



## SESSION DESCRIPTIONS

### NETWORK SA TRAINING PROGRAM MARCH TO MAY 2012

#### **Risk Assessments for Excursions in Vacation Care in relation to NQF** 2 March Fri (10-1pm)

Under the new Education and Care Services National Regulations a Risk Assessment must be conducted before an excursion. This workshop will help you to:

- Identify and assess risks to the safety, health or wellbeing of any child
- Manage and minimise potential risks
- Consider the variables in relation to risk assessments
- Complete a risk assessment matrix
- Understand how these risks may impact on your service

15 places per session

Presenter: Michelle Webbe, Maureen McGuire Network SA & Donna Casey OSHC Advisor

Cost: \$88.00 (full rate)  
\$66.00 (Network SA Extra members' rate)

#### **Creating a Gossip Free Culture in the Workplace**

**8 March Thurs (9.30-1pm)**

A really fun and informative session on what is realistic in the workplace with gossip

Focus on: reflective practice, the self within the team, management skills

- What are some of the indicators of a negative and gossipy environment
- What some effects are, who else is listening and why should I even bother to stop gossiping
- Some strategies for recreating your work environment
- How to gently not get involved and set a different standard

15 places per session

Presenter: Peter Melrose from Third Circle

Cost: \$88.00 (full rate)  
\$66.00 (Network SA Extra members' rate)

#### **Question & Answer Forums for OHSC, LDC & ECD Children's Centres**

**14 March, 17 April & 7 May**

The Question & Answer Forum is an opportunity to ask questions on Compliance, Financial, Human Resources, Operational and Management Issues.

This is a great opportunity to ask questions, get clarification on information, discuss strategies and methods that make compliance easier and hear other people's questions and ideas. If you sometimes feel overwhelmed or frustrated by competing responsibilities, this forum is the place to be.

Presenter: Bev Pope, Gail Gullickson, Michelle Webbe, Network SA

Cost: \$55.00 (full rate)  
\$33.00 (Network SA Extra members' rate)



## **Budgeting for LDC**

**20 March Tues (10-4pm)**

Your budget is a key management tool, particularly when there are so many sector changes (e.g. NQF). This hands-on workshop will help you to include the costs associated with those changes and ensure that your service maintains its financial viability. It will demonstrate how to get the most out of your budget as a plan of action to manage the money, calculate fee levels, monitor cash flow, ensure you meet your legal responsibilities and compliance obligations, and to make predictions for current and long term financial needs. Newly revised to include NQF costs and award changes, and their possible impacts on your service. As always, there's a guarantee of jargon free explanations in simple, everyday language.

Be confident in your service's financial situation, and your own financial skills!

10 places per session

Presenter: Gail Gullickson, Network SA

Cost: \$160.00 (full rate)

\$130.00 (Network SA Extra members' rate)

## **Long Service Leave**

**12 April Thurs (10-1pm)**

This 3 hour workshop will help Directors, administrative staff and owners of services to understand their responsibilities and entitlements under the Long Service Leave Act 1987, including:

- calculating long service leave entitlements
- the effect of absences or breaks on continuity of service
- record keeping systems
- definitions
- entitlements / cashing out
- continuity of service
- provisions and implications

15 places per session

Presenter: Gail Gullickson, Network SA

Cost: \$88.00 (full rate)

\$66.00 (Network SA Extra members' rate)



### **Financing to meet National Quality Standards (NQF)**

**24 May Thurs (10.00-1.00)**

Have you thought about the ways in which the NQF will impact on your finances and fees?

This workshop is designed to

- step you through a process that starts with your current operational and financial position
- identify what changes will need to be made over the next few years to comply with the NQF
- accurately cost those changes
- set appropriate fees to sustain financial viability

It will be a great tool to identify YOUR service needs and how to plan and cost them during the transitional phase. This workshop will benefit Executive Committee members, Owners, Directors and administrative staff. It will provide a time line for strategic planning for the NQF changes, help to ensure sustainable financial viability and set appropriate fees.

15 places per session

Presenter: Gail Gullickson, Network SA

Cost: \$88.00 (full rate)

\$66.00 (Network SA Extra members' rate)

### **Rostering, Ratios & Planning—LDC**

**17 May Thurs (9.30-12.30)**

A Director's role is both diverse and demanding. Managing the workload, setting priorities and completing one task at a time are strategies many people aspire to.

Does this work? For some aspects of the job, yes it does, but not for all. Let's look at rostering, ratios and planning. Often each of these tasks is completed at different times, sometimes by different people.

One disadvantage of isolating these tasks is that they are actually completely reliant on each other. For example: Ratios must be complied with. Ratio compliance depends on good rostering. Rostering depends on staff availability. Staff availability includes planning to ensure relief for staff leave. Staff leave is considered in relation to changing patterns of child attendances. Child attendances are supported through the NQS. NQS compliance requires staff training. Staff training relies on a sound budget. A budget requires planning and affects staffing and so the task cycle continues.

This workshop will look at the connections, the oversights and the importance of seeing the bigger picture in rosters, ratios and planning.

15 places per session

Presenter: Bev Pope, Network SA

Cost: \$88.00 (full rate)

\$66.00 (Network SA Extra members' rate)