



Guidelines

Retaining your Aged Care Workforce Short Course

1. Background

ARIIA is an independent, not-for-profit organisation that is shaping the future of aged care in Australia. ARIIA was founded in 2021 under the Australian Government's aged care workforce strategy, specifically to address the urgent challenges of the aged care sector.

With ongoing reform and increasing workforce pressures, leaders at all levels play a vital role in shaping a workplace culture where staff feel valued, supported, and motivated to stay, even amidst change and complexity.

2. Retaining your Aged Care Workforce Short Course

Retaining skilled and passionate staff is one of the biggest challenges in aged care. This short course is designed for leaders who want to understand the factors influencing workforce retention and consider practical, evidence-based strategies to improve it.

On completion of the program, participants will have:

- **Confidence, skills and knowledge:** You will learn about the complex factors influencing retention and consider strategies that may apply for your context
- **Practical strategies:** You will reflect on your organisation's current practices and challenges, and access case studies and examples to help you improve retention and support a sustainable and diverse aged care workforce.
- **ARIIA Network:** All short course graduates become members of the ARIIA Network, a community-of-practice providing ongoing support, learning, and networking.

Organisational Benefits

- **Improved staff retention:** Equip your organisation to implement strategies that reduce turnover and support a more stable workforce.
- **Enhanced workforce planning:** Managers learn to use workforce data to inform planning, identify trends, and make evidence-based decisions.
- **Targeted support for diverse staff groups:** Understand the needs of specific groups and apply strategies to support their retention.
- **Stronger leadership and workplace culture:** Leaders foster inclusive, supportive environments that contribute to staff satisfaction and retention.

3. Program Delivery

We have made this short course widely accessible to participants from different aged care settings and contexts.

- 100% online.
- Facilitated group workshops with like-minded peers from the same or a mix of other organisations.
- Option for organisations to have the program delivered exclusively to a cohort from their leadership team.

Contact programs@ariia.org.au for group bookings.



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The program is delivered across three modules, each with self-directed online content and a facilitated workshop, that cover the following learning outcomes

1. Understand the value of data in workforce planning and retention, and use it to analyse patterns, demographics, and HR strategies.
2. Consider the complex and interconnected factors that influence retention
3. Reflect upon strategies to improve retention in the aged care workforce.
4. Recognise the needs of specific workforce groups and reflect on strategies to support their retention.

At the end of each online learning module, a hypothetical case study encourages participants to reflect and apply what they've learnt. Three online, facilitated peer workshops allow participants to discuss case studies, share reflections, and collaborate with others in the group.

The program requires a total time commitment of eight hours over three weeks. It includes three modules: Module 1 includes 1 hour of self-directed online learning, and a 1-hour facilitated workshop; Modules 2 and 3 each include 1.5 hours of self-directed learning followed by a 1.5-hour workshop.

Participants may be required to install a third-party app onto their device for the purpose of securely accessing the program content.

4. Group Bookings

For those wanting to build capability in teams across your organisation, ARIIA can deliver the course exclusively to a group of 8-15 leaders in your organisation at a time that suits you. Please contact us to discuss your needs and preferences.

5. Eligibility Criteria

The Retaining your Aged Care Workforce short course is suitable for any individual or team looking to improve staff retention and create strategies to maintain workforce sustainability.

6. Pricing

The Retaining your Aged Care Workforce short course is offered at an introductory cost of \$300 per person (+GST).

Discounts are available for group enrollments:

- 10% discount for groups of 3–4 participants.
- 15% discount for groups of 5 or more participants.

7. Application Process

Applications for the Retaining your Aged Care Workforce short course must be made in reference to the terms and conditions outlined in these guidelines and confirmed by the applicant's acknowledgment on the application form.

All applications must be submitted using the designated application form available on the ARIIA website. The application process involves agreeing to:

- Pay the full fee upon acceptance into the program.
- Acknowledgment of intellectual property and non-disclosure.
- Consent to the collection, processing, and storage of personal data in accordance with the ARIIA Privacy Policy.
- Comply with Flinders University's IT and security policies and ensure access to technology that enables participation in the program.
- Acknowledge that meaningful engagement in this course may require dedicated time and focus. Where applicable, participants are encouraged to discuss their involvement with their employer or organisation to ensure they can fully benefit from the course.



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8. Participation and completion requirements

We ask participants to commit to actively participating in the Retaining your Aged Care Workforce short course. Successful completion of the program requires participants to attend at least two of the three facilitated workshops, share reflections and collaborate with other participants. While the self-directed learning components of the program are not formally assessed, the most benefit will come from engaging in the workshops and completing the online learning.

9. Intellectual property

By participating in the Retaining your Aged Care Workforce short course, you acknowledge that all materials, resources, and content provided by ARIIA and Flinders University remain the intellectual property of ARIIA and Flinders University. Use of these materials is permitted for personal reference and workplace application. However, reproduction, public or third-party distribution, or use of these materials for commercial purposes is prohibited without ARIIA's and Flinders University's prior written consent. Disclosure of any proprietary information to third parties is not allowed without authorisation.

10. Workshop Transcription

Workshop discussions may be transcribed to support program administration, reporting, and participant learning in line with the ARIIA Privacy Policy. Workshops will not be video recorded to facilitate open discussion.

ariia.org.au

For more information email programs@ariia.org.au or call 08 8201 7500

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ARIIA was established as an independent, not-for-profit organisation, set up to lead the advancement of the aged care workforce capability by promoting and facilitating innovation and research to improve the quality of aged care for all Australians.