

Recognition of Learning & Development Programmes

Disability Support Services Approved Learning and Development Programmes for the Equipment and Modification Services Accreditation Framework

Introduction

Any provider wishing to offer a learning and development programme for EMS Assessors seeking credentialing within the Equipment and Modification Services (EMS) Accreditation Framework must have an agreement with Disability Support Services. This agreement will confirm that, as a training provider, they are able to meet all the outcome requirements that support EMS Assessors to gain the competencies against a credentialled requirement within this framework.

Interested providers may submit an application for programme recognition to the ESS Development Manager, Service Access, Disability Support Services, National Health Board, Ministry of Health. The requirements of the application are described in the next section of this document.

Once received, the Disability Support Services EMS Review Panel, with the support from an independent external advisor where relevant, will evaluate the application and notify the applicant of a decision within two months of receipt. Successful applicants will then have their details published on the following website:

<http://www.disabilityfunding.co.nz/ems-assessors>

Note that acceptance of a learning and development programme allowing recognition of the programme to meet credentialing requirements does not necessarily include any funding of the programme by Disability Support Services.

Application requirements

The application for approval must include the following requirements under each of the headings below:

Organisational Details

- Name and legal status of the organisation.
- Contact person and contact details.
- Name of the credential on the EMS Framework the application relates to.
- Programme title.
- Experience providing learning and development services in the same or similar field as the credentialled programme the organisation is applying for approval.

- A copy of the curriculum vitae of all personnel who will be teaching or developing any component of the programme.
- Name and contact details of two professional referees for the identified contact person of the organisation.
- A fee structure for course participants.

Rationale and intent

- A course outline that describes the programme, why the programme is being delivered, the target group and the teaching and learning strategies, for example, group work, skill workshops, quiz, etc, to ensure that the various components of the programme are consistent with the EMS Accreditation Framework.
- A description of how the programme links with the principles and management of Ministry of Health funded equipment and modification services (see Appendix 1) and key competencies for EMS Assessors (in the specific credentialling area being applied for).
- Details of how the organisation keeps up-to-date with current and evidence based practice and includes this within their programme with relevant reference material.
- The aims and learning objectives of the programme and how the aims will be met and learning outcomes demonstrated.

Programme details

- The learning outcomes for each component of the programme including guidelines or requirements for managers, employers or supervisors to support staff in demonstration of the required competencies.
- Details of the programme structure that includes:
 - the programme approach
 - themes or topics based on the needs of EMS assessors
 - instructional units or components that form a structure and sequence to learning
 - method of delivery – this could include face to face training or on-line learning modules.
 - how individual learning needs will be met.
- The length of the course including the number of hours, direct and indirect learning, duration and frequency.
- A copy of any certificate that would be issued upon successful completion of the learning and development programme.
- A description of assessment planning and procedures including a copy of any assessment tools and details of the role of the EMS Assessor's employer, manager or supervisor.
- A copy of all promotional material and course material, entry criteria, resubmission, reassessment and appeals process.
- How moderation occurs that describes the measures in place to ensure EMS Assessors will meet learning outcomes at an appropriate and equitable level
- A description of the resources in place to deliver the programme

- The process used to evaluate and review the programme and explanation (or demonstration) of how feedback is gathered and incorporated in the programme.

Duration of approval

Programmes will be approved for a period of two years, after which time, the organisation must submit to Disability Support Services a copy of a review of their programme, proposed changes as a result of the review together with an overview of attendance and feedback from EMS Assessors who have completed the programme. Upon review of this information, the programme may be approved for a further two years.

If Disability Support Services receives a complaint or holds a concern about a programme's ability to meet the agreed course requirements, the organisation will be contacted and a process agreed to address the issue. In the event that an issue is substantiated and cannot be addressed to the satisfaction of Disability Support Services, the approval status will be revoked.

Appendix 1; EMS Principles

Equipment and Modification Services (EMS) are one of the many services funded by the Ministry through Disability Support Services. The purpose of the Ministry funded EMS is to support disabled people and their families to live as independently and safely as possible.

The overall aim of Ministry funded equipment and modifications is that they make a significant, consistent and reasonable contribution to enable disabled people to participate in activities inside and outside their home, and in their local communities.

To ensure that provision of these services is affordable within defined budgets, service allocation can be evaluated against the following principles:

- they make an effective contribution towards helping disabled people to live, as far as possible, as others do in their own homes and communities
- they represent value for money both now and in the future
- they are allocated fairly through a consistent, principled and equitable approach
- they reflect a lifetime perspective by recognising that the services that are most appropriate for a person may change over time.