

Training Calendar January - June 2020

Professional Case Notes and Documentation Writing Workshop

This 1 day workshop is based on best practice-based strategies for writing and recording client interactions across a broad range of community services contexts and will focus on creative and engaging time saving ways to write professional client interactions.

It encourages those working with children, young people, and families to work in partnership with them, focus on strengths, place the child at the centre of the conversation, and consider all aspects of a family's circumstances.

This workshop is an AASW endorsed CPD activity



Learning Outcomes

- Increased Capacity to write effective Case Notes
- Establish strategies to write clear, concise and accurate client information
- Increased understanding of how case notes relate to case plans
- Awareness of the legal requirements and expectations if client case notes are subpoenaed
- Opportunity to network and share information to increase knowledge around case note procedure

Dates:

Friday 6th March 2020
9.30 – 5.00

Friday 26th June 2020
9.30 – 5.00

Includes:

Participant Handbook
Case Note Toolkit
Certificate of Completion
Catering
7.5 hrs CPD Credits

CAFFSA Members: \$375 pp* / Non-members: \$415 pp*

Professional Supervision – How and Why Workshop

This 2 day workshop is based on a relational framework for professional supervision that acknowledges that relationships are at the centre of everything we do. You will have the opportunity to build upon your supervision skills in facilitating effective reflection, to respond to people's different stages of professional development, and to adapt to different learning styles.

The workshop provides a framework so that people who have a supervisory role can plan, establish and conduct effective supervision.

This workshop is an AASW endorsed CPD activity



Learning Outcomes

- Identify and explore the role of the supervisor, key functions, models and processes involved in supervision.
- Understand the ethical and legal obligations of supervisors towards their staff and clients.
- Analyse the support role of supervisors and key support processes including debriefing and crisis intervention.
- Consider the professional development, needs and strategies for supervisors

Dates:

**Thursday 6th & Friday 7th
February 2020**
9.30 – 5.00

**Thursday 11th & Friday 12th
June 2020**
9.30 – 5.00

CAFFSA Members: \$750 pp* / Non-members: \$825 pp*

Includes:

Participant Handbook
Professional Supervision Toolkit
Certificate of Completion
Catering
15hrs CPD Credits

The Common Approach (ARACY)

The Common Approach, developed in and for the Australian context by ARACY, is a research-based, prevention-focused, flexible way of working to help you have quality conversations with young people and their families about all aspects of their wellbeing. These aspects fall into six wellbeing areas that align with [The Nest](#): Loved and Safe, Healthy, Participating, Positive Sense of Culture and Identity, Material Basics, and Learning.

It encourages those working with children, young people, and families to work in partnership with them, focus on strengths, place the child at the centre of the conversation, and consider all aspects of a family's circumstances.

Learning Outcomes

- identify and verify early signs that a child or family needs support
- assist individuals to think holistically about the strengths and needs of the child and family
- decrease the time needed to discover the causes of problematic behaviour
- facilitate open communication between family members, service providers and young people
- Assist in the provision of early, strengths-based support to children, young people and families, before problems escalate into crises

Dates:

Friday 21st February 2020
9.30 – 5.00

Includes:

The Common Approach professional resources
Certificate of Completion
Catering

CAFFSA Members: \$595 pp* / Non-members: \$655 pp*

CHILD AND FAMILY FOCUS SA

Training Calendar January - June 2020

CHC40313 Certificate IV in Child Youth and Family Intervention (Residential and Out of Home Care Specialisation) RPL Workshop

This qualification reflects the role of those who work in youth and family intervention, including practice specialisations in residential and out of home care, family support and early intervention. In the RPL Workshop, the elective specialisation is for residential and out of home care. The RPL process assumes that you are currently working in the OOH sector.

Units in this workshop include:

- CHCCS006 Facilitate individual service planning and delivery
- CHCCOM002 Use communication to build relationships
- CHCDEV001 Confirm client developmental status
- CHCDIV001 Work with diverse people
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCPRT001 Identify and respond to children and young people at risk
- CHCPRT003 Work collaboratively to maintain an environment safe for children and young people
- CHCLEG001 Work legally and ethically
- CHCPRT005 Work within a practice framework
- HLTWHS001 Participate in workplace health and safety
- CHCCS009 Facilitate responsible behavior
- CHCPRT009 Provide primary residential care
- CHCYTH004 Respond to critical situations
- CHCMHS007 Work effectively in trauma informed care
- CHCCS016 Respond to client needs
- CHCPRP003 Reflect on and improve own professional practice

Dates:

Thursday 19th & Friday 20th March 2020
9.30 – 5.00

Cost:

CAFFSA Members:
 \$1995 pp*
 Non-members:
 \$2195 pp*

BSB51918 Diploma Leadership and Management RPL Workshop

Workers who undertake this qualification generally work as managers in community service organisations however it is transferable across sectors. They work independently and report to executive management or Boards and may supervise other staff or be responsible for managing a team. These workers have input into the development of policies, procedures, budgets and operational plans.

Units in this workshop include:

- BSBMGT502 Manage people performance
- BSBMGT517 Manage operational plan
- BSBPMG522 Undertake project work
- BSBLED501 Develop a workplace learning environment
- BSBWOR502 Lead and manage effective workplace relationships
- BSBLDR511 Develop and use emotional intelligence
- CHCMGT005 Facilitate workplace debriefing & support process
- BSBMGT516 Facilitate continuous improvement
- BSBWOR501 Manage personal work priorities and professional development

Elective Units (2 to complete)

- BSBLDR503 Communicate with Influence
- BSBWHS501 Ensure a safe workplace
- BSBRSK501 Manage risk
- BSBLED501 Develop a Workplace Learning Environment
- BSBADM502 Manage Meetings

Dates:

Thursday 30th April, Friday 1st May & Thursday 28th May 2020
9.30 – 5.00

Cost:

CAFFSA Members:
 \$2495 pp*
 Non-members:
 \$2744 pp*

CAFFSA- ACWA/CCWT Accredited Training

Child and Family Focus SA (CAFFSA) is pleased to offer these accredited workshops via partnership agreement with the Association of Children's Welfare Agencies and its training arm, the Centre for Community Welfare Training. Over the two or three days of the RPL Workshops you will participate in activities to demonstrate your skills and knowledge in the units.

There will be work to do outside of the workshop. This will particularly relate to gathering evidence from your workplace to meet your elective units and may also include a conversation with an assessor. Payment plans for accredited courses are available for individuals subject to eligibility.

CAFFSA In House Training

CAFFSA is committed to delivering training throughout metro and regional South Australia and offers the flexibility to schedule and develop tailored training where and when you need it.

Each of our workshops can be delivered in its standard format or customised to suit the size and complexity of your organisation and the needs of your team.

We can also develop a needs-based training and/or help with the development and implementation of workforce and organisational practices and responses.

For more information or to register in any of these workshops, email: training@childandfamily-sa.org.au

***All prices are excluding GST**