



*Centre for Excellence*  
in Child and Family Welfare Inc.

## **Training Guide**

August — December 2019

## Acknowledgements

We respectfully acknowledge the traditional land of the Kulin Nation and we acknowledge the Wurundjeri people who are the traditional custodians of this land. We pay respect to their elders past and present and recognise that their sovereignty was never ceded and the structural inequality created by colonisation continues to this day.

We appreciate and celebrate diversity in all its forms. We believe diversity of all kinds makes our teams, services and organisation stronger and more effective.



*Centre for Excellence*  
in Child and Family Welfare Inc.

## Our Vision

Victorian children, young people and families are safe, happy and connected, with access to support when they need it.

## Our Purpose

### Policy and Ideas

Develop, influence and advocate for public policies that advance the rights and wellbeing of children, young people and families and address the social, economic and cultural barriers to improving their lives.

### Research and Practice

Lead and share research to support innovation and evidence-informed practice

### Capacity Building

Strengthen the capacity of organisations to provide services that best suit the needs of vulnerable families and children.

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in Child and Family Welfare

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# Contents

<b>Workshops and training at the Centre</b>		<b>3</b>
Training Calendar		4
<b>Customised workshops and training</b>		<b>14</b>
<b>Diploma of Leadership and Management</b>		<b>16</b>
<b>RCLDS</b>		<b>20</b>
Support for regional RCLDS providers		21
RCLDS funded Training Calendar		22
<b>eLearning at the Centre</b>		<b>23</b>
Enrolment information		24



## Welcome to the August to December 2019 Training Guide

As the peak body for organisations working with children and families in Victoria, the Centre for Excellence in Child and Family Welfare is delighted to offer a range of training and professional development opportunities for our sector.

We cater for a wide range of leaders, managers and practitioners including offering training in supervision and coaching. We have developed beginning practice training for residential care workers to increase competence and confidence in caring for children and young people with complex needs. We offer micro skills training for practitioners seeking to improve in specific areas. We are establishing our L.E.A.D Academy with exciting professional development opportunities for existing and emerging leaders.

Our Research to Practice Hub consolidates our evaluation and research work, including knowledge translation and dissemination through the Outcomes, Practice and Evidence Network (OPEN). If you want help to develop your theory of change or program logic, use data to drive continuous improvement, develop your own monitoring and evaluation framework, or implement evidence-informed practices more consistently across your organisation, please contact us!

Our Child and Family Reform Unit offers targeted training in Child Safe, Reportable Conduct and mandatory reporting. We provide customised workshops to help your organisation create a child-safe environment.

I encourage you to browse through our guide to identify how we can meet your professional needs. If you cannot find what you want, please contact us to see how we might address this gap. We are here to assist your ongoing professional growth in the interests of the children, young people and families who use our services.

**Deb Tsorbaris** CEO



## Workshops and training at the Centre



In this guide, you'll find training and workshop options available between August and December 2019. We'll be sending out a new guide for 2020, and you can find up-to-date training information on our website at any time.

Our training covers skills development, self-care, conflict management and effective communication. We also have training which has been developed for those working with young people and trauma. Training is designed to provide professional development for those working in the sector. They can be customised using your own organisation's policies, standards or documentation. These can be booked for a time that suits your organisation or staff group.

We also have new fully funded eLearning and workshop options for the sector. As always, the Centre aims to provide you with the best training possible to support the vital work that you do.

To book your training please call the Centre for Excellence in Child and Family Welfare on **(03) 9094 1577** or email us at **[training@cfecfw.asn.au](mailto:training@cfecfw.asn.au)**

# Training Calendar

These courses and workshop options are available at the Centre from August to December. Additional training will be available based on demand.

<b>August Courses</b>	<b>Duration</b>	<b>Start Date</b>	<b>Page</b>
Supervision Skills	1 day	22 August 2019	5
CPR Training (Geelong)	1/2 day	26 August 2019	6
Self-Care: Detecting and Preventing Compassion Fatigue and Vicarious Trauma	1 day	30 August 2019	6

## **September**

Effective Conflict Management	1 day	3 September 2019	7
Standard Mental Health First Aid	1 day	10 & 12 September 2019	7
Motivational Interviewing	1 day	11 September 2019	8
CPR Training (Footscray)	1/2 Day	12 September 2019	6
Defusing and Debriefing Incidents	1 day	16 September 2019	8
Working with Children with Autism and Intellectual Disabilities	1 day	19 September 2019	9
CPR Training (Melbourne CBD)	1 day	24 September 2019	6
Best Interests Practice Model Framework	1 day	25 September 2019	9

## **October**

Advanced Case Management Practice	1 day	15 October 2019	10
Counselling Skills for Non-Counsellors	1 day	23 October 2019	10
Supporting Positive Behaviour in Clients with a Disability	1 day	28 October 2019	11

## November

Cultural Awareness: Introduction to Working with Aboriginal Children, Young People and Families	1 day	11 November 2019	11
Identify Mental Health Crisis Situations and How to Respond	1 day	13 November 2019	12
A Casework Approach to Vulnerable Families	1 day	19 November 2019	12
Effective Conflict Management	1 day	21 November 2019	7

## December

Supervision Skills	1 day	5 December 2019	5
Youth Mental Health First Aid	1 day	9 December 2019	13
Skilled at Looking After Children (LAC)	1 day	11 December 2019	13

Please see our online calendar at [cfecfw.asn.au/calendar](http://cfecfw.asn.au/calendar) for additional courses.

## Supervision skills

Workshop Ethical Practice



Melbourne CBD: **22 August 2019**  
Melbourne CBD: **5 December 2019**



Duration  
**1 day**



**Member**                      **\$290**  
Non-member                    **\$330**

This one-day workshop provides practical tools that can be used to support participants in their supervisory roles.

The workshop will explore topics including using effective communication styles, coaching and mentoring skills, goal setting, and providing and receiving feedback. The workshop explores the use of Clinical Education frameworks and models, to support the development of safe and ethical practices with clients. It provides a reflective space for a supervisor to enhance their competence and confidence when working with clients.

### Learning outcomes

- Understand the core competencies necessary for effective supervision
- Learn to develop, implement and review a supervision session
- Understand how to adapt your communication style to different staff in supervisory relationships.
- Differentiate operational management and clinical supervision, developing strategies to manage both roles within a supervision session where appropriate
- Respond effectively to challenges in supervision practice.

### CPR & anaphylaxis training

Workshop

Geelong:  
**26 August 2019**

 Footscray:  
**12 September 2019**

Melbourne CBD:  
**24 September 2019**

 Duration  
**Half day**

 **\$70**

This half-day accredited unit of competency teaches and refreshes the skills and knowledge required to provide Cardio-Pulmonary Resuscitation (CPR) as a first aid response to a person who is unconscious and not breathing. The course covers CPR techniques on adults, children and infants.

#### Learning outcomes

- Principles of First Aid includes OHS requirements, legal responsibilities
- Assess an emergency situation
- Management of an unconscious casualty (include CPR and Defibrillation).

### Self-care: detecting and preventing compassion fatigue and vicarious trauma

Workshop Trauma Informed Practice

Effective Communication

 South Melbourne:  
**30 August 2019**

 Duration  
**1 day**

 **Member \$290**  
Non-member \$330  
RCLDS Funded

Practitioners in the child and family welfare sector are at high risk of vicarious trauma. This cumulative process can change our attitudes, worldviews, and ultimately cut short a promising career. Some participants who have completed this workshop discovered they were more affected by their clients' trauma than they had realised.

Supporting clients, whether they are adults, adolescents or young children, can be taxing physically and mentally. It is understandable that at times workers will feel overburdened by their role assisting vulnerable clients with multiple issues. Being mindful of this is a necessary step in preventing 'burnout'.

#### Learning outcomes

- Learn advanced techniques to manage professional boundaries with clients
- Spot the early signs of vicarious traumatisation
- Differentiate vicarious trauma from other kinds of stress
- Learn techniques for managing the impact of constant exposure to trauma, including ways to communicate your needs
- Understand resistance, resilience and recovery.

## Effective conflict management

Workshop Best Practice



Melbourne CBD:  
**3 September 2019**

Melbourne CBD:  
**21 November 2019**



Duration  
**1 day**



<b>Member</b>	<b>\$290</b>
Non-member	\$330

Occupational violence has increased over recent years with statistical evidence indicating that individuals working within the residential, welfare and home based care sectors are amongst those most likely to be subjected to potentially violent situations. The fundamental aim of the current program is to ensure safety – safety for all. Through your participation in this program, you will learn the necessary skills to engage a diverse range of individuals in addition to the key micro-skills that underpin preventative conflict management strategies such as risk assessment, defusing and incident management.

### Learning outcomes

- Complete and undertake a comprehensive risk assessment
- Implement a range of communication techniques that will minimise the escalation of conflict
- Implement the key micro-skills of negotiation and defusing
- Implement the skills of critical incident management
- Implement the skills of third party intervention
- Complete a range of physical skills that promote safety and reflect the principles of break and escape.

## Standard mental health first aid

Workshop



Melbourne CBD:  
**10 & 12 September 2019**



Duration  
**2 days**



<b>Member</b>	<b>\$290</b>
Non-member	\$330

The Standard Mental Health First Aid workshop is a one-day course. It teaches participants how to provide initial support to other adults who maybe experiencing a mental health problem or mental health crisis until appropriate professional help is received or the crisis resolves, using a practical, evidence-based Action Plan.

This course is based on guidelines developed through the expert consensus of professionals and people with lived experience of mental health problems.

### Learning outcomes

- Understanding mental health challenges
- Understanding stress and anxiety in relation to mental health
- Recognising various issues - substance use, suicidal thoughts and behaviours, panic attacks, traumatic events, psychosis, drug and alcohol abuse.

## Motivational Interviewing

Workshop



Melbourne CBD:  
**August 12 2019**

Melbourne CBD:  
**September 11 2019**



Duration  
**1 day**



**\$70**

One of the biggest challenges faced by workers in our sector is helping people change deep patterns of behaviour which increase their risks of harm.

This workshop offers a goal-directed, practical approach to counselling and working with clients who have identified a need for change, but are unable to begin the process. Motivational interviewing is one of the most advanced techniques to help clients work through the feelings which block their ability to make changes in their lives. This technique helps workers explore and resolve a client's unwillingness or inability to make decisions that will positively impact their situation.

### Learning Outcomes

- Understand the guiding principles of Motivational Interviewing
- Learn how to listen attentively without judgement in a counselling scenario
- Learn to identify ambivalence when discussing decision-making with your client
- Develop the ability to positively interact with the client's decision making process
- Develop a method of communication known as 'change talk' that will help motivate the client to want to make changes to their present situation.

## Defusing and debriefing incidents

Workshop

Effective Communication



Melbourne CBD:  
**16 September 2019**



Duration  
**1 day**



**Member**  
Non-member  
RCLDS Funded

**\$290**  
**\$330**

Participants will be given an understanding of defusing (psychological first aid) and debriefing (CISM) along with follow up support and supporters' self-care.

### Learning outcomes

- Understanding of stress and anxiety  
Recognise the effects of trauma
- Knowledge of workplace procedures around incident response
- Understand Rob Gordon's model of psychological first aid
- Create safety after a critical incident
- Support staff after a critical incident
- Emotional debrief in the days after a critical incident
- Set up the CISM debrief
- Understand the 7 stages of the CISM debrief  
Accessing EAP
- Other external professional support
- Understand self-care strategies for supporters.

## Working with children with autism and intellectual disabilities

Workshop Disability



Melbourne CBD:  
**19 September 2019**



Duration  
**1 day**



**Member \$290**  
Non-member \$330

This training is delivered from a trauma-informed approach and has been designed to meet the needs of people working with children with autism or disability. While the main focus is on Autism Spectrum Disorders (ASD), the training also identifies the difficulties of working with individuals with other complex support needs such as intellectual disabilities.

Participants can expect to develop the core knowledge to work successfully with people with autism, and in many cases, other complex needs, such as high levels of anxiety, difficulties with communication, and challenging behaviour.

### Learning outcomes

- Identify the features of ASD
- Identify the key impacts on the individual, their families, carers and siblings
- Implement effective core strategies with individuals with ASD
- Identify factors affecting service provision for individuals with ASD.

## Best interests practice model framework

Workshop Best Practice

Trauma-informed practice



Melbourne CBD:  
**25 September 2019**



Duration  
**1 day**



**Member \$290**  
Non-member \$330

The aim of this workshop is to provide practitioners with an understanding of the principles and practices of the best interests case practice model and how this is embedded into their work context.

This training provides information on how to embed a service system that supports clients to heal and recover at the same time as building the necessary scaffolding for the practitioner to prevent stress and vicarious trauma.

### Learning outcomes

- Develop a systemic approach to case work and collaborative practice
- Understanding trauma informed care and practice
- Best Interests Case Practice Model
- Develop strategies for working with families who experience complex issues and responding to complex behaviours
- Engaging resistant and stuck clients
- Stress management and self-care.

### Advanced case management practice

Workshop Case management Best Practice



Melbourne CBD:  
**15 October 2019**



Duration  
**1 day**



<b>Member</b>	<b>\$290</b>
Non-member	\$330

This one-day workshop aims to assist practitioners to understand and explore theoretical frameworks and models that underpin complex case management and to assess and engage individuals and families who are experiencing complex and multiple issues in their case planning and goal setting.

This workshop will explore attachment theory, the effects of trauma and how this knowledge informs case management practice.

#### Learning outcomes

- Understanding case management and the theories, models or frameworks that underpin best practice
- How to build professional working relationships and effective networks to enhance best practice
- The impact of trauma on individuals' and families' safety, stability and well-being
- How to manage and support clients in the change processes and how this can influence and impact on case management planning and goal setting
- Various assessment models and frameworks and how to integrate them into case management practice.
- Risk assessment frameworks and how to translate the information gathered into case planning and goal setting.

### Counselling skills for non-counsellors

Workshop Effective Communication

Counselling Skills



Melbourne CBD:  
**23 October 2019**



Duration  
**1 day**



<b>Member</b>	<b>\$290</b>
Non-member	\$330

This one-day interactive workshop will provide participants with the knowledge and skills required to provide basic effective counselling skills in a direct practice setting to better support children, young people and families.

#### Learning outcomes

- Understand the theoretical approaches and model underpinning effective counselling
- Demonstrate effective communication skills
- Demonstrate effective general counselling and motivational interviewing skills
- Understand the role of self-reflection in practice.

## Supporting positive behaviour in clients with a disability

Workshop

Positive Behaviour

Disability



Melbourne CBD:  
**28 October 2019**



Duration  
**1 day**



<b>Member</b>	<b>\$290</b>
Non-member	\$330

This workshop is a one-day introduction to Positive Behaviour Support with a strong focus on working with clients with a disability. Participants will gain a greater understanding of behaviours of concern and how they can be assessed. It will include a practical run through of assessment models and exploring interactive assessment scenarios.

### Learning outcomes

- Identify and assess behaviours of concern and challenging behaviours in a client
- Understand contributing background factors to behaviours of concern
- Conduct a Functional Behaviour Assessment
- Learn how to implement positive behaviour supports, including skill building with your client, and shorter-term strategies.

## Introduction to working with Aboriginal children, young people & families

Workshop

Effective Communication

Best Practice



Melbourne CBD:  
**11 November 2019**



Duration  
**1 day**



<b>Member</b>	<b>\$290</b>
Non-member	\$330
RCLDS Funded	

This one day workshop presented by an Aboriginal facilitator is an introduction to working respectfully with Aboriginal children, young people, families and workers in the child and family welfare sector.

### Learning outcomes

- Aboriginal History – life before and after colonisation
- Key effects of the Stolen Generation and the continued effects – grief, loss and trauma
- Aboriginal culture
- The resilience and strength in Aboriginal communities
- Aboriginal family roles and responsibilities
- Working respectfully with Aboriginal children, young people, families and workers.

### Identify mental health crisis situations and how to respond

Workshop Effective Communication

Mental Health



Melbourne CBD:  
**13 November 2019**



Duration  
**1 day**



<b>Member</b>	<b>\$290</b>
Non-member	\$330

This one-day course will assist staff in identifying mental health crisis situations and how to respond.

#### Learning outcomes

- Gain an understanding of major mental health illness groups
- Identify signs of mental illness
- Improved communication skills
- Establish respectful relationships with people with mental health issues
- Identify issues that impact people with mental illness
- Recognise the need for additional support.

### A casework approach to vulnerable families

Workshop Effective Communication

Case Management



Melbourne CBD:  
**19 November 2019**



Duration  
**1 day**



<b>Member</b>	<b>\$290</b>
Non-member	\$330

This one-day workshop aims to provide a theoretical foundation of knowledge and skills within a casework approach when working with vulnerable families.

#### Learning outcomes

- How theoretical frameworks underpin family work
- How to integrate these theories into practice
- The various practice models that inform casework with vulnerable families
- The principles of effective casework
- A variety of assessment models to integrate into various work contexts
- Variety of tools to engage families in case planning and goal setting
- Effective communication & building relationships with vulnerable families
- How to manage complex relationships within a family and work with competing needs
- Strategies to successfully engage hard-to-reach families and maintain engagement
- Ensuring case workers participate in supervision, critical thinking and reflective practice
- Develop stress management and self-care skills.

## Youth mental health first aid

Workshop Mental Health  
First aid

 Melbourne CBD:  
**9 & 12 December 2019**

 Duration  
**2 days**

 **Member \$290**  
Non-member \$330

The 14-hour Youth Mental Health First Aid course is for adults working or living with adolescents (aged between 12 and 18 years). However, the course can be relevant for those helping people who are a little younger or older. The course is particularly suitable for our sector. The course curriculum is evidence-based, as informed by the Mental Health First Aid (MHFA) Guidelines.

Previous participants of this course report improved knowledge of mental illnesses and their treatments, knowledge of appropriate first aid strategies, and confidence in providing mental health first aid, as well as reduced stigma.

### Learning outcomes

- Understanding the signs and symptoms of the common and disabling mental health problems in young people
- Where and how to get help when a young person is developing a mental illness
- What sort of help has been shown by research to be effective
- How to provide first aid in a crisis situation.

## Skilled at looking after children (LAC)

Workshop Best Practice  
Effective Communication

 Melbourne CBD:  
**11 December 2019**

 Duration  
**1 day**

 **Member \$290**  
Non-member \$330  
RCLDS Funded

This course provides an essential introduction to Looking After Children (LAC) for all out of home care (OOHC) workers — what it is, how to complete reports — and most importantly, why it is important! This blended delivery model requires up to two hours of online work to be completed prior to the face to face modules.

### Learning outcomes

- Gain an understanding of the history of LAC, including the needs it was designed to meet
- Become familiar with the various LAC reports and documents and how to use them, and how they serve the best interests of the child
- Understand the Charter of Rights and how to embed these into the LAC processes and framework
- Document and complete the Looking After Children Records
- Understand how the Best Interest Case Practice Model and LAC processes and framework are integrated to support best practice and good outcomes for children in out of home care
- How to navigate the seven LAC developmental dimensions and how complex trauma impacts on these dimensions
- Understand how to complete the LAC care and placement plans and other records, including navigating a Department of Health and Human Services (DHHS) referral.



## Customised workshops and training



The Centre also offers customised and tailored courses and workshops to organisations across the child and family services sector and in parallel and aligned workplaces. Each of our courses can be customised using your own organisation's policies, standards or documentation. We are also able to tailor any of our core training to meet the specific needs of your organisation, or we can create needs-based training specifically for you. We offer a number of other workshop and presentation options that can be delivered in metropolitan and regional locations. In response to the overwhelming needs of the sector in regional areas, we will be providing increased numbers of targeted courses responsive to regional needs.

We will continue to deliver affordable professional development programs around engaging young people, trauma-informed programs, presentations and workshops aimed at those who work with young people in care, and training around assisting families and individuals to become financially empowered.

As the sector moves away from crisis-driven responses to more preventative approaches, we are collaborating closely with organisations in the sector to build workforce capability and improve organisational practices and responses.

We have extensive experience in working with organisations to upskill staff and equip them with the skills and confidence to deal with complex issues and workplace situations. Our tailored training and blended learning options are designed to meet those needs.

To book any training please call the Centre for Excellence in Child and Family Welfare on **(03) 9094 1577** or email us at [training@cfecfw.asn.au](mailto:training@cfecfw.asn.au).

### Customised training delivered in 2019

The following workshops and presentations **can be run at your organisation or at the Centre**. They are completely customisable, which means that we will work with you to establish the course duration, cost and date of delivery.

Can't find what you're looking for? We have more customised training on offer – contact us for all your training needs.

#### **Best interests practice model framework**

1 day (9.30 am – 4.30 pm)

#### **Motivational interviewing**

2 day training (9.30 am – 4.30 pm)

#### **Self-care and managing vicarious trauma**

1 day (9.30 am – 4.30 pm)

#### **Professional boundaries**

1 day (9.30 am – 4.30 pm)

#### **Trauma informed practice**

1 day (9.30 am – 4.30 pm)

#### **Good case notes and reporting**

1 day (9.30 am – 4.30 pm)

#### **Leadership and supervision**

1 day (9.30 am – 4.30 pm)

#### **Positive behaviour management**

1 day (9.30 am – 4.30 pm)

#### **Building foundations for best practice**

2 day training (9.30 am – 4.30 pm)

#### **Motivational interviewing**

1 day (9.30 am – 4.30 pm)

#### **Developing a program logic and theory of change and preparing for evaluation**

1 day (9.30 am – 4.30 pm)

#### **Creating a child-safe organisation**

1 day (9.30 am – 4.30 pm)



## Diploma of Leadership and Management



The Diploma of Leadership and Management equips individuals to take initiative, show judgement in planning and organising, and develop effective communication and self-management strategies.

The Diploma of Leadership and Management is for individuals who are already in leadership and management roles in the child, youth and families sector, and for individuals who are working towards a leadership position. The Centre offers this accredited diploma to develop and hone management skills for individuals within the context of the child, youth and families sector.

Students will be able to plan, design, apply and evaluate solutions to problems as they arise, and identify and analyse information from a variety of sources. This course is most suited to individuals who lead and manage a team and contribute to the overall organisational direction.

Contact our **Admissions Officer Natasha Lobo** at **[natasha.lobo@cfecfw.asn.au](mailto:natasha.lobo@cfecfw.asn.au)** or **03 9094 3503** to discuss the diploma.

## Course duration

The BSB51915 Diploma of Leadership and Management consists of 12 units of competency, including 4 core units and 8 elective units. Training is carried out through face to face classroom delivery. The student's workplace will provide the live environment to apply newly acquired knowledge and skills during the course of a normal work day.

The course will be delivered over 17 full day classroom training sessions over a period of 8 months. Students can also complete single stand-alone units.

## Cost



**\$4,200**  
\$5,100

**Member**  
Non-member

The advertised fees for this course are dependent on funding eligibility and may change over time. Please contact the Centre to discuss your enrolment and eligibility.



NATIONALLY RECOGNISED  
TRAINING

The Centre also offers a number of individual units from the Diploma of Leadership and Management that your staff may be interested in attending as a non-assessed unit to add to their list of skills. We are also able to customise any of the following units as Professional Development for your workforce.

**BSBLDR511**

## Develop and use emotional intelligence

Diploma Unit



**4 & 11 October 2019**



Duration  
**2 days**



This unit is part of the Diploma of Leadership and Management

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.

It includes identifying the impact of a person's own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and using emotional intelligence to maximise team outcomes.

### Learning outcomes

- Identify the impact of your own emotions on others in the workplace
- Recognise and address the emotional strengths and weaknesses of others
- Promote the development of emotional intelligence in others
- Use emotional intelligence to maximise team outcomes.

### Who should attend?

The unit applies to managers who identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems as a part of their job role. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

**BSBMGT502 & BSBWOR502**  
**(Manage People Performance**  
**& Lead and Manage Team**  
**Effectiveness)**

## Lead and manage effective workplace relationships

Diploma Unit



**9 & 16 August 2019**



Duration  
**2 days**



This unit is part of the Diploma of Leadership and Management

This unit describes the skills and knowledge required to lead and manage effective workplace relationships.

At this level work will normally be carried out within complex and diverse methods and procedures, which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

### Learning outcomes

- Manage ideas and information
- Establish systems to develop trust and confidence
- Manage the development and maintenance of networks and relationships
- Manage difficulties to achieve positive outcomes.

### Who should attend?

This unit applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity.

**BSBWHS501**

## Ensure a safe workplace

Diploma Unit



**6 September 2019**



Duration  
**1 day**



This unit is part of the Diploma of Leadership and Management

This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

### Learning outcomes

- Establish a WHS management system in a work area
- Establish and maintain effective and compliant participation arrangements for managing WHS in a work area
- Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area
- Evaluate and maintain a work area WHS management system.

### Who should attend?

This unit applies to managers working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS.

**BSBFIM501**

## Manage budgets and financial plans

Diploma Unit



**8 & 15 November 2019**



Duration  
**2 days**



This unit is part of the Diploma of Leadership and Management

This unit describes the skills and knowledge required to undertake financial management in a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

### Learning outcomes

- Plan financial management approaches
- Implement financial management approaches
- Monitor and control finances
- Review and evaluate financial management processes.

### Who should attend?

This unit applies to managers in a wide range of organisations and sectors who have responsibility for ensuring that work team financial resources are used effectively and are managed in line with financial objectives of the team and organisation.

**BSBPMG522**

## Undertake project work

Diploma Unit



**6 December 2019**



Duration  
**1 day**



This unit is part of the Diploma of Leadership and Management

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

### Learning outcomes

- Define project
- Develop project plan
- Administer and monitor project
- Finalise project
- Review project.

### Who should attend?

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

# Residential Care Learning and Development Strategy (RCLDS) funded training



RCLDS is the Residential Learning and Development Strategy.

The strategy is intended to develop a competent and appropriately trained residential care workforce with the skills and knowledge to provide a high standard of care and improve outcomes and life opportunities for children and young people in out of home care.

1. To provide high quality and accessible training to residential care workers to support children and young people in residential care.
2. To develop a residential care workforce with culturally appropriate training and skills to support vulnerable children and young people.
3. To promote a culture of learning and support career development for residential care workers.
4. To develop an inclusive and responsive residential care workforce.

## Supporting the residential care workforce

RCLDS is a strategy and while training is a key component, it also includes other support mechanisms to assist in the development of the residential care workforce (i.e. forums, conferences, seminars, scholarships, etc).

To find out more about RCLDS training, request a training calendar or sign up to receive regular updates, contact **Oliver Tsorbaris** on **03 9094 3522** or **[oliver.tsorbaris@cfecfw.asn.au](mailto:oliver.tsorbaris@cfecfw.asn.au)**

### Training for residential care workers

In 2019, the Centre will continue to facilitate the Residential Care Learning and Development Strategy (RCLDS) training. Training for residential care workers in Victoria is funded by the Department of Health and Human Services (DHHS). RCLDS aims to provide high quality training, and to develop and support a skilled and stable residential care workforce.

Our RCLDS trainers work with residential care practitioners across the state, using their previous experience, expertise and education to provide the residential care workforce with the knowledge and skills they need to perform their role and give young people in residential care the care they deserve. The training is around youth mental health, trauma-informed practice, working with Aboriginal children and families, notes and documentation, suicide intervention and training on the prevention of sexual exploitation for young people.

### Support for regional RCLDS providers

Regional training workshops can be organised through RCLDS funding as required by organisations (minimum attendance of ten participants).



## RCLDS Training Calendar

21 August	Effective Conflict Management (Wodonga)	15 October	Supervision Training for Residential Care Supervisors (Ballarat)
23 August	Skilled at Looking After Children (Northern Metro)	17 October	Effective Conflict Management (Ballarat)
23 August	Working well with LGBTIQ Young People in Residential Care (Bendigo)	24 October	Supporting Young People with Medication (Ringwood)
26 August	Emergency first aid response training in an education and care setting – HLTAID004 & CPR & Anaphylaxis HLTAID001 (Mildura)	25 October	Skilled in Looking After Children (East Metro)
29 August	Effective Conflict Management (Echuca)	1 November	Working Well with LGBTIQ Young People In Residential Care (Preston)
30 August	Self-Care: Detecting and Preventing Compassion Fatigue and Vicarious Trauma (South Melbourne)	6 November	De-Escalation and Critical Incident Debriefing (Geelong)
2 September	Supervision Training for Residential Care Supervisors (Footscray)	7 November	Understanding Personality Disorders (CBD)
5 September	Supporting Young People with Medication (West Metro)	7 November	Supporting Young People with Medication (Wodonga)
9 September	Autism Training for Support Staff and Organisations (Rowville)	8 November	Supervision Training for Residential Care Workers (CBD)
12 September	Emergency first aid response training in an education and care setting – HLTAID004 & CPR & Anaphylaxis HLTAID001 (Footscray)	11 November	Cultural Awareness: Introduction to working with Aboriginal Children, Young People & Families (CBD)
16 September	Defusing and Debriefing Incidents (CBD)	12 November	Emergency first aid response training in an education and care setting – HLTAID004 & CPR & Anaphylaxis HLTAID001 (Ringwood)
16 September	Cultural Awareness - Introduction to working with Aboriginal children, young people & families (Ringwood)	18 November	Supervision Training for Residential Care Supervisors (Rowville)
20 September	Working Well with LGBTIQ Young People In Residential Care (Footscray)	21 November	Effective Conflict Management (CBD)
20 September	Skilled at Looking After Children (LAC) (Dandenong)	27 November	Emergency first aid response training in an education and care setting – HLTAID004 & CPR & Anaphylaxis HLTAID001 (Preston)
23 September	Professional Boundaries (CBD)	29 November	Skilled at Looking After Children (LAC) (Wangaratta)
24 September	Emergency first aid response training in an education and care setting – HLTAID004 & CPR & Anaphylaxis HLTAID001 (CBD)	2 December	Cultural Awareness - Introduction to working with Aboriginal children, young people & families (West Metro)
3 October	Supporting Young People with Medication (Bendigo)		
4 October	Working Well with LGBTIQ Young People In Residential Care (East Metro)		
14 October	Cultural Awareness: Introduction to working with Aboriginal Children, Young People & Families (South Metro)		

# eLearning at the Centre

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Our online courses are free, and participants can work through each course at their own pace, whenever it suits. Content is regularly updated so the courses stay relevant in a changing external environment.

The Centre offers additional online courses which are free and open to anyone in the child and family welfare sector. Participants can work through each course at their own pace, whenever it suits.

Online courses are listed under three categories:

## **RCLDS online learning**

Residential care workers are situated across the state and often have limited spare time to attend face-to-face training. The Centre's online learning modules provide the perfect solution to this challenge. These courses are only available to residential care workers and require registration.

- Infection control in residential care
- Introduction to alcohol and other drugs
- Protecting young people online
- Good notes and documentation in residential care
- Reportable Conduct Scheme for residential care workers
- Supervision conversations

## **Child Safe Standards online learning**

The Centre, in collaboration with the Department of Health and Human Services (DHHS), has prepared a range of eLearning resources on the Child Safe Standards. Here you will find resources aimed at organisations that offer services for children, have children in their care or work with children.

Under this section you will find the following modules:

- Child Safe Standards for board members
- Child Safe Standards for staff
- Child Safe Standards webinar
- Child Safe Standards – A five minute video introduction for parents
- Reportable Conduct Scheme

## **Free online learning resources**

- Responding to behaviours of concern
- Reportable Conduct Scheme
- Fire safety training (DHHS module)



[cfcfw.asn.au/online-learning](https://cfcfw.asn.au/online-learning)

# Enrolment in Centre workshops

## Who can enrol?

Our courses and workshops are targeted to the community sector and aligned sectors such as education and health, with tailored sessions for specific staff and worker groups. We welcome students aged 18 years or older who are currently completing study at a Victorian education institution.

## How to enrol

Enrolling in the Centre's workshops and accredited training is now very easy! All you need to do is head to our website at [cfecfw.asn.au/calendar](http://cfecfw.asn.au/calendar), find your course and choose a ticket. Please note that there are different tickets for Members, Non-Members and Students. Check if your organisation is a member before you go to enrol.

## Payment options

Enrolling via our website makes it easy to pay by credit card, debit card, or PayPal. You will be able to pay for your ticket to a session straight away, and receive a receipt and confirmation via email.

We ask that you confirm payment and have your enrolment approved by your manager, team leader or finance manager before you enrol with us, to ensure that funds are available and approved.

## Confirmation of enrolment

You will receive a confirmation email as soon as you enrol in a course online. Please ensure that you have enrolled in the correct course, with the correct type of ticket. If you don't receive an email or need to change your details, get in touch with us.

## Disclaimer

The Centre for Excellence in Child and Family Welfare reserves the right to cancel courses, adjust fees, dates and times of advertised courses where necessary.

## Get in touch

If you need to get in touch with our training team, call 03 9614 1577 or email [training@cfecfw.asn.au](mailto:training@cfecfw.asn.au) and someone will get back to you as soon as possible.

## Cancellations

We understand that sometimes extenuating circumstances mean that you need to cancel your spot in a course run by the Centre.

If you need to cancel your place in a workshop or course held at or by the Centre, we ask that you get in touch to let us know well before the session is due to run. This applies to both paid and RCLDS funded workshops. The Centre organises expert trainers, catering services and room bookings well in advance, so we appreciate as much notice as possible. Multiple cancellations may result in the entire course having to be cancelled.

In the event that you need to cancel your place in a workshop, we are happy to place you in another upcoming course, or offer you a spot in your original chosen workshop when it next runs. You can also transfer your place or credit to another staff member within your organisation, pending approval from your organisation's management.

## Cancellation by the Centre

While we make every attempt to ensure that workshops and courses proceed, occasionally arrangements change and we have to move or cancel a scheduled course. We reserve the right to do so, and will advise you by phone and to the email address provided.

In the event that the Centre cancels a workshop or course, we are happy to offer you a spot in a replacement course, a place in another upcoming workshop, or a full refund if the course won't be on offer again.

## Contact us

If you need to get in touch with our training team, call 03 9614 1577 or email [training@cfecfw.asn.au](mailto:training@cfecfw.asn.au) and someone will get back to you as soon as possible.



## Become a member!

The Centre for Excellence in Child and Family Welfare advocates for the rights of young people, children, and families in Victoria. We aim to ensure that young people are heard, safe, have access to education, and remain connected to family, community and culture.

Here are some of the many benefits you gain as a member of the Centre:

- Discounted rates for selected training and events
- Early bird ticket access for major events
- The opportunity to advocate alongside us and have your voice heard
- A subscription to all our member communications
- An invitation to our AGM (no voting rights)
- Invitations to member-only events and feedback sessions
- The chance to provide feedback on policy and practice
- First preference and access to student placements and jobs at the Centre

We couldn't do it without you.

**Individual membership: \$50 inc GST**  
**Student membership: \$10 inc GST**

Head to our website to join:  
**[cfecfw.asn.au](http://cfecfw.asn.au)**



*Centre for Excellence*  
in Child and Family Welfare Inc.

### **About the Centre**

For over 100 years, the Centre has advanced the rights and wellbeing of children, young people and families in Victoria.

We advocate for the rights of children and young people to be heard, to be safe, to access education and to remain connected to family, community and culture. We represent over 100 Victorian organisations working across the continuum of child and family services, from prevention and early intervention to the provision of out of home care. Our members are at the forefront of supporting children, young people and families.

[cfecfw.asn.au](http://cfecfw.asn.au)

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