Documentation

This course is for Cerebral Palsy Alliance employees

Who is this course for?

This is mandatory training for the Disability Support workforce and Youth employees.
For more detail see your Learning Journey.
If this course is relevant to your role, but not mandatory, please discuss with and get approval from your manager.

What content does the course cover?

In this training you will learn how to complete documentation professionally and according to legal, ethical and sector requirements. This includes:

- Understanding the purpose of the documentation
- Legislation, standards, and policies that impact on documentation
- Consent and confidentiality
- Storing and accessing client documents
- Factual and objective writing
- Identifying an incident and how to report it
- Types of complaints and how to support someone to make a complaint.

Does the course have prerequisites or specific requirements?

The following must be completed before attending:

- Client incident reporting - online

What other details do I need to know?

Attendance type: Virtual
Duration: 3hrs
Times: Please select a course date below or if there are no dates, please click Enquire
If you need to cancel: Cancellation guidelines

Where can I get more information?

Contact: The Training Alliance team
Email: training@cerebralpalsy.org.au
Phone: +61 2 9975 8715

Cerebral Palsy ALLIANCE | Training Alliance
Leaders in Disability Training

May 2024

Date	Course	Start time	Finish time	Location
Mon 13	Documentation	9:30AM	12:30PM	Virtual Learning

June 2024

Date	Course	Start time	Finish time	Location
Fri 07	Documentation	9:30AM	12:30PM	Virtual Learning
Fri 28	Documentation	9:30AM	12:30PM	Virtual Learning