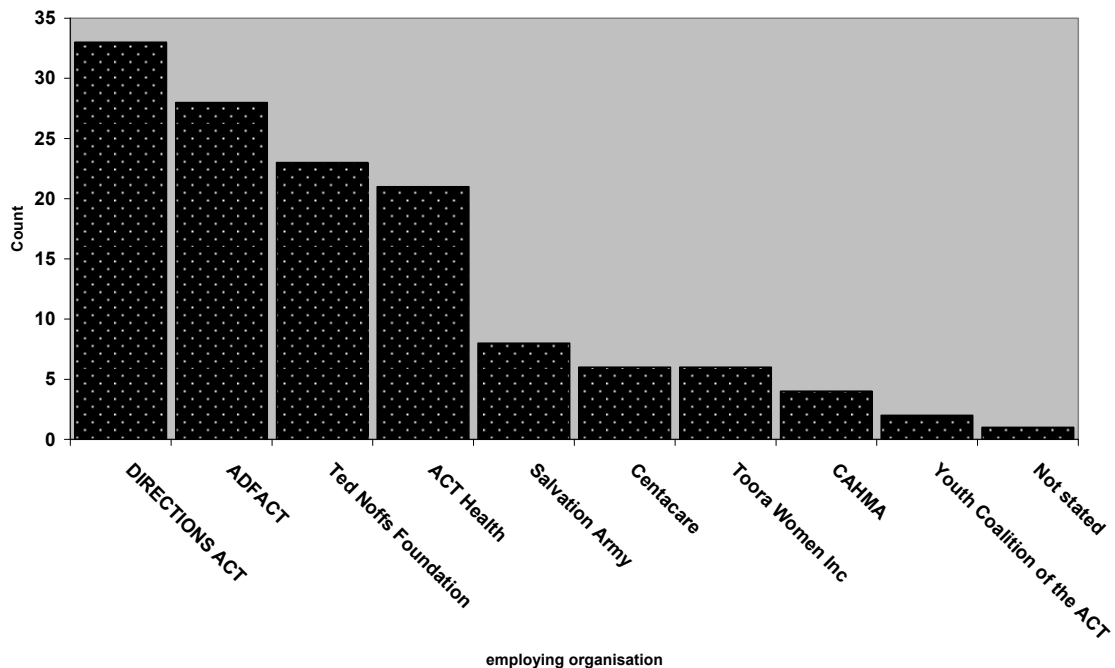
- A census of ACT AOD workers using the attached survey (**Attachment 1**);
  - Surveys were provided to members of the ACT AOD Executive Directors' Group at their April 2009 meeting. Members were asked to distribute the survey to their staff and to complete a summary sheet of their staff numbers;
  - Each survey had an introductory statement about the rationale for the survey and contained contact information for those requiring assistance to complete the survey;
  - Pre-testing of the survey occurred with two organisations and further refinement of the survey was then conducted;
- Follow up of staff in each organisation was undertaken by the ACT AOD Sector Project staff over a period of three weeks;
- Data from the surveys was entered into an online database, and then extracted for analysis. Analysis was performed using Microsoft EXCEL and Stata 9;
- A draft report was circulated to stakeholders for comment;
- A final report was distributed publicly in July 2009.

## Results

### Response

The previous, and first, ACT AOD workforce profile was undertaken in 2006 (McDonald 2006) and estimated that the AOD workforce was comprised of approximately 204 staff. For this profile (2009) a total of 132 staff responded to this survey with 52% (n=68) classified as AOD workers (core role to provide AOD services to clients). The response rate of 132 staff would therefore represent approximately 65% of the AOD workforce. As can be seen in Figure 1, 80% (n=105) of respondents were from four organisations (DIRECTIONS ACT, ADFACT, Ted Noffs Foundation and ACT Health).

Figure 1: Responses by organisation



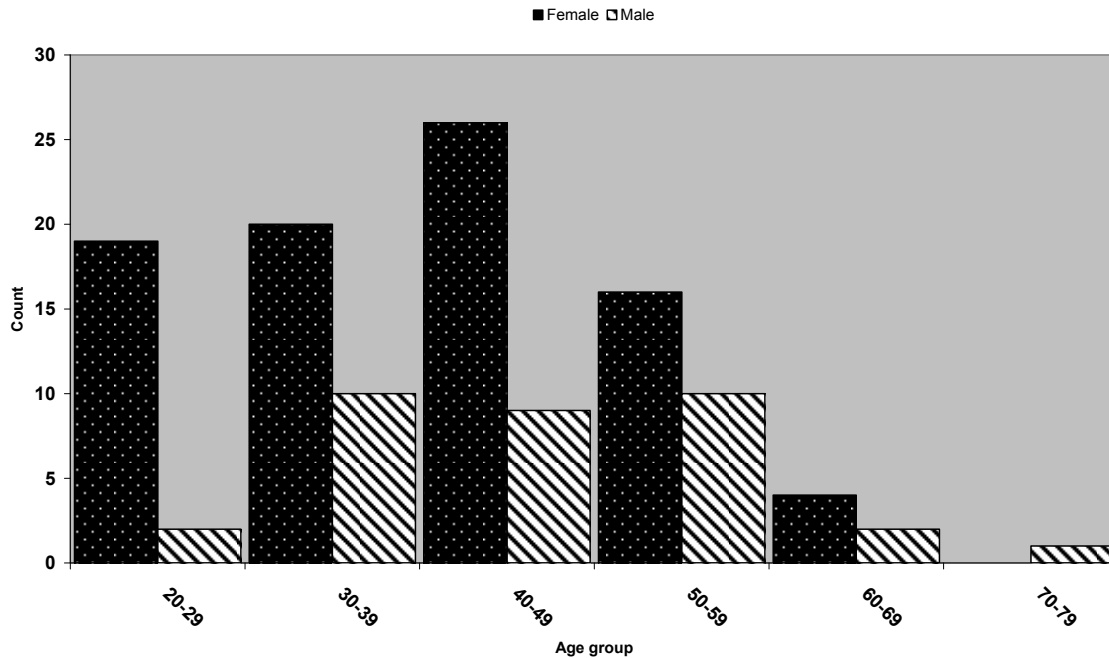
### Demographics

#### Age Group and Gender

As seen in Figure 2, the majority of survey participants were in the 40-49 age group, with an average age of 41 years. The range was 20 years to 70 years.

Overall, 69% of the respondents were female (n=91). The age profile was similar for males and females.

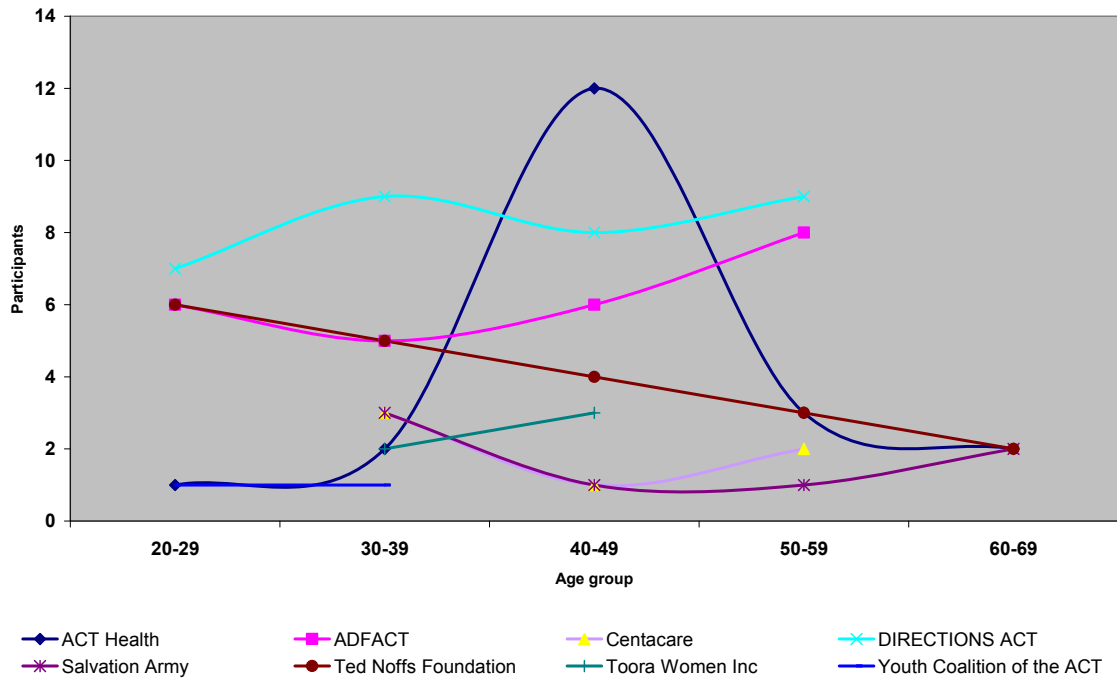
Figure 2: Age groups of survey participants



### Age Groups Across the Employing Organisations

The age group distribution differed across organisations, as seen in Figure 3. Looking at the four organisations with the highest response to the survey, DIRECTIONS ACT had a consistent number of workers spanning the age groups, starting from the 20-29 year age bracket through to the 50-59 year age bracket. The ADFACT age profile increased with age, and the ACT Health profile had a large number of its workers in the 40-49 age bracket. Ted Noffs Foundation workers were predominantly in the 20-29 year age group with a linear reduction in staff numbers through to 60-69 years.

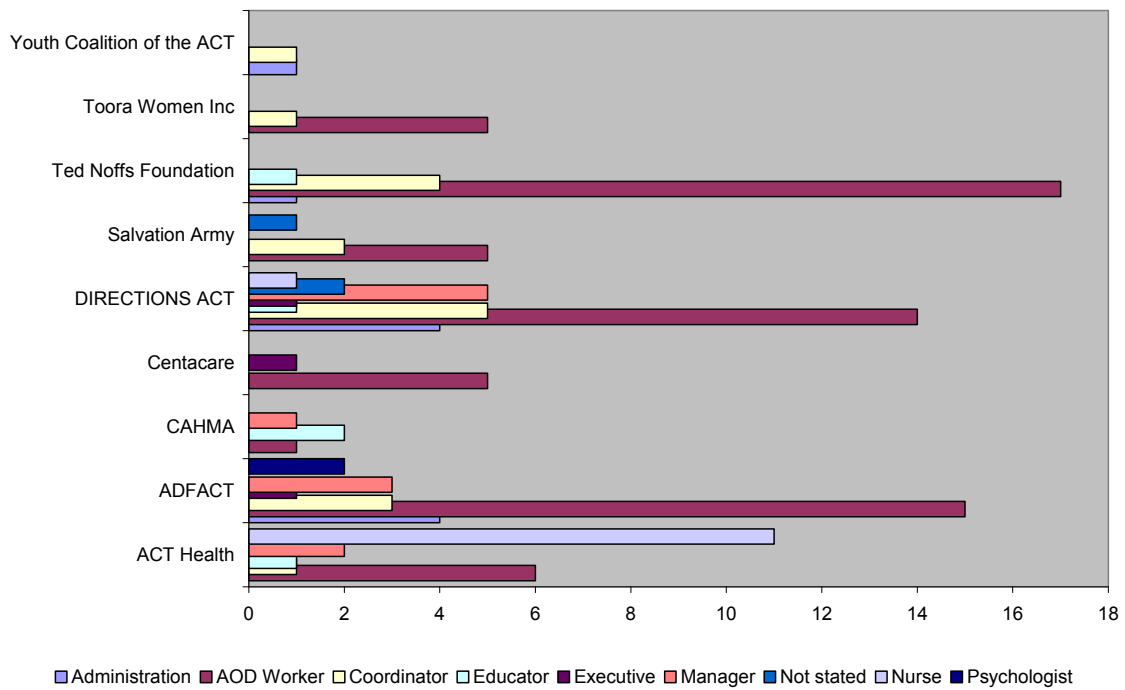
Figure 3: Participants grouped by age groups and by organisation



The largest group of workers who responded to the survey were AOD workers (n=68), followed by Coordinators (n=17). A majority of respondents (81%) were from four organisations; DIRECTIONS ACT with 26% (n=33), followed by ADFACT with 22% (n=28), Ted Noffs Foundation with 18% (n=23) and ACT Health with 16% (n=21).



**Figure 4: Participants by category of employment, by employing agency**



## Length of Time in the Workforce

Respondents were asked three questions relating to their time in the workforce. The first concerned how long they had worked in their current position, the second concerned the amount of time they had worked at their current organisation and the third concerned how long they had been working in the AOD sector. Table 1 shows the detail of the responses to those questions.

For time in their current position, AOD Workers were more likely than all survey respondents to be employed for a shorter period (20.3 months compared to 26 months). Closer analysis on the length of time by current position, organisation and time in the AOD sector was performed specifically looking at the distributions. Months in current position and months in current organisation had normal distributions. Time in the AOD sector had a distribution showing three distinct areas, those being a cohort of staff that had been employed recently (1-12 months); the second group had been employed in the sector for between 12 months to 36 months and the third showed the remainder.

AOD workers were more likely than all respondents to be employed by their current organisation for a shorter period of time (32.1 months compared to 48.3 months) and more likely to have worked in the AOD sector for a shorter period of time (52.7 months compared to 67.9 months).

**Table 1: Length of time in the workforce**

	Months in current position	Months in current organisation	Time in the AOD sector (months)
<b>AOD workers (n)</b>	67	68	67
Mean	20.3	32.1	52.7
Median	10	18	24
Std Deviation	25.7	35.6	68.8
Minimum	0.25	0.25	0.5
Maximum	108	180	276
<b>Any position (n)</b>	130	131	130
Mean	26	48.3	67.9
Median	13	28	36
Std Deviation	31.7	58.7	74.8

Minimum	0.25	0.25	0.5
Maximum	180	288	288

## Work Role and Employment Status

### Occupation category

Table 2 shows that AOD workers formed the largest proportion of occupations (52%). Coordinators, Managers, Nurses and people working in Administration roles made up 38% of respondents collectively. The remaining categories comprise a small proportion of overall respondents. Over 68% of total respondents were female (n=91) with 81% of Managers, 80% of Administration staff and 67% of Executives being female.

**Table 2: Respondents by category of employment and sex**

Occupation	Number (n)	Female (n)	% Female	Male (n)	% Male	Not stated sex (n)	% Not stated sex	% of response
AOD Worker	68	45	66.2	21	30.9	2	2.9%	52%
Coordinator	17	11	64.7	6	35.3	-	-	13%
Nurse	12	12	100	-	-	-	-	9%
Manager	11	9	81.8	2	18.2	-	-	8%
Administration	10	8	80	2	20	-	-	8%
Educator	5	1	20	2	40	2	40%	4%
Not stated	4	1	25	1	25	-	-	3%
Psychologist	2	2	100	-	0	-	-	2%
Executive	3	2	66.7	1	33.3	-	-	2%
<b>Total</b>	<b>132</b>	<b>91</b>	<b>69%</b>	<b>35</b>	<b>27%</b>	<b>4</b>	<b>3%</b>	<b>100</b>

### Employment status

Part-time employment is substantial at 37% of the total AOD workforce. Employment status by sex is equivalent across all employment categories (Figure 5). When examining employment status according to position, Nurses and Educators are the only category of employee more likely to be employed on a part time basis (Figure 6).

Figure 5: Employment status by sex

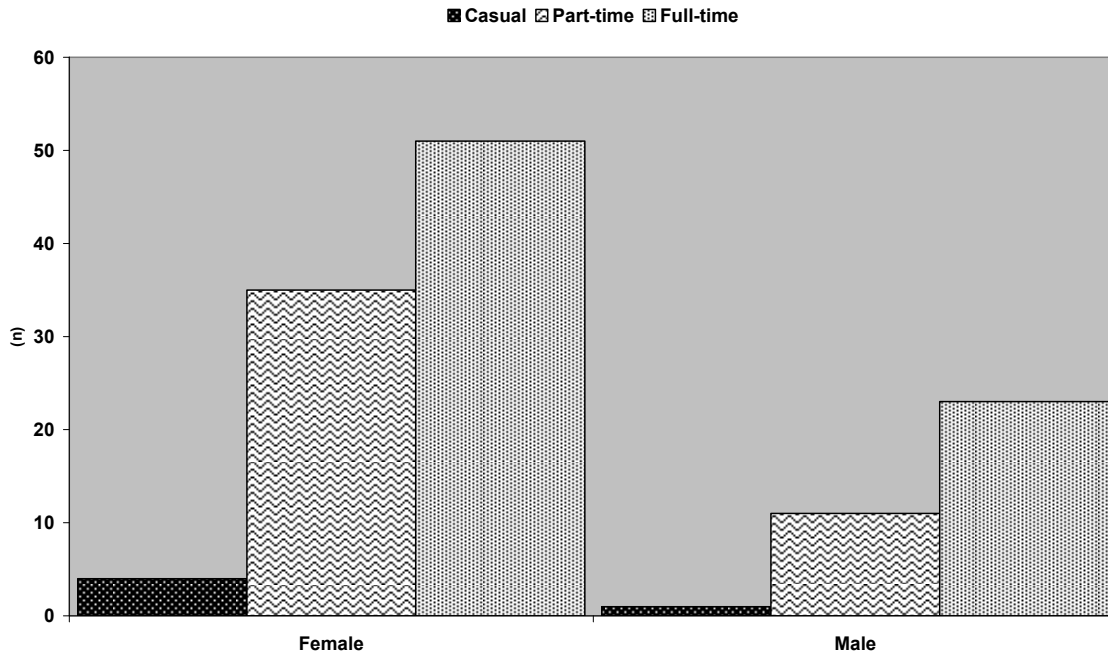
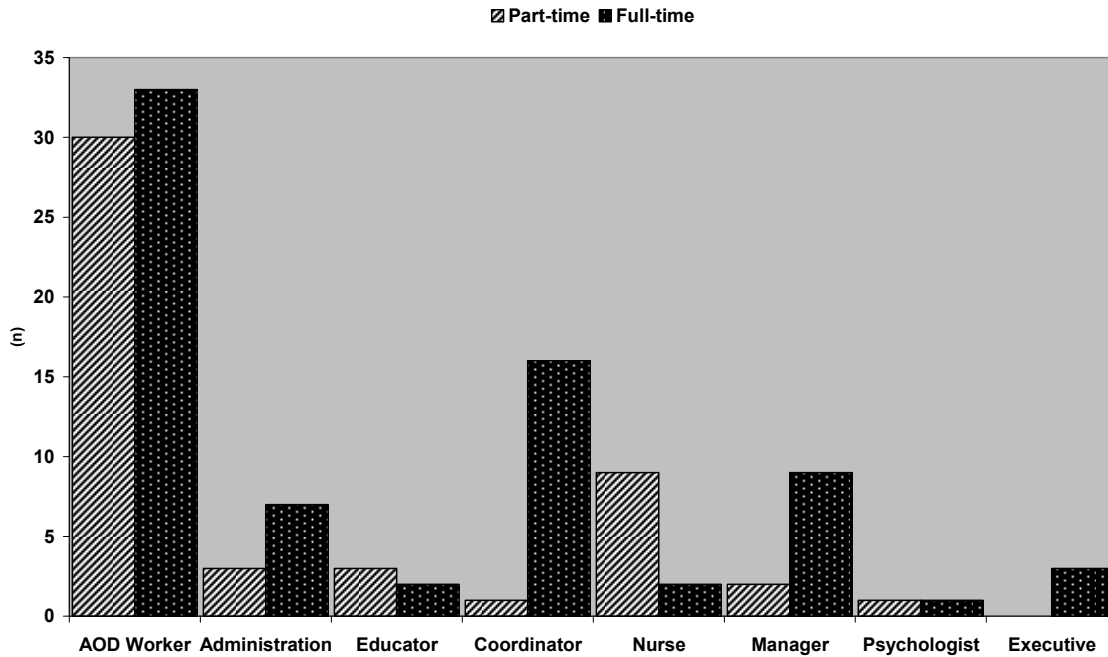


Figure 6: Employment status by position\*

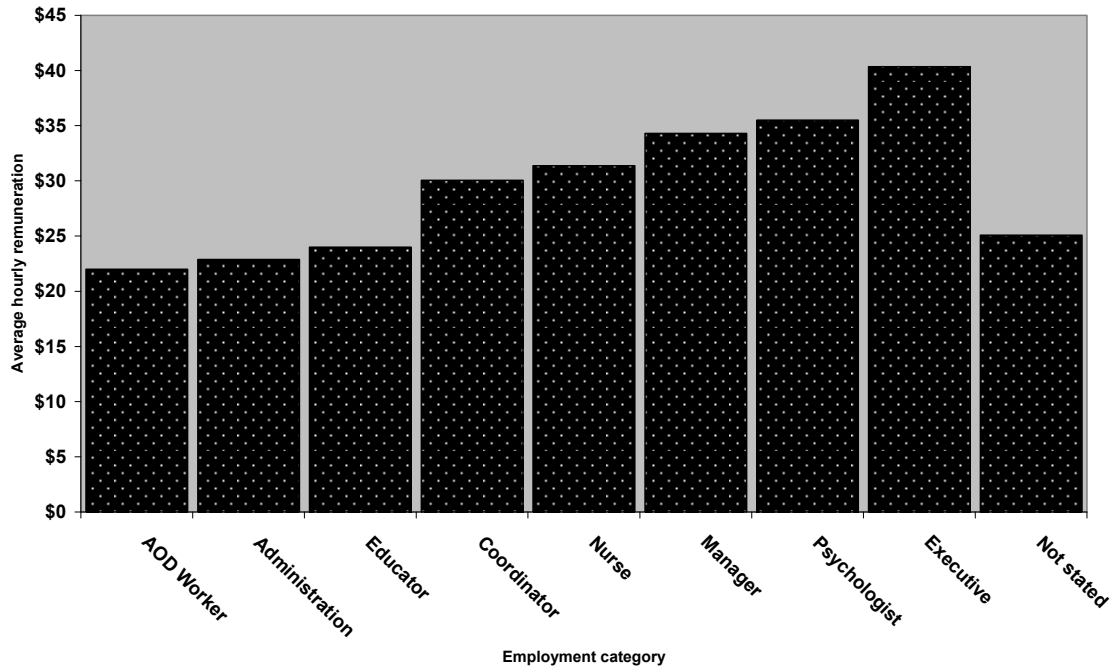


\* 5 people reported being employed on a casual basis, of those, 4 were employed as AOD Workers.

## Remuneration of ACT AOD Sector Workers

All respondents were asked to provide information on their base hourly rate of remuneration. As Figure 7 demonstrates, AOD Workers have a lower average hourly rate of remuneration than all other categories, with an average hourly rate of \$22.99 per hour. Based on a 35 hour week, this figure would annualise to a per annum salary of approximately \$42,000.

Figure 7: ACT AOD sector average remuneration by position



As seen in Figure 8, women, on average, are remunerated at a higher rate across the age brackets. In the 50-59 age bracket, one male outlier has a substantial impact on the hourly remuneration of the males in this age group, and also in the remuneration by category of employment (Coordinator) in Figure 9. Figure 9 also shows that there is a modest increase in hourly remuneration across the age groups for all categories of employees other than Nurses.

Figure 8: Average hourly remuneration by sex and age group

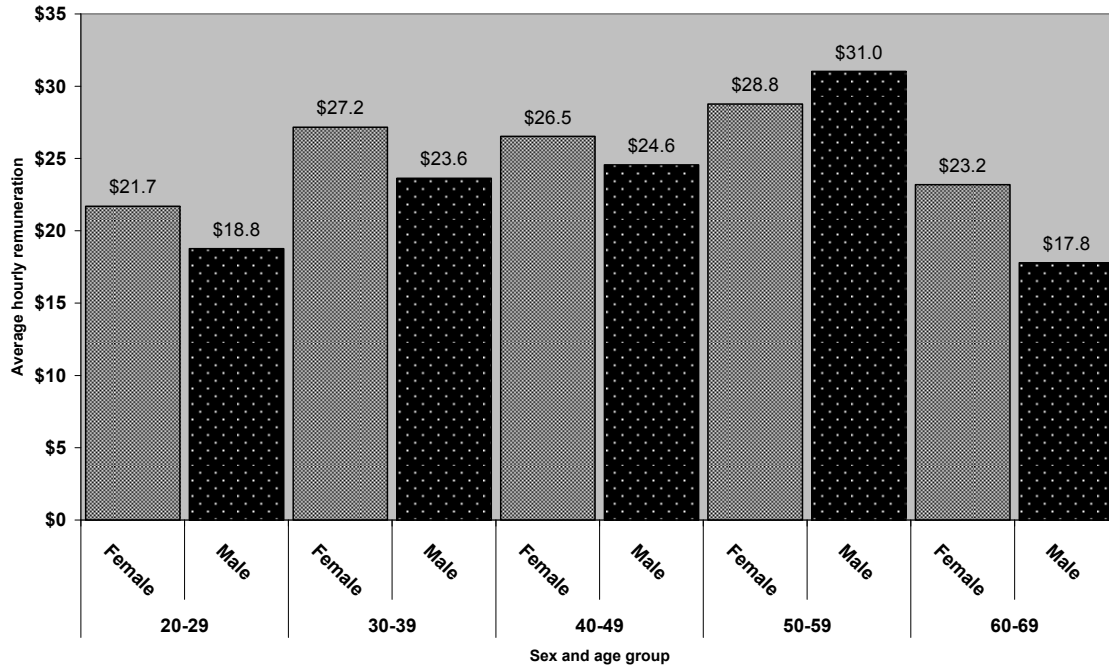
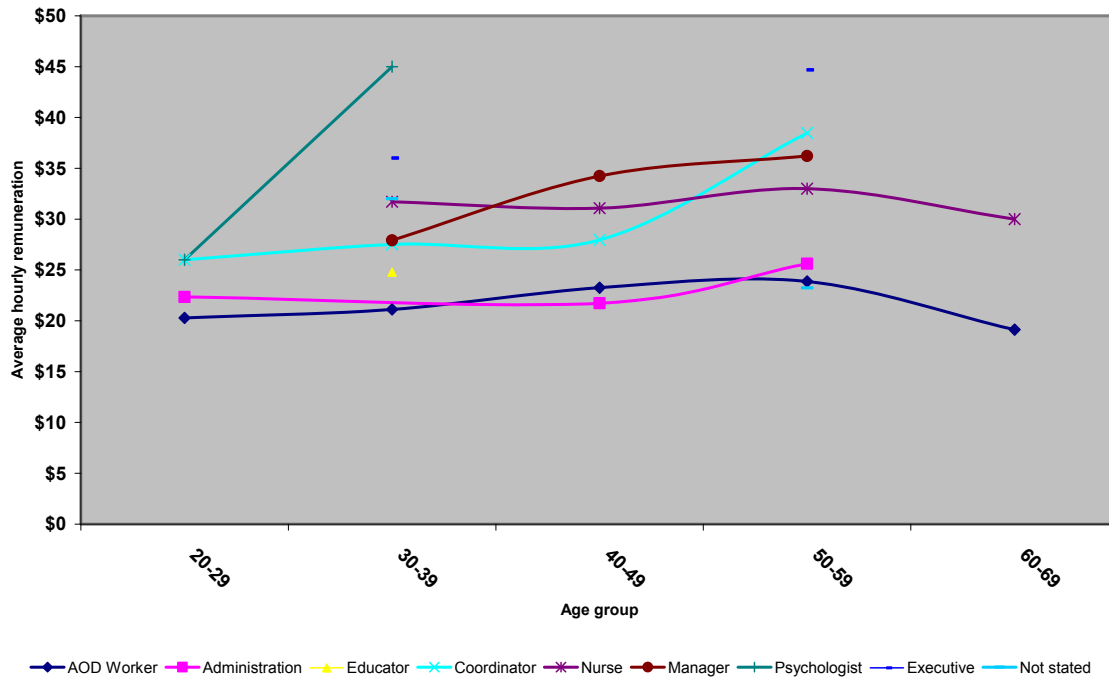


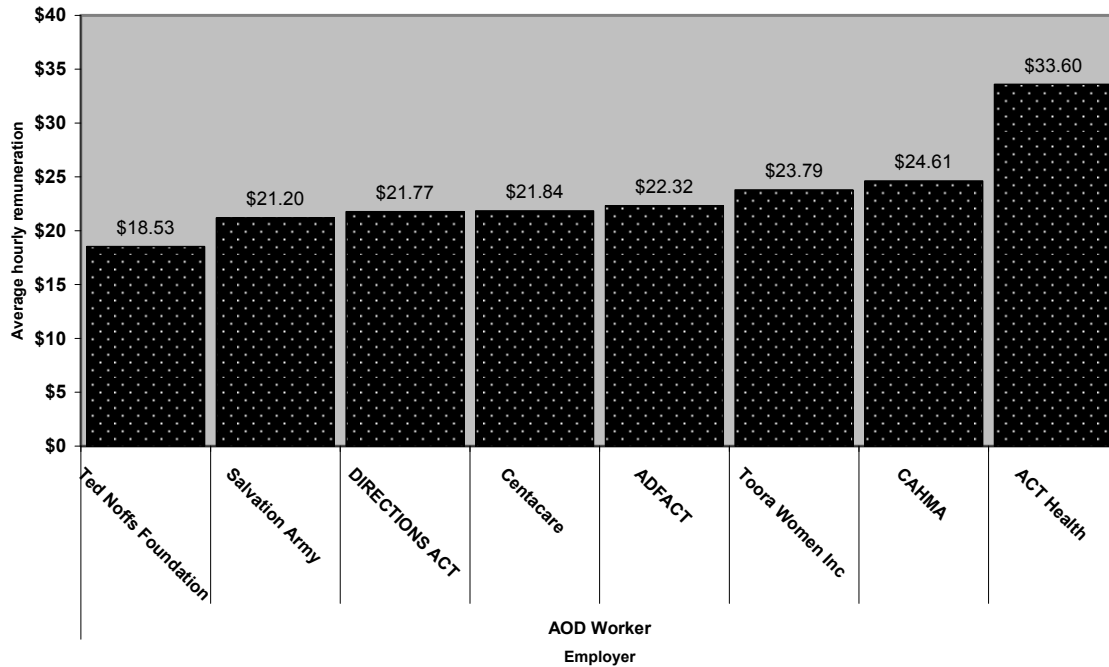
Figure 9: Average remuneration by age group and employment category



AOD Workers were the only category of worker employed across all organisations. Figure 10 presents the average remuneration for AOD workers across employing organisations. Ted Noffs Foundation ACT pays an average of \$18.53 per hour to its

AOD Workers, while ACT Health pays an average of \$33.60 per hour to its AOD workers. Parity across the remaining organisations was similar (within \$3 per hour).

Figure 10: Average (base hourly) remuneration by employing agency for AOD workers



The average hours worked by all respondents was 33.7 hours per week (range 7.2 – 76). On average, females worked 34.3 hours and males worked 33 hours per week.

Those in management roles worked higher average hours per week than those involved in direct service delivery to clients, as seen in Figure 11.

AOD Workers, on average, worked 31.2 hours per week (range 7.2 – 60); however, this varies widely across organisations, as shown in Figure 12.

Figure 11: Average hours worked by employment position

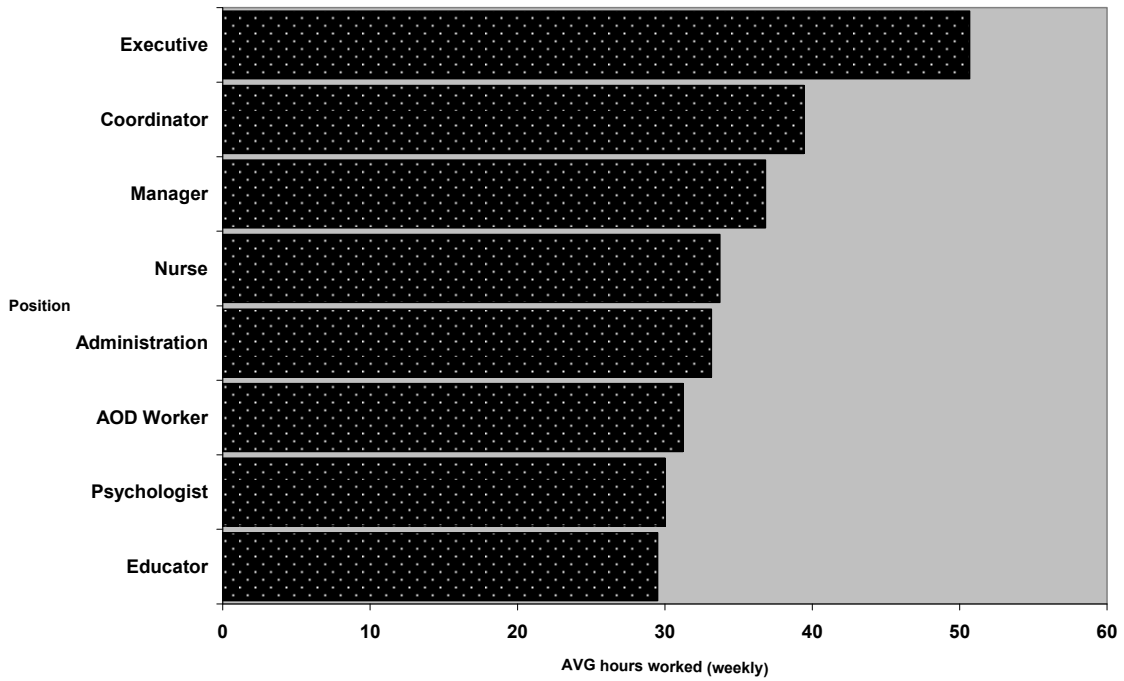
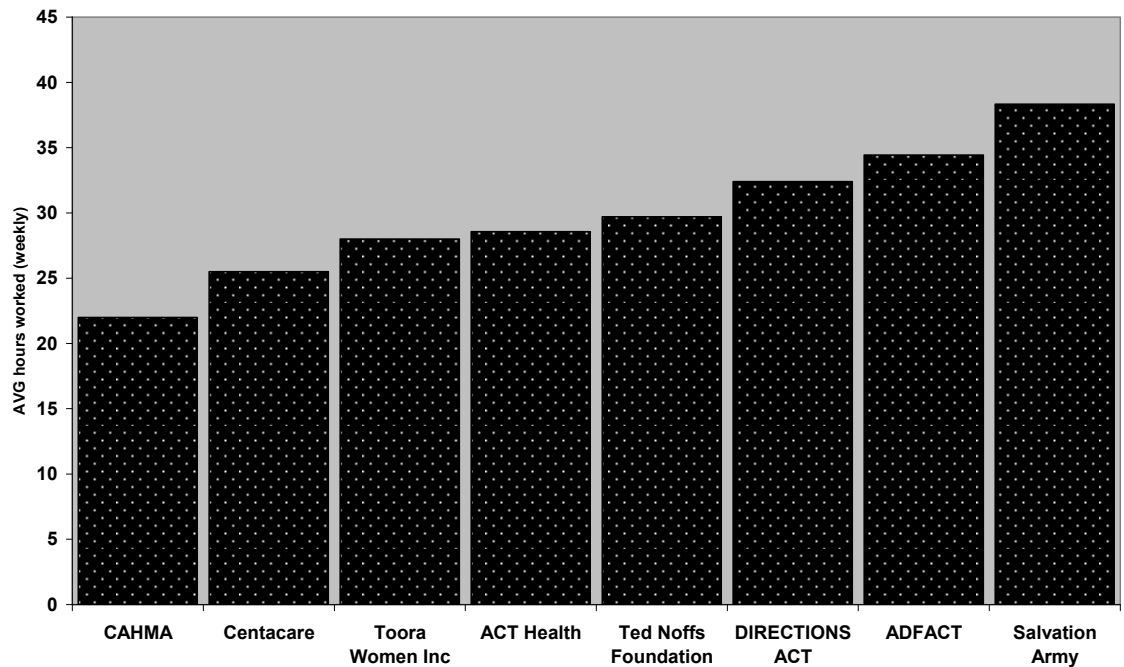


Figure 12: Average hours worked by AOD Workers by employer





## Qualifications

Survey participants were asked a range of questions about their qualifications including all qualifications completed and qualifications completed specifically in AOD. Participants were also asked to indicate if they were undertaking, or had completed, any of the 4 Core Competencies with funding support and whether they had a current first aid certificate.

### All qualifications

Participants listed a wide variety of qualifications from trade certificates to professional doctorates. Those with a health, social or behavioural tertiary qualification made up 65% (n=84) of respondents. Some 14% (n=18) of people had no formal qualifications.

### AOD Specific qualifications

Including those with the 4 Core Competencies, 64% of survey respondents (n=84) had an AOD specific qualification (Table 3). Almost 34% had a qualification at the Certificate/Diploma level.

**Table 3: Highest AOD specific qualification attained**

<i>AOD Education Level</i>	<i>(n)</i>	<i>Proportion of workforce</i>	<i>Cumulative frequency</i>
Post graduate	8	6%	6%
Undergraduate	7	5%	11%
Diploma	22	17%	28%
Cert IV	22	17%	45%
4 Core Competencies	25	19%	64%
None	47	36%	99%
Not stated	1	1%	100%
<b>Total respondents</b>	<b>132</b>	<b>100%</b>	

### Meeting the minimum qualification

Workers who provide direct client services were more closely examined to ascertain the degree to which they meet the minimum qualification. The results are detailed in Tables 4 to 8. **Appendix 2** contains tables for categories of workers whose role does not involve the provision of direct client services.

Other than psychologists, no other category of staff had more than a 50% of workers meeting the ACT AOD sector minimum qualification. Of the categories of workers that provide direct services:

- 43% of AOD workers meet the AOD sector minimum qualification and approximately 68% have a first aid certificate. Almost 55% have a tertiary qualification in the health, social sciences or behavioural sciences area.
- 47% of Coordinators meet the AOD sector minimum qualification and approximately 53% have a current first aid certificate. 70.6% have a tertiary qualification in the health, social sciences or behavioural sciences area.
- 25% of Nurses meet the AOD sector minimum qualification and 50% have a current first aid certificate. All have a tertiary qualification in the health, social sciences or behavioural sciences area.

**Table 4: ACT AOD Workers qualification summary and requirements to meet AOD minimum qualification**

<b>Position</b>	<b>% of respondents</b>	<b>(n)</b>
<b>AOD Worker</b>	51.5%	68
<i>First Aid</i>	67.6%	46
<i>Completed 4 Core Competencies</i>	22.1%	15
<i>Undertaking 4 Core Competencies</i>	36.8%	25
<i>AOD Qualification ≥ Cert IV</i>	38.2%	26
<i>Health, Social, Behavioral tertiary qualification</i>	54.4%	37
<i>Health, Social, Behavioral tertiary qualification + 4 Core Competencies</i>	22.1%	15
<b>AOD workers meeting min qualification</b>	<b>42.6%</b>	<b>29</b>
<i>Qualifications not defined or not stated</i>	22.1%	15
<i>Undertaken 4 Core Competencies</i>	2.9%	2
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	11.8%	8
<i>Requires First Aid (only) to meet minimum qualification</i>	11.8%	8
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	8.8%	6
<i>Total AOD workers not meeting minimum qualification</i>	57.4%	39

**Table 5: ACT AOD Coordinators qualification summary and requirements to meet AOD minimum qualification**

Position	% of respondents	(n)
<b>Coordinator</b>	12.9%	17
<i>First Aid</i>	52.9%	9
<i>Completed 4 Core Competencies</i>	64.7%	11
<i>Undertaking 4 Core Competencies</i>	11.8%	2
<i>AOD Qualification ≥ Cert IV</i>	5.9%	1
<i>Health, Social, Behavioral tertiary qualification</i>	70.6%	12
<i>Health, Social or Behavioral tertiary qualification + 4 Core Competencies</i>	29.4%	5
<b>Coordinators meeting min qualification</b>	<b>47%</b>	<b>8</b>
<i>Qualifications not defined or not stated</i>	-	0
<i>Undertaken 4 Core Competencies</i>	6%	1
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	-	0
<i>Requires First Aid (only) to meet minimum qualification</i>	35%	6
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	12%	2
<i>Total Coordinators not meeting minimum qualification</i>	53%	9

**Table 6: ACT AOD educators qualification summary and requirements to meet AOD minimum qualification**

<b>Position</b>	<b>% of respondents</b>	<b>(n)</b>
<b>Educator</b>	3.8%	5
<i>First Aid</i>	60.0%	3
<i>Completed 4 Core Competencies</i>	40.0%	2
<i>Undertaking 4 Core Competencies</i>	40.0%	2
<i>AOD Qualification ≥ Cert IV</i>	20.0%	1
<i>Health, Social, Behavioral tertiary qualification</i>	60.0%	3
<i>Health, Social or Behavioral tertiary qualification + 4 Core Competencies</i>	40.0%	2
<b>Educators meeting minimum qualification</b>	<b>40%</b>	<b>2</b>
<i>Qualifications not defined or not stated</i>	40%	2
<i>Undertaken 4 Core Competencies only</i>	-	0
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	20%	1
<i>Requires First Aid (only) to meet minimum qualification</i>	-	0
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	-	0
<b>Educators not meeting minimum qualification</b>	<b>60%</b>	<b>3</b>

**Table 7: ACT AOD Nurse qualification summary and requirements to meet AOD minimum qualification**

<b>Position</b>	<b>% of respondents</b>	<b>(n)</b>
<b>Nurse</b>	9.1%	12
<i>First Aid</i>	50%	6
<i>Completed 4 Core Competencies</i>	25%	3
<i>Undertaking 4 Core Competencies</i>	-	0
<i>AOD Qualification ≥ Cert IV</i>	16.7%	2
<i>Health, Social, Behavioral tertiary qualification</i>	100%	12
<i>Health, Social or Behavioral tertiary qualification + 4 Core Competencies</i>	16.7%	2
<b><i>Nurses meeting min qualification</i></b>	<b>25%</b>	<b>3</b>
<i>Qualifications not defined or not stated</i>	-	0
<i>Undertaken 4 Core Competencies</i>	8%	1
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	33%	4
<i>Requires First Aid (only) to meet minimum qualification</i>	8%	1
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	25%	3
<b><i>Nurses not meeting minimum qualification</i></b>	<b>75%</b>	<b>9</b>

**Table 8: ACT AOD Psychologist qualification summary and requirements to meet AOD minimum qualification**

<b>Position</b>	<b>% of respondents</b>	<b>(n)</b>
<b>Psychologist</b>	1.5%	2
<i>First Aid</i>	100%	2
<i>Completed 4 Core Competencies</i>	100%	2
<i>AOD Qualification ≥ Cert IV</i>	-	0
<i>Health, Social, Behavioral tertiary qualification</i>	100%	2
<i>Health, Social or Behavioral tertiary qualification + 4 Core Competencies</i>	100%	2
<b><i>Psychologists meeting min qualification</i></b>	<b>100%</b>	<b>2</b>
<i>Qualifications not defined or not stated</i>	-	0
<i>Undertaken 4 Core Competencies</i>	-	0
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	-	0
<i>Requires First Aid (only) to meet minimum qualification</i>	-	0
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	-	0
<b><i>Psychologists not meeting minimum qualification</i></b>	<b>-</b>	<b>0</b>

## Qualification and Remuneration of ACT AOD workers

Data from AOD Workers was examined to determine the level of remuneration by qualification level. Figure 13 shows that there is an increase in remuneration across the qualification levels. There is almost no increase to remuneration levels for AOD workers who have the 4 Core Competencies, through to having a Diploma AOD qualification. There is wide variability between the level of qualification and remuneration at the organisational level.

Table 9\* shows that in some organisations workers with postgraduate qualifications may earn less per hour than staff with undergraduate qualifications. In addition, staff with no formal qualifications can earn more than those with formal qualification although this may be related to length of service.

\*information should be treated with caution due to small numbers.

**Figure 13: AOD worker remuneration by qualification level**

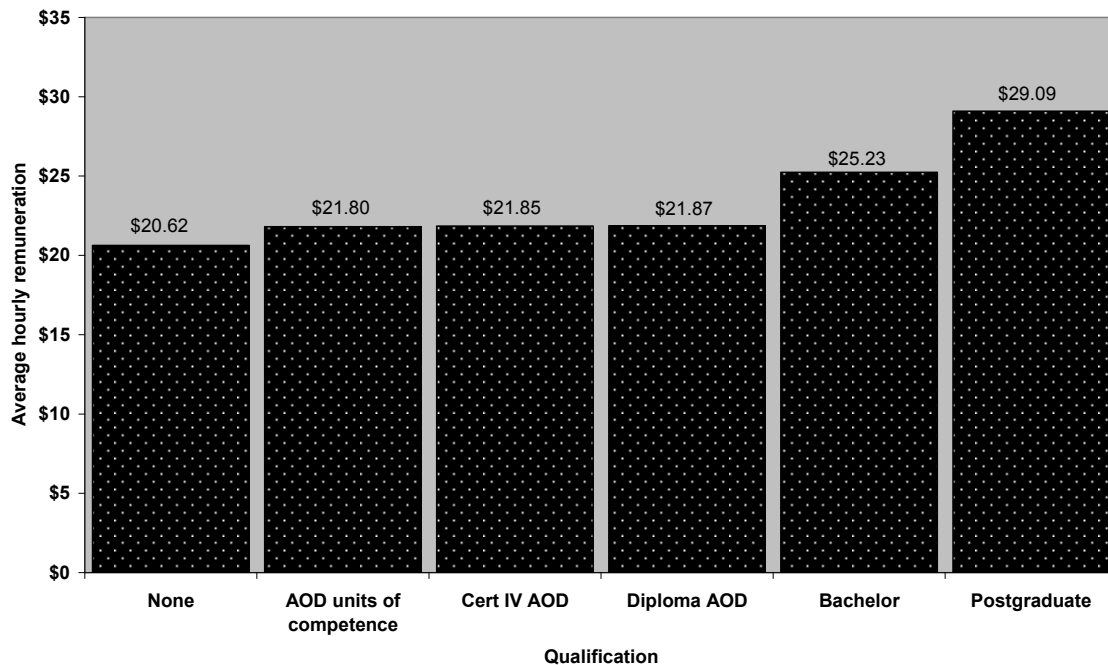




Table 9: AOD Worker remuneration by qualification and organisation\*

Organisation	AOD qualification Level	AVG Remuneration (\$)
<b>ACT Health</b>	4 Core Competencies	28.53
	Bachelor	36.92
	Cert IV AOD	No data
	Postgraduate	34.48
<b><i>ACT Health Average remuneration per hour</i></b>		<b>33.60</b>
<b>ADFACT</b>	4 Core Competencies	23.01
	Cert IV AOD	22.02
	Diploma AOD	22.33
	None	22.38
<b><i>ADFACT Average remuneration per hour</i></b>		<b>22.32</b>
<b>CAHMA</b>	None	24.61
<b><i>CAHMA Average remuneration per hour</i></b>		<b>24.61</b>
<b>Centacare</b>	4 Core Competencies	21.56
	Diploma AOD	22.24
	None	21.58
<b><i>Centacare Average remuneration per hour</i></b>		<b>21.84</b>
<b>DIRECTIONS ACT</b>	4 Core Competencies	18
	Cert IV AOD	21.90
	Diploma AOD	23
	None	22.33
<b><i>DIRECTIONS ACT Average remuneration per hour</i></b>		<b>21.77</b>
<b>Salvation Army</b>	Cert IV AOD	21

<b>Table 9 Cont.</b>		
	Diploma AOD	No data
	None	21.39
<b><i>Salvation Army Average remuneration per hour</i></b>		<b><i>21.20</i></b>
<b>Ted Noffs Foundation</b>	4 Core Competencies	19.70
	Bachelor	19.39
	Diploma AOD	18.19
	None	17.99
	Postgraduate	18.32
<b><i>Ted Noffs Foundation Average remuneration per hour</i></b>		<b><i>18.53</i></b>
Toora Women Inc	4 Core Competencies	23
	Diploma AOD	24.58
	None	24.58
<b><i>Toora Women Inc Average remuneration per hour</i></b>		<b><i>23.79</i></b>
<b><i>Grand Average remuneration per hour</i></b>		<b><i><u>21.99</u></i></b>

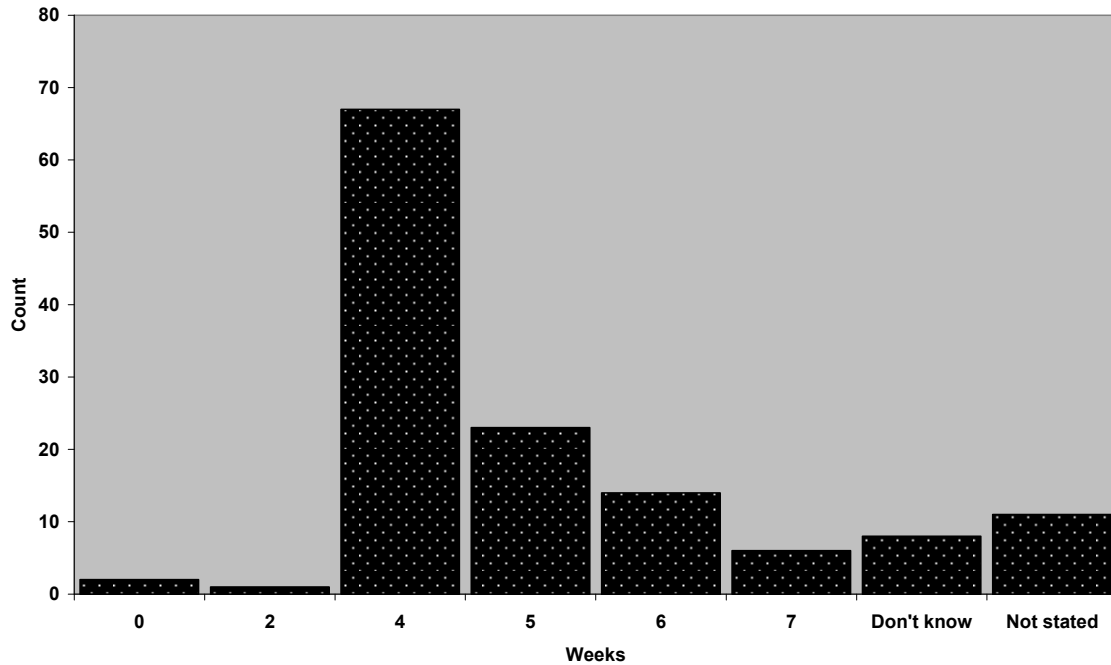
\* As the survey was voluntary, not all workers in the sector were required to participate. This would affect the reporting of level of qualification and therefore these results may not be reflective of the sector as a whole.

## Employee Incentives

### Annual Leave

A range of annual leave provisions are offered by AOD organisations with 51% (n=67) of staff receiving 4 weeks annual leave and 33% (n=43) receiving more than 4 weeks annual leave (Figure 14).

Figure 14: ACT AOD staff annual leave



## Non-Remuneration based employee benefits

Table 10 shows the non-remuneration based workplace benefits as reported by survey respondents, and highlights the breadth of benefits available.

**Table 10: Reported access to non-remuneration based employee benefits**

<b>Access to workplace benefits</b>	<b>%</b>	<b>(n)</b>
Carers leave	72%	94
Leave loading	72%	94
Bereavement leave	72%	94
Employee Assistance Program (EAP).	71%	93
Time in lieu	62%	81
Flexible work practices	61%	80
Unpaid leave provisions	61%	80
Access to a work car	60%	79
Study assistance (employer contributes to the cost of the course)	57%	75
Study leave (paid)	56%	74
Annual salary increments	52%	68
Maternity leave (paid)	51%	67
Conference leave	50%	66
Travel allowance (T/A)	46%	60
Study leave (unpaid)	45%	59
Family leave	42%	55
Maternity leave (unpaid)	40%	53
Reimbursement of kilometres travelled	40%	53
First aid allowance	39%	51
Additional paid leave	38%	50

A work mobile phone	31%	40
Paternity leave (unpaid)	29%	38
Paternity leave (paid)	28%	37
Per diem	24%	31
Superannuation matching	19%	25
Indexation	18%	23
Purchase annual leave provisions	17%	22
Christmas bonus	13%	17
Other	8%	11
I don't know what incentives I can get	7%	9
<b>Respondents</b>	<b>131</b>	

Items listed under 'Other' included:

- Taking home electrical equipment such as laptops
- Birthday leave
- Access to a training fund

Using the same list of non-remuneration based benefits (from Table 10), an analysis of each employer organisations employment agreement was undertaken to determine employee access to benefits under each agreement. As Table 11 demonstrates, there are core benefits such as maternity and parental leave, annual leave, bereavement leave and unpaid leave provisions that are standard across the sector. There are some innovative leave provisions such as birthday leave. A number of employment agreements do not describe professional development benefits such as study leave.

**Table 11: Employee benefits by employer**

<b>Benefit</b>	<b>ACT Health</b>	<b>ADFACT</b>	<b>CAHMA</b>	<b>Centacare</b>	<b>DIRECTIONS ACT</b>	<b>Salvation Army (SACS)</b>	<b>Ted Noffs Foundation (SACS)</b>	<b>Toora Women Inc</b>	<b>Youth Coalition</b>
Time in lieu	✓	✓	ND	✓	✓	✓	✓	✓	✓
Additional paid leave (shut down)	✓	ND	ND	ND	✓	✓	✓	ND	ND
Flexible work practices	✓	✓	ND	✓	✓	✓	✓	✓	ND
Study leave (paid)	✓	✓	ND	✓	✓	✓	✓	✓	ND
Study leave (unpaid)	✓	✓	ND	✓	✓	ND	ND	✓	ND
Study assistance	✓	ND	ND	✓	✓	ND	ND	ND	ND
Conference leave	✓	✓	ND	✓	✓	ND	ND	ND	ND
Employee Assistance Program (EAP).	✓	✓	ND	ND	✓	ND	ND	ND	ND
Superannuation matching	ND	ND	ND	ND	ND	ND	ND	ND	ND
Unpaid leave provisions	✓	✓	ND	✓	✓	✓	✓	✓	✓
Maternity leave (paid)	✓	✓	ND	✓	✓	✓	✓	✓	✓
Paternity leave (paid)	✓	ND	ND	✓	✓	✓	✓	ND	✓
Maternity leave (unpaid)	✓	✓	ND	✓	✓	✓	✓	✓	✓
Paternity leave (unpaid)	✓	✓	ND	✓	✓	✓	✓	✓	✓
Carers leave	✓	✓	ND	✓	✓	✓	✓	✓	✓
Leave loading	✓	✓	ND	✓	✓	✓	✓	✓	✓
Annual salary increments	✓	✓	ü	✓	✓	✓	✓	✓	✓
Christmas bonus	ND	ND	ND	ND	ü	ND	ND	ND	ND
First aid allowance (if you are the first aid officer)	ND	✓	✓	✓	✓	✓	✓	ND	✓
Purchase annual leave provisions	✓	✓	ND	ND	ND	ND	ND	ND	ND
Indexation	✓	✓	✓	✓	✓	✓	✓	ND	✓
Family leave	✓	✓	ND	✓	✓	✓	✓	✓	✓
Bereavement leave	✓	✓	ND	✓	✓	✓	✓	✓	✓
Travel allowance (T/A)	✓	ND	ND	✓	✓	✓	✓	✓	✓
Reimbursement of kilometres traveled	✓	ND	ND	✓	✓	✓	✓	✓	✓
Per diem (daily allowance while you are traveling for work)	✓	ND	ND	✓	✓	✓	✓	✓	✓
A work mobile phone	✓	ND	ND	ND	ND	✓	✓	✓	✓

Access to a work car	✓	ND	ND	✓	ND	✓	✓	✓	✓
Birthday Leave	ND	ND	ND	✓	ND	ND	ND	ND	ND
Clinical supervision	ND	ND	ND	✓	ND	ND	ND	ND	ND

\* ND = Not described

### **Salary sacrifice**

Access to salary sacrificing was reported by 95% (n=123) of respondents. Most staff reported that they could sacrifice up to \$16,000 per annum or equivalent. Items that could be sacrificed included mortgages, other loans and credit repayments, payment of utility bills, and rent. A smaller number of respondents reported using salary sacrifice for purchase of laptops.

### **Professional development processes**

Regarding access to professional development, the majority of respondents described the need to go through a process of discussion with their immediate supervisor or manager followed by the completion and submission of application forms for approval. Few respondents indicated that they did not know the process for accessing professional development in their organisation.

## **Current Application of the ACT AOD Minimum Qualification Strategy**

### **Funds for staff to undertake minimum qualification.**

About a third, 32% (n=34) of survey respondents reported accessing funding through the ACT AOD Minimum Qualification Strategy Project to undertake the 4 Core Competences.

### **The 4 Core Competencies**

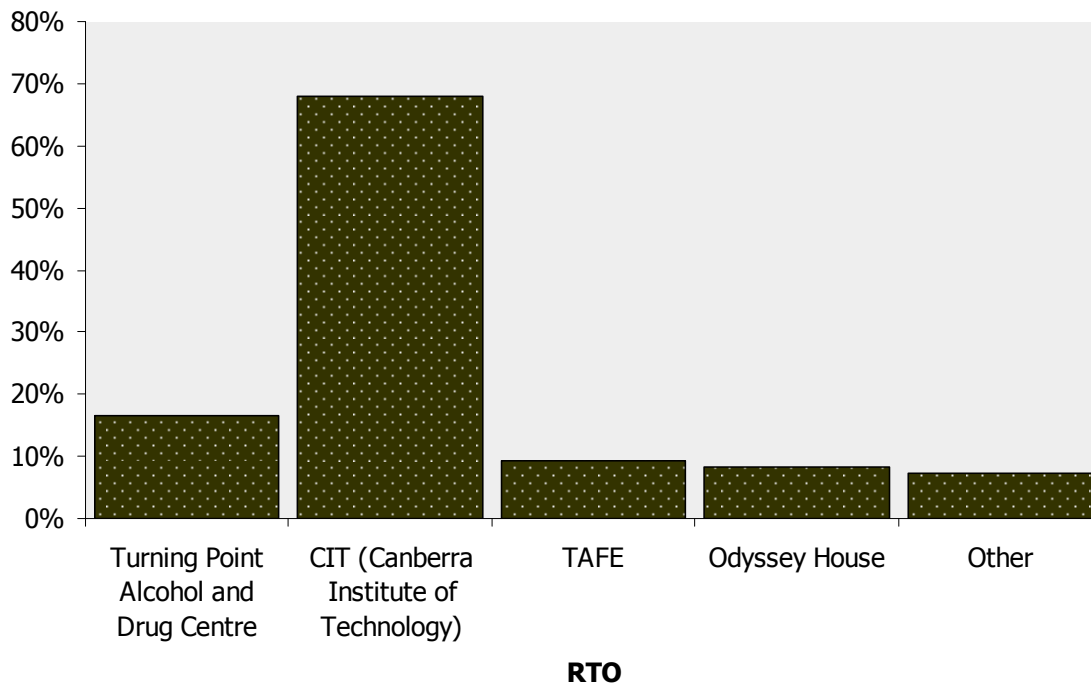
The 4 Core Competencies had been completed by 58% (n=76) of respondents and a further 34 people were undertaking the 4 Core Competencies at the time of the survey.

A further 15 people were undertaking other units from the Certificate IV in AOD work.

The majority of people who had completed, or were undertaking the 4 Core Competencies had, or were doing so at the Canberra Institute of Technology (CIT), (Figure 15).



Figure 15: RTO where 4 Core Competencies were, or are, being undertaken



### Perception of minimum qualification requirements.

Of those that responded to this question (n=127), 66% (n=84) thought that a Certificate IV was the appropriate level of qualification for the AOD workforce in the ACT. 10% (n=13) thought that a Certificate IV was not an appropriate level of qualification for the AOD workforce in the ACT and 24% (n=30) were unsure if it was the appropriate level of qualification.

### Plans to get the minimum qualification

Some 44 people (39% of respondents) stated that they had plans to obtain the AOD workforce minimum qualification, with 8 people (7% of respondents) stating they had no such plans.

## Discussion

### Remuneration

#### Hourly rates of remuneration

Across the sector there is a linear increase in remuneration by category of employment. There are two points to note concerning AOD Workers specifically:

- The Ted Noffs Foundation average hourly rate of remuneration is \$3 per hour below that of the second lowest ranked organisation.
- The ACT Health average hourly rate of remuneration is \$9 per hour higher than that of the previous highest paying organisation.

The lower remuneration at the Ted Noffs Foundation ACT could lead to higher staff turnover. Accordingly, the higher rate of remuneration at ACT Health may lead to drawing staff from the community AOD sector due to the increased remuneration. Although these issues were not examined in this survey, they may be worthwhile for future workforce surveys.

Other than the two exceptions mentioned above, remuneration across the sector is relatively consistent.

#### Remuneration and qualifications

There was almost no increase in remuneration for those staff that had completed the 4 Core Competencies, the Certificate IV in AOD, and the Diploma in AOD. It may be worth the AOD Sector considering the implications of this on retention and the sustainability of the ACT AOD Minimum Qualification Strategy. A strategy could include, for example attaching financial incentives to continue professional development such as the attainment of the minimum qualification.

### Qualifications

The qualification profile of respondents is similar to that identified in the 2006 Profile of the ACT AOD Workforce with a decrease from 18% to 14% of respondents having no formal qualification.

There appears to be an increase in respondents undertaking the 4 Core Competencies through the ACT AOD Minimum Qualification Strategy Project.

These two aspects may indicate the positive impact of the ACT AOD Sector Minimum Qualification Strategy Project.

In the long term, it may be worth the AOD sector considering identifying ongoing funding to support the workforce to engage in the ACT AOD Sector Minimum Qualification

Strategy. This is particularly important, given the lack of remuneration based incentives for staff to complete qualifications.

In the short term, it may be worth the AOD sector focusing its effort on supporting staff to attain Level 2 First Aid, as this would increase the proportion of the workforce meeting the minimum qualification to 50%.

## **Employee Benefits**

There is a range of employee benefits available across the sector. It may be worth individual services exploring additional alternative non-remuneration based incentives for workers, particularly in regards to the attainment of qualifications.

Respondents had a good understanding of the processes they would need to undertake to apply for professional development. There is, however, a discrepancy between entitlements specified in agency agreements against those that workers reported they could access. This may related to the individuals' employment status

In the short term it may be worth individual agencies considering internal education regarding employment benefits.

## **Application of the ACT AOD Minimum Qualification Strategy**

### **Support from the AOD workforce for a minimum qualification**

In 2006, 58.2% of survey respondents supported the notion of a minimum qualification for ACT AOD workers (McDonald 2006). In the current survey, 66% of respondents supported the Certificate IV as an appropriate minimum qualification for the ACT AOD sector.

### **Meeting the minimum qualification**

This is the first survey of the ACT AOD workforce to examine staff meeting the minimum qualification. Generally, there appears to be a strong uptake, with 34 survey respondents currently undertaking the 4 Core Competencies and 39 having already completed them.

Other than psychologists, no other category of staff had more than a 50% of workers meeting the ACT AOD sector minimum qualification. Of the categories of workers that provide direct services:

- 43% of AOD workers meet the AOD sector minimum qualification and approximately 68% have a first aid certificate. Almost 55% have a tertiary qualification in the health, social sciences or behavioural sciences area.
- 47% of Coordinators meet the AOD sector minimum qualification and approximately 53% have a current first aid certificate. 70.6% have a tertiary qualification in the health, social sciences or behavioural sciences area.

- 25% of Nurses meet the AOD sector minimum qualification and 50% have a current first aid certificate. All have a tertiary qualification in the health, social sciences or behavioural sciences area.

#### *First Aid:*

It may be worth the AOD sector considering why almost 40% of the AOD workforce does not have a current first aid certificate. Some 12% (n=8) of AOD workers would meet the AOD minimum qualification if they had a current first aid certificate. Additionally, a further 35% of Coordinators would meet the AOD minimum qualification if they had a current first aid certificate.

#### *4 Core Competencies:*

The 4 Core Competencies had been completed by 58% (n=76) of respondents and a further 34 people were undertaking the 4 Core Competencies at the time of the survey. An additional 12% (n=8) of AOD Workers would meet the minimum qualification if they completed the 4 Core Competencies

About a third, 32% (n=34) of survey respondents reported accessing funding through the ACT AOD Sector Minimum Qualification Strategy Project to undertake the 4 Core Competencies. It may be worth the ACT AOD sector considering the likelihood of workers actively seeking to attain the minimum qualification without the current level of resourcing, including funding to cover course costs and backfill.

#### *Application of the ACT AOD Sector Minimum Qualification Strategy:*

It is clear from the evidence shown in **Appendix 1** that members of the workforce whose core role is not direct service delivery meet, or are in the process of attaining, the minimum qualification. The ACT AOD sector may want to consider to which categories of employment the ACT AOD Sector Minimum Qualification Strategy applies. For example, it may be worthwhile to support some administrative staff, such as receptionists to attain the minimum qualification.

### **Other considerations**

It may be worth the ACT AOD sector considering sector wide policy development to inform the ACT AOD Sector Minimum Qualification Strategy including:

- Developing process to target resources appropriately.
- Coordinating and prioritising sector efforts to capatilise on members of the workforce who have partially completed the minimum qualification.
- Identifying further resources to support the implementation of the ACT AOD Sector Minimum Qualification Strategy.
- Reconciling the existing ACT AOD Sector Minimum Qualification in light of changes occurring in January 2010 to the 4 Core Competencies from the Certificate IV in

- Reconciling the existing ACT AOD Sector Minimum Qualification in light of changes occurring in January 2010 to the units from the Certificate IV in Alcohol and Other Drug Work due to national changes to the Community Services Training Package.
- Reconciling the existing ACT AOD Sector Minimum Qualification in light of changes occurring in January 2010 to the recognition across the Certificate IV in Alcohol and Other Drug Work and the Certificate IV in Mental Health due to national changes to the Community Services Training Package.
- Considering if any policy changes need to be reflected in AOD NGO contracts.
- Reviewing the objectives of the ACT AOD Sector Minimum Qualification Strategy.
- Conducting an evaluation of the ACT AOD Sector Minimum Qualification Strategy.
- Conducting regular profiles of the ACT AOD workforce to monitor changes and link with policy development.

## **Linking with the ACT Council of Social Services (ACTCOSS) Remuneration and Qualification Work**

In 2008 ACTCOSS published a report that examined requirements for the continued viability of the ACT community sector (ACT Council of Social Services Inc 2008). This report highlighted a number of issues including the unique position that the ACT finds itself in where there are a high number of public sector positions that compete with the community sector for staff. Remuneration is noted as being better in the public sector generally and as this report highlights, the case within the AOD sector is no different.

Another issue the ACTCOSS report deals with is the professional development mismatch between government and non-government, including barriers to training. Progress has been made through the ACT AOD Sector Minimum Qualification Strategy Project. Significantly:

- Unlike other sectors, the non-government and government AOD sector have come together to decide that there should be a minimum qualification for the ACT AOD workforce.
- There has also been commitment of resources for implementation of the ACT AOD Sector Minimum Qualification Strategy and to monitor its performance.

It is worth noting that substantial work has been undertaken in the ACT to progress the portability of long service leave, which was an item discussed in the ACTCOSS report. Funding was committed for the 2008/09 ACT Budget for a portable long service leave

scheme for the community services sector (ACT Department of Disability 2008), however this is not currently in place.

An individual workers rate of superannuation relates directly to their level of remuneration. Therefore the inequity of superannuation rates between government and non-government workers will continue to be an issue.

## **Conclusion**

This report presents a profile of the ACT AOD Sector's workforce qualifications and remuneration at April 2009.

The report covers a range of areas from ACT AOD sector demographics, work categories, employment status, qualification, remuneration and employment incentives. It also presents the sector's own opinion on the appropriateness of the minimum qualification and provides the workforce comparisons to previous work done, particularly on the progress of the sector in meeting the minimum qualification.

The information presented can be used to inform further workforce development, specifically regarding the progress and monitoring of the ACT AOD Sector Minimum Qualification Strategy. The report may also form a basis for further discussion regarding remuneration levels, entitlements and qualifications across the sector.

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## Appendix 1: Qualification summary and requirements to meet AOD minimum qualification (indirect service delivery)

Table 12: Manager qualification summary and requirements to meet AOD minimum qualification

Position (non-core)	% of respondents	(n)
<b>Manager</b>	8.3%	11
<i>First Aid</i>	63.6%	7
<i>Completed 4 Core Competencies</i>	36.4%	4
<i>Undertaking 4 Core Competencies</i>	18.2%	2
<i>AOD Qualification ≥ Cert IV</i>	27.3%	3
<i>Health, Social, Behavioral tertiary qualification</i>	72.7%	8
<i>Health, Social or Behavioral tertiary qualification + 4 Core Competencies</i>	27.3%	3
<b>Managers meeting minimum qualification</b>	<b>45%</b>	<b>5</b>
<i>Qualifications not defined or not stated</i>	-	0
<i>Undertaken 4 Core Competencies</i>	9%	1
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	9%	1
<i>Requires First Aid (only) to meet minimum qualification</i>	27%	3
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	9%	1
<b>Managers not meeting the minimum qualification</b>	<b>55%</b>	<b>6</b>

**Table 13: Administration staff qualification summary and requirements to meet AOD minimum qualification**

<b>Position (non-core)</b>	<b>% of respondents</b>	<b>(n)</b>
<b>Administration</b>	7.6%	10
<i>First Aid</i>	60%	6
<i>Completed 4 Core Competencies</i>	40%	4
<i>Undertaking 4 Core Competencies</i>	20%	2
<i>AOD Qualification ≥ Cert IV</i>	10%	1
<i>Health, Social, Behavioral tertiary qualification</i>	40%	4
<i>Health, Social or Behavioral tertiary qualification + 4 Core Competencies</i>	20%	2
<b>Administration staff meeting minimum qualification</b>	<b>30%</b>	<b>3</b>
<i>Qualifications not defined or not stated</i>	40%	4
<i>Undertaken 4 Core Competencies</i>	20%	2
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	-	0
<i>Requires First Aid (only) to meet minimum qualification</i>	-	0
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	10%	1
<b>Administration staff not meeting the minimum qualification</b>	<b>70%</b>	<b>7</b>

Table 14: Executives qualification summary and requirements to meet AOD minimum qualification

<b>Position (non-core)</b>	<b>% of respondents</b>
<b>Executive</b>	2.3%
<i>First Aid</i>	33.3%
<i>Completed 4 Core Competencies</i>	33.3%
<i>Undertaking 4 Core Competencies</i>	-
<i>AOD Qualification ≥ Cert IV</i>	33.3%
<i>Health, Social, Behavioral tertiary qualification</i>	-
<i>Health, Social or Behavioral tertiary qualification + 4 Core Competencies</i>	33.3%
<b>Executives meeting the minimum qualification</b>	<b>33%</b>
<i>Qualifications not defined or not stated</i>	33%
<i>Undertaken 4 Core Competencies</i>	-
<i>Requires 4 Core Competencies to meet minimum qualification only</i>	-
<i>Requires First Aid (only) to meet min qualification</i>	<b>33%</b>
<i>Requires First Aid and 4 Core Competencies to meet minimum qualification</i>	-
<b>Executives not meeting the minimum qualification</b>	<b>67%</b>

**Appendix 2: ACT AOD Workforce Qualification and Remuneration Profile Survey.**

# ACT AOD Workforce Qualification and Remuneration Profile

## 1. Introduction

Thank you for participating in the ACT AOD Sector Qualification and Remuneration Profiling Project.

### BACKGROUND:

It was agreed at the March 2009 ACT AOD Executive Directors Group meeting that a mapping of pay and conditions of the ACT AOD sector would be conducted. It is expected that this mapping will build on the information collected for the ACT AOD Sector Workforce Profile (2006). It was agreed that the Youth Coalition of the ACT would conduct the work with funding assistance provided by ACT Health.

The objectives of the Project are:

- To identify and assess qualification and remuneration levels of workers in AOD services;
- To identify and examine non-remuneration based employee benefits;
- To identify and describe professional development processes within ACT AOD services;
- To examine the frequency and cause of staff being remunerated above or below their qualification level;
- To seek feedback from the ACT Council of Social Services (ACTCOSS) on the outcome of previous work they have undertaken on qualification and remuneration levels within the non-government sector;
- To explore the possible and likely impacts of the current application of the ACT AOD Minimum Qualification Strategy on remuneration and other conditions of employment.

For further information about the Project please see letter attached or visit [www.aodsector.org.au](http://www.aodsector.org.au).

### ABOUT THIS SURVEY:

To support the collection of this information, a survey (this document) has been developed to elicit information from each staff member in ACT Health funded AOD services regarding their pay and conditions.

Information provided in the survey will be confidential. The survey should take approximately 10 minutes to complete. Please ensure that you complete the survey and seal it in the provided envelope, so that it can be collected from your agency's Executive Director by Tuesday 5 May 2009.

Following the completion and collection of this survey, a report outlining and examining the qualification and remuneration levels in ACT Health funded AOD services will be developed.

### FURTHER INFORMATION:

If you have any questions about the survey please contact the ACT AOD Sector Project Team by phone on (02) 6247 3540, alternatively email: [carrie@aodsector.org.au](mailto:carrie@aodsector.org.au)

Thank you again for your participation in this important initiative.

# ACT AOD Workforce Qualification and Remuneration Profile

2.

## 1. About where you work:

Organisation name:

Program name:

Your role:

Sex:

Age:

## 2. About your work.

What is your normal (base) hourly rate of pay?

How many hours per week do you work (your standard hours only, do not include overtime)?

At what level are you employed (e.g. Centrecare Level 2.2, ADFACT Level 4.3)? leave blank if you don't know.

## 3. What is your employment status?

Full-time

Part-time

Casual

Temporary

Other (please specify)

## 4. How long have you worked in your current position?

## 5. How long have you worked in your current organisation?

## 6. How long (in total) have you worked in the AOD sector (years/months)?

# ACT AOD Workforce Qualification and Remuneration Profile

## 7. Which of the following incentives can you access through your work?

- Time in lieu
- Additional paid leave (e.g. during shut down period over Christmas/New year)
- Flexible work practices
- Study leave (paid)
- Study leave (unpaid)
- Study assistance (employer contributes to the cost of the course)
- Conference leave
- Employee Assistance Program (EAP). (A counselling service for employees who need help managing work-related or personal issues that may be affecting their work performance, not supervision).
- Superannuation matching (your employer contributes the same amount you contribute to your superannuation)
- Unpaid leave provisions
- Maternity leave (paid)
- Paternity leave (paid)
- Maternity leave (unpaid)
- Paternity leave (unpaid)
- Carers leave
- Leave loading (extra pay when you are on holidays)
- Annual salary increments
- Christmas bonus
- First aid allowance (if you are the first aid officer)
- Purchase annual leave provisions
- Indexation
- Family leave
- Bereavement leave
- Travel allowance (T/A)
- Reimbursement of kilometres traveled
- Per diem (daily allowance while you are traveling for work)
- A work mobile phone
- Access to a work car
- I don't know what incentives I can get
- Other

Other (please describe)

# ACT AOD Workforce Qualification and Remuneration Profile



# ACT AOD Workforce Qualification and Remuneration Profile

3.

## 8. How many weeks annual leave do you receive?

## 9. Do you have access to salary sacrificing?

Yes

No

What is the salary sacrifice cap at your organisation? and what things can you salary sacrifice?

## 10. List ALL qualifications (name of the qualification) you have completed:

Qualification 1	<input type="text"/>
Qualification 2	<input type="text"/>
Qualification 3	<input type="text"/>
Qualification 4	<input type="text"/>
Qualification 5	<input type="text"/>
Qualification 6	<input type="text"/>
Qualification 7	<input type="text"/>

## 11. What qualification/s have you completed SPECIFICALLY IN THE ADDICTIONS OR ALCOHOL AND OTHER DRUGS area?

Please choose from the following:

- Postgraduate course
- Bachelor Degree course
- TAFE Diploma
- Incomplete Higher Education course
- TAFE award course (Certificate I, II, III, IV)
- The four core AOD Units of Competence
- Other qualification (e.g. certificate of attainment or competence)
- None
- Other

Other (please specify)

# ACT AOD Workforce Qualification and Remuneration Profile

**12. Please list the qualification completed from the question above (specific name of the training or course):**

**13. Are you currently undertaking any of the four core AOD units of competence?**

Yes, complete question 14.

No (go to question 15)

Other (please specify)

**14. Which of the following units of competence are you currently enrolled in?**

- CHCAOD2C: Orientation to the AOD Sector
- CHCAOD6B: Working with Clients who are Intoxicated
- CHCAOD8C: Assess the Needs of Clients who have AOD Issues
- CHCAOD10A: Working with Clients who have AOD Issues

**15. If you have completed any core AOD sector units of competence, which of them have you completed?**

- CHCAOD2C: Orientation to the AOD Sector
- CHCAOD6B: Working with Clients who are Intoxicated
- CHCAOD8C: Assess the Needs of Clients who have AOD Issues
- CHCAOD10A: Working with Clients who have AOD Issues

**16. Are you currently undertaking any units from the Certificate IV AOD work, not including the four core units of competence?**

Yes

No

If yes with which training provider are you undertaking the units?

# ACT AOD Workforce Qualification and Remuneration Profile

## 17. Through which training organisation did you complete or are undertaking the core AOD units of competence?

- Turning Point Alcohol and Drug Centre
- CIT (Canberra Institute of Technology)
- TAFE
- Odyssey House
- Other

Other (please specify)

## 18. Are you undertaking the four core AOD units of competence through funding from the the ACT AOD Sector Project?

- Yes
- No

## 19. Do you have a current Senior First Aid Certificate or a current Workplace level 2 First Aid Statement of Attainment?

- Yes
- No

## 20. Do you think a certificate IV is an appropriate minimum level of qualification for the AOD workforce in the ACT?

- Yes
- No
- Maybe
- Don't Know

Why?

# ACT AOD Workforce Qualification and Remuneration Profile

**21. If you have not already obtained the ACT AOD sector minimum qualification, do you have a plan to attain the ACT minimum qualification?**

- Yes
- No
- Not applicable to me

**22. Describe the procedure you would need to go through if you wanted to attend training outside your organisation.**

**23. When you were hired for your current job, what qualifications were you required to have?**

**24. Are you currently undertaking any other training?**

- Yes
- No

If yes, what is the name of that training?

Thank you for completing the survey!