

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



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

Ad-AHA Stroke Course

Is this course suitable for you or your organisation?

This course is for clinicians working with adolescents and/or adults who have an acquired hemiparesis and require upper limb assessment and intervention as part of their therapy and rehabilitation.

For Cerebral Palsy Alliance Employees

- Attendance at this course is through an internal EOJ process. Please do not register online. For more information please contact Consultant, Occupational Therapy.

About the course:

The Ad-AHA Stroke course provides a new perspective on evaluating hand function in adults or adolescents who have an acquired hemiparesis. It is a further development of the Assisting Hand Assessment (AHA), which has been successfully used in children with unilateral cerebral palsy for about 10 years. The Ad-AHA Stroke measures and describes the effectiveness with which a person with hemiparesis makes use of his/her affected hand (assisting hand) during bimanual activity performance. The Ad-AHA Stroke is scored from observation of a 10-15 minutes video recorded semi-structured activity requiring bimanual use. It is then scored on observable performance skills described by nineteen items graded on a four-point rating scale. Ad-AHA Stroke is a standardized test intended for people with hemiparesis after acquired brain injury from teenage years to older adults.

The Ad-AHA Stroke was developed in several steps; (i) establishing the content of the tasks in the test situation from which bimanual performance can be observed and rated, (ii) constructing a research version of test items and scoring criteria, (iii) pilot testing of the research version of the scale to establish face validity and concurrent validity with other tests and (iv) evaluation of internal scale validity by use of Rasch measurement model analysis. The Rasch analysis resulted in a final scale demonstrating a unidimensional construct and high potential for sensitivity to measure change (manuscript in preparation). The Rasch-derived item difficulty information can be used to target interventions promoting functional hand use.

Learning outcomes:

Upon completion of this course, participants will be able to:

Demonstrate the setup, conduct and video record an Ad-Assisting Hand Assessment session and produce reliable scores according to the criteria in the manual

Verbalize the concept and construct of the test and its psychometric properties

Interpret and communicate the outcome of the test.

Does the program have any prerequisites?

There is some pre-reading of journal articles that will be distributed to participants before the course.

Course completion requires:

The course teaches the Ad-AHA Stroke Version 1.0. It is conducted in two steps. First, a 2½-day training course is completed including information about the test construct, testing procedure and scoring practice on a range of patients from videos. A manual with detailed scoring criteria and a computer based scoring form is provided during the course. To achieve certification, the participant completes six calibration cases where individual feedback is provided. Some of these are from videos distributed at the course, and some involve self-produced Ad-AHA Stroke sessions. Test equipment can be gathered by participants following instructions in the manual.

What is the cost?

Cost: \$990 (including GST) includes the course workshop and full accreditation following the course.

How long is the course?

Duration: 2 ½ day face to face course

Times:

6 Sep 2018, 9.00am to 5.00pm

7 Sep 2018, 9.00am to 5.00pm

8 Sep 2018, 9.00am to 1.00pm

Venue: Cerebral Palsy Alliance, Allambie Heights Campus

Presenter Information:

Lena Krumlinde-Sundholm (Reg OT, PhD, and Associate Professor) is an Occupational Therapist and a senior researcher at the Karolinska Institutet in Stockholm.

September 2018

Date	Course	Start time	Finish time	Location
Thu 06	Ad-AHA Stroke Course	9:00AM	More than 1 day	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

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?

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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

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 assistive technology for university students and new graduates

Is this course suitable for you or your organisation?

This course is available on the scheduled dates below or please enquire

Why choose this course?

This course is recommended for new graduate occupational therapists and speech pathologists and final year University Students, who have an interest in assistive technology.

What content does the program cover?

This course will provide participants with an overview of assistive technology assessment and intervention options. The principles of the SETT framework will be explained to assist in completing a technology assessment. Participants will learn about direct and indirect access methods.

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: \$250 (incl. GST included)

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

Phone: +61 2 9975 8715

Cancellation conditions apply

September 2018

Date	Course	Start time	Finish time	Location
Tue 25	An introduction to assistive technology for university students and new graduates	9:30AM	4:30PM	Croudace Bay

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

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

Phone: +61 2 9975 8715

Cancellation conditions apply

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Leaders in Disability Training



September 2018

Date	Course	Start time	Finish time	Location
Tue 18	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

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.

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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

Phone: +61 2 9975 8715

Please enquire regarding available dates.

Back yourself (manual handling): theory and practice workshop

Is this course suitable for you or your organisation?

This course is available for you or your organisation as:

- a standard face to face group course; or
- a customised course to suit your learning needs and delivered at your venue or ours.

Why choose this course?

This course is recommended for all workers especially those who work in direct client services.

This course provides the theory and practice of safe manual handling principles and techniques specific to working with people with disability.

What content does the program cover?

This course provides learners with:

- the principles of prevention of workplace injuries
- safe manual handling techniques, relevant to job role
- information on the anatomy of back care.
- the opportunity to apply knowledge and refine practical skills of safe manual handling in a controlled and facilitator lead environment.

This training has physical demands for completion. When booking this course please discuss any pre-existing injuries with your staff and our facilitator.

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

What is the cost?

Please enquire below.

How long is the course?

Half day.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Back yourself (Theory): Unpacking manual tasks - 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 all employees.

For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance this course is compulsory for all employees and can be accessed via the Online Learning System
- Employees who work directly with clients must also enrol in the **WHS practical workshop for allied health therapists and assistants** or **Practical skills workshop for disability support practitioners and managers**, with this online learning as a prerequisite.
- Cerebral Palsy Alliance employees are exempt from the registration fee

What content does the program cover?

Providing training on the principles of prevention of workplace injuries and manual handling techniques.

This course provides learners with information on the anatomy of back care, principles for prevention of injury and appropriate manual handling techniques relevant to the job role.

For those working directly with clients we recommend a blended approach to provide opportunity to apply knowledge and refine practical skills of manual handling.

Course completion requires:

A quiz is included at the end of the online course.

For Cerebral Palsy Alliance staff required to complete either Certificate III in Individual Support, Certificate IV in Disability or Certificate IV in Allied Health Assistance the completion of an **additional online assessment** contributes to the unit of competency 'Follow safe work practices for direct client care' (HLTWHS002).

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?

Cost: \$38.50 incl. GST for individuals

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: this course is available for purchase by licence agreement. This is a cost effective method of delivering training, with the option to cluster a number of courses to meet your orientation, induction and refresher learning needs.

How long is the course?

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Leaders in Disability Training



Duration: 1 hour (approximately)

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Bowel care

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 employees who, as part of their work role, assist clients with the administration of prescribed rectal medications (suppositories and enemas). This course will equip participants with the knowledge, skills and practical training to safely and effectively administer rectal medication.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this is a compulsory activity for all employees who assist clients with their prescribed rectal medications.
- **Prerequisites** - Cerebral Palsy Alliance employees must have completed the online modules for **Assist with medication** and **Infection prevention and control**; attended the **Practical skills workshop for disability support practitioners and managers** and read the Medication Policy NS6-5-4.
- In addition, 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 participants with the essential knowledge, skills and practical training required to safely and effectively assist clients with their prescribed rectal medications (suppositories and enemas). The content of this course includes:

- Basic anatomy and physiology of the digestive system
- Factors that encourage and promote bowel health for people with disability
- Commonly prescribed bowel medications and their safe administration
- Safe work practices to prevent and control infection
- Demonstration and practical experience
- Troubleshooting common contingencies
- Documentation

Does the program have any prerequisites?

All participants must have attended medication training prior to attending the session.

Course completion requires:

Successful completion of this course requires participant to be involved in learning activities, class discussion and practical skills training in simulated workplace scenarios. Participants' knowledge and practical skills in assisting clients with their prescribed rectal medications are concept assessed during the course.

What is the cost?

Cost: \$190 incl. GST for individuals

How long is the course?

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Leaders in Disability Training



Duration: Half 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

Phone: +61 2 9975 8715

Cancellation conditions apply

October 2018

Date	Course	Start time	Finish time	Location
Mon 22	Bowel care	1:00PM	4:30PM	Croudace Bay

November 2018

Date	Course	Start time	Finish time	Location
Tue 20	Bowel care	1:00PM	4:30PM	Ryde

December 2018

Date	Course	Start time	Finish time	Location
Thu 13	Bowel care	1:00PM	4:30PM	Ryde

Certificate II in Business

Course Code: BSB20115

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
- This course is available to book as a group booking for School Leaver Employment Support Programs and can be delivered at your venue or ours.

Why choose this course?

The Certificate II in Business reflects the role of individuals in a variety of junior administrative positions who perform a range of routine tasks. On completion of the certificate individuals with this qualification are able to perform roles such as administration assistant, clerical worker, data entry operator, office junior or receptionist.

Work could be undertaken in a variety of businesses and customer service environments.

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

- Organise and complete daily work activities
- Communicate effectively
- Work effectively with others
- Deliver a service to customers
- Work effectively in a business environment
- Produce simple word processed documents
- Communicate electronically
- Use business technology

On successful completion of this course you will be awarded with a Certificate II in Business

What content does the program cover?

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

Certificate II in Business consists of 12 units of competency (1 core and 11 electives)

Core units		Elective Units	
BSBWHS201	Contribute to the health and safety of others	BSBCMM101A	Apply basic communication skills
		BSBIND201	Work effectively in a business environment
		BSBWOR202	Organise and complete daily work activities

		BSBLED101	Plan skill development
		BSBSUS201	Participate in Environmentally sustainable work practices
		BSBWOR204	Use business technology
		BSBINM202	Handle mail
		BSBITU201	Produce simple word processed documents
		BSBITU203	Communicate electronically
		BSBWOR203	Work effectively with others
		BSBCUS201	Deliver a service to customers

Does the program have any pre-requisites?

Completion of a numeracy and literacy knowledge questionnaire prior to enrolment.

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.
- All learning and assessment materials are provided for you throughout the course.
- All learning and assessment tasks are appropriate, valid, reliable, flexible and fair to all participants.
- All assessments are completed in class in a supportive learning environment
- Observation of on-the-job performance
- Successful completion of assessments must be completed to be eligible for the certificate.

What is the cost?

The full fee for service price is \$2,100*

You will be invoiced in two stages;

Stage 1. Beginning of course

We will invoice you for a commencement fee of \$1,100 at the beginning of the course. **Please note our cancellation policy below.**

Stage 2. The remainder of the course fee will be invoiced at half way point of the course.

* You may be eligible for the NSW Governments Smart & Skilled funding.

Training Alliance

Leaders in Disability Training



Please enquire below.

How long is the course?

This course duration is approximately 16 weeks.

Where is the course held?

Various locations across Sydney.

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

How do I apply?

To register your interest for Certificate II in Business please enquire below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Certificate III in Individual Support (Disability)

Course Code: CHC33015

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 III in Individual Support (Disability) reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centered support to people who may require support due to disability, age or some other reason. Work involves using discretion and judgement in relation to individual support.

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

- To provide assistance to best support individuals who have a disability
- All training best supports workers to include a full range of factual, technical and procedural knowledge within a person centered approach.

On successful completion of this course you will be awarded with a Certificate III in Individualised Support (Disability).

At Cerebral Palsy Alliance, Certificate III is the desired minimum qualification for all 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 III in Individual Support (Disability) consists of 13 units of competency (7 core units and 6 elective units)

Core units		Elective Units	
CHCCCS015	Provide individualised support	CHCDIS001	Contribute to ongoing skills development using a strengths ? based approach
CHCCOM005	Communicate and work in health or community services	CHCDIS003	Support community participation and inclusion
CHCCCS023	Support independence and well being	CHCDIS002	Follow established person centred behaviour supports
HLTWHS002	Follow safe work practices for direct client care	CHCCCS011	Meet personal support needs
HLTAAP001	Recognise healthy body systems	CHCDIS007	Facilitate the empowerment of people with disability

CHCDIV001	Work with diverse people	HLTAHA019	Assist with the monitoring and modification of meals and menus according to individualised plans
CHCLEG001	Work legally and ethically		

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?

The full fee for service price is \$2,100*

* 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 \$1,100 at the beginning of the course. **Please note our cancellation policy below.**

Stage 2. The remainder of the course fee will be invoiced at half way point of the course.

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

How long is the course?

This course duration is approximately 7 months.

Where is the course held?

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

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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

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

How do I apply?

To apply for certificate III in Individualised Support please register below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



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?

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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

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



Training Alliance

Leaders in Disability Training



Clinical Orientation for allied health clinicians

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- Physiotherapists, Occupational Therapists, Speech Pathologists, Psychologists, Early Childhood Intervention Teachers, Exercise Physiologists, Behaviour Specialists.
- on the scheduled dates below

Why choose this course?

This one (1) day course is designed to assist clinicians learn about the supervision & mentoring process at Cerebral Palsy Alliance. Participants will also gain a basic understanding of cerebral palsy and movement disorders, associated conditions and be introduced to the Client Journey at Cerebral Palsy Alliance.

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

- understand the supervision structure at Cerebral Palsy Alliance
- understand the client journey at Cerebral Palsy Alliance
- have a greater understanding of cerebral palsy and its impact on clients
- understand of the roles of other clinicians at Cerebral Palsy Alliance
- be aware of the tools and resources available to therapists

This is a compulsory induction activity for Cerebral Palsy Alliance allied health staff following Corporate Orientation.

What content does the program cover?

Clinical Orientation will cover:

- Supervision at Cerebral Palsy Alliance
- Client Journey at Cerebral Palsy Alliance
- Cerebral palsy, movement disorders and associated conditions
- Transdisciplinary and interdisciplinary working, tools and resources available for clinicians

Does the program have any prerequisites?

Corporate Orientation.

Course completion requires:

Participation and discussion throughout the day.

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

Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

September 2018

Date	Course	Start time	Finish time	Location
Tue 04	Clinical Orientation for allied health clinicians	8:30AM	4:00PM	Allambie

October 2018

Date	Course	Start time	Finish time	Location
Tue 09	Clinical Orientation for allied health clinicians	8:30AM	4:00PM	Allambie

November 2018

Date	Course	Start time	Finish time	Location
Tue 06	Clinical Orientation for allied health clinicians	8:30AM	4:00PM	Allambie

December 2018

Date	Course	Start time	Finish time	Location
Tue 04	Clinical Orientation for allied health clinicians	8:30AM	4:00PM	Allambie

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

Phone: +61 2 9975 8715

Cancellation conditions apply

July 2018

Date	Course	Start time	Finish time	Location
Thu 26	Computer Coaching	1:00PM	2:00PM	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

Conflict and coaching

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 a professional development activity for employees who may face the challenges of resolving conflict as part of their role.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory induction activity for employees who are in a team leader, supervisory or management role.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This course enables participants to approach and manage professional and personal conflict in a practical and empowering way.

Participants will have an opportunity to:

- explore their reactions and approach to conflict
- discuss various techniques including a win-win approach, appropriate assertiveness and negotiation.
- practice skills and the conflict resolution process through participation, group work and discussion.
- explore and practice coaching techniques to support the empowerment of staff.

What is the cost?

Cost: \$540 incl. GST for individuals

How long is the course?

Duration: 2 days

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

Phone: +61 2 9975 8715

Cancellation conditions apply

November 2018

Date	Course	Start time	Finish time	Location
Wed 21	Conflict and coaching	9:30AM	More than 1 day	Ryde

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

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Time: Please see scheduled times or enquire below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

August 2018



Date	Course	Start time	Finish time	Location
Tue 07	CPR refresher: Annual Refresher	1:00PM	3:30PM	Prairiewood
Wed 22	CPR refresher: Annual Refresher	9:30AM	12:00PM	Ryde
Wed 22	CPR refresher: Annual Refresher	1:00PM	3:30PM	Ryde

October 2018

Date	Course	Start time	Finish time	Location
Wed 03	CPR refresher: Annual Refresher	9:30AM	12:00PM	Ryde
Wed 03	CPR refresher: Annual Refresher	1:00PM	3:30PM	Ryde

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

DisabilityAware: An awareness and inclusion program - 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 designed to enhance your knowledge and skills to work inclusively and provide services to people with disability.

Whether you are an employer, manager, colleague, volunteer, teacher, community worker or service provider, this course aims to build your disability awareness and confidence.

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.
- Cerebral Palsy Alliance employees are exempt from the registration fee

What content does the program cover?

This online course provides learning content on...

- Disability and diversity
- The rights of people with disability
- Different causes and types of disability
- Communication tips and techniques
- Stereotypes and misconceptions
- Strategies to help you feel to work inclusively with people with disability

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.

How long is the course?

Duration: 1.5 hours approximately

Where can I get more information?

Contact: The Training Alliance team

Email: Training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Documentation

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 designed for employees in the disability sector with a focus on the documentation required for support practitioners.

It covers the underpinning skills and knowledge required to document professionally, ensuring documentation meets legal, ethical and sector standards

It also covers concepts such as consent, confidentiality, the purpose of the documentation and objective/factual writing.

There is opportunity in the session to practice documentation skills.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory activity for all disability support practitioners.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This course deals with the appropriate recording of information. Topics include:

- when, what and where to document
- documenting to the legal, industry and organisation's standard
- practice writing factually, and using objective language
- storing and retention of client and site information
- confidentiality and privacy
- legislation relating to documentation
- organisational policies and procedures pertaining to all record keeping

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

Phone: +61 2 9975 8715

Cancellation conditions apply

August 2018

Date	Course	Start time	Finish time	Location
Wed 15	Documentation	9:30AM	12:45PM	Ryde
Thu 30	Documentation	9:30AM	12:45PM	Allambie

November 2018

Date	Course	Start time	Finish time	Location
Thu 15	Documentation	9:30AM	12:45PM	Allambie

December 2018

Date	Course	Start time	Finish time	Location
Thu 06	Documentation	9:30AM	12:45PM	Ryde

Excel Advanced: Mastering Excel formulas and functions

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 can already create moderately complex spreadsheets and who wish to master the formulas and functions of Excel.

What content does the program cover?

The course covers:

- Using Range Names
- Using If and nested If functions
- Using Vlookup
- Using text and date functions
- Using Excels auditing features

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Excel: Beyond the basics

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 want to enhance their Excel knowledge and skills.

What content does the program cover?

The course covers the following topics:

- Using keyboard shortcuts.
- setting up and working with multiple worksheets.
- Creating more complex functions.
- Creating and edit charts.
- Working with objects.
- Sorting and filter data.
- Adding comments to a worksheet.

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

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

Phone: +61 2 9975 8715

Cancellation conditions apply

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

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

Training Alliance

Leaders in Disability Training



Key word sign

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 designed to provide information and training regarding the use of Key Word Sign and natural gesture. It is targeted for people who regularly communicate with people with complex communication needs. The course is also suitable for individuals with complex communication needs who wish to learn more about key word sign.

For Cerebral Palsy Alliance Employees:

- At Cerebral Palsy Alliance this course is a recommended activity for employees required to use KWS and AAC with children or adults with communication difficulties.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This one day course will equip the participants with skills to use Key Word Sign to assist in communication with people with complex communication needs.

Participants will learn at least 80 interactive signs, basic communication frameworks and communication strategies for children and adults at different communication levels.

The course consists of information on the principles of augmentative and alternative communication (AAC) and key word sign as well as practice sessions with key word sign.

Topics covered include:

- complex communication needs.
- types of communicators and possible AAC.
- principles of AAC.
- principles and benefits of KWS.
- vocabulary selection.
- practice signing

On completion of this training, participants will be awarded a key word sign basic workshop certificate.

Course completion requires:

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

What is the cost?

Cost: \$255 incl. GST

Please contact us for more information about **discounts and government funding** that might be available.

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below

Training Alliance

Leaders in Disability Training



BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

September 2018

Date	Course	Start time	Finish time	Location
Thu 20	Key word sign	9:30AM	3:30PM	Prairiewood

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Mealtime assistance

Why choose this course?

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.

This course is a compulsory orientation activity for all staff who assist clients during mealtimes. The course provides participants with information on enjoyable mealtimes, safe eating and drinking procedures and improved nutrition. It outlines strategies on how to facilitate safe and enjoyable mealtimes for clients by following their individual mealtime plans.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this is a compulsory induction activity for all employees who assist clients with mealtimes or who are present during mealtimes or are otherwise involved in clients' mealtimes.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This half day course offers guidelines on how to follow clients' individual mealtime plans, and how to facilitate safe enjoyable mealtimes. The training covers strategies that promote safe swallow, appropriate seating and positioning, assistance techniques. It also includes practical tasks on food and drink preparation.

The presentation includes a range of multi-media examples, hands-on activities and group discussions.

How will course work be assessed?

The assessment for this learning activity is contained within group activities and is determined through observation of participation and contribution towards the learning objectives of the course.

What is the cost?

Cost: \$240 incl. GST for individuals

How long is the course?

Duration: Half 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

Phone: +61 2 9975 8715

Please note course registration closes 1 week before start of course
Cancellation conditions apply

August 2018

Date	Course	Start time	Finish time	Location
Fri 10	Mealtime assistance	9:30AM	12:30PM	Ryde
Mon 20	Mealtime assistance	9:30AM	12:30PM	Prairiewood

September 2018

Date	Course	Start time	Finish time	Location
Tue 18	Mealtime assistance	9:30AM	12:30PM	Ryde

October 2018

Date	Course	Start time	Finish time	Location
Mon 22	Mealtime assistance	9:30AM	12:30PM	Croudace Bay

November 2018

Date	Course	Start time	Finish time	Location
Tue 20	Mealtime assistance	9:30AM	12:30PM	Ryde

December 2018

Date	Course	Start time	Finish time	Location
Thu 13	Mealtime assistance	9:30AM	12:30PM	Ryde

Positive approaches to behaviour support for people with disability: Adult client services

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 for employees who support individuals who may display behaviours of concern including Disability Support Practitioners, Accommodation and Respite Managers and Lifestyle Support managers. You will be provided with information about positive approaches to behaviour support and have the opportunity to discuss and apply the concepts using case studies and structured activities. This is essential knowledge to understand and implement CPA's policy regarding Restricted Practice and the Authorisation process. .

What content does the program cover?

The course will provide the participants with the opportunity to develop their knowledge and skills in:

- Identifying behaviours of concern and their possible function.
- Using a person centred approach to understand the person, their lifestyle and the environment in which they live.
- Understanding, implementing and monitoring behavioural strategies developed to support individuals who display behaviours of concern.
- Understanding the principles governing the use of Restricted Practices and the Restricted Practice Authorisation process including the roles and responsibilities of staff/managers in the process.

Course completion requires:

The assessment for this learning activity is contained within group activities and discussions.

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.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

September 2018

Date	Course	Start time	Finish time	Location
Wed 05	Positive approaches to behaviour support for people with disability: Adult client services	9:30AM	4:30PM	Allambie

December 2018

Date	Course	Start time	Finish time	Location
Mon 03	Positive approaches to behaviour support for people with disability: Adult client services	9:30AM	4:30PM	Ryde

Positive approaches to behaviour support for people with disability: Therapy services

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

This course is for Allied Health Professionals, Client Service Consultants, Team Leaders and Managers who support families whose children may be displaying behaviors of concern at home or during therapy. You will be provided with information about positive approaches to behaviour support and have the opportunity to apply the concepts using solution focused conversations, case studies and structured activities This is essential knowledge to understand and implement CPA's policy regarding Restricted Practice within the NDIS framework.

What content does the program cover?

The course will provide the participants with the opportunity to develop their knowledge and skills in:

- Having solution focused conversations to identify the families concerns and aspirations for themselves and their child around their child's behaviour.
- Identifying behaviours of concern and their possible function.
- Understanding, implementing and monitoring behavioral strategies to support the child who display behaviours of concern.
- Understanding the principles governing the use of Restricted Practices and the Restricted Practice Authorisation as they apply to children including the roles and responsibilities of staff/managers in the process.

Course completion requires:

The assessment for this learning activity is contained within group activities and discussions.

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.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

August 2018

Date	Course	Start time	Finish time	Location
Wed 01	Positive approaches to behaviour support for people with disability: Therapy services	9:30AM	4:30PM	Croudace Bay
Tue 07	Positive approaches to behaviour support for people with disability: Therapy services	9:30AM	4:30PM	Allambie

October 2018

Date	Course	Start time	Finish time	Location
Mon 08	Positive approaches to behaviour support for people with disability: Therapy services	9:30AM	4:30PM	Ryde

November 2018

Date	Course	Start time	Finish time	Location
Wed 28	Positive approaches to behaviour support for people with disability: Therapy services	9:30AM	4:30PM	Ryde

Training Alliance

Leaders in Disability Training



Powered mobility: Setting the wheels in motion

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire

Why choose this course?

This course is for occupational therapists and physiotherapists who work with powered mobility.

Powered mobility is open to both new (induction activity) and experienced therapists who would like to refresh their knowledge of current evidence and latest technology to apply to their caseload.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory induction activity for all Occupational Therapists.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

An interactive workshop based on the latest evidence, covering all aspects of the evaluation process to prescribe powered mobility for paediatric and adult clients with a range of physical disabilities. The focus will be on the features and function of the equipment not specific brands, as product info is well covered by suppliers in other forums. Participants will be guided through the process using a problem solving approach to analyse client case studies and video examples.

Following this course, participants should be able to:

- understand how and when to introduce powered mobility.
- be aware of current evidence and current technology.
- complete the evaluation process and select appropriate alternate control devices.
- understand how to match specific PWC features to suit client needs.
- guide and support skill development and outcome measurement.

Does the program have any prerequisites

- Current caseload includes at least one client who requires powered mobility.
- Completed 'Seating and Positioning' or are competent in prescribing seating.
- Complete pre-reading (provided prior to course).

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

Duration: 1 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

Phone: +61 2 9975 8715

Training Alliance

Leaders in Disability Training



Cancellation conditions apply

September 2018

Date	Course	Start time	Finish time	Location
Thu 20	Powered mobility: Setting the wheels in motion	9:00AM	5:00PM	Allambie

Practical skills workshop for disability support practitioners and managers

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

This is a compulsory induction activity for all disability support practitioners and managers. It is part of a blended training program with prerequisite online learning.

What content does the program cover?

This practical workshop includes hands-on application of skills relevant to their roles in:

- manual handling
- medical simulations
- infection prevention and control
- epilepsy and emergency medication

It supports the learning from three online courses **Back Yourself: Unpacking manual tasks, Assist with medication and Infection prevention and control**.

Cerebral Palsy Alliance employees working with clients must complete the online courses followed by this practical component to complete their training in these modules.

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

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

Does the program have any prerequisites?

The following three online learning courses **must be completed 1 business day prior to attending** this course. These courses can be accessed via the [Online Learning System](#).

- Back yourself (theory): Unpacking manual tasks - online
- Assist with medication - online
- Infection prevention and control - online

Employees must also have read the CPA **Medication policy** (NS6-5-4) and **Infection Control policy** (NS6-5-2).

Course completion requires:

Completion of the three (3) online learning modules in addition to participation in the practical activities of manual handling, medication and infection control scenarios and epilepsy training.

For participants required to complete Certificate III Individualised Support or Certificate IV in Disability, this practical workshop contributes to your formal assessment for the unit of competency 'Follow safe work practices for direct client care - HLTWHS002'.

How long is the course?

Duration: 1 day

Time: Please see scheduled times below or enquire

BYO Lunch

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

July 2018

Date	Course	Start time	Finish time	Location
Wed 25	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Croudace Bay

August 2018

Date	Course	Start time	Finish time	Location
Thu 23	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Allambie
Tue 28	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde

September 2018

Date	Course	Start time	Finish time	Location
Thu 06	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde
Tue 11	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Prairiewood
Wed 26	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde

October 2018

Date	Course	Start time	Finish time	Location
Tue 09	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Allambie
Tue 16	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde
Wed 31	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde

November 2018

Date	Course	Start time	Finish time	Location
Thu 08	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde
Tue 13	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Croudace Bay
Wed 28	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Croudace Bay

December 2018

Date	Course	Start time	Finish time	Location
Tue 11	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde
Thu 13	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde

Preventing and responding to abuse, assault and risk of harm: - for Cerebral Palsy Alliance

A blended course of online and a practical workshop

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 Part 2 of a compulsory induction activity for employees working directly with clients of all ages. This course is to be attended after completing **Part 1 Preventing and responding to abuse, assault and risk of harm – online**.

What content does the program cover?

This one day course on prevention and response to abuse and assault and risk of harm equips participants to have an awareness of the issues and to understand their responsibilities and organisational procedures. Participants will have the opportunity to discuss:

- The differences in relation to children, young people and adults.
- Attitudes, myths and facts associated with abuse, assault and risk of harm.
- Indicators of abuse.
- The power of the grooming process and offender behaviours.
- Phases of disclosure.
- The role of the contact team.
- Your responsibilities and legislation requirements and organisational policy. and procedures in relation to disclosure of abuse, assault or risk of harm of people with disability.

Does the program have any prerequisites?

The following online learning course must be completed prior to attending Preventing and responding to abuse, assault and risk of harm face to face training.

- **Preventing and responding to abuse, assault and risk of harm – Online**

This online course **must be completed at least 1 business day prior** to attending the face to face workshop and can be accessed via the [Online Learning System](#).

How long is the course?

Duration: One day

Time: Please see scheduled times below or enquire

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

August 2018

Date	Course	Start time	Finish time	Location
Fri 17	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:00PM	Croudace Bay

September 2018

Date	Course	Start time	Finish time	Location
Fri 07	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:30PM	Ryde
Mon 24	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:30PM	Allambie

October 2018

Date	Course	Start time	Finish time	Location
Mon 15	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:30PM	Croudace Bay
Mon 29	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:30PM	Ryde

November 2018

Date	Course	Start time	Finish time	Location
Fri 09	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:30PM	Prairiewood
Mon 26	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:30PM	Ryde

December 2018

Date	Course	Start time	Finish time	Location
Mon 10	Preventing and responding to abuse, assault and risk of harm: - for9:30AM Cerebral Palsy Alliance	9:30AM	4:30PM	Ryde

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



Please enquire regarding available dates.

Refresher oxyviva for nurses and aquability staff

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 compulsory for all registered nurses, enrolled nurses and aquability staff.

What content does the program cover?

The learning content and activity covers the following:

- a combination of theory and practical demonstrations of oxygen therapy equipment.
- hands on practical experience administering oxygen therapy.

Does the program have any prerequisites?

Participants must have a current First Aid Certificate.

Course completion requires:

- practical application of oxygen therapy in a simulated environment

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 30 mins

Time: Please see scheduled times or enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Respond to suspected abuse - 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 for people who work with people with disability, including their managers and supervisors to increase their skills and knowledge in the prevention of and response to abuse and assault. The course is available either as a short course or as a Unit of Competency.

The material covered in the online content is very sensitive and can be confronting. This can be distressing to some individuals.

For individual learners undertaking the course in this format, we highly recommend being mindful of the potential impact the material can have. We recommend learners make themselves aware of support services available should they find the material distressing in any way.

For organisations offering this course to a range of learners it is highly recommended that the opportunity for a debrief be made available to participants. It is also recommended that participants are informed of support services available to them both from within the organisation and from other agencies eg: **Lifeline Crisis Support: 131114**.

What content does the program cover?

This course covers essential information for the prevention of abuse and assault and how to appropriately respond to abuse and assault including:

- current legislation including human rights.
- types of abuse, assault and risk of harm.
- indicators of abuse, assault and risk of harm.
- reporting requirements including the difference between children, young people and adults.
- supporting alleged victims.

Course completion requires:

Short course option:

This learning activity includes informal quizzes and activities throughout the course.

Unit of Competency option:

This online course is mapped to the Nationally Recognised Training - Unit of Competency CHCCCS021 Respond to suspected abuse. To obtain a Unit of Competency, a more rigorous assessment is required including written assessments that are marked both online and by one of our expert facilitators. Please allow additional time. On successful completion a Statement of Attainment is awarded.

For this option please enquire below.

What is the cost?

- **Short course for individuals** with online knowledge test cost is \$38.50 (incl GST)
 - To pay online go to register for online learning below
 - The registration fee allows access to this course for 6 months
- **For the Unit of Competency** with additional assessment the cost is \$128.50 (GST free). For this option please contact us below.

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How long is the course?

Duration: 1 hour (approximately) not including assessment requirements

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: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Splinting and casting for people with cerebral palsy

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?

Splinting and casting for people with cerebral palsy is a two day workshop designed for occupational therapists and physiotherapists working with children and adults with neurological disabilities.

This interactive workshop focuses on the theoretical and practical aspects of upper and lower limb splinting and casting. The workshop is structured to allow flexibility to meet participants learning needs.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory induction activity for all occupational therapists and physiotherapists. **Note:** For CPA allied health assistants who wish to complete day two only, please email training@cerebralpalsy.org.au with this request.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

In this workshop, participants learn to:

- understand the theoretical framework in providing assessment and interventions for people with neurological disabilities.
- conduct an evidence based upper and lower limb assessment prior to splinting and casting.
- select appropriate evidence based interventions.
- apply clinical reasoning when selecting an appropriate cast and/or splint. select the appropriate splint or cast material and know how to use it.
- fabricate a range of upper limb and lower limb splints and casts.

Does the program have any prerequisites?

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

Note: Participants are sent a list of individual splinting and casting supplies which they are required to bring from their site for day two of the course.

Course completion requires:

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

What is the cost?

Cost: \$640 incl. GST for individuals

Plus cost of casting supplies \$120 if you require these to be provided for you

(Please enquire with a minimum of 2 weeks notice.)

How long is the course?

Duration: 2 days

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Leaders in Disability Training



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

Phone: +61 2 9975 8715

Cancellation conditions apply

October 2018

Date	Course	Start time	Finish time	Location
Tue 09	Splinting and casting for people with cerebral palsy	9:30AM	More than 1 day	Prairiewood

Stepping Up: New managers orientation

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 induction activity for new managers and team leaders who have staff directly reporting to them. This includes those employees who have either been internally promoted or newly recruited to the organisation.

What content does the program cover?

This orientation has been designed specifically to assist new managers moving into a management and leadership role at Cerebral Palsy Alliance. You will meet members of the executive team, network with other managers and gain a comprehensive understanding of the expectations for the first 6 months of your new role. This program will assist you in:

- clarifying how you and your team fit into the strategic direction of the organisation.
- creating an environment for success.
- stepping into management and managing people, customers, finances, and your program.
- guiding and coaching your teams through times of change.

Does the program have any prerequisites?

All participants must 'manage people' and may manage a program and a budget. It is recommended that participants first attend 'Our People - Effective people management at Cerebral Palsy Alliance' (which is scheduled in the weeks prior to **Stepping up**).

Course completion requires:

The assessment for this learning activity is contained within group activities and discussions during the program. Managers are also responsible for meeting regularly with their own manager and working on their own 'transition plan' during the 6 month transition to their new role.

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 1 day

Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



September 2018

Date	Course	Start time	Finish time	Location
Tue 11	Stepping Up: New managers orientation	9:30AM	4:30PM	Allambie

December 2018

Date	Course	Start time	Finish time	Location
Tue 04	Stepping Up: New managers orientation	9:30AM	4:30PM	Allambie

Transport people with a disability

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below.
- 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 all staff who are responsible for assisting clients to access company vehicles and/or driving clients in company vehicles.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is an essential induction activity for employees who are responsible for driving any Cerebral Palsy Alliance accessible vehicles in their role.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

- requirements under the WHS regulation 2011
- transporting a passenger with disability
- vehicle characteristics and safe operation
- familiarisation with vehicle hoists and Q restraint systems
- what to do in an emergency
- disability parking scheme

The assessment for this course is through participation in group activities and hands on application of wheelchair loading and unloading skills, use of vehicle hoist and emergency hoist system.

What is the Cost?

Cost: \$190 incl. GST for individuals

How long is the course?

Duration: Half a day

Times: Please see scheduled times or enquire below.

Where can I get more information?

Contact: Training Alliance team

Email: 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
Wed 15	Transport people with a disability	1:15PM	4:30PM	Ryde
Thu 30	Transport people with a disability	1:15PM	4:30PM	Allambie

December 2018

Date	Course	Start time	Finish time	Location
Thu 06	Transport people with a disability	1:15PM	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 jejunostomy tube are concept assessed during the simulated workplace scenario component of the course.

What is the cost?

Training Alliance

Leaders in Disability Training



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

Phone: +61 2 9975 8715

Cancellation conditions apply

August 2018

Date	Course	Start time	Finish time	Location
Tue 21	Tube Feeding	9:30AM	3:30PM	Allambie

September 2018

Date	Course	Start time	Finish time	Location
Mon 24	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

Understanding autism and positive behavior support

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 recommended for any worker who would like to learn more about autism and positive behavior support to assist them in their role

What content does the program cover?

Many individuals on the autism spectrum engage in behaviours that challenge. A major part of working with people on the autism spectrum includes identifying and implementing strategies to support positive behaviour.

This course will introduce participants to the Autism Spectrum and positive behavior support in a way that allows them to develop strategies for their own day to day work.

The learning content covers the following:

- The relationship between autism and challenging behaviour.
- Positive behaviour support.
- General and specific strategies to support individuals on the autism spectrum.
- Creating an autism friendly environment to minimise behaviours of concern through developing relationships, providing choice and improving quality of life.
- Developing and implementing a positive behaviour support plan, including functional behaviour assessment.
- Developing and implementing a response or crisis support plan for behaviours that result in harm to self or others.

The training is practical, interactive and fun and aims to help staff develop client-specific positive behavior support that can be implemented in real life.

Course completion requires:

The assessment for this learning activity is contained within group activities and discussions during the session.

What is the cost?

There is no cost for this course.

How long is the course?

Duration: Full day

Time: Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: Training Alliance team

Email: 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
Thu 09	Understanding autism and positive behavior support	9:30AM	4:30PM	Ryde

WHS advanced workshop for occupational therapists and physiotherapists

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?

At Cerebral Palsy Alliance this is a compulsory activity for all occupational therapists and physiotherapists.

What content does the program cover?

This advanced workshop includes the hands-on application of skills relevant to your role in:

- Overview of manual handling at Cerebral Palsy Alliance including manual handling policy
- Manual handling assessment including risk assessment
- Development of transfer procedures
- Complex manual handling case studies

It is an extension of WHS Practical Workshop for allied health therapists and assistants

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

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

Does the program have any prerequisites?

WHS practical workshop for allied health therapists and assistants is the morning session followed by this workshop in the afternoon. **Please ensure you register for both courses on the same day.** [Register here for the morning session.](#)

Course completion requires:

Reviewing manual task safety policy (CPA).

Participation in all activities during the course including manual handling assessments and practical activities.

What is the cost?

There is no cost for this course.

How long is the course?

Duration: Three and a half (3.5) hours

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

September 2018

Date	Course	Start time	Finish time	Location
Mon 17	WHS advanced workshop for occupational therapists and physiotherapists	1:00PM	4:30PM	Ryde

November 2018

Date	Course	Start time	Finish time	Location
Mon 19	WHS advanced workshop for occupational therapists and physiotherapists	1:00PM	4:30PM	Croudace Bay