

End of Life Leadership Training (Aged Care) EOI Guidelines

The Hunter New England Central Coast Primary Health Network (HNECC PHN) is inviting expressions of interest (EOI) from care managers, quality coordinators, education coordinators and team leaders working in residential and community aged care services across the **New England Northwest region** to participate in nationally recognised End-Of-Life Leadership Training.

This initiative is proudly funded by the Hunter New England Central Coast Primary Health Network (HNECC PHN) and is designed to build workforce capability and improve person centred care.

Training Course Details

Funding has been made available by HNECC PHN to support up to 15 participants to complete nationally recognised end-of-life care leadership training delivered by **Essential Skills Training and Recruitment (Registration Code: 91729)**.

Participants will build confidence and capability to support people and those close to them through the end-of-life phase, practically and emotionally.

The following unit of competency from the 11440NAT Certificate IV in End-of-Life Doula Services will be delivered as part of this training:

NAT11440002 Provide holistic support through the end-of-life phase in a preferred environment.

A statement of attainment will be issued on successful completion.

A key aim of the program is to extend the impact of the training beyond individual participants. Participants will receive a practical Train-the-Trainer Toolkit at graduation to take back to their workplace, enabling them to share key learnings and resources with their immediate teams, including care workers, leisure and lifestyle staff and support workers and support improved end-of-life care practices across their organisation.

Training and Workshop Delivery

This program is delivered over 3.5 days using a blended learning model, combining live, trainer-led virtual workshops via Microsoft Teams with **two compulsory consecutive face-to-face days in Tamworth NSW**, providing flexibility while maintaining an interactive learning experience.

Session	Date and Times	Delivery Mode
Day 1	Thursday 12 November 2026 9am – 3:30pm	Online – MS Teams
Day 2	Thursday 19 November 2026 9am – 3:30pm	Online – MS Teams
Day 3	Wednesday 25 November 2026 9am – 3:30pm	Face-to-Face, Tamworth, NSW
Day 4	Thursday 26 November 2026 9am – 12 noon	Face-to-Face, Tamworth, NSW

To participate in the virtual workshops, participants will need access to a laptop or computer with a working camera and microphone. As the workshops are live and interactive, participants are required to keep their camera on and actively participate throughout each session.

Participants must be able to commit to attending all sessions in full and allow **additional time outside of class** to complete assessments. While the time required may vary depending on each participant's experience, learning style, and support needs, a general guide is approximately two (2) – three (3) hours per week.

Participants will have up to four (4) weeks after the final workshop to submit all **assessment tasks**.

Please ensure you can meet the commitments for this course.

Training Scholarship Funding

This training opportunity is offered under a co-contribution model, generously supported by the Hunter New England Central Coast Primary Health Network (HNECC PHN).

Total course fee is \$1,550 per participant

HNECC PHN will contribute a subsidy of \$1,300 per participant

Applicant co-payment: \$250.00

The applicant co-payment \$250 fee must be paid to Essential Skills Training and Recruitment during enrolment to secure the participant's place in the program.

Note: participants must attend the face-to-face workshops for the full 2 days at their own cost. These will be held in Tamworth (venue to be advised). No funds will be provided for accommodation, travel or wages.

Eligibility

This opportunity is open to managers, quality coordinators, education coordinators and team leaders currently working in residential and community-based aged care services across the New England North West region.

Applicants must:

- Be **currently employed** in a relevant role within a residential or community-based aged care service
- Be able to share the learning and resources with their team and support the implementation of improved end-of-life care practices within their organisation
- Have the support of their employer to undertake the training and apply the learning within their organisation
- Be able to attend all scheduled workshops in full and set aside additional time each week to complete assessment requirements
- Have Language, Literacy, and Numeracy (LLN) skills sufficient to participate in the course and complete assessments, including basic reading, writing, and communication skills
- Have basic digital skills and access to a laptop or computer with a working camera and microphone to participate in live virtual workshops via Microsoft Teams.

Employing organisations must be located and delivering services within the HNECC PHN New England and North West Region.

Applicants are encouraged to consider their capacity to undertake the training commitments required and only apply if they can attend all 4 workshops including the 2 days in person in Tamworth.

Previous funding recipients are eligible only if they have fully complied with any previous PHN funding contract commitments including performance, reporting and acquittal requirements.

Allocation of grants will consider the eligibility criteria in conjunction with equity of grant distribution and level of interest.

Submitting your application does not guarantee that you will be offered a grant. Successful applicants will be notified. Applicants may be contacted to discuss their eligibility and ability to meet the selection criteria. This will constitute part of the assessment.

Successful applicants must agree for their contact details to be supplied to the training provider for enrolment purposes.

Assessment Criteria

Applicants will be selected based on:

- Relevance of their current role
- Motivation and interest in applying the learning
- Commitment to completing all course requirements
- Support from their employer or organisation
- Potential to improve care outcomes in their setting

Grant Timeline

EOI Close: COB Tuesday 13th October 2026

As there are limited places available, the EOI applications will undergo a panel assessment against the outlined eligibility and criteria. Successful applicants will be notified via email.

If successful, the applicant will need to undertake enrolment and payment of the \$250 co-payment prior to commencing. Failure to register and pay the co-payment will result in the offer being revoked and re-allocated to the next applicant on the waitlist.

Enrolment Process

Successful applicants must complete the full online enrolment process with Essential Skills Training and Recruitment by the advised date and prior to commencement.

This process includes:

- Completion of an Online Enrolment Application
- Completion of an Online Language, Literacy and Numeracy (LLN) Assessment
- Participation in a Pre-Training Conversation with a Customer Relationships Officer
- Payment of the co-payment amount of \$250.

Ineligible

- Applications from those employed by organisations that are under administration or are not an ongoing concern.
- Applications from those employed by organisations that do not hold appropriate insurances, licences or qualifications.
- Applications from those employed by organisations that do not uphold Australian Privacy Policy and associated laws and regulations.
- Applications from those employed by organisations that do not demonstrate capability via qualified staff, contractors, or partners.
- Applications from those employed by organisations deemed not eligible by the PHN or judged to not meet the selection criteria or address the guiding principles.
- Applicants that are not a direct employee of the organisation or are not intending on continuing employment for the next 12 months.
- Employees of Local Health Districts and NSW Health.
- Applicants working outside of the HNECC geographical region.

Terms and Conditions

The following terms and conditions will apply to all successful applicants:

- The PHN Terms and Conditions will apply as per the grant agreement.
- Organisations employing the applicant are required to have an ABN.
- Applications that do not meet the criteria will not be eligible.
- All subsidised training positions are subject to training provider capacity.
- No additional financial support is available including for travel or wages.
- Once allocated, no substitutes are allowed without permission from the PHN.
- The PHN reserves the right to revoke the grant if the applicant fails to register with the training provider by the advised date. Once revoked, the grant will be re-allocated.
- The PHN reserves the right to extend the grant opening timeframe or close the grant earlier if fully subscribed.

Discontinuation of the course

If an applicant awarded a training position fails to attend the course or discontinues the course without prior notice, the applicant will not receive a refund of the co-payment and may be required to reimburse the full subsidised cost of the course to the PHN. If personal or exceptional circumstances prevent an applicant from starting or completing the course within the designated time limit, they are to discuss options with the PHN.

If successful, the Essential Skills Training and Recruitment (ESTR) terms and conditions including cancellation policy will apply.

- **Non-Attendance (No Show):** If an enrolled participant does not attend the training, the \$250 administration fee will not be refunded.
- **Cancellations within (3) business days of Course Commencement:** If an enrolled participant cancels within 3 business days of the course start date, the \$250 administration fee will not be refunded.
- **Cancellations made more than (3) Business Days Before Course Commencement:** If an enrolled participant cancels more than 3 business days before the course start date, 80% of the \$250 administration fee will be refunded.
- **Cancellation by Essential Skills Training and Recruitment (ESTR):** If the training is cancelled by ESTR, the \$250 administration fee will be refunded in full.

The fee retained by Essential Skills Training and Recruitment is required to cover the cost of staff and resources which will have already been committed based on the participants' initial intention to undertake the training.

Applications are via completion of the online form on the PHN grants portal, SmartyGrants.

The PHN is committed to diversity, equity and inclusion for all applicants. Please direct any SmartyGrants related questions to grants@thephn.com.au

For further questions regarding this scholarship opportunity please contact Sara James, HNECC PHN at sjames@thephn.com.au

For queries relating to course content, please contact Karen Gwillam, Essential Skills Training and Recruitment at karen@essentialskills.com.au