



NuSkills
LEARNING
AND DEVELOPMENT

Training Calendar

February, March, April 2012

Learn while you earn!

It's about you. Always!

Communities@Work

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**NuSkills Learning and Development
Training Calendar
February, March, April 2012**



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February 14 th	Facilitated Session for <u>all qualifications</u> in Children's Services	Gungahlin	10
February 17 th	Senior First Aid	Tuggeranong	4
February 23 rd	Facilitated Session for <u>all qualifications</u> in Children's Services	Tuggeranong	10
February 25 th	Contribute to Provision of Nutritionally Balanced Food in a Safe and Hygienic Manner	Tuggeranong	8
March 6 th	Back Care and Manual Handling	Tuggeranong	5
March 6 th	Facilitated Session for <u>all qualifications</u> in Children's Services	Tuggeranong	10
March 10 th	Provide Care for Children	Gungahlin	8
March 13 th	Facilitated Session for <u>all qualifications</u> in Children's Services	Gungahlin	10
March 14 th	Networking Effectively	Tuggeranong	5
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March 22 nd	Presentation Skills	Tuggeranong	6
March 22 nd	Facilitated Session for <u>all qualifications</u> in Children's Services	Tuggeranong	10
March 30 th	Senior First Aid	Tuggeranong	4
March 31 st	Support the Development of Children	Tuggeranong	9
April 3 rd	Facilitated Session for <u>all qualifications</u> in Children's Services	Tuggeranong	10
April 4 th	Keeping Children Safe Mandatory Reporting: full day session	Tuggeranong	4
April 4 th	Skills and Strategies to Deal with Difficult Calls	Tuggeranong	6
April 13 th	Senior First Aid	Tuggeranong	4
April 14 th	Develop Understanding of Children's Interests and Developmental Needs	Gungahlin	9
April 17 th	Fire Safety and Asthma	Tuggeranong	7

Key Information

Change of Email Address

We have had a change of email address. To contact the administration team at NuSkills Learning and Development please use nuskills@commsatwork.org.

Children's Services Training

Sessions highlighted in blue are specifically designed for staff working in Children's Services organisations. These sessions are conducted over a one month period to make it easier for those working in Children's Services to schedule training for their staff.

We are also able to tailor courses to suit your team's specific needs and present them in-house at your premises. Call the friendly NuSkills team to discuss this option!

Competency Links

Some sessions have a competency link or competency outcome attached to them signifying that it supports a larger national training package.

Competency link means that there is a link to a particular unit of competency (e.g. HLTOHS300A Contribute to OHS processes). This session is not assessed, however attendance can be used as evidence for partial skills recognition when training for a formal qualification with NuSkills.

Competency outcome means that the session will be assessed, and with a successful assessment completion you will gain a full unit of competency from a nationally recognised training package (e.g. CHCPR301A provide experiences to support children's play and learning). This unit can be delivered as a statement of attainment or used to form part of a qualification.

How to Book Your Place

Telephone or email NuSkills Learning and Development:

PH: (02) 6100 6674

Email: nuskills@commsatwork.org

We will provide you with written confirmation of your booking.

Should you be unable to attend any sessions you have booked, please provide us with at least 24 hours notice. Failure to provide notice will result in loss of your booking fee.

Daniel Bowman

Director, NuSkills Learning and Development

Fridays	Senior First Aid Cost: \$99.00	
	Primary Target Group: All staff in all areas	
	<p>Presenter: Ablaze Total Solutions Venue: Tuggeranong Community & Function Centre - NuSkills Training Room Time: 9.00 am – 5.00 pm Outcome: Be able to perform first aid at a senior level</p> <p><i>Competency Outcome: HLTF301B Apply first aid</i></p> <p>Sessions: 17th February, 30th March, 13th April</p>	<p>Senior First Aid Training. This nationally recognised course is the recognised training for workplace first aiders.</p> <p>Modules include:</p> <ul style="list-style-type: none"> • First Aider & Casualty • Physical Trauma • Medical Emergencies • Basic Life Support <p>Attendance only required at ONE session</p>

4th April - Wed	Keeping Children Safe: Mandatory Reporting – full day session Cost: \$125.00	
	Primary Target Group: All Early Childhood, School Age Care, Family Day Care, and Youth Work staff	
	<p>Presenter: NuSkills Learning and Development Venue: Tuggeranong Community and Function Centre NuSkills Training Room Time: 9.30 am – 4.30 pm Outcome: How to identify indicators of suspected abuse and neglect in children and young people and how to report suspected cases. Support for competency completion.</p> <p><i>Competency outcome: CHCCHILD401A Identify and respond to children and young people at risk</i></p>	<p>This session is a full day accredited session on new regulatory and legal requirements around reporting suspected cases of child abuse and neglect.</p> <ul style="list-style-type: none"> • Values and attitudes • Supporting child protection • Partnerships • Indicators of possible of harm and neglect • Nurturing practices • Scenario based learning • ACT legal requirements for reporting suspected cases of abuse or neglect • Full attendance and assessment will result in competency completion

Professional Development

This training calendar has been developed to respond to the various needs of the large and diverse community services sector. While a range of topics are covered, we welcome your suggestions on other training needs.

Book early as courses are popular and we cannot always arrange additional sessions.

Remember that NuSkills can tailor courses to suit your team's specific needs and present them in-house at your premises to groups of 8 to 18 people.

6th March - Tues	Back Care and Manual Handling Cost: \$50.00	
	Primary Target Group: All Early Childhood, School Age Care and Family Day Care	
	<p>Presenter: Ablaze Total Solutions Venue: Tuggeranong Community and Function Centre NuSkills Training Room Time: 9:30 am – 11:30 am Outcome: To understand and practise correct lifting practices and identify risks associated with manual handling tasks.</p>	<p>Don't be a pain in the neck!</p> <ul style="list-style-type: none"> Proper lifting techniques Understanding risky activities Identifying early strains Awareness of individual limits

14th March - Wed	Networking Effectively Cost: \$75.00	
	Primary Target Group: All staff who represent their organisation at events and functions	
	<p>Presenter: Judy Gleeson Venue: Tuggeranong Community and Function Centre The Lake View Room Time: 9.30 am – 12:30pm Outcome: Participants in this session have developed their networking skills and are prepared and ready to schmooze their way into opportunity.</p>	<p>Do you tremble at the thought of speaking to strangers at a function? Maybe you just want to improve your skills? In this session you'll learn techniques to make a great first impression, conquer "small" talk, overcome communication barriers, and understand the benefits of being a great networker.</p> <p>Packed with lots of practical tips and tricks, you'll come away from this session with many useful ideas.</p> <p>Judy Gleeson has delivered this course for the ACT Chamber of Commerce and the ACT Real Estate Institute.</p>

22nd March - Thurs	Presentation Skills		Cost \$125.00
	Primary Target Group: Team Leaders, Managers and Directors		
	<p>Presenter: Sofia Majewski Venue: Tuggeranong Community and Function Centre Balcony Room Time: 9.30 am – 4:30pm Outcome: Participants in this session are able to orate effectively, communicate their point more strongly, and represent their organisation to the best of their ability.</p>	<p>Do you enjoy public speaking? If you're one of those people who'd rather not, or who avoid it at all cost – you'll be missing out on lots of opportunities – personally and in your career.</p> <p>Sofia from Speak2us will discuss with you the essentials of public speaking and presenting – wherever and whenever you speak. It's a skill you will enjoy using and you will build confidence and move towards becoming a confident speaker.</p> <p>The day will be interactive, with opportunities to practise the joy of speaking and the thrill of performing well.</p>	

4th April - Wed	Skills and Strategies to Deal with Difficult Calls		Cost: \$75.00
	Primary Target Group: Anyone who uses a phone		
	<p>Presenter: Tracey McMahon Lifeline Canberra Dates: Wednesday 4th April Venue: Tuggeranong Community and Function Centre Balcony Room Time: 9:30 am – 1:30 pm Outcome: After completing the course, participants will be able to:</p> <ul style="list-style-type: none"> • develop a trusting relationship with the caller, which encourages the caller to be honest and to volunteer information • calm most highly emotional callers, set boundaries around appropriate behaviour and language, with consequences if the caller disrespects those limits • work with the caller to determine how the caller wants to proceed. 	<p>“Dealing with Difficult Calls—A Toolbox” is a half-day course which aims to equip participants with qualities to build trusting relationships between callers and themselves.</p> <p>This course will provide you with skills and strategies to calm most highly emotional callers, set boundaries around appropriate behaviour and language, and set consequences if the caller disrespects those limits.</p> <p>Participants learn the value, both for themselves and the client, of setting limits regarding appropriate behaviour and information sharing, how to carry the conversation, and how to handle the situation if these boundaries are crossed.</p>	

17th April - Tues	Fire Safety and Asthma		Cost: \$50.00
	Primary Target Group: All Early Childhood, School Age Care, and Family Day Care		
	<p>Presenter: Ablaze Total Solutions</p> <p>Venue: Tuggeranong Community and Function Centre NuSkills Training Room</p> <p>Time: 9:30 am – 11:30 am</p> <p>Outcome: This session will educate you about fire safety and asthma and the control of asthma.</p>	<p>Will a bright spark save your workplace or DESTROY IT?</p> <ul style="list-style-type: none"> • How to evacuate a building • Fire extinguisher operation • Emergency communication • Dealing effectively with emergencies 	

Traineeship Sessions

These traineeship sessions are designed specifically for those who are studying the Certificate or Diploma level qualifications in Children’s Services with NuSkills Learning and Development. The sessions will support you in your learning, give you access to resources, and give you time with a trainer. Bring along your work for review, or bring your questions and have them answered. We conduct sessions during the day and the evening, so we’re confident that there will be a time which will suit you.

Come along and develop your skills and knowledge. These sessions are perfect if you prefer to learn in a classroom, if you have trouble studying in breaks at work, or if you feel like you need a little extra one-to-one support.

25 th Feb - Sat	CHCCN303A – Contribute to Provision of Nutritionally Balanced Food in a Safe and Hygienic Manner Cost: \$125.00	
	<p>Presenter: NuSkills Learning and Development Venues: Tuggeranong Community and Function Centre NuSkills Training Room Time: 9.30 am – 4.30 pm Outcome: Support for qualification completion</p> <p>Competency outcome: <i>With assessment and a practical workplace project you will have demonstrated your competence in this unit from your Certificate III!</i></p>	<p>This class is directly linked to the unit of competency <i>CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner from the Certificate III in Children’s Services</i></p> <p>This unit describes the knowledge and skills required to ensure babies, children and young people are provided nutritionally balanced, safe and hygienically prepared food.</p> <p><i>Remember to call and book in!</i></p>
10 th March - Sat	CHCCN302A - Provide Care for Children Cost: \$125.00	
	<p>Presenter: NuSkills Learning and Development Venues: Gungahlin Community Resource Centre Time: 9.30 am – 4.30 pm Outcome: Support for qualification completion</p> <p>Competency outcome: <i>With assessment and a practical workplace project you will have demonstrated your competence in this unit from your Certificate III!</i></p>	<p>This class is directly linked to the unit of competency <i>CHCCN302A Provide care for children from the Certificate III in Children’s Services.</i></p> <p>This unit describes the knowledge and skills required by those working with children to ensure the child’s physical and emotional well being is maintained and their self sufficiency is nurtured.</p> <p><i>Remember to call and book in!</i></p>

15th March - Thurs	CHCIC301D – Interact Effectively with Children		Cost: \$125.00
	<p>Presenter: NuSkills Learning and Development Venues: Tuggeranong Community and Function Centre NuSkills Training Room Time: 9.30 am – 4.30 pm Outcome: Support for qualification completion</p> <p>Competency outcome: <i>With assessment and a practical workplace project you will have demonstrated your competence in this unit from your Certificate III!</i></p>	<p>This class is directly linked to the unit of competency <i>CHCIC301D Interact effectively with children</i> from the Certificate III in Children's Services.</p> <p><i>This unit describes the knowledge and skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment.</i></p> <p style="text-align: center;"><i>Remember to call and book in!</i></p>	

31st March - Sat	CHCFC301A - Support the Development of Children		Cost: \$125.00
	<p>Presenter: NuSkills Learning and Development Venues: Tuggeranong Community and Function Centre NuSkills Training Room Time: 9.30 am – 4.30 pm Outcome: Support for qualification completion</p> <p>Competency outcome: <i>With assessment and a practical workplace project you will have demonstrated your competence in this unit from your Certificate III!</i></p>	<p>This class is directly linked to the unit of competency <i>CHCFC301A Support the Development of Children</i> from the Certificate III in Children's Services.</p> <p><i>This unit describes the knowledge and skills required by workers who support the physical, social, emotional, psychological, language and creative development of children aged 0 – 12 years of age.</i></p> <p style="text-align: center;"><i>Remember to call and book in!</i></p>	

14th April - Sat	CHCPR303D- Develop Understanding of Children's Interests and Developmental Needs		Cost: \$125.00
	<p>Presenter: NuSkills Learning and Development Venues: Gungahlin Community Resource Centre Time: 9.30 am – 4.30 pm Outcome: Support for qualification completion</p> <p>Competency outcome: <i>With assessment and a practical workplace project you will have demonstrated your competence in this unit from your Certificate III!</i></p>	<p>This class is directly linked to the plan of competency <i>CHCPR303D Develop an understanding of children's interest and developmental needs</i> from the Certificate III in Children's Services.</p> <p><i>This unit covers the skills and knowledge required to gather information about children through observation and other sources as a basis for addressing their interests and developmental needs.</i></p> <p style="text-align: center;"><i>Remember to call and book in!</i></p>	

Traineeship Sessions

These sessions are designed to help you directly with your Certificate III or Diploma of Children’s Services. Each week we’ll discuss the material you’re working on in a particular unit of competency and provide you with resources and knowledge to help you complete your work.

Coming to classes is a great way to keep you on track! Use your study time wisely and come to a facilitated session.

Tuesdays	Facilitated Session for <u>all qualifications</u> in Children’s Services - Evening	
	<p>Presenter: NuSkills Learning and Development Venues: Tuggeranong Community and Function Centre NuSkills Training Room Time: 6.30 pm – 8.30 pm Outcome: Support for qualification completion</p> <p><i>Competency link: These sessions are directly linked to the units in your children’s services Certificate III or Diploma.</i></p>	<p>These sessions will run on the following dates:</p> <p>6th March; 3rd April</p> <p><i>Remember to call and book in!</i></p>

Thursdays	Facilitated Session for <u>all qualifications</u> in Children’s Services - Evening	
	<p>Presenter: NuSkills Learning and Development Venues: Tuggeranong Community and Function Centre NuSkills Training Room Time: 6.30 pm – 8.30 pm Outcome: Support for qualification completion</p> <p><i>Competency link: These sessions are directly linked to the units in your children’s services Certificate III or Diploma.</i></p>	<p>These sessions will be conducted on the following dates:</p> <p>23rd February; 22nd March</p> <p><i>Remember to call and book in!</i></p>

Tuesdays	Facilitated Session for <u>all qualifications</u> in Children’s Services – North Canberra	
	<p>Presenter: NuSkills Learning and Development Venue: Gungahlin Community Resource Centre Time: 6:30 pm – 8:30 pm Outcome: Support for qualification completion</p> <p><i>Competency link: These sessions are directly linked to the units in your children’s services Certificate III or Diploma.</i></p>	<p>These sessions will be conducted on the following dates:</p> <p>14th February; 13th March</p> <p><i>Remember to call and book in!</i></p>