

## A guide to eRecruit (CPA's online recruitment system) for recruiting managers and administrators

Is this course suitable for you or your organisation?

This course is available

- for Cerebral Palsy Alliance employees only

Why choose this course?

This course has been designed to provide **managers responsible for recruitment** and **administrators who assist with the recruitment process** with the necessary skills and knowledge required to use **eRecruit**, Cerebral Palsy Alliance's online recruitment system.

What content does the program cover?

eRecruit streamlines the recruitment process across the organisation. In completing this course you will gain an understanding of the role of a **recruiting manager** and **administrators** in the recruitment process along with a range of practical skills in how to use eRecruit to:

- create a recruitment request
- obtain approval to advertise
- review applications
- establish selection panels
- set up interviews
- select preferred applicants
- request a contract of employment to be raised

What is the cost?

There is no cost for this course.

How long is the course?

**Duration:** 3.5 hours

**Time:** Please see scheduled times or enquire below.

Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## June 2018

Date	Course	Start time	Finish time	Location
Thu 14	A guide to eRecruit (CPA's online recruitment system) for recruiting managers and administrators	9:30AM	1:00PM	Allambie

## August 2018

Date	Course	Start time	Finish time	Location
Wed 22	A guide to eRecruit (CPA's online recruitment system) for recruiting managers and administrators	9:30AM	1:00PM	Prairiewood

## October 2018

Date	Course	Start time	Finish time	Location
Tue 16	A guide to eRecruit (CPA's online recruitment system) for recruiting managers and administrators	9:30AM	1:00PM	Allambie

## December 2018

Date	Course	Start time	Finish time	Location
Thu 13	A guide to eRecruit (CPA's online recruitment system) for recruiting managers and administrators	9:30AM	1:00PM	Allambie

## Advanced Communication & Coaching - online

Is this course suitable for you or your organisation?

This course is available for:

- Cerebral Palsy Alliance employees only via the Online learning system

### Why choose this course?

The advanced communication and coaching online module supports Allied Health staff, students and disability professionals to consider their use of communication and coaching skills in the course of their work.

### What content does the program cover?

The course covers:

- key principles of communication
- micro skills of communication
- responding to difficult conversations
- the goals of coaching
- skills reflection activities

This online module is to be completed with the support of your supervisor.

### What is the cost?

There is no cost for this course.

### How long is the course?

Duration: 3-4 hours (inclusive of supervision time)

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## An introduction to aquatic therapy for therapists working with people with a disability

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire
- for group bookings at your venue or ours and can be customised to suit your organisation's training needs.

Why choose this course?

This course is designed to support physiotherapists and exercise physiologists to develop their assessment, clinical reasoning and intervention skills in working with people with disabilities within the aquatic environment. This course will enable therapists to use aquatic therapy as another medium in which their clients can achieve their goals. It will develop knowledge on the unique properties of water and help therapists identify when aquatic therapy is appropriate for their clients and how to design an individualised goal directed program for those clients and progress it safely.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory induction activity for all Physiotherapists and Exercise Physiologists.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This learning activity aims to provide the participant with knowledge and skills to lead an aquatic therapy session. It will provide current research and evidence of best practice in planning and implementing a strength, fitness or skill development program for an individual or group. This course aims at assisting therapists working with clients of all ages within a hydrotherapy pool.

A combination of formats including formal teaching, small group work, case studies and practical sessions within the pool are used to enhance the learning of participants.

Topics covered includes:

- Physiology and mechanics of water: how this affects movement and can be used practically to assist intervention and provide progressions to programs
- Current research and evidence based practice
- Contraindications and precautions to aquatic therapy
- Equipment and flotation devices
- Manual handling and assisting clients within the pool environment
- Interventions and exercises to achieve goals of strength, fitness and gross motor skill development.

Does the program have any pre requisites?

Bring swimming costume and a towel.

Course completion requires:

Observation of participation and contribution towards the learning objectives of the course.

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

# Training Alliance

## Leaders in Disability Training



**Duration:** 1 day

Please see scheduled times or enquire below.

Please BYO lunch

**Where can I get more information?**

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

### October 2018

Date	Course	Start time	Finish time	Location
Thu 04	An introduction to aquatic therapy for therapists working with people with a disability	9:00AM	4:00PM	Hydrotherapy Pool

## An introduction to emails, CPA Intranet and internet

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- on the scheduled dates below or please enquire

### Why choose this course?

This course is designed for workers who are beginners at using a computer and want to learn how to use emails, CPA intranet and the internet.

### What content does the program cover?

The course covers

- Creating, sending and formatting messages in Outlook
- Using address book in Outlook
- Creating folders and organise your messages in Outlook
- Using categories and flags
- Setting-up auto signatures
- Accessing CPA intranet
- Accessing the internet

### What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

### How long is the course?

**Duration:** Half a day

### Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## An introduction to working with people with disabilities in the water (Hydrotherapy)

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire.
- for group bookings at your venue or ours and can be customised to suit your organisation's training needs.

Why choose this course?

This course is designed to support disability workers, carers and families to develop their confidence in supporting people with disabilities in the pool and basic manual handling skills, including safe pool entry and exits. The information from this course is designed to help support the implementation of aquatic therapy programs.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a recommended activity for disability support practitioners, carers and families.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This learning activity aims to provide:

- a basic understanding of the effects of water on the body
- an introduction to basic water skills that can be utilised when working with people in the water
- practical sessions to demonstrate:
  - handling and positioning of clients in the water
  - methods of safe pool entry/exit
  - the use of flotation aids
  - the use of the aquatic hoist

Does the program have any prerequisites?

Bring swimming costume and a towel.

Course completion requires:

Observation of participation and contribution towards the learning objectives of the course.

What is the cost?

Cost: \$190 incl. GST for individuals

How long is the course?

**Duration:** Half day

**Time:** Please see scheduled times or enquire below.

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## October 2018

Date	Course	Start time	Finish time	Location
Tue 02	An introduction to working with people with disabilities in the water (Hydrotherapy)	9:30AM	1:00PM	Hydrotherapy Pool



## Anaphylaxis

### Is this course suitable for you or your organisation?

This course is available for Cerebral Palsy Alliance employees only.

### Why choose this course?

This course is recommended for employees who support a person with a known anaphylactic risk. The course will equip participants with the knowledge and skills to provide a prompt and effective response to a person having an anaphylactic reaction.

### What content does this course cover?

The learning content covered in this course includes:

- what is anaphylaxis
- signs of anaphylaxis and how to recognise them
- first aid treatment and use of auto injector
- common causes and prevention of anaphylaxis
- long term management strategies

### Does the course have any prerequisites?

To enrol in this course you must have successfully completed the following:

- a current First Aid Certificate
- a current annual Cardiopulmonary Resuscitation (CPR) Certificate
- Assist with Medication- Online course
- Practical Skills Workshop for Disability Support Practitioners
- Annual workplace practical assessment in medication

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** 2 hours

This learning activity is delivered as required please enquire below.

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Assist with medication - online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group, under a licence agreement

Why choose this course?

This online course is recommended for anyone who, as part of their work role, is required to assist clients with medications. This course will provide learners with the essential knowledge required to safely prepare and effectively assist clients with medications, complete medication documentation and handle medication contingencies in the workplace.

### For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance this course is compulsory for all disability support practitioners and can be accessed via the online learning login. Employees who work directly with clients must also enrol in the **Practical skills workshop** for disability support practitioners with this online learning as a prerequisite.
- Cerebral Palsy Alliance employees are exempt from the course fee

What content does the course cover?

This online course provides learners with the essential knowledge required to safely and effectively assist clients with medications and manage medication contingencies in the workplace. This includes knowledge of:

- The legal framework that supports safe medications and the roles and responsibilities of those involved
- Basic medication terminology including abbreviations, naming conventions and instructions
- Different forms of medications and how they are handled, administered and stored in the workplace
- The characteristics of commonly prescribed medications in the workplace
- The 10 rights of medication safety
- Applying safe work practices when assisting with medications
- Assisting clients who self-administer their own medications
- Managing medication incidents, contingencies, reporting and documentation requirements

Course completion requires:

Successful completion of the compulsory online quizzes included throughout the course.

For staff who work directly with clients we recommend that this online course is supported by practical skills training.

Talk to the Training Alliance team for further information.

What is the cost?

**For individuals:** the cost is \$38.50 including GST.

To pay online go to ?Register for Online Learning? below. The registration fee allows access for 6 months.

Please note there will be a delay of up to 1 business day between course registration and receiving course access.

**For groups:** we sell the course by licence agreement for large groups. This is very cost effective especially if several online courses are purchased and even more on a multiyear payment plan.

# Training Alliance

## Leaders in Disability Training



How long is the course?

**Duration:** Approximately 2 hours

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [Training@cerebralpalsy.org.au](mailto:Training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Please enquire regarding available dates.

## Assistive technology: An introduction

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire.
- for group bookings at your venue or ours and can be customised to suit your organisation's learning needs.

Why choose this course?

This course is recommended for occupational therapists and speech pathologists who have an interest in assistive technology.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory induction activity for occupational therapists and speech pathologists.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This course will provide participants with the principles of the assistive technology assessment and evaluation process, including goal-setting, identifying appropriate technology and supporting the use of assistive technology in the client's natural environment.

Assistive technology options will include switches, speech generating devices, software and environmental control systems.

Participants will have the opportunity to explore 'hands-on' some of the solutions presented.

Does this program have any pre-requisites?

Pre-reading will be provided to participants. Please complete all pre-reading prior to attending training.

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

**Duration:** 1 day

**Times:** Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Asthma

This course is available for Cerebral Palsy Alliance employees only

### Why choose this course?

This course is recommended for employees, who as part of their work role, support a person with asthma. This course is designed to equip learners with the essential knowledge and skills to safely and effectively prevent and manage asthma in the workplace. The practical component of this course focuses on following asthma management plans, effectively responding to asthma emergencies, and safely assisting with prescribed emergency medications.

### What content does the program cover?

This face to face course includes the essential knowledge, skills and training to effectively prevent and manage asthma in the workplace. This includes:

- understanding what happens in asthma
- knowledge of common asthma triggers
- identifying the signs and symptoms of well controlled, worsening, severe and life threatening asthma
- safely assisting a person to follow their asthma management plan
- effectively providing asthma first aid

### Does the course have any prerequisites?

To enrol in this course you must have successfully completed the following:

- A current First Aid Certificate
- A current annual Cardiopulmonary Resuscitation Certificate (CPR)
- Assist with Medication - Online course
- Practical Skills Workshop for Disability Support Practitioners
- Annual workplace practical assessment in medication

### Course completion requires:

Successful completion of this course includes an informal assessment contained within group activities, discussions and simulated workplace asthma first aid scenarios. Practical skills in the administration of regular prescribed asthma medications is included in the workplace annual medication assessment.

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** Approximately 2 hours

This learning activity is delivered as required please enquire below.

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Certificate IV in Disability

**Course Code: CHC43115**

Is this course suitable for you or your organisation?

- This course is available:
  - for individuals - enquire to register your interest for our next semester intake.
  - for group bookings at your venue or ours and can be customised to suit your organisation's learning needs.

Why choose this course?

The Certificate IV in Disability reflects the role of workers who have experience in the disability sector and are looking to advance in their career and broaden and expand their knowledge and skills.

This course aims to provide participants with the skills and knowledge to:

- Supporting individuals achieve their goals within the context of positive behaviour support, community participation and inclusion
- Legal and ethical requirements, role responsibility and reporting requirements
- Skills, knowledge and experience in the facilitation of client's individualised plans or development of program plans
- Apply the values and philosophies that underpin best practice service delivery
- To promote a person-centred and strengths based approach to all work
- Supporting individuals with complex needs

On successful completion of this course you will be awarded with a Certificate IV in Disability.

At Cerebral Palsy Alliance, Certificate IV in Disability is recommended for senior disability support practitioners.

What Content does the program cover?

Our course is a blend of face to face training, online learning and learning in the workplace.

Certificate IV in Disability consists of 14 units of competency (11 core units and 3 elective units)

Core units		Elective Units	
CHCCCS015	Provide individualised support	CHCCCS021	Respond to suspected abuse
CHCDIS002	Follow established person-centred behaviour supports	CHCDIS004	Communicate using augmentative and alternative strategies
CHCDIS005	Develop and provide person-centred service responses	CHCMHS001	Work with people with mental health issues
CHCDIS007	Facilitate the empowerment of people with disability		

CHCDIS008	Facilitate community participation and social inclusion		
CHCDIS009	Facilitate ongoing skills development using a person-centred approach		
CHCDIS010	Provide person-centred services to people with disability with complex needs		
CHCDIV001	Work with diverse people		
CHCLEG003	Manage legal and ethical compliance		
HLTAAP001	Recognise healthy body systems		
HLTWHS002	Follow safe work practices for direct care clients		

### Does the program have any pre requisites?

To achieve this qualification, you must complete at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Computer literacy skills are required as well as access to a computer/laptop and internet.

To discuss whether this is the right course for you, please enquire below.

### Do I get recognition for the units I have already studied?

Yes, you can apply for a credit transfer for units of competency you have already done.

You may also apply for recognition of prior learning (RPL) where you can demonstrate skills and knowledge you already have.

### How will course work be assessed?

- Formal assessment is a requirement of nationally recognised training.
- You will need to commit to personal study time to complete assessment requirements.
- All learning and assessment materials are provided for you throughout the course.
- Successful completion of assessments must be completed to be eligible for the certificate.

A range of assessment methods are used including:

- Tasks completed by you in your own time
- Tasks completed in face to face sessions
- Observation of on-the-job performance
- Online assessments

### What is the cost?



# Training Alliance

## Leaders in Disability Training



The full fee for service price is \$2,400\*.

\*For Cerebral Palsy Alliance employees your employer pays the student fee.

You will be invoiced in two stages;

### **Stage 1.** Beginning of Course

We will invoice you for a commencement fee of \$1,200 at the beginning of the course. **Please note our cancellation policy below.**

**Stage 2.** The remainder of the course fee will be invoiced at the halfway point of your course.

**\* You may be eligible for the NSW Governments Smart & Skilled funding. Please enquire below.**

### **How long is the course?**

The course is approximately 10 months

### **Where is the course held?**

The face to face sessions are held at the Cerebral Palsy Alliance Ryde Learning Centre.

### **What else do I need to know?**

Everyone undertaking a nationally recognised course Australia wide is required to have a Unique Student Identifier (USI). Your USI will link to an online account that will contain all your nationally recognised training records and results from 2015 on. You will need to supply your USI to us as your Registered Training Organisation.

For more information see [www.usi.gov.au](http://www.usi.gov.au)

Basic computer literacy skills are essential and you will need access to a computer or laptop.

### **How do I apply?**

To apply for Certificate IV in Disability please register below.

### **Where can I get more information?**

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



## Client Management System (brian): An introduction

Is this course suitable for you or your organisation?

**This is a blended course of online learning followed by a face to face session**

This course is available

- for Cerebral Palsy Alliance employees only

**Why choose this course?**

This course is compulsory for all Cerebral Palsy Alliance employees who work in Client Services and are required to use the organisation's client management system as part of their role. The course must be completed at the first available opportunity after employment.

**What content does the program cover?**

This course covers:

- an introduction to the client management system
- explanation and demonstration of how the system is used to support the client's journey from intake to service delivery
- practical training in system use

**Does the program have any pre requisites?**

The pre-requisite for this course is the online learning module - ***Client Management System (brian) : Getting started.***

**Note: this course will be launched by Thursday 05/04/2018** when it can be accessed under My Courses in the Online Learning System. If you do not have access after the launch date, please ask your manager to email [onlinelearning@cerebralpalsy.org.au](mailto:onlinelearning@cerebralpalsy.org.au) to request this.

**Course completion requires:**

Course completion requires in class participation using the client management system.

**How long is the course?**

**Duration:** 1 day

**Time:** Please see scheduled times or enquire below

BYO lunch

**Where can I get more information?**

**Contact:** The Training Alliance team

**Email:** [Training@cerebralpalsy.org.au](mailto:Training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## May 2018

Date	Course	Start time	Finish time	Location
Tue 22	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## June 2018

Date	Course	Start time	Finish time	Location
Tue 26	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## July 2018

Date	Course	Start time	Finish time	Location
Tue 24	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## August 2018

Date	Course	Start time	Finish time	Location
Tue 21	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## September 2018

Date	Course	Start time	Finish time	Location
Tue 25	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## October 2018

Date	Course	Start time	Finish time	Location
Tue 23	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## November 2018

Date	Course	Start time	Finish time	Location
Tue 20	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## December 2018

Date	Course	Start time	Finish time	Location
Tue 18	Client Management System (brian): An introduction	9:30AM	3:30PM	Ryde

## Computer Coaching

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only.
- on the scheduled dates below or please enquire

Why choose this course?

Individual coaching is designed for workers who want support in any area of computer training, including Microsoft Excel, Word, PowerPoint and Outlook.

What content does the program cover?

The session is based on your needs. You are asked to bring to the session an example of the work you need support with and any questions. The facilitator will work with you to develop your knowledge and skills to achieve your learning goal.

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

**Duration:** 1 - 1.5 hours

**Time:** Please see scheduled times below or enquire

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## August 2018

Date	Course	Start time	Finish time	Location
Thu 23	Computer Coaching	10:30AM	11:30AM	Allambie

## September 2018

Date	Course	Start time	Finish time	Location
Thu 06	Computer Coaching	10:30AM	11:30AM	Allambie
Thu 20	Computer Coaching	10:30AM	11:30AM	Allambie

## October 2018

Date	Course	Start time	Finish time	Location
Thu 18	Computer Coaching	10:30AM	11:30AM	Allambie

## November 2018

Date	Course	Start time	Finish time	Location
Thu 01	Computer Coaching	10:30AM	11:30AM	Allambie
Thu 15	Computer Coaching	10:30AM	11:30AM	Allambie
Thu 29	Computer Coaching	9:30AM	10:30AM	Allambie
Thu 29	Computer Coaching	10:30AM	11:30AM	Allambie

## December 2018

Date	Course	Start time	Finish time	Location
Thu 13	Computer Coaching	10:30AM	11:30AM	Allambie

## CPA'S Employee value exchange (EVE) - manager's tips and tools

Is this course suitable for you or your organisation?

This course is available

- for Cerebral Palsy Alliance employees only

**Why choose this course?**

This one (1) hour session has been designed to inform **CPA managers** about our new Employee Value Exchange (EVE) and to provide some tips and tools to on how to utilise the EVE to engage and retain your team.

**What content does the program cover?**

In last year's survey our employees told us what they valued and enjoyed most about working at CPA. Their feedback has informed the development of our Employee Value Exchange (EVE)

To find out more, register for one of our onsite or Skype manager sessions during May and June. During the session you will find out more information about:

- CPA's five (5) EVE pillars
- what employees can expect from CPA
- what CPA expects from its employees
- the tips and tools available to support you in engaging and retaining your team
- what's on the radar for the future.

***Managers are requested to register and attend a 'My benefits at CPA – an introductory session' prior to attending this additional workshop.***

Note: this session has not been designed for managers responsible for transferring employees (only).

**How long is the course?**

**Duration:** 1 hour

**Where can I get more information?**

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

# Training Alliance

## Leaders in Disability Training



### May 2018

Date	Course	Start time	Finish time	Location
Tue 22	CPA'S Employee value exchange (EVE) - manager's tips and tools	10:00AM	11:00AM	Penshurst
Tue 29	CPA'S Employee value exchange (EVE) - manager's tips and tools	9:30AM	10:30AM	Canberra

### June 2018

Date	Course	Start time	Finish time	Location
Tue 05	CPA'S Employee value exchange (EVE) - manager's tips and tools	9:30AM	10:30AM	Croudace Bay
Tue 05	CPA'S Employee value exchange (EVE) - manager's tips and tools	2:00PM	3:00PM	Tuggerah Centre
Wed 06	CPA'S Employee value exchange (EVE) - manager's tips and tools	2:00PM	3:00PM	East Maitland
Tue 19	CPA'S Employee value exchange (EVE) - manager's tips and tools	9:30AM	10:30AM	Allambie
Wed 27	CPA'S Employee value exchange (EVE) - manager's tips and tools	10:00AM	11:00AM	Ryde
Thu 28	CPA'S Employee value exchange (EVE) - manager's tips and tools	9:00AM	10:00AM	Kingswood

## CPR refresher: Annual Refresher

### HLTAID001 - PROVIDE Cardiopulmonary Resuscitation (CPR) Annual Refresher 2016

This accredited training course is in partnership with ? Healthcorp - RTO ID 91222 who issue the certificate.

#### Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire.
- for group bookings at your venue or ours and can be customised to suit your organisation's learning needs.

#### Why choose this course?

This is an essential refresher activity for many work roles such as employees who provide personal care to clients and those employed in a disability support practitioner role.

#### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory annual refresher activity for all Disability support practitioners needing to update their CPR Certificate.
- Cerebral Palsy Alliance employees are exempt from the course fee however will be required to pay a nominal fee for materials.

#### What content does the program cover?

The learning content and activity covers the following:

- unit of competency - HLTAID001 Provide CPR.
- a combination of theory and practical.
- demonstrations covering all aspects of CPR in line with Australian Resuscitation Council Guidelines.
- hands on experience performing CPR.
- a focus on administering CPR to a person with a disability.

#### Does the program have any prerequisites?

A current First Aid Certificate is an essential prerequisite for this course.

#### Course completion requires:

Competency is assessed via:

- written quiz questions
- assessment questions
- class participation
- practical application of CPR in a simulated environment (includes responding to simulated scenarios)

All participants deemed competent in CPR are issued a certificate which is valid for 12 months and must be renewed prior to expiring.

#### What is the cost?

Please enquire below

#### How long is the course?

**Duration:** 2.5 hours



# Training Alliance

## Leaders in Disability Training



**Time:** Please see scheduled times or enquire below.

**Where can I get more information?**

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply



## May 2018

Date	Course	Start time	Finish time	Location
Wed 30	CPR refresher: Annual Refresher	1:00PM	4:30PM	Ryde

## June 2018

Date	Course	Start time	Finish time	Location
Wed 27	CPR refresher: Annual Refresher	9:30AM	12:00PM	Croudace Bay
Wed 27	CPR refresher: Annual Refresher	1:00PM	3:30PM	Croudace Bay

## July 2018

Date	Course	Start time	Finish time	Location
Wed 04	CPR refresher: Annual Refresher	1:00PM	3:30PM	Ryde

## August 2018

Date	Course	Start time	Finish time	Location
Tue 07	CPR refresher: Annual Refresher	9:30AM	12:00PM	Prairiewood
Tue 07	CPR refresher: Annual Refresher	1:00PM	3:30PM	Prairiewood

## September 2018

Date	Course	Start time	Finish time	Location
Tue 04	CPR refresher: Annual Refresher	9:30AM	12:00PM	Ryde
Tue 04	CPR refresher: Annual Refresher	1:00PM	3:30PM	Ryde
Thu 27	CPR refresher: Annual Refresher	9:30AM	12:00PM	Allambie
Thu 27	CPR refresher: Annual Refresher	1:00PM	3:30PM	Allambie

## November 2018

Date	Course	Start time	Finish time	Location
Thu 15	CPR refresher: Annual Refresher	1:00AM	3:30PM	Croudace Bay
Thu 15	CPR refresher: Annual Refresher	9:30AM	12:00PM	Croudace Bay
Wed 28	CPR refresher: Annual Refresher	1:00AM	3:30PM	Prairiewood

## Fire safety and emergency response - online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group under a licence agreement

Why choose this course?

This course is recommended for all employees providing care services and those with Emergency Control Team obligations within an office environment. The course complies with *Australian Standards AS 3745 - 2010 Planning for Emergencies in Facilities and AS 4083 - 2010 Planning for Emergencies - Health Care Facilities*.

### For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance this course is compulsory for all employees and can be accessed via your online learning login.
- Employees who work directly with clients must also enrol in the **WHS workshop for allied health therapists and assistants** OR the **Practical skills workshop for disability support practitioners and managers**, with this online learning as a prerequisite.
- This course is also offered as a refresher.
- Cerebral Palsy Alliance employees are exempt from the registration fee.
- For Cerebral Palsy Alliance employees required to complete either Certificate III in Individual Support or Certificate IV in Disability, the assessment completed contributes to the unit of competency 'Follow safe work practices for direct client care' (HLTWHS002)

What content does the program cover?

This online course covers the requirements under WHS Regulation 2011 and includes:

- Site emergency and evacuation plans
- Familiarisation with automated fire systems and equipment
- Evacuation and communications of emergencies in line with AS 3745 - 2010 Planning for emergencies in facilities and AS 4083 - 2010 Planning for emergencies - Health care facilities
- The fire tetrahedron
- Fire extinguishers choice and use

Course completion requires:

A compulsory quiz is included throughout the course.

What is the cost?

**Cost:** \$38.50 incl. GST for individuals

How long is the course?

**Duration:** Online and practical 1.5 hours (approximately)

**Please note there will be a delay of up to 1 business day between course registration and receiving course access.**

Where can I get more information?

**Contact:** The Training Alliance Team

# Training Alliance

Leaders in Disability Training



**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## First Aid

### HLTAID003 - Provide first aid

This accredited training course is in partnership with Healthcorp - RTO ID 91222 who issue the certificate.

#### Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire
- for group bookings at your venue or ours and can be customised to suit your organisation's learning needs..

#### Why choose this course?

This course is recommended for anyone wanting to acquire or update their first aid skills and knowledge via a comprehensive learning program. Successful completion will provide the participant with a first aid certificate valid for 3 years.

This course has a focus on administering first aid to a person with a disability.

#### For Cerebral Palsy Alliance Employees

- This is a compulsory course for Cerebral Palsy Alliance employees in a disability support, or hydrotherapy role and some nominated corporate support roles.
- Cerebral Palsy Alliance employees are exempt from the course fee however will be required to pay a nominal fee for the materials.

#### What content does the program cover?

The learning content and activity covers the following:

- unit of Competency - HLTAID003 Provide first aid
- a combination of theory and practical demonstrations covering all aspects of First aid in line with Australian Resuscitation Council guidelines
- a focus on disability
- hands on experience throughout the day including responding to real life scenarios in simulated environment

#### Does the program have any prerequisites?

There is approximately 1 - 2 hours compulsory online reading and a series of quiz and assessment questions to be answered prior to attending the course. The requirement to have completed the prerequisite work prior to face to face training is mandatory and strictly enforced.

#### Course completion requires:

Competency is assessed via:

- pre-reading
- written answers to quiz questions
- assessment questions
- active participation
- CPR and First aid practical assessments

#### What is the cost?

Please enquire below

## How long is the course?

**Duration:** 1 day

**Time:** Please see scheduled times or enquire below

Please BYO lunch

## Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

### May 2018

Date	Course	Start time	Finish time	Location
Tue 29	First Aid	9:30AM	4:30PM	Prairiewood

### June 2018

Date	Course	Start time	Finish time	Location
Thu 14	First Aid	9:30AM	4:30PM	Ryde
Wed 27	First Aid	9:30AM	4:30PM	Croudace Bay

### July 2018

Date	Course	Start time	Finish time	Location
Wed 25	First Aid	9:30AM	4:30PM	Ryde

### August 2018

Date	Course	Start time	Finish time	Location
Wed 01	First Aid	9:30AM	4:30PM	Prairiewood
Thu 23	First Aid	9:30AM	4:30PM	Allambie

### September 2018

Date	Course	Start time	Finish time	Location
Mon 10	First Aid	9:30AM	4:30PM	Ryde
Fri 21	First Aid	9:30AM	4:30PM	Ryde

# Training Alliance

Leaders in Disability Training



## October 2018

Date	Course	Start time	Finish time	Location
Wed 24	First Aid	9:30AM	4:30PM	Allambie

## November 2018

Date	Course	Start time	Finish time	Location
Thu 15	First Aid	9:30AM	4:30PM	Croudace Bay
Wed 21	First Aid	9:30AM	4:30PM	Ryde

## December 2018

Date	Course	Start time	Finish time	Location
Tue 04	First Aid	9:30AM	4:30PM	Ryde
Tue 18	First Aid	9:30AM	4:30PM	Ryde

## Male incontinence sheaths/ uridomes

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

### Why choose this course?

This course is recommended for disability support practitioners whose role it is to apply and remove male incontinence sheaths as part of their duties.

### What content does the program cover?

This learning activity will enhance the participants' knowledge of male incontinence and includes:

- basic anatomy of the male urinary system
- causes of incontinence
- correct management
- demonstration and practice in the application of a sheath

### Course completion requires:

Participants will be asked to demonstrate the application and removal of a male incontinence sheath (uridome) in a simulated environment.

### How long is the course?

**Duration:** 1 hour

This learning activity is delivered as required please enquire below.

### Where can I get more information?

**Contact:** Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



## My benefits at CPA - an introductory session

Is this course suitable for you or your organisation?

This course is available

- for Cerebral Palsy Alliance employees only

### Why choose this course?

This one (1) hour introductory session has been designed to provide **employees** with an overview of the benefits and entitlements available at CPA.

### What content does the program cover?

In last year's employee survey we asked you what you valued and enjoyed most about working at CPA. Your feedback has helped us understand what's important to you, and why.

You told us you wanted to know more about the benefits and entitlements currently available to you, so why not join us at one of our onsite or Skype introductory sessions to find out more information about:

- the employee benefits and entitlements available at CPA
- new benefits and enhancements to existing entitlements
- how to navigate The Hub to find everything you need
- how to make them most of the benefits available to you.

Note: this session are not available to transferring employees at this time.

### • How long is the course?

**Duration:** 1 hour

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

## May 2018

Date	Course	Start time	Finish time	Location
Tue 22	My benefits at CPA - an introductory session	9:00AM	10:00AM	Penshurst
Tue 29	My benefits at CPA - an introductory session	8:30AM	9:30AM	Canberra
Thu 31	My benefits at CPA - an introductory session	1:00PM	2:00PM	Online

## June 2018

Date	Course	Start time	Finish time	Location
Tue 05	My benefits at CPA - an introductory session	8:30AM	9:30AM	Croudace Bay
Tue 05	My benefits at CPA - an introductory session	1:00PM	2:00PM	Tuggerah Centre
Wed 06	My benefits at CPA - an introductory session	1:00PM	2:00PM	East Maitland
Tue 19	My benefits at CPA - an introductory session	8:30AM	9:30AM	Allambie
Mon 25	My benefits at CPA - an introductory session	10:00AM	11:00AM	Online
Wed 27	My benefits at CPA - an introductory session	9:00AM	10:00AM	Ryde
Wed 27	My benefits at CPA - an introductory session	2:00PM	3:00PM	Ryde
Thu 28	My benefits at CPA - an introductory session	8:00AM	9:00AM	Kingswood

## Preventing & responding to abuse, assault and risk of harm - online

Is this course suitable for you or your organisation?

This course is available for:

- Cerebral Palsy Alliance employees only

### Why choose this course?

This online module is Part 1 of a compulsory induction course for employees working directly with clients of all ages and can be accessed via the Online Learning System.

Employees who work directly with clients must also enrol in Part 2 - **Preventing and responding to abuse, assault and risk of harm** face to face workshop with this online learning as a prerequisite.

### What content does the program cover?

This online course is an introduction to the topics and equips participants to:

- Gain an understanding of the issues associated with assault, abuse and risk of harm
- Ensure appropriate responses to assault and abuse.
- Consider the particular vulnerabilities that can exist for individuals with disability.
- To identify legislative requirements and organisational policy and procedures in relation to disclosure of assault or abuse or at risk of harm for people with disability.

### Course completion requires:

Successful completion of the compulsory online quizzes included throughout the course..

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** approx. 1 hour

### Where can I get more information?

**Contact:** Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Pulling it all together for therapists: An advanced workshop on movement disorders and evidence base

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- on the scheduled dates below

### Why choose this course?

This two (2) day course is designed to assist therapists to coordinate their knowledge about movement disorders and associated conditions with goal setting, assessment, service planning and evaluation.

At the completion of this course, participants should be able to:

- choose appropriate assessments based on established client/family goals.
- use sound clinical reasoning to assess clients with movement disorders and other associated conditions.
- develop and implement an intervention plan and evaluate outcomes.
- develop effective service plans with clients/families.

This is a compulsory induction activity for Cerebral Palsy Alliance allied health staff who have completed their 6 month qualifying period, including all training requirements.

### What content does the program cover?

Pulling it all together will cover:

- movement disorders and associated conditions.
- goal setting and assessment.
- planning interventions within an evidence based practice framework.
- selecting and using relevant outcome measures

### Does the program have any prerequisites?

This workshop involves pre-reading which is emailed to participants in advance.

### Course completion requires:

This workshop includes informal assessment, which includes participants' involvement in discussions and group activities.

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** 2 days

**Time:** Please see scheduled times or enquire below

BYO lunch

### Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## August 2018

Date	Course	Start time	Finish time	Location
Mon 27	Pulling it all together for therapists: An advanced workshop on movement disorders and evidence base	9:30AM	More than 1 day	Ryde

# Training Alliance

Leaders in Disability Training



## Refresher Program for disability support practitioners

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- on the scheduled dates below

Why choose this course?

This is a compulsory refresher activity for all employees of Cerebral Palsy Alliance who work in a disability support role, providing personal care to clients in Lifestyles Support, Community Living, Respite and Packforce.

What content does the program cover?

This learning activity is designed to refresh and enhance the knowledge of Cerebral Palsy Alliance employees in relation to:

- Manual Handling
- Risk assessment
- Fire safety and emergency response
- Documentation
- Medication
- Infection, prevention and control

It will highlight and discuss pertinent issues and themes being reviewed by the WHS team.

It will provide an opportunity for self-reflection on work practices and up to date information regarding best practice and policies within the focus areas above.

Successful completion of this learning activity is required to allow Cerebral Palsy Alliance employees to continue to work effectively and safely at their work site.

Participants should wear comfortable clothing and must wear closed-toe shoes.

This training has physical demands for completion. Please discuss any pre-existing injuries with your manager and facilitator before completing this course.

Does the program have any prerequisites?

Participants must have **completed all Cerebral Palsy Alliance compulsory orientation and induction learning activities applicable to their role.**

What is the cost?

There is no cost for this course.

How long is the course?

**Duration:** 1 day

**Time:** Please see scheduled times or enquire below.

BYO lunch

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)



# Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

## June 2018

Date	Course	Start time	Finish time	Location
Mon 25	Refresher Program for disability support practitioners	9:30AM	4:30PM	Ryde

## October 2018

Date	Course	Start time	Finish time	Location
Thu 11	Refresher Program for disability support practitioners	9:30AM	4:30PM	Ryde

## November 2018

Date	Course	Start time	Finish time	Location
Wed 14	Refresher Program for disability support practitioners	9:30AM	4:30PM	Ryde

## Tube Feeding

### Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire
- as a group booking which can be customised to suit your training needs and delivered at your venue or ours.

### Why choose this course?

This course is recommended for disability support practitioners, allied health professionals, nurses and others who assist clients with the delivery of nutrition and /or medication via tube feeding.



ACN

ENDORSED  
COURSE

This course is endorsed by ACN according to our Continuing Professional Development (CPD) Endorsed Course Standards. It has been allocated CPD hours according to the *Nursing and Midwifery Board of Australia – Continuing Professional Development Standard.*

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this is a compulsory activity for all employees who assist clients with the delivery of nutrition and /or medication via a gastrostomy and/or jejunostomy.
- **Prerequisites** - Cerebral Palsy Alliance employees must have completed the online modules for **Assist with medication** and **Infection prevention and control**, read the **Medication policy (NS6-5-4)** and **infection control policy (NS6-5-2)** as well as the enteral nutrition information in the **Client health support procedure (NS6-5-1-Pr1)**. You must also have attended the **Practical skills workshop for disability support practitioners and managers**.
- In addition to this course and practical simulated workplace scenario, employees are also required to be assessed in the workplace within one month of this course, by a CPA clinical nurse specialist.
- Cerebral Palsy Alliance employees are exempt from the course fee.

### What content does the course cover?

This course provides learners with the essential knowledge, skills and practical training required to safely and effectively assist clients with prescribed nutrition and medications delivered via a gastrostomy and/or jejunostomy. This course includes the following topics:

- Basic anatomy and physiology of the digestive system.
- Reasons a person may require medications and food to be delivered via a tube.
- How to recognise different types of ostomies and their associated feeding tubes and equipment.
- Safe work practices to prevent and control infection including how to safely maintain tube feeding equipment.
- Demonstration and practice in a simulated environment with administering medications and nutrition via a tube.
- How to trouble shoot common contingencies.
- Documentation.

### Does the program have any prerequisites?

It is important that participants have current Medication training prior to attending the course. If participants have not had prior Medication training, their Certificate of Attendance will make clear that they are not endorsed to administer medication via the tube. It is our strong recommendation that staff providing tube feeding should have medication training and first aid training that is refreshed annually.

### Course completion requires:

Participants to actively engage in class discussion and a simulated practical experience. Participants' knowledge and practical skills in administering medications and feeds via a gastrostomy and/or jejuostomy tube are concept assessed during the simulated workplace scenario component of the course.

### What is the cost?

Cost: \$320 incl. GST for individuals

How long is the course?

**Duration:** 1 day

**Time:** Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## July 2018

Date	Course	Start time	Finish time	Location
Thu 19	Tube Feeding	9:30AM	3:30PM	Ryde

## August 2018

Date	Course	Start time	Finish time	Location
Thu 02	Tube Feeding	9:30AM	3:30PM	Allambie
Wed 22	Tube Feeding	9:30AM	3:30PM	Prairiewood

## September 2018

Date	Course	Start time	Finish time	Location
Thu 20	Tube Feeding	9:30AM	3:30PM	Ryde

## October 2018

Date	Course	Start time	Finish time	Location
Wed 24	Tube Feeding	9:30AM	3:30PM	Croudace Bay

## November 2018

Date	Course	Start time	Finish time	Location
Thu 22	Tube Feeding	9:30AM	3:30PM	Ryde