

HACC TRAINING CALENDAR

**July – December
2007**



HACC TRAINING CALENDAR July – December 2007

DEAR HACC SERVICE PROVIDERS,

The Council on the Ageing, Victoria (COTA) on behalf of the Western Sector of the North & West Metropolitan DHS Region is pleased to present HACC Service Providers with your HACC Training Calendar July – December 2007.

COTA Victoria produces the calendar on behalf of its HACC Training Advisory Committee (HACC TAC) in the Western Sector of the North & West Metropolitan Region. The Committee's members have consulted within their service areas to ensure that the options presented in the calendar are relevant to your organisational and staff needs.

Course options are presented in a calendar format in order to assist you to:

- Plan for your staff and volunteers' attendance at training courses over the next six months.
- Ensure that those staff and volunteers you have registered to attend training courses do attend on the day.

REGISTRATION PROCESS

Please check that you/your staff or volunteers are part of the target group for the course.

- All course enquiries should be directed to the Administration Officer at HACC Training or for RDNS courses to the Student Liaison Officer.
- Course Flyer and Registration forms will be sent out one month before each course.
- Registration forms must be signed by the course applicant and co-signed by their manager/supervisor and returned to the Administration Officer at HACC Training or the Student Liaison Officer for RDNS courses who will notify you to confirm place/s in the course or your place on a waiting list. Direct care staff and volunteers must be registered by their manager/supervisor.
- A maximum of three places will be allocated for each HACC agency in the Western Sector of the North & West Metropolitan Region, additional applicants will be placed on a waiting list and notified at least a week prior to the course if there are still vacancies and offered a place. At times limited places may be available for non-HACC staff on a fee for services basis at the discretion of the HACC Training Coordinator.

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HACC TAC COURSE CANCELLATION FEE POLICY:

All the training courses in this calendar are fully subsidised by the Department of Human Services, North & West Metropolitan Region, and so are FREE of registration fees for HACC funded services in the Western Sector of the North & West Metropolitan Region.

However you are advised that should a staff member or volunteer become unable to attend training, **48 HOURS NOTICE** to the HACC Training Administration Officer is required.

Where this notice is not given, the HACC service provider will incur a **CANCELLATION FEE** of \$55.00.

Please note that the rationale for this policy is to reduce waiting lists for courses and ensure optimum access to courses for all staff and volunteers.

PRIVACY AND USE OF INFORMATION:

Information relating to training courses and participants in Western Sector HACC funded training will be incorporated into the COTA database and used to help in the planning, delivery and evaluation of HACC Training. COTA's collection, use and disclosure of information conforms to current privacy legislation.

YOUR FEEDBACK TO HACC TAC:

Your feedback on the calendar or input into future learning and training needs is welcome.

Please contact your HACC Training Advisory Committee (HACC TAC) member or the HACC Training Coordinator. Contact details for each member are at the end of the calendar.

HACC Training Coordinator
Western Sector, NWMMR
C/- Council on the Ageing, Victoria
Email: hacctraining@cotavic.org.au
Tel: 9655 2110

Updates on HACC TAC membership during the year can be accessed via our website: <http://www.cotavic.org.au/asn/hacc>

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JULY

Cardiopulmonary Resuscitation (CPR)

Who: All staff and volunteers involved in caring for HACC clients and working in HACC funded programs in the West.

What: A three hour course to update participant knowledge and skills in relation to basic life support. Topics include infection control in first aid situations, common causes of collapse, first aid response to the collapsed person.

When: Thursday 5th July

Time: 1:00pm – 4:00pm

Where: Sunshine Library Harvester Rooms A & B, Hampshire Rd, Sunshine.

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

Stress Management

Who: All staff involved in caring for HACC clients and working in HACC funded programs in the West.

What: In relation to stress in the workplace, during this three hour course, participants will have an opportunity to identify contributing factors and preventative strategies. Topics include: identifying factors which may contribute to stress in the workplace, outline signs and symptoms associated with stress.

When: Wednesday 25th July

Time: 1:00pm – 4:00pm

Where: Annecto Training Room, 81 Cowper St, Footscray.

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

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AUGUST

Disability and Sexuality Forum

- Who:** Staff of HACC funded agencies in the West who are working in the Disability sector.
- What:** A half day forum to provide support to meet the individual needs of people with a disability in the area of sexuality. This forum explores policy expectations, barriers for people with a disability and available resources.
- When:** Thursday 26th July
- Time:** 2:00pm – 5:00pm (Registration opens at 1:00pm – Forum commences at 2:00pm sharp!)
- Where:** Darebin Arts & Entertainment Centre, Cnr Bell St & St Georges Rd, Preston. Melway Ref 30 E1

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Duty of Care and Confidentiality

- Who:** Staff and volunteers of HACC funded programs in the West.
- What:** A three hour interactive workshop presented by Valerie O'Brien of Talking Solutions exploring the concepts of duty of care and choice and dignity. Typical dilemmas which workers might face with clients will be discussed.
- When:** Wednesday 1st August
- Time:** 9:30am – 12:30pm
- Where:** Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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Recognition of Competency Information Session

- Who:** Supervisors and experienced direct care workers of HACC funded programs in the West seeking recognition of existing skills and knowledge.
- What:** A two hour information session presented by Josie Prioletti to understand the competency recognition process. Two follow-up sessions to be arranged with the trainer for application of all/part recognition for Certificate III in HACC (CHC30302). Topics include understanding competency recognition, eligibility and how to apply for competency recognition, gathering relevant evidence, simple guide to achieving competency recognition.
- When:** Tuesday 7th August plus two follow-up sessions to be arranged with Trainer
- Time:** 10:00am – 12:00pm
- Where:** Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Falls Prevention

- Who:** All staff and volunteers involved in caring for HACC clients and working in HACC funded programs in the West.
- What:** A full day course to explore the causes of falls in the frail aged and discuss specific interventions. Topics include causes of falls, interventions to prevent falls.
- When:** Tuesday 7th August
- Time:** 9:30am – 4:00pm
- Where:** Leaping Lizard Convention Centre, Brimbank Park (Off Keilor Park Dve), Keilor

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

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Assist with Self Medication (Certificate III Module CHCCS304A)

Who: All staff that provide direct personal care to HACC clients and working in HACC funded programs in the West.

What: This full day course held over four days describes the knowledge and skills required to assist clients to self-medicate in a home or community setting. Elements of the course include checking authority to provide assistance, assisting with self administration and complying with the organisation's procedures for handling the range of contingencies which may arise.

When: Wednesday 8th, 15th, 22nd and 29th August

Time: 9:30am – 4:00pm

Where: Annecto Training Room, 81 Cowper St, Footscray.

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

Managing Challenging Behaviours – Volatile Clients with Complex Needs

Who: Staff and volunteers who work with clients having difficult behaviours in HACC funded agencies in the West.

What: A full day workshop presented by Judi Bell that focuses on understanding anger; causes of challenging behaviour (themes include abuse & neglect; conduct disorders, mental health, personality disorders, ABI, learning disabilities, dual diagnosis, drug/alcohol); recognising the warning signs; strategies for assessment; effective communication skills and keeping safe; diffusing explosive situations & volatile behaviour management; supporting the client.

When: Tuesday 14th August

Time: 9:30am – 4:30pm

Where: Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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First Aid Level 2: Provide First Aid

Who: All staff and volunteers involved in caring for HACC clients and working in HACC funded programs in the West.

What: This full day course held over 2 days aims to provide the knowledge and skills to competently perform first aid in relation to basic life support and a range of common first aid emergencies including: wounds, limb injuries and burns, head, neck and spinal injuries, face, chest, abdominal and pelvic injuries, bites, stings and poisoning, acute illnesses, over exposure to heat/cold.

When: Thursday 16th and 23rd August

Time: 9:00am – 4:30pm

Where: Sunshine Library Harvester Rooms A & B, Hampshire Rd, Sunshine.

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

Developing Consumer Feedback Mechanisms that are Accessible and Relevant to CALD Communities and Consumers

Who: Coordinators and managers of HACC funded programs in the West.

What: A full day workshop presented by Cara Brough to provide participants with skills and resources for developing consumer feedback, that are accessible and relevant to CALD communities. Such feedback mechanisms can be used to meet some of the requirements of the HACC National Service Standards Agency Assessments and Cultural Action Plans.

When: Friday 17th August

Time: 9.30am – 4:00pm

Where: Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Ave, Footscray. Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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Work Effectively with Culturally Diverse Clients and Co-Workers

Who: All staff of HACC funded agencies in the West that wish to increase their competence in working with clients from CALD backgrounds.

What: This is a two day accredited course which includes assessment tasks that will be required to be undertaken in the the participants' own time. Completion of the course requirements will result in an award of the Competency Standard CHCCS405A.

When: Tuesday 21st and 28th August

Time: 9:30am – 4:30pm

Where: Victoria University, details to be advised

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Introduction to Mental Health for Non Mental Health Workers

Who: All staff and volunteers of HACC funded agencies in the West.

What: A two day workshop presented by Tony Catanese. Includes an overview of the mental health system, demystifies much of the terminology and outlines the Mental Health Act and service structure. It details specific illnesses, exploring symptoms and management, with a problem solving focus. This course is aligned with the performance criteria of CHCMH 4A - Provide Non-Clinical Services to People with Mental Health Issues, and therefore requires the completion of some assessment tasks.

When: Wednesday 22nd and 29th August

Time: 9:15am – 4:30pm

Where: Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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Advocate for Clients

Who: All staff involved in caring for HACC clients and working in HACC funded programs in the West.

What: This three hour session aims to explore client rights as an integral principle of care and service provision. Content covers defining human and client rights, discussing the range of rights and aspirations a client may have over which a carer may have influence, outlines legal frameworks related to client rights and identifies care workers responsibilities in terms of client rights.

When: Tuesday 28th August

Time: 1:00pm – 4:00pm

Where: Harvester Rooms A & B, Sunshine Library, Hampshire Rd, Sunshine.

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

SEPTEMBER

Loss and Grief

Who: All staff involved in caring for HACC clients and working in HACC funded programs in the West.

What: The aim of this full day course is to provide an overview of key concepts related to loss and grief. Topics include the stages of grief, an outline of physical changes related to dying, care of the dying and the bereaved.

When: Tuesday 4th September

Time: 9:30am – 4:00pm

Where: Leaping Lizard Convention Centre, Brimbank Park (Off Keilor Park Dve), Keilor

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

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Participate in Safety Procedures for Direct Care Workers

- Who:** All direct care workers and volunteers of HACC funded agencies in the West.
- What:** This is an accredited course based on the Competency Standard CHCOHS302A Participate in Safety Procedures for Direct Care Workers. Participants will need to complete a workplace-based assessment program.
- When:** Tuesday 4th September
- Time:** 9:30am – 4:30pm
- Where:** Victoria University, details to be advised

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Assessment and Care Planning

- Who:** All staff of HACC funded agencies in the West who are involved in the provision of Assessment and Care Planning.
- What:** This course will be delivered over 8 days of face-to-face learning and assessment work will be required to be undertaken in the participants' own time. Participants will enrol in 2 Units of Competency from CHC40102 Certificate IV in Aged Care Work.
- When:** Tuesday 4th, 11, 18th September, 13th, 20th 27th November, 4th and 11th December
- Time:** 9:30am – 4:30pm
- Where:** Victoria University, details to be advised

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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Orientation to Disability Work (Certificate III Module CHCDIS1C)

- Who:** All staff that provide direct personal care to HACC clients and working in HACC funded programs in the West.
- What:** This full day course held over four days is intended to provide an introduction to working with people with a disability. Content will demonstrate an understanding of the delivery of quality services for people with disabilities, the capacity to support rights, interests and needs of people with disabilities and respond to situations of risk or potential risk to people with disabilities.
- When:** Wednesday 5th, 12th, 19th and 26th September
- Time:** 9:30am – 4:00pm
- Where:** Annecto Training Room, 81 Cowper St, Footscray.

How to register: contact RDNS Student Liaison Coordinator directly on 9536 5241 Fax: 9536 5300 Email: jhollins@RDNS.com.au

Safe Driving Course

- Who:** Volunteer and paid drivers who provide transportation to children and adults with a disability and frail aged citizens in agency or driver owned vehicles for HACC funded agencies in the West.
- What:** This course is about looking after yourself and your passengers while providing a door-to-door transport service in either a car or a minibus. It includes practical components and will increase your knowledge and awareness of the risks and responsibilities involved in transporting clients.
- When:** Wednesday 5th September
- Time:** 9:30am – 4:30pm
- Where:** Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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Experiencing Dementia

Who: Aged care workers in community, residential respite and day activity settings who work in HACC funded programs in the West.

What: A half-day workshop presented by Alzheimer's Australia Vic to assist in your understanding of what it is like to have dementia and explore ways to create a dementia friendly environment.

When: Friday 7th September

Time: 1:00pm – 3:30pm

Where: Alzheimer's Association Training Venue, 98 Riversdale Road, Hawthorn

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Understanding Advocacy

Who: Managers, coordinators and direct support workers of HACC funded agencies in the West.

What: A three hour workshop presented by Josie Prioletti providing basic principles and benefits of effective advocacy. This course provides an excellent overview of how to meet HACC standards and audit requirements regarding provision of advocacy.

When: Tuesday 11th September

Time: 9:30am – 12:30pm

Where: Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

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Managing Staff Performance and Developing Work Plans

Who: Managers, coordinators and team leaders of HACC funded agencies in the West.

What: A full day workshop presented by Judy Addison providing leadership training.

When: Thursday 13th September

Time: 9:30am – 4:00pm

Where: Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Professional Supervision and Debriefing

Who: Managers, Coordinators and team leaders in HACC funded programs in the West.

What: A full day workshop presented by Judi Bell where you will demonstrate skills in supervision and debriefing. Topics include what is supervision; an organisational context; what is involved in providing supervision; a framework for supervision; performance management; and debriefing and listening skills.

When: Tuesday 18th September

Time: 9:30am – 4:30pm

Where: Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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OCTOBER

Strengthening Languages Services in Health and Community Organisations

- Who:** All staff of HACC funded agencies in the West.
- What:** This three hour workshop presented by the Centre for Culture Ethnicity & Health will give participants the necessary skills and knowledge to conduct culturally appropriate assessments when working with CALD clients during times of illness
- When:** Tuesday 2nd October
- Time:** 9:30am – 12:30pm
- Where:** Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Culturally Inclusive Health Assessment Practices

- Who:** All staff of HACC funded agencies in the West who work in health areas and specifically with those from CALD programs.
- What:** This three hour workshop presented by the Centre for Culture Ethnicity & Health explores the models of health across cultures; recognises what influence culture plays in health assessment; and gives you the ability to conduct culturally appropriate health assessments.
- When:** Tuesday 16th October
- Time:** 9:30am – 12:30pm
- Where:** Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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Meeting the Needs of Victoria's Ageing CALD Communities

- Who:** All staff of HACC funded agencies in the West who work in aged care and specifically with those from CALD programs.
- What:** This three hour workshop presented by the Centre for Culture Ethnicity & Health will enable you to identify barriers of utilisation of services; develop strategies to address these barriers; respond to issues of cultural diversity in assessment and aged care; and understand how cultural, migration and settlement impacts on a persons ability to access services..
- When:** Thursday 25th October
- Time:** 9:30am – 12:30pm
- Where:** Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Occasional Counsellor

- Who:** Case managers, home carers, reception and assessment staff of HACC funded agencies in the West who are called upon to give emotional support to clients but are not employed in a counselling role.
- What:** This full day workshop presented by David Cherry is designed to assist those who may have to support people in acute emotional distress and will give them the skills to provide support while staying within the boundaries of their role.
- When:** Wednesday 31st October
- Time:** 9:30am – 4:30pm
- Where:** Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray, Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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NOVEMBER

Safe Cleaning for Home Care Staff

Who: Home Carers employed by Local Government and HACC funded Non Government agencies.

What: A practical, 'hands on' course that covers OH&S for domestic cleaning, hard and soft floor maintenance and wet area cleaning. This course is delivered by All Natural Green Cleaning.

When: 12th November

Time: 9:30am – 3:30pm

Where: City of Maribyrnong, Community Development Rooms 1 & 2 Hyde St Footscray.

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

Transporting Older People

Who: Volunteer and paid drivers who provide transportation to children and adults with a disability and frail aged citizens in agency or driver owned vehicles for HACC funded agencies in the West.

What: This full day workshop will impart skills and knowledge to equip people to confidently and competently provide transport older people. It includes practical components and will increase your knowledge and awareness of the risks and responsibilities involved in transporting clients.

When: Wednesday 14th November

Time: 9:30am – 4:30pm

Where: Riverview Convention Centre, Maribyrnong Blvd off Farnsworth Av Footscray Mel Ref 2S G3

How to register: contact the HACC Administration Officer at COTA on 9655 2126 Fax 9654 4456 Email: haccadmin@cotavic.org.au

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HACC TRAINING ADVISORY COMMITTEE

NAME	AREA OF REPRESENTATION	ADDRESS	CONTACT DETAILS
Sandra Wilson Coordinator of Volunteers	Social Support Organisations & WR Coordinators of Volunteers Network	Gateways Social Support	9399 3511 sandraw@gatewayssupport.org.au
Louise Williams Centre Manager	Nursing Services	RDNS Centre, 4/37 Chambers Road Altona North 3025	9399 2444 lwilliams@rdns.com.au
Jim Karabinis	Local Government Authorities	Moonee Valley City Council	9243 8855 jkarabinis@mvcc.vic.gov.au
Terry Molony Home Care Coordinator	Local Government Authorities	Melton Shire Council	9747 7330 terrybm@melton.vic.gov.au
Gita Rotherham Regional Ethnic Aged Coordinator	Ethnic Services Network	Migrant Resource Centre, Northwest	9367 6044 gita@mrcnorthwest.org.au
Helen Adams Coordinator Western Disability Network	Western Disability Network	81 Cowper St PO Box 2244 Footscray 3011	9687 7066 hadams@annecto.com.au

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NAME	AREA OF REPRESENTATION	ADDRESS	CONTACT DETAILS
Catherine Healion	Training Provider Victoria University	Dept of Social and Community Studies PO Box 14428 Melbourne City MC 8001	9919 8827 catherine.healion@vu.edu.au
Ian Shaw Program & Service Advisor	DHS N/WMR	DHS N/WMR 145 Smith Street Fitzroy 3065	9412 5331
Debra Parnell Policy Officer COTA	Chairperson	Council on the Ageing, Victoria (COTA) 4 th Floor, Block Arcade 98 Elizabeth St Melbourne 3000	9655 2106 policy@cotavic.org.au
Rebecca Maiorana Case Manager, ISIS Linkages & CACPs	Community Health, Allied Health and Linkages	ISIS Primary Care PO Box 147 St Albans 3021	9449 6970 rebecca.maiorana@isispc.com.au
Debby Barnes PAGs Team Leader	PAGS Network	City of Wyndham PO Box 197 Werribee 3030	9749 4936 debby.barnes@wyndham.vic.gov.au
Pushpa Jayakody HACC Training Coordinator	Convenor	Council on the Ageing, Victoria (COTA) 4 th Floor, Block Arcade 98 Elizabeth St Melbourne 3000	9655 2110 direct line 9655 4443 reception 9654 4456 fax haccctraining@cotavic.,org.au