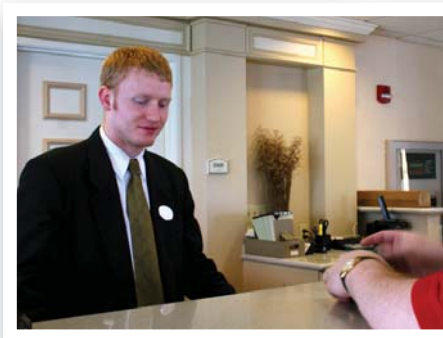
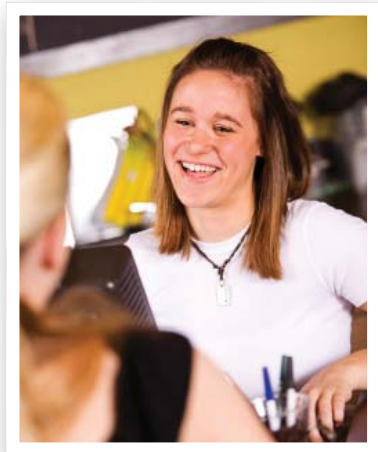


# Workshop Calendar

Training for the Future: January - March 2010



## Welcome

Esset Australia is pleased to release the January - March 2010 Workshop events for the *Training for the Future* initiative.

## Training for the Future Program

### What is it?

The objective of the *Training for the Future* program is to provide supported learning outcomes and maximise training and development opportunities for organisations providing community services, funded by the Tasmanian Department of Health and Human Services.

### What does the program offer?

The program provides a 'whole of service' approach to training and skills development, comprising:

- Service profile and training needs analysis
- Individual skills profile
- Service training planning
- Subsidised, tailored training program delivery

### How is it funded?

The program is funded by the Tasmanian Department of Health and Human Services, with funds provided for service training profiling, analysis and selected training program delivery. Access to *Training for the Future* funding for training delivery is only available after all other funding options have been investigated and exhausted.

### Who is eligible to participate?

The target group for *Training for the Future* is the members of boards, and the specific service program level managers, staff and volunteers of community sector organisations funded by the DHHS through the Home and Community Care (HACC), Specialist Homelessness Services (SHS) and Community Support Program (CSP).

### Who is not eligible to participate?

Managers, staff and volunteers of community sector organisations, who are not directly engaged in the services listed above, funded by the DHHS, are ineligible to participate in the program.

### How is the program administered and delivered?

The program is conducted through an on-site approach, with Stage 1 being a profile and training needs analysis service for eligible organisations, Stage 2 a profile of individual participants from the eligible organisations (both Stage 1 and Stage 2 conducted at your locations).

Feedback from Stage 1 and Stage 2 is referred to the CSLDP Steering Committee for Program Delivery approval. Stage 3 is the Rollout of Training Programs.



# Training for the Future

Community sector learning and development program

## How is training conducted?

Training program delivery is available through a range of on-site or off-site delivery options, based on the needs and preferences of the service. The delivery method includes group workshops and individual on the job training and assessment (See attached Program Delivery Calendar).

## What else is offered?

Employees may be eligible for a range of qualifications or short course training programs in business, health, community services and aged care. An Esset Australia team member will discuss further training needs with you.

## About Esset Australia...

Esset Australia is a Tasmanian based registered training organisation (NTIS Id: 60043) supporting a wide range of clients needs across the Health and Community Services Industry. Esset supports all participants and managers throughout the training process, in your facility using your familiar and relevant systems procedures in the comfort of your work environment.

Esset Australia supports over 1500 participants per year, using management systems compliant with, and certified to ISO 9001:2000 Quality Assurance Standards.

Esset Australia is highly respected in the Health and Community services sector, for the highest quality of delivery standards and comprehensive assessment of competency within our training services nationally.

## The Training for the Future program supports accredited training

All training delivery and programs under the *Training for the Future* initiative is undertaken in accredited units of competency from the Community Services (CHCO8) Training Package. Participants of these training events undertake follow up on the job assessments against the relevant unit and receive a Statement of Attainment for the unit of competence.

## Fees and Cancellation Policy

All participants are entitled to a 100% refund of fees paid, if Esset Australia is notified of cancellation at least 48 hours before service delivery commences.

## Training Fees

Participants eligible for the *Training for the Future* program are funded by the Tasmanian Department of Health and Human Services. The fee previously set by the CSLDP Steering Committee has been removed.

	Subsidised TFTF Fee	Standard Fee
Per Unit/Workshop per participant	\$0	\$250

The *Training for the Future* program currently funds training fees by 100% for eligible participants.

## Workshop Events – January to March 2010 “At A Glance”

TFTF Topic Name:	Northern Tasmania	North West Tasmania	Southern Tasmania
First Aid * (see below) 9.30am to 3.30pm	Thursday 18 <sup>th</sup> Feb	Thursday 11 <sup>th</sup> Feb	Wednesday 20 <sup>th</sup> Jan
Report Writing 9.30pm to 2.30pm	Thursday 25 <sup>th</sup> Feb	Thursday 25 <sup>th</sup> Feb	Thursday 28 <sup>th</sup> Jan
Board Governance 9.00am to 4.00pm (NB – occurs on a Saturday)	Saturday 27 <sup>th</sup> Mar	N/A	N/A
Infection control 9.30am to 4.00pm	Tuesday 2 <sup>nd</sup> Feb	N/A	Thursday 4 <sup>th</sup> Feb
Meeting Management 9.30am to 3.30pm	Thursday 25 <sup>th</sup> Mar	Thursday 11 <sup>th</sup> Mar	Wednesday 10 <sup>th</sup> Mar
Food Safety 9.30am to 1.30pm	Tuesday 9 <sup>th</sup> Mar	Thursday 18 <sup>th</sup> Feb	Wednesday 27 <sup>th</sup> Jan
OHS/Manual handling 9.30pm to 4.00pm	Tuesday 16 <sup>th</sup> Feb	Tuesday 2 <sup>nd</sup> Mar	Wednesday 17 <sup>th</sup> Mar
Difficult behaviours 9.30am to 4.00pm	Thursday 25 <sup>th</sup> Mar	N/A	Wednesday 31 <sup>st</sup> Mar
Conflict resolution 9.30pm to 4.00pm	Tuesday 23 <sup>rd</sup> Feb	Tuesday 9 <sup>th</sup> Mar	Wednesday 24 <sup>th</sup> Feb
Communication 9.30am to 4.00pm	Tuesday 16 <sup>th</sup> Mar	Thursday 4 <sup>th</sup> Mar	Thursday 11 <sup>th</sup> Feb

\* Additional First Aid courses are available on request

### Do You Have Additional Training Needs?

Esset Australia will tailor workshops to meet your organisations needs. Our professional team can deliver training onsite if preferred with arrangements negotiated to best suit your needs. Evening and weekend sessions are also available on request.

#### Contact Details

Phone: 1300 558 936  
 Email: [admin@eset.com.au](mailto:admin@eset.com.au)  
 Web: [www.eset.com.au](http://www.eset.com.au)

## Workshop Events

### January 2010 to March 2010

First Aid			Facilitator
Launceston	Thursday 18 <sup>th</sup> February	9.30am – 3.30pm	Kristie Misdorn
Burnie	Thursday 11 <sup>th</sup> February	9.30pm – 3.30pm	Kristie Misdorn
Hobart	Wednesday 20 <sup>th</sup> January	9.30am – 3.30pm	Alanna Dalwood
<p><i>HLTFA301B Apply first aid</i></p> <p>This Australian First Aid accredited workshop covers the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.</p> <p><i>Participants of this event are required to complete a self paced First Aid workbook and submit this for marking BEFORE attendance on the practical workshop day. Workbook and accompanying paperwork required 2 weeks before date of workshop.</i></p>			

Report Writing			Facilitator
Launceston	Thursday 25 <sup>th</sup> February	9.30am – 2.30pm	David Garden
Burnie	Thursday 25 <sup>th</sup> February	9.30am – 2.30pm	Peter Cooper
Hobart	Thursday 28 <sup>th</sup> January	9.30am – 2.30pm	Amanda Jacobs
<p><i>BSBRES401A Analyse and present research information</i></p> <p>This unit covers the skills and knowledge required to gather, organise and present workplace information using available systems.</p> <p><i>Participants of this event are required to undertake a follow up assessment against the relevant unit to receive a Statement of Attainment.</i></p>			

Board Governance			Facilitator
Launceston	Saturday 27 <sup>th</sup> March	9.00am – 4.00pm	Trevor Forshaw (SED Consulting)
Burnie	N/A	N/A	N/A
Hobart	Scheduled next quarter		
<p><i>SRXGOV001B Participate as a member of an effective Board of an organisation</i>  <i>SRXGOV002B Undertake the role of an Individual Director of an organisation</i></p> <p>These units cover the skills and knowledge required to be an active participant in the effective governance activities of an organisation.</p> <p><i>Participants of this event are required to undertake a follow up assessment against the relevant unit to receive a Statement of Attainment.</i></p>			

Infection Control			Facilitator
Launceston	Tuesday 2 <sup>nd</sup> February	9.30am – 4.00pm	Kristie Misdom
Burnie	N/A	N/A	N/A
Hobart	Thursday 4 <sup>th</sup> February	9.30am – 4.00pm	Cristina Blanch

*HLTIN301A Comply with infection control policies and procedures in health work*  
 This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures.  
*Participants of this event are required to undertake a follow up on-site assessment against the relevant unit and receive a Statement of Attainment.*

Meeting Management			Facilitator
Launceston	Thursday 25 <sup>th</sup> March	9.30am – 3.30pm	David Garden
Burnie	Thursday 11 <sup>th</sup> March	9.30am – 3.30pm	Peter Cooper
Hobart	Wednesday 10 <sup>th</sup> March	9.30am – 3.30pm	Allison Bligh

*BSBADM502A Manage meetings*  
 This unit covers managing the preparation of meetings, chairing the meetings, organising the minutes and reporting outcomes.  
*Participants of this event are required to undertake a follow up on-site assessment against the relevant unit and receive a Statement of Attainment.*

Food Safety			Facilitator
Launceston	Tuesday 9 <sup>th</sup> March	9.30am – 1.30pm	Rachel Jeffrey
Burnie	Thursday 18 <sup>th</sup> February	9.30am – 1.30pm	Peter Cooper
Hobart	Wednesday 27 <sup>th</sup> January	9.30am – 1.30pm	Alanna Dalwood

*HLTFS207B Follow basic food safety practices*  
 This unit of competency describes the skills and knowledge required for basic food safety practices including personal hygiene and conduct when working in a food service environment  
*Participants of this event are required to undertake a follow up on-site assessment against the relevant unit and receive a Statement of Attainment.*

OHS/Manual Handling			Facilitator
Launceston	Tuesday 16 <sup>th</sup> February	9.30am – 4.00pm	Kristie Misdom
Burnie	Tuesday 2 <sup>nd</sup> March	9.30am – 4.00pm	Kristie Misdom
Hobart	Wednesday 17 <sup>th</sup> March	9.30am – 4.00pm	Cristina Blanch

*HLTOHS300A Contribute to OHS processes*

This unit specifies the workplace performance required by an employee to contribute to OHS processes.

*Participants of this event are required to undertake a follow up on-site assessment against the relevant unit and receive a Statement of Attainment.*

Managing Difficult Behaviours			Facilitator
Launceston	Thursday 25 <sup>th</sup> March	9.30am – 4.00pm	Kristie Misdom
Burnie	N/A	N/A	N/A
Hobart	Wednesday 31 <sup>st</sup> March	9.30am – 4.00pm	Cristina Blanch

*HLTCSD306B Respond effectively to difficult or challenging behaviour*

This workshop covers skills and knowledge required to respond effectively to difficult or challenging behaviour of clients and others. These skills are associated with handling difficult incidents rather than managing ongoing behaviour difficulties.

*Participants of this event are required to undertake a follow up on-site assessment against the relevant unit and receive a Statement of Attainment.*

Conflict Resolution			Facilitator
Launceston	Tuesday 23 <sup>rd</sup> February	9.30pm – 4.00pm	Kristie Misdom
Burnie	Tuesday 9 <sup>th</sup> March	9.30pm – 4.00pm	Kristie Misdom
Hobart	Wednesday 24 <sup>th</sup> February	9.30pm – 4.00pm	Peter Franchina

*CHCCOM504A Develop, implement and promote effective workplace communication*

This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective workplace operations

*Participants of this event are required to undertake a follow up on-site assessment against the relevant unit and receive a Statement of Attainment.*

Communication			
Launceston	Tuesday 16 <sup>th</sup> March	9.30pm – 4.00pm	Kristie Misdom
Burnie	Thursday 4 <sup>th</sup> March	9.30pm – 4.00pm	Kristie Misdom
Hobart	Thursday 11 <sup>th</sup> February	9.30pm – 4.00pm	Amanda Jacobs

*CHCCOM403A Use targeted communication skills to build relationships*

This unit covers specialist workplace communication techniques to build and maintain strong relationships with colleagues and clients, based on respect and trust.

*Participants of this event are required to undertake a follow up on-site assessment against the relevant unit and receive a Statement of Attainment.*

## Training Venues

Launceston	Esset Australia - Northern Tasmania 71 – 79 Galvin Street Launceston
Hobart	Esset Australia - Southern Tasmania 'Westella' – 181 Elizabeth Street Hobart
Burnie	Esset Australia – North West Tasmania 15 Wilson Street Burnie

1. Training venues are subject to change with large groups – all registrations will be confirmed on receipt.
2. Minimum numbers apply to all workshop programs.

### What if I do not wish to undertake assessment?

All *Training for the Future* funded programs are undertaken through nationally accredited units of competency. If you do not wish to undertake assessment, you are still able to register and participate in the workshop events through full fee places.



# Training for the Future

Community sector learning and development program

## Registration Form

Date: \_\_\_\_\_

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Australian Citizen:  Yes  No

Contact Number: \_\_\_\_\_

What is your highest COMPLETED school level?

- Completed Year 12     
  Completed Year 11     
  Completed Year 10  
 Completed Year 9 or equivalent   
  Completed Year 8 or lower

Have you SUCCESSFULLY completed any of the following qualifications & in what **year**?

YES       NO      If YES, then tick ANY applicable boxes and add *Year Completed*?

- |   |   |
|---|---|
| <input type="checkbox"/> Certificate I .....                            | <input type="checkbox"/> Diploma (or Associate Diploma) .....       |
| <input type="checkbox"/> Certificate II .....                           | <input type="checkbox"/> Advanced Diploma or Associate Degree ..... |
| <input type="checkbox"/> Certificate III (or Trade Certificate) .....   | <input type="checkbox"/> Bachelor Degree or Higher Degree .....     |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate) ..... |   |

## Service Details

Organisation: \_\_\_\_\_ Service: \_\_\_\_\_

Site Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_ Postcode: \_\_\_\_\_

Service Program:  HACC     SAAP     CSP     Other \_\_\_\_\_

Location:  NORTH     SOUTH     NORTH/WEST

I have been with the service for \_\_\_\_\_ months / years.

Your current job title/role: \_\_\_\_\_

What is your current employment status?

- Employee       Volunteer       Student       Board member  
 Full time       Part time       Casual      Hours per week: \_\_\_\_\_

Information collected on this form is intended for training and administration purposes only. The information will be handled confidentially in accordance with the Privacy Act (2000).

**Please faxback both sides of this form to Esset Australia:  
North 6344 9311, South 6236 9077 or North West 6431 7318**

**I wish to register for the following sessions:**

TFTF Topic Name:	Northern Tasmania	North West Tasmania	Southern Tasmania
<input type="checkbox"/> First Aid	<input type="checkbox"/> Thursday 18 <sup>th</sup> Feb	<input type="checkbox"/> Thursday 11 <sup>th</sup> Feb	<input type="checkbox"/> Wednesday 20 <sup>th</sup> Jan
<input type="checkbox"/> Report Writing	<input type="checkbox"/> Thursday 25 <sup>th</sup> Feb	<input type="checkbox"/> Thursday 25 <sup>th</sup> Feb	<input type="checkbox"/> Thursday 28 <sup>th</sup> Jan
<input type="checkbox"/> Board Governance	<input type="checkbox"/> Saturday 27 <sup>th</sup> Mar	N/A	N/A
<input type="checkbox"/> Infection Control	<input type="checkbox"/> Tuesday 2 <sup>nd</sup> Feb	N/A	<input type="checkbox"/> Thursday 4 <sup>th</sup> Feb
<input type="checkbox"/> Meeting Management	<input type="checkbox"/> Thursday 25 <sup>th</sup> Mar	<input type="checkbox"/> Thursday 11 <sup>th</sup> Mar	<input type="checkbox"/> Wednesday 10 <sup>th</sup> Mar
<input type="checkbox"/> Food Safety	<input type="checkbox"/> Tuesday 9 <sup>th</sup> Mar	<input type="checkbox"/> Thursday 18 <sup>th</sup> Feb	<input type="checkbox"/> Wednesday 27 <sup>th</sup> Jan
<input type="checkbox"/> OHS/Manual handling	<input type="checkbox"/> Tuesday 16 <sup>th</sup> Feb	<input type="checkbox"/> Tuesday 2 <sup>nd</sup> Mar	<input type="checkbox"/> Tuesday 17 <sup>th</sup> Mar
<input type="checkbox"/> Managing difficult behaviours	<input type="checkbox"/> Tuesday 23 <sup>rd</sup> Mar	<input type="checkbox"/> Tuesday 1 <sup>st</sup> Dec	<input type="checkbox"/> Wednesday 31 <sup>st</sup> Mar
<input type="checkbox"/> Conflict resolution	<input type="checkbox"/> Tuesday 23 <sup>rd</sup> Feb	<input type="checkbox"/> Tuesday 9 <sup>th</sup> Mar	<input type="checkbox"/> Wednesday 24 <sup>th</sup> Feb
<input type="checkbox"/> Communication	<input type="checkbox"/> Tuesday 16 <sup>th</sup> Mar	<input type="checkbox"/> Thursday 4 <sup>th</sup> Mar	<input type="checkbox"/> Thursday 11 <sup>th</sup> Feb

Office Use Only:		
<input type="checkbox"/> Eligibility Check Completed <input type="checkbox"/> Service Profile completed <input type="checkbox"/> Training Needs Analysis Completed	TFTF Eligible    YES    NO (Please circle) <input type="checkbox"/> Enrolment form forwarded	
Funding option used if not eligible for TFTF:		
<input type="checkbox"/> Work Skills Voucher	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Existing Worker Apprenticeship
<input type="checkbox"/> Better Skills for Better Care	<input type="checkbox"/> Dementia Care Essentials	<input type="checkbox"/> New Worker Apprenticeship
<input type="checkbox"/> TasSkills	<input type="checkbox"/> Skills Equip	<input type="checkbox"/> Combination as above
<input type="checkbox"/> CACWDP		
<input type="checkbox"/> Other -----		
Vetrak No:	No. Units:	Course Name:



# Training for the Future

Community sector learning and development program

## Esset Australia Offices

### **National Office**

1<sup>st</sup> Floor 71-79 Galvin Street  
Launceston  
Tasmania 7250

Telephone: 03 6344 9333

Fax: 03 6344 9311

### **Northern Office**

2<sup>nd</sup> Floor 71-79 Galvin Street  
Launceston  
Tasmania 7250

Telephone: 03 6343 3841

Fax: 03 6344 9311

### **Southern Office**

"Westella" Level 1, 181 Elizabeth Street  
Hobart  
Tasmania 7000

Telephone: 03 6231 0430

Fax: 03 6236 9077

### **North West Office**

15 Wilson Street  
Burnie  
Tasmania 7320

Telephone: 03 6431 2437

Fax: 03 6431 7318