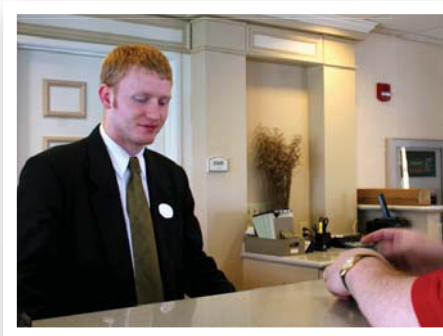
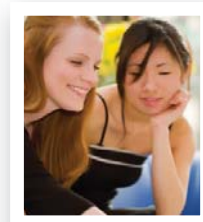
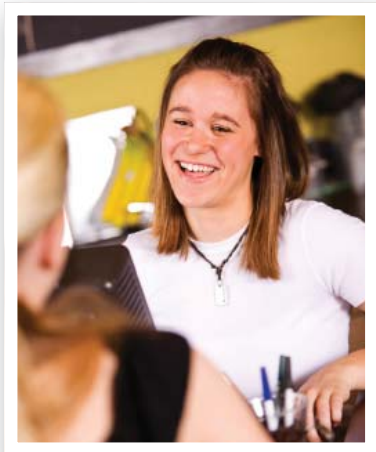


Workshop Calendar

Training for the Future: April - June 2009



Welcome

Esset Australia is pleased to launch the April - June 2009 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), Supported Accommodation Assistance Program (SAAP) 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 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 (CHCO2) 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 subsidised by the Tasmanian Department of Health and Human Services. These fees are set by the DHHS TTF Steering Committee.

	Subsidised TTF Fee	Standard Fee
Per Unit/Workshop per participant	\$25	\$250

The Training for the Future program currently subsidises training fees by 90% for eligible participants.

Workshop Events – April to June 2009 “At A Glance”

TFTF Topic Name:	Northern Tasmania	North West Tasmania	Southern Tasmania
First Aid 9.30am to 3.30pm	Thursday 9 th April	Thursday 4 th June	Thursday 7 th May
Manual Handling 1.30pm to 4.30pm	Wednesday 22 nd April	Thursday 23 rd April	Wednesday 3 rd June
Report Writing 1.00pm to 4.00pm	Thursday 23 rd April	Thursday 11 th June	Wednesday 17 th June
Teamwork 9.30 am to 1.30pm (SAAP identified initiative)	Thursday 7 th May	Thursday 28 th May	Thursday 25 th June
Cultural Diversity 9.30am to 2.30pm	Thursday 14 th May	Thursday 7 th May	Wednesday 6 th May
Meeting Management 9.30am to 1.30pm	Wednesday 13 th May	Thursday 30 th April	Thursday 18 th June
Food Safety 9.30am to 1.30pm	Thursday 21 st May	Tuesday 5 th May	Wednesday 24 th June
Orientation to Mental Health Work 1.00pm to 4.00pm	Thursday 25 th June	Thursday 18 th June	N/A
Communication Skills & Conflict Resolution 9.30am to 3.30pm	Thursday 11 th June	Tuesday 12 th May	Wednesday 17 th June
Duty of Care 12.30pm to 4.30pm (CSP identified initiative)	Tuesday 16 th June	Tuesday 21 st April	Wednesday 3 rd June
Suicide Prevention 9.30am to 3.30pm	Wednesday 17 th June	N/A	N/A
OH&S 9.30am to 12.30pm	Thursday 25 th June	Thursday 23 rd April	Tuesday 12 th May

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
 Web: www.eset.com.au

Workshop Events April 2009 to June 2009

First Aid (Workplace Level II)

HLTFA301B Apply First Aid

This workshop covers 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.

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.

North West Coast	Thursday 4 th June	9.30am – 3.30pm
Hobart	Thursday 7 th May	9.30am – 3.30pm
Launceston	Thursday 9 th April	9.30am – 3.30pm

Manual Handling

HLTHSE204B Follow safe manual handling practices

This workshop is concerned with carrying out work in a safe manner within the health care environment. Work will usually be performed within a prescribed range of functions involving known routines 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.

Launceston	Wednesday 22 nd April	1.30am – 4.30pm
Burnie	Thursday 23 rd April	1.30pm – 4.30pm
Hobart	Wednesday 3 rd June	1.30am – 4.30pm

Report Writing

BSBCMN405A Analyse and present research information

This unit covers the skills and knowledge required to gather, organise and present workplace information using available systems.

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

Hobart	Wednesday 17 th June	1.00pm – 4.00pm
Launceston	Thursday 23 rd April	1.00pm – 4.00pm
North West Coast	Thursday 11 th June	1.00pm – 4.00pm

Teamwork

BSBCMN404A Develop teams and individuals

This unit covers the skills and knowledge required to determine individual and team development needs and facilitate the development of the workgroup.

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

North West Coast	Thursday 28 th May	9.30am – 1.30pm
Launceston	Thursday 7 th May	9.30am – 1.30pm
Hobart	Thursday 25 th June	9.30am – 1.30pm

Cultural Diversity

CHCCS405A Work effectively with culturally diverse clients and co-workers

This workshop deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

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

Launceston	Thursday 14 th May	9.30am – 2.30pm
North West Coast	Thursday 7 th May	9.30am – 2.30pm
Hobart	Wednesday 6 th May	9.30am – 2.30pm

Meeting Management

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.

North West Coast	Thursday 30 th April	9.30am – 1.30pm
Launceston	Wednesday 13 th May	9.30am – 1.30pm
Hobart	Thursday 18 th June	9.30am – 1.30pm

Food Safety

CHCT3B Apply safe food hygiene practices

This workshop covers skills to apply safe food hygiene practices in food service 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.

Launceston	Thursday 21 st May	9.30am – 1.30pm
North West Coast	Tuesday 5 th May	9.30am – 1.30pm
Hobart	Wednesday 24 th June	9.30am – 1.30pm

Orientation to Mental Health Work

CHCMH1B Orientation to mental health work

This unit aims to describe the context within which mental health work occurs.

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

North West Coast	Thursday 18 th June	1.00pm – 4.00pm
Launceston	Thursday 25 th June	1.00pm – 4.00pm
Hobart	N/A	

Communication Skills & Conflict Resolution

CHCCOM3C Utilise specialist communication skills to build strong relationships

This workshop 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.

North West Coast	Tuesday 12 th May	9.30am – 3.30pm
Launceston	Thursday 11 th June	9.30am – 3.30pm
Hobart	Wednesday 17 th June	9.30am – 3.30pm

Duty of Care

CHCAD2C Support the interests, rights and needs of clients within duty of care requirements

This workshop relates to upholding the interests and rights of clients within the organisation.

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

North West Coast	Tuesday 21 st April	12.30pm – 4.30pm
Hobart	Wednesday 3 rd June	12.30pm – 4.30pm
Launceston	Tuesday 16 th June	12.30pm – 4.30pm

Suicide Prevention

CHCCS501A Assess and respond to individuals at risk of self-harm or suicide

This unit aims to provide community services workers with appropriate skills and knowledge to assess and respond to individuals who are at risk of self-harming or suicidal behaviour.

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

Launceston	Wednesday 17 th June	9.30am – 3.30pm
Burnie	N/A	
Hobart	N/A	

Occupational Health & Safety

CHCOHS301A Participate in workplace safety procedures

On completion of this workshop, the worker will be able to identify occupational health and safety hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating and contributing to OHS management issues.

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

Launceston	Thursday 25 th June	9.30am – 12.30pm
Burnie	Thursday 23 April	9.30am – 12.30pm
Hobart	Tuesday 12 th May	9.30am – 12.30pm

Training Venues	
Launceston	Esset Australia - Northern Tasmania 71 – 79 Galvin Street Launceston
Hobart	Esset Australia - Southern Tasmania 'Westella' – 181 Elizabeth Street Hobart
North West Coast	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.

Training Fees

Participants eligible for the Training for the Future program are subsidised by the Tasmanian Department of Health and Human Services. These fees are set by the DHHS TTF Steering Committee.

	Subsidised TTF Fee	Standard Fee
Per Unit/Workshop per participant	\$25	\$250

The Training for the Future program currently subsidises training fees by 90% for eligible participants.

What if I do not wish to undertake assessment?

All Training for the Future subsidised 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: _____

Payment Details

Name on Card: _____

Card Number: _____

Expiry: ___ / ___ Cheque Visa Mastercard

Signature: _____

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



Training for the Future

Community sector learning and development program

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 9th April	<input type="checkbox"/> Thursday 4th June	<input type="checkbox"/> Thursday 7th May
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Wednesday 22nd April	<input type="checkbox"/> Thursday 23rd April	<input type="checkbox"/> Wednesday 3rd June
<input type="checkbox"/> Report Writing	<input type="checkbox"/> Thursday 23rd April	<input type="checkbox"/> Thursday 11th June	<input type="checkbox"/> Wednesday 17th June
<input type="checkbox"/> Teamwork	<input type="checkbox"/> Thursday 7th May	<input type="checkbox"/> Thursday 28th May	<input type="checkbox"/> Thursday 25th June
<input type="checkbox"/> Cultural Diversity	<input type="checkbox"/> Thursday 14th May	<input type="checkbox"/> Thursday 7th May	<input type="checkbox"/> Wednesday 6th May
<input type="checkbox"/> Meeting Management	<input type="checkbox"/> Wednesday 13th May	<input type="checkbox"/> Thursday 30th April	<input type="checkbox"/> Thursday 18th June
<input type="checkbox"/> Food Safety	<input type="checkbox"/> Thursday 21st May	<input type="checkbox"/> Tuesday 5th May	<input type="checkbox"/> Wednesday 24th June
<input type="checkbox"/> Orientation to Mental Health Work	<input type="checkbox"/> Thursday 25th June	<input type="checkbox"/> Thursday 18th June	<input type="checkbox"/> N/A
<input type="checkbox"/> Communication Skills & Conflict resolution	<input type="checkbox"/> Thursday 11th June	<input type="checkbox"/> Tuesday 12th May	<input type="checkbox"/> Wednesday 17th June
<input type="checkbox"/> Duty of Care	<input type="checkbox"/> Tuesday 16th June	<input type="checkbox"/> Tuesday 21st April	<input type="checkbox"/> Wednesday 3rd June
<input type="checkbox"/> Suicide Prevention	<input type="checkbox"/> Wednesday 17th June	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A
<input type="checkbox"/> OH&S	<input type="checkbox"/> Thursday 25th June	<input type="checkbox"/> Thursday 23rd April	<input type="checkbox"/> Tuesday 12th May

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 -----		
Vettrak No:	No. Units:	Course Name:



Training for the Future

Community sector learning and development program

Esset Australia Offices

National Office

1st Floor 71-79 Galvin Street
Launceston
Tasmania 7250

Telephone: 03 6344 9333

Fax: 03 6344 9311

Northern Office

2nd 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