

## Advanced Communication & Coaching - online

Is this course suitable for you or your organisation?

This course is available for:

- Cerebral Palsy Alliance employees only via the Online learning system

### Why choose this course?

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

### What content does the program cover?

The course covers:

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

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

### What is the cost?

There is no cost for this course.

### How long is the course?

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

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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

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 a compulsory induction activity for physiotherapists and exercise physiologists and is designed to support them 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.

### 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?

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:** The Training Alliance team

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

# Training Alliance

Leaders in Disability Training



**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## An introduction to emails, CPA Intranet and internet

Is this course suitable for you or your organisation?

This course is available:

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

### Why choose this course?

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

### What content does the program cover?

The course covers

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

### What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

### How long is the course?

**Duration:** Half a day

### Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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

Is this course suitable for you or your organisation?

This course is available:

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

### Why choose this course?

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

### For Cerebral Palsy Alliance Employees

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

### What content does the program cover?

This learning activity aims to provide:

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

### Does the program have any prerequisites?

Bring swimming costume and a towel.

### Course completion requires:

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

### What is the cost?

Cost: \$190 incl. GST for individuals

### How long is the course?

**Duration:** Half day

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

### Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



# Training Alliance

Leaders in Disability Training



## Assessment upskilling - AHA

Please enquire regarding available dates.

## Assist with medication - online (short course - non-accredited)

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, managers and team leaders in Accommodation, Respite, Lifestyles and Packforce, as well as Youth Services staff and can be accessed via the online learning login.
- Employees who work directly with clients must also enrol in the **Disability Health Support 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 may be a delay of up to 1 business day between course registration and receipt of login details/course access.

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



# Training Alliance

## Leaders in Disability Training



How long is the course?

**Duration:** Approximately 2 hours

Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Assistive technology: An introduction

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 occupational therapists and speech pathologists.

### What content does the program cover?

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

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

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

### Does this program have any pre-requisites?

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

### What is the cost?

There is no cost for this course

### How long is the course?

**Duration:** 1 day

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

Please BYO lunch

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Asthma

This course is available for Cerebral Palsy Alliance employees only

### Why choose this course?

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

### What content does the program cover?

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

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

### Does the course have any prerequisites?

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

- A current HLTAID001 Apply first aid Certificate
- A current HLTAID001 Provide cardiopulmonary resuscitation (CPR) Certificate
- Assist with Medication - Online course
- Practical Skills Workshop for Disability Support Practitioners
- A current workplace NS6-5-4-F10 Medication Competency Assessment

### Course completion requires:

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

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** Approximately 2 hours

This learning activity is delivered as required please enquire below.

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Back Yourself (manual handling): theory and practice workshop (public course)

### 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 workshop 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:

- information on the anatomy of back care
- principles of manual handling injury prevention
- safe manual handling techniques relevant to job role
- exploration of risk management process
- opportunity to apply knowledge and refine the 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 (pants recommended) and must wear non slip closed-toe shoes.

### What is the cost?

\$190 per head, incl GST

### How long is the course?

**Duration:** Half day.

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Back Yourself 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 is a compulsory induction activity for all disability support practitioners and managers. It is part of a blended training program with prerequisite online learning and pre-reading.

What content does the program cover?

This practical workshop includes hands-on application of skills relevant to their roles. The course content enables you to:

### Manual Handling

- Define manual handling
- Identify what hazardous manual handling tasks are and explain the risk management process
- Demonstrate and practice how to use a mobile hoist and sling
- Apply safe manual handling techniques during bed mobility task
- Demonstrate principles of safety around standing transfer
- Explain decision making process when assisting a person from the floor

It supports the learning from the prerequisite online course **Back Yourself: Unpacking manual tasks**.

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

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 (pants recommended) and must wear closed-toe shoes.

Does the program have any prerequisites?

The following online learning course must be completed at least 1 business day prior to attending this course. This course can be accessed via the Online Learning System.

- Back yourself (theory): Unpacking manual tasks - online

Employees must also have read the CPA Manual Task Safety Policy available on the HUB in the policy library.

Course completion requires:

Completion of the online learning module, pre reading of relevant CPA policies and participation in all practical activities demonstrated during the workshop including: manual handling and falls recovery.

How long is the course?

**Duration:** Half day

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

Where can I get more information?

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



Please enquire regarding available dates.

## Bowel care

Is this course suitable for you or your organisation?

**Note: This course will be delivered virtually.**

This course is available:

- for Cerebral Palsy Alliance employees only

### Why choose this course?

This course is recommended for employees who, as part of their work role, assist clients with their bowel care management plans prescribed medications (oral, suppositories and enemas). This course will equip participants with the knowledge, skills and practical training to safely and effectively assist with prescribed bowel care medications.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this is a compulsory activity for all employees who assist clients with their bowel care management plans and prescribed rectal medications.
- **Prerequisites** - Cerebral Palsy Alliance employees must have completed:
  - **Assist with medication - Online**
  - **Infection prevention and control CPA disability support - Online**
  - **Disability Health Support Workshop**
  - **Current NS6-5-4-F10 Medication Competency Assessment**
- 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 bowel care management plans including prescribed medications (oral, suppositories and enemas).

The content of this course will enable participants to:

- Review the basic anatomy and physiology of the digestive system
- Explain the connection between nutrition, bowel health and general health
- Explain factors that encourage bowel health & identify potential challenges faced by people with disability
- Understand the importance of regular bowel care
- Apply the Bristol Stool Scale & other measures to identify bowel functioning
- Identify signs, symptoms and indicators of bowel dysfunction that need intervention & when to refer to a health practitioner
- Demonstrate safely assisting a client with their prescribed bowel care medications according to workplace policies and procedures

### Does the program have any prerequisites?

**All participants must have completed first aid and workplace 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 reviewed during the course.

### What is the cost?

There is no cost for this course for CPA employees.



# Training Alliance

Leaders in Disability Training



How long is the course?

**Duration:** Half day

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

Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## October 2021

Date	Course	Start time	Finish time	Location
Wed 13	Bowel care	1:30PM	4:30PM	Virtual Learning

## Certificate III in Individual Support (Disability)

**Course Code: CHC33015**

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

This course is designed for workers who provide support for people with disability in an individual or group setting. This might be under direct or regular supervision and is always within clearly defined organisation guidelines.

**For Individuals currently working in the disability sector:** Individuals can register their interest by clicking '**enquire below**'.

**For Individuals who are jobseeking in the disability sector:** We offer a pre-vocational program in partnership with Generation Australia. Click **HERE** for more information.

**For Organisations:** We also offer this course for in-house groups and we customise to meet your organisation's learning needs.

**For Cerebral Palsy Alliance employees:** Certificate III in Individual Support (Disability) is the desired minimum qualification for all Disability Support Practitioner/ Workers, you can register your interest for the next semester intake by clicking '**enquire below**'.

### Why choose this course?

Training Alliance has extensive experience, expertise and commitment supporting people with disability to achieve their immediate and long term goals. Our experience, expertise and commitment provides a solid platform for this course. It equips workers with the skills, knowledge and experience to work closely with people with disability, supporting them to fulfil their individualise plans, with a person-centred approach.

The course involves developing worker's skills and confidence to use their discretion and judgement when providing individual support and to take responsibility for their own work. It also provides the factual, technical, procedural and theoretical knowledge and skills relevant to the disability sector.

The units offered through Training Alliance tailor the course for people working in the disability field, in a direct support role such as Disability Support Practitioner or Worker.

### What content does the program cover?

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

CHC33015 Certificate III in Individual Support (Disability) consists of 13 units of competency (7 core units and 6 elective units). Training Alliance has selected the following units for delivery:

Unit Code	Unit Title	Core/Elective
CHCCCS015	Provide individualised support	Core
CHCCOM005	Communicate and work in health or community services	Core
CHCCCS023	Support independence and well being	Core
HLTWHS002	Follow safe work practices for direct client care	Core
HLTAAP001	Recognise healthy body systems	Core
CHCDIV001	Work with diverse people	Core
CHCLEG001	Work legally and ethically	Core

CHCDIS001	Contribute to ongoing skills development using a strengths – based approach	Elective
CHCDIS003	Support community participation and inclusion	Elective
CHCDIS002	Follow established person centred behaviour supports	Elective
HLTINF001	Comply with infection prevention and control policies and procedures	Elective
CHCDIS007	Facilitate the empowerment of people with disability	Elective
HLTAHA019	Assist with the monitoring and modification of meals and menus according to individualised plans	Elective

### Does the program have any pre requisites?

No qualifications are necessary to participate in this course.

A reasonably high level of oral communication skills to work with clients and their families from diverse backgrounds and with diverse needs, as well as health care professionals and organisation managers is required.

As part of the enrolment process all applicants must complete a Skills Check to determine where you might need extra support with:

Explaining complex ideas and communicating with a range of people in plain English

- Reading and following Organisational procedures, individual care and support plans and other documentation
- Recording changes in client behaviours, support activities and client activities
- Measuring quantities of food or medication
- Reading time in a range of formats, such as digital, analogue or 24 hour time
- Performing basic calculations

To successfully complete this course, you also will require basic computing skills. This includes:

- Creating, saving and editing Microsoft Office documents.
- Accessing and searching the internet.
- Downloading and saving documents from websites.
- Uploading documents through websites.

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

#### For Cerebral Palsy Alliance employees the following pre-requisites apply

- Permanent full time or part time employee
- Completion of all CPA orientation and induction training as outlined in the CPA Training Guide
- Approval from your manager

### 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?

You are required to complete a set of structured assessment tasks for each module you undertake. These tasks provide evidence that

you have understood the training and applied it in the workplace. Satisfactory completion of all assessment tasks is required before a credential can be awarded.

This means that in order to attain the qualification, you need to do more than just attend the training. You will need to commit to personal study time to complete assessment the requirements.

Examples of the evidence typically requested from students as part of their assessment tasks include:

- Answers to knowledge-based questions and questions demonstrating application of the required knowledge
- Completion of case studies
- Descriptions of how to respond to various scenarios in the workplace
- Work Placement: 120 hours** minimum work within a disability organisation is compulsory for this qualification.

Upon graduation, you will be awarded with CHC33015 Certificate III in Individualised support (Disability)

### What is the cost?

The fees for your course will vary depending on your eligibility for government funding. Please contact us to discuss your application and to discuss the fee that would apply to you.

### Please note our cancellation policy below.

Please note: For Cerebral Palsy Alliance employees, your employer pays the student fee.

\* You may be eligible for Smart & Skilled funding provided by the NSW Government, in partnership with the Commonwealth Government. **Please enquire below.**

### How long is the course?

This greatly varies depending on if you are completing a full qualification or a skill set.

### What else do I need to know?

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

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

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


### How do I apply?

To apply for CHC33015 Certificate III in Individualised Support (Disability) please register below.

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715 

Cancellation conditions apply

Please enquire regarding available dates.

## Certificate IV in Disability

**Course Code: CHC43115**

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

This course is designed for workers who have experience in the disability sector and are looking to advance in their career and expand their knowledge and skills.

Individuals can register their interest by clicking '**enquire below**'. We also offer this course for in-house groups and we can be customised to meet your organisation's learning needs

For Cerebral Palsy Alliance employees, Certificate IV in Disability is the desired minimum qualification for all Senior Disability Support Practitioner/Workers, Team Leaders and Managers. You can register your interest for the next semester intake by clicking '**enquire below**'.

### Why choose this course?

The course is ideal for anyone working in the industry and need more advanced skills and a formal qualification to advance their career. It will take you from the foundations of disability support, through to more advanced practices and leadership skills.

With the combination of Training Alliance's extensive expertise and your experience of working in the disability sector you will develop the skills and knowledge to provide individualised care and support to clients with varying disabilities, foster community participation and social inclusion, and lead a team of support workers.

The units offered through Training Alliance tailor the course for people working in direct disability support roles such as:

- Senior Disability Support Practitioner/ Worker
- Disability Team Leader/ Supervisor
- Senior Personal Care Attendant

### 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)

Unit Code	Unit Title	Core / Elective
CHCCCS015	Provide individualised support	Core
CHCDIS002	Follow established person-centred behaviour supports	Core
CHCDIS005	Develop and provide person-centred service responses	Core
CHCDIS007	Facilitate the empowerment of people with disability	Core
CHCDIS008	Facilitate community participation and social inclusion	Core
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	Core
CHCDIS010	Provide person-centred services to people with disability with complex needs	Core
CHCDIV001	Work with diverse people	Core
CHCLEG003	Manage legal and ethical compliance	Core
HLTAAP001	Recognise healthy body systems	Core

HLTWHS002	Follow safe work practices for direct care clients	Core
CHCCCS021	Respond to suspected abuse	Elective
CHCDIS004	Communicate using augmentative and alternative strategies	Elective
CHCMHS001	Work with people with mental health issues	Elective

### Does the program have any pre requisites?

No qualifications are necessary to participate in this course. The course is designed for people working in disability in a senior support or supervisory role.

A high level of reading, writing and oral communication skills to manage client support services and complete the qualification, is required.

As part of the enrolment process all applicants must complete a Skill Check to determine where you might need extra support with:

- Reading and interpreting a range of documents, such as comprehensive reports, Organisational policies and procedures and legal documentation
- Writing clear emails, routine reports and workplace communication.
- Communicating complex ideas to a range of people such as people with disability, their families, managers and stakeholders.
- Calculating measurements and budgets

To successfully complete this course, you also will require basic computing skills. This includes:

- Creating, saving and editing Microsoft Office documents.
- Accessing and searching the internet.
- Downloading and saving documents from websites.
- Uploading documents through websites.

For Cerebral Palsy Alliance employees the following pre-requisites apply

- Permanent full time or part time employee
- Completion of all CPA orientation and induction training as outlined in the CPA Training Guide
- Approval from your manager

### 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?

You are required to complete a set of structured assessment tasks for each module you undertake. These tasks provide evidence that you have understood the training and applied it in the workplace. Satisfactory completion of all assessment tasks is required before a credential can be awarded.

This means that in order to attain the qualification, you need to do more than just attend the training. You will need to commit to personal study time to complete assessment the requirements.

Examples of the evidence typically requested from students as part of their assessment tasks include:

- Answers to knowledge-based questions and questions demonstrating application of the required knowledge
- Completion of case studies
- Descriptions of how to respond to various scenarios in the workplace
- Completion of workplace-based tasks that require application of relevant competencies in the workplace
- Third party reports from supervisors

Work Placement: 120 hours minimum work placement within a disability organisation is compulsory for this qualification.

Upon graduation, you will be awarded with CHC43115 Certificate IV in Disability

### What is the cost?

The fees for your course will vary depending on your eligibility to receive government funding. Please contact us to discuss your application and the fees that would apply to you.

# Training Alliance

## Leaders in Disability Training



Note: For Cerebral Palsy Alliance employees your employer pays the student fee.

**Please note our cancellation policy below.**

\* You may be eligible for Smart & Skilled funding provided by the NSW Government, in partnership with the Commonwealth Government. **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?

- You will need access to a computer and the internet.
- 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.

### How do I apply?

To apply for Certificate IV in Disability please register below.

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



## Certificate IV in Leadership & Management

**Course Code: BSB40520**

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

This course is designed for workers who are currently working in a supervisory, team leader or management role in the community sector.

Individuals can register their interest by clicking Enquire below. We also offer this course for in-house groups and we can be customised to meet your organisation's learning needs.

For Cerebral Palsy Alliance employees, Certificate IV in Leadership and Management is the desired minimum qualification for all Team Leaders and Managers. You can register your interest for the next semester intake by clicking **Enquire below**.

### Why choose this course?

Quality leaders and managers are pivotal to the success of any organisation. With this in mind the Certificate IV in Leadership and Management is an ideal entry point to management that develops emerging leaders and managers.

It takes a practical approach to expand your own leadership and management capability. This includes facilitated group sessions and opportunities to network and discuss ideas with other team leaders and managers working in the community sector. It creates opportunities to explore and discuss current and emerging best practices for managers in the community sector and practice strategies for promoting innovation and communicating effectively in the workplace. The course will also provide you with the skills and knowledge to engage your team in your operational planning and increasing the effectiveness of your team

Our experienced facilitators and guest speakers draw upon real-life case studies and examples to ensure the knowledge you gain is practical and applicable to your role.

The units offered through Training Alliance tailor the course for people working in community sector roles such as:

- Team leaders
- Supervisors
- Managers

### What content does the program cover?

Our course is a blend of face to face training, learning in the workplace and self-paced learning

Certificate IV in Leadership and Management covers 12 units of competency (5 core units and 7 elective units).

### Module 1 - Leading Staff

Unit Code	Unit Title	Core/Elective
BSBSTR401	Promote innovation in team environments	E
BSBPEF502	Develop and use emotional intelligence	E
BSBPEF402	Develop personal work priorities	E
BSBXCM401	Apply communication strategies in the workplace	C

### Module 2 - Leading Others



Unit Code	Unit Title	Core/Elective
BSBXTW401	Lead and facilitate a team	C
BSBLDR414	Lead team effectiveness	E
BSBLDR411	Demonstrate leadership in the workplace	C
BSBLDR413	Lead effective workplace relationships	C

### Module 3 - Leading Business

Unit Code	Unit Title	Core/Elective
BSBOPS402	Coordinate business operational plans	C
BSBST502	Facilitate continuous improvement	E
BSBCRT411	Apply critical thinking to work practices	E
SIRXCEG004	Create a customer-centric culture	E

### Does the program have any prerequisites?

No qualifications are necessary to participate in this course.

- A high level of reading, writing, oral communication and numeracy skills to manage a team and complete the qualification, is required.
- As part of the enrolment process all applicants must complete a Skills Check to determine where you might need extra support with:
  - Discussing complex ideas and issues
  - Communicating to people in plain English
  - Writing complex reports
  - Maintaining Organisational policies and procedures
  - Undertaking independent research online or with other organisations
  - Managing budgets, analyse numerical information in charts, graphs and tables

To successfully complete this course, you also will require basic computing skills. This includes:

- Creating, saving and editing Microsoft Office documents.
- Accessing and searching the internet.
- Downloading and saving documents from websites.
- Uploading documents through websites.

### For Cerebral Palsy Alliance employees the following pre-requisites apply

- Permanent full time or part time employee
- Completion of all CPA orientation and induction training as outlined in the CPA Training Guide
- Approval from your manager

### Do I get recognition for the certificates 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 my course work be assessed?

You are required to complete a set of structured assessment tasks for each module you undertake. These tasks provide evidence that you have understood the training and applied it in the workplace. Satisfactory completion of all assessment tasks is required before a credential can be awarded.

This means that in order to attain the qualification, you need to do more than just attend the training. You will need to commit to personal study time to complete assessment the requirements.

Examples of the evidence typically requested from students as part of their assessment tasks include:

- Answers to knowledge-based questions and questions demonstrating application of the required knowledge
- Completion of case studies
- Tasks completed in consultation with your manager and team
- Research tasks completed in the work place and in your own time.

Upon graduation, you will be awarded with BSB40520 Certificate IV in Leadership and Management

### What is the cost?

The fees for your course will vary depending on your eligibility to receive government funding. Please contact us to discuss your application and the fees that would apply to you.

Please note: For Cerebral Palsy Alliance employees, your employer pays the student fee.

#### **Please note our cancellation policy below.**

\* You may be eligible for funding provided by the NSW Government, in partnership with the Commonwealth Government. **Please enquire below.**

### How long does the course take?

This course duration is approximately 10 months.

### Where is the course held?

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

### What else do I need to know?

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

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

### How do I apply?

To apply for the BSB40520 Certificate IV in Leadership and Management please register below.

### Need more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



# 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](mailto:training@cerebralpalsy.org.au)

# Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

## October 2021

Date	Course	Start time	Finish time	Location
Tue 12	Clinical Orientation for allied health clinicians	9:00AM	More than 1 day	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Wed 03	Clinical Orientation for allied health clinicians	9:00AM	More than 1 day	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Tue 07	Clinical Orientation for allied health clinicians	9:00AM	More than 1 day	Virtual Learning

## Computer Coaching

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

What content does the program cover?

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

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

**Duration:** 1 - 1.5 hours

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

Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

### October 2021

Date	Course	Start time	Finish time	Location
Fri 15	Computer Coaching	9:30AM	10:30AM	Virtual Learning

## Corporate orientation

### **\*\*Important Note:**

Staff cannot attend Corporate Orientation until they have visited a site, logged into the CPA network for the first time and have an active CPA email. **Please do not register them for this training on their first day and instead select the next Corporate Orientation date. If you have new staff who you know will meet this criteria to attend on their first day and would like to discuss this, please contact Training Alliance 9975 8715.**

**\*\*This course is for Cerebral Palsy Alliance staff only is currently being delivered as a 3 hour virtual session, via Zoom.\*\***

### Why choose this course?

This course is designed to welcome you to Cerebral Palsy Alliance.

### What content does the program cover?

For over 70 years, Cerebral Palsy Alliance has been building futures for people with cerebral palsy. During this day's program you will meet members of the executive team and be provided with an overview of the organisation, from its early days in the 1940s as The Spastic Centre, to the current services and structure of Cerebral Palsy Alliance. This session will inspire and inform you, ready for your role within the organisation. The objectives for this session are:

- To build an awareness of CPA's clients, research, fundraising and advocacy
- To recognise leaders across the organisation
- To be inspired by CPA's vision and proud to be an employee of CPA

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** 3 hours

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply



## October 2021

Date	Course	Start time	Finish time	Location
Mon 11	Corporate orientation	9:30AM	12:30PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Mon 01	Corporate orientation	9:30AM	12:30PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Mon 06	Corporate orientation	9:30AM	12:30PM	Virtual Learning

## CPR refresher: Annual Refresher

### HLTAID001 or HLTAID009 - PROVIDE Cardiopulmonary Resuscitation (CPR) Annual Refresher

This Nationally Accredited Training (NRT) course is offered in partnership with Healthcorp (RTO ID 91222) who issue the certificate.

#### 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 compulsory for all employees with a direct support role, including disability support practitioners.

**Certification is valid for 12 months and must be renewed annually before certificate expires.**

#### What content does the program cover?

The course is a combination of theory and practical skills with a focus on performing CPR to a person with disability. It covers the essential knowledge and skills required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines. . The content covers the essential knowledge elements, performance criteria and assessment requirements of the HLTAID001 Provide cardiopulmonary resuscitation unit of competency, specifically

- Recognising and responding to an emergency situation
- Performing cardiopulmonary resuscitation procedures
- Reporting and communicating details of the incident

#### Does the program have any prerequisites?

A current First Aid Certificate is an essential prerequisite for this course. To meet the ARC guidelines and NRT competency assessment requirements, course participants must be able to demonstrate the physical skills required to perform uninterrupted adult and infant CPR.

#### Course completion requires:

Demonstration of the required knowledge and performance criteria of the HLTAID001 Provide cardiopulmonary resuscitation unit of competency. Competency assessment includes:

- written questions and a workplace incident report
- practical demonstration of adult and infant CPR in a simulated environment using workplace scenarios

#### What is the cost?

Cerebral Palsy Alliance employees are exempt from the full course fee however will be required to **make a financial contribution of \$15 to the cost of their CPR certification and booklet.**

#### How long is the course?

**Duration:** Half day

**Important Note:**

# Training Alliance

## Leaders in Disability Training



Sessions from July 1 to September 30 will be delivered via a new "blended" method.

There will be compulsory pre-course online learning that will take 1 - 1.5hrs to complete. You will be sent an email from Healthcorp with details of how to log into the Healthcorp Portal, and access the online modules. The CPR workshop will be just a practical assessment of approximately 1.5hrs. Closer to the date of your session, you will be advised what time to arrive for your practical assessment.

If you have any queries contact the Training Alliance team.

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

**Where can I get more information?**

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Disability Dynamic

### Why choose this course?

Disability Dynamic supports allied health staff, students and disability professionals to learn about disability and services available within the disability sector.

### What content does the program cover?

Disability Dynamic is our award winning online learning which follows the real-life stories of people living with disability at different stages of their life. The stories detail the experiences and perspectives of the people as they partner with services and work towards their goals and aspirations. The stories include people living with cerebral palsy, autism spectrum disorder and intellectual disability.



Disability Dynamic aims to advance skills, knowledge and attitudes of staff particularly in the areas of person and family centred practice, evidence based practice and supporting individual goals. Disability Dynamic assists staff, in a range of roles, to develop positive, effective partnerships with people who have a disability and their families.

This online learning program is used in many Australian universities in their Allied Health faculties to prepare students for placements as well as understand person-centred care, multi-disciplinary care and provide them with an introduction to disability care. All of our online programs are updated regularly.

Available for individual purchase. For a group or faculty licence please contact us.

### How will course work be assessed?

This course includes formal assessment activities.

### How much does it cost?

Cost: \$99.00 incl. GST for individual purchase of the course

\*Cerebral Palsy Alliance employees are exempt from this fee.

### How long is the course?

Duration: 12 hours approximately

The registration fee allows access to this course for 6 months. For Cerebral Palsy Alliance LifePoints staff you will have access for the duration of your employment.

Please note: there may be a delay of up to 1 business day between course registration and receipt of login details/course access.

### Group license for eLearning?

Contact us for more information

### Where can I get more information?

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

**Phone:** +61 2 9975 8715

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Disability Health Support Workshop

Is this course suitable for you or your organisation?

This course is **now delivered VIRTUALLY** and 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 and pre-reading.

What content does the program cover?

This [virtual theory session](#) covers learning relevant to their roles:

### Infection Prevention and Control

- Know the chain of infection and how to break it
- Apply standard precautions at all times to prevent infection in the workplace
- Hand hygiene using soap and water
- Identify situations when transmission based precautions may be used to control infection in the workplace

### Medication Safety

- Assist clients with medications incorporating the rights of medication safety
- Safely manage medication contingencies and incidents

### Epilepsy and Emergency First Aid

- Recognise epilepsy seizures
- Apply epilepsy first aid for two different types of epilepsy seizures
- Assisting with prescribed emergency seizure medication

It supports the learning from two online courses **Assist with medication** and **Infection prevention and control**. Cerebral Palsy Alliance employees working with clients must complete the online courses followed by this virtual session.

Does the program have any prerequisites?

The following two online learning courses must be completed 1 business day prior to attending this course. These courses can be accessed via the Online Learning System.

- Assist with medication - online
- Infection prevention and control for disability support - online

Employees must also have read the CPA Infection Prevention and Control, Medication and Epilepsy policies available on the HUB in the policy library

**This course is a pre-requisite to all other client health care courses.**

Course completion requires:

Completion of the two (2) online learning modules, pre reading of relevant CPA policies and participation in this virtual theory session.

How long is the course?

**Duration:** 1 day

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

Where can I get more information?

# Training Alliance

Leaders in Disability Training



**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## September 2021

Date	Course	Start time	Finish time	Location
Mon 27	Disability Health Support Workshop	9:30AM	4:30PM	Virtual Learning
Thu 30	Disability Health Support Workshop	9:30AM	4:30PM	Virtual Learning

## 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 may be a delay of up to 1 business day between course registration and receipt of login details/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](mailto:Training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



# Training Alliance

Leaders in Disability Training



## Documentation

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 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 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.
- **\*\*Online module 'Client Incident Training' is a compulsory pre-requisite** for the Documentation course and can be accessed via the Online Learning System.
- 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.

The content of this course will enable you to:

- Explain why we document
- Identify legislation, standards and policies that impact on documentation
- Explain responsibilities around confidentiality and consent
- Demonstrate principles of factual and objective documentation
- Understand the main documentation responsibilities while supporting a client
- Explain what an incident is and how to report it
- Identify how to store and access client documents
- Explain what a complaint is, the types, and how to support someone to make a complaint

Does this course have any pre-requisites?

The online module **Client incident training - Online** is a compulsory pre-requisite for CPA employees and must be completed at least 1 business day prior to the Documentation session.

How long is the course?

**Duration:** 3 hours

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

Where can I get more information?

**Contact:** The Training Alliance team

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

# Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

## October 2021

Date	Course	Start time	Finish time	Location
Fri 08	Documentation	9:30AM	12:30PM	Virtual Learning
Wed 13	Documentation	9:30AM	12:30PM	Virtual Learning
Thu 21	Documentation	9:30AM	12:30PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Tue 09	Documentation	9:30AM	12:30PM	Virtual Learning
Fri 19	Documentation	9:30AM	12:30PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Thu 02	Documentation	9:30AM	12:30PM	Virtual Learning
Mon 13	Documentation	12:30PM	3:30PM	Virtual Learning

## Documentation (Public Course)

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 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 factual writing.

There is opportunity in the session to practice documentation skills.

What content does the program cover?

This course deals with the appropriate recording of information.

The content of this course will enable you to:

- Explain why we document
- Identify legislation, standards and policies that impact on documentation
- Explain responsibilities around confidentiality and consent
- Demonstrate principles of factual and objective documentation
- Understand the main documentation responsibilities while supporting a client
- Explain what an incident is and how to report it
- Identify how to store and access client documents
- Explain what a complaint is, the types, and how to support someone to make a complaint

How long is the course?

**Duration:** Half day

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

Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Epilepsy and emergency medication (public course)

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 those who, as part of their work role, support people with epilepsy. This course is relevant for disability support practitioners, teachers, teaching support staff and anyone who regularly supports a person with epilepsy.

A specialised facilitator will support learners to develop the essential knowledge and skills required to recognise, support and manage common types of seizures that people with epilepsy may experience in the workplace. There is a focus on developing the practical skills necessary to follow a person's individualised epilepsy management plan, apply relevant first aid and (if required) training in administration of prescribed emergency medication.

### What content does the course cover?

This face to face course provides learners with the knowledge and skills required to safely and effectively support a person who may experience an epileptic seizure in the workplace. This includes knowledge of:

- the basic anatomy of the brain
- what epilepsy is including common causes and triggers
- treatment options and epilepsy management plans
- different types of epileptic seizures
- the relevant first aid for common types of epileptic seizures
- practical training in administering prescribed emergency medication

### Does the program have any prerequisites?

- Medication training is a compulsory pre-requisite for this course. This can include on the job or formal training in Medication. If you have not previously done any on the job or formal medication training, you will need to complete our online module prior to attending this course. This course costs \$38.50 and can be purchased via this webpage Assist with Medication - online. Please allow 1 business day for access to this online module to be enabled after purchasing.

### What is the cost?

\$190.00 per head, incl GST

### How long is the course?

**Duration:** Half day

### Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Epilepsy and prescribed emergency medication

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees (only) who have not completed Epilepsy training as part of their induction training, or who require a refresher.

Why choose this course?

This course is recommended for those who, as part of their work role, support people with epilepsy. This course is relevant for disability support practitioners, teachers, teaching support staff and anyone who regularly supports a person with epilepsy.

A registered nurse facilitators will support learners to develop essential knowledge and skills required to recognise, support and manage epilepsy seizures in the workplace. There is a focus on developing the practical skills necessary to follow a person's epilepsy management plan, apply epilepsy first aid, and (if required) training in giving prescribed emergency medication.

### For Cerebral Palsy Alliance employees

- At Cerebral Palsy Alliance new staff will receive Epilepsy training as part of the induction course, Practical Skills Workshop for DSPs.
- This course is provided as additional or refresher training.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the course cover?

This face to face course provides learners with the knowledge and skills required to safely and effectively support a person who may experience an epileptic seizure in the workplace. This includes knowledge of:

- the basic anatomy of the brain
- what epilepsy is including common causes and triggers
- treatment options and epilepsy management plans
- different types of epileptic seizures
- the relevant first aid for common types of epileptic seizures
- practical training in administering prescribed emergency medication

Does the program have any prerequisites?

- The following are pre-requisites for this course and participants must have undertaken training in the following areas:
  - Current first aid (including CPR)
  - Current medication training

What is the cost?

There is no cost for this course.

How long is the course?

**Duration:** Half day

Where can I get more information?

**Contact:** The Training Alliance Team

# Training Alliance

Leaders in Disability Training



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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## First Aid

### HLTAID003 or HLTAID011 - Provide first aid

This Nationally Accredited Training (NRT) course is offered in partnership with Healthcorp - RTO ID 91222 who issue the Certificate.

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

This course is available:

- for Cerebral Palsy Alliance employees only

#### **Important Note:**

**Sessions from July 1 to September 30 will be delivered via a new "blended" method.**

**The pre-course online learning will take 2 - 2.5hrs to complete and the workshop will be just a practical assessment of approximately 3.5hrs. Closer to the date of your session, you will be advised what time to arrive for your practical assessment.**

- **You can attend a Ryde assessment session if you live AND work in the Ryde LGA.**
- **You can attend an Allambie assessment session if you live AND work in the Northern Beaches LGA.**

**\*\*\* If you live and work outside these LGAs, please contact one of the following external providers to attend their First Aid training:**

**Healthcorp, St Johns, Sydney CBD**

**The cost of this training can then be claimed back via expense reimbursement form which your manager will approve.**

**If you have any queries contact the Training Alliance team.**

#### Why choose this course?

This course has a focus on applying first aid to a person with a disability. This is an essential qualification for employees who provide direct client support including those employed in disability support practitioner roles. At Cerebral Palsy Alliance this is a compulsory course for all workers with a direct support role, including Disability Support Practitioners.

**Certification is valid for three (3) years and must be renewed before expiry.**

#### What content does the program cover?

The course is a combination of theory and demonstration practical skills with a focus on applying first aid to a person with disability. It covers the essential knowledge and skills required to apply first aid in line with the Australian Resuscitation Council (ARC) Guidelines.

The content covers the essential knowledge elements, performance criteria and assessment requirements of the HLTAID003 Apply first aid unit of competency, specifically

- Responding to emergencies contextualised to the workplace/community settings
- Applying appropriate first aid procedures
- Communicating details of an incident



- Evaluating the incident and own performance

### Does the program have any prerequisites?

There is compulsory online pre-reading and a series of quiz questions that must be completed prior to attending this course (please allow 1.5 – 2hours). This requirement is mandatory and strictly enforced. In addition, to meet the ARC guidelines and NRT competency assessment requirements, course participants must be able to demonstrate the physical skills required to perform uninterrupted adult and infant CPR as well as other first aid procedures.

### Course completion requires:

Demonstration of the required knowledge and performance criteria of the HLTAID003 Apply first aid unit of competency. Competency assessment includes:

- Online pre-reading and quiz questions
- Written questions and a workplace incident report
- Practical demonstration of first aid procedures in a
  - Adult and infant cardiopulmonary resuscitation (CPR)
- Responding to first aid scenarios in a simulated environment contextualised to the workplace, including
  - Conducting a visual and verbal assessment of a person
  - Demonstrated safe manual handling techniques
  - Post-incident debrief and evaluation
  - Providing accurate verbal and written reports of first aid incidents
- Applied first aid procedures for
  - Allergic reactions
  - Anaphylaxis
  - Bleeding control
  - Choking and airway obstruction
  - Envenomation, using pressure immobilisation
  - Fractures, sprains and strains
  - Respiratory distress, including asthma
  - shock

Competency is assessed in accordance with ARC guidelines and NRT requirements, via a variety of methods including:

- Online pre-reading and quiz questions
- Written answers to theory questions and incident reports
- Practical demonstration of –
  - Adult and infant CPR
  - Responding to first aid scenarios
  - Applying first aid procedures

### What is the cost?

Cerebral Palsy Alliance employees are exempt from the full course fee however will be required to make a financial contribution of \$30 to the cost of their First Aid certification and booklet.

### How long is the course?

**Duration:** (for the non-blended course) online pre-requisite (approx 1.5-2hrs) plus 1 day face to face training and assessment

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

Please BYO lunch

### Where can I get more information?

# Training Alliance

Leaders in Disability Training



**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Good Working Relations for Managers & Supervisors - 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 provides managers, supervisors and team leaders with the knowledge and awareness to better manage their teams.

### For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance this course is compulsory online activity for all managers, supervisors and team leaders who have direct reports and also forms part of their annual refresher.
- This can be accessed via your Online learning system
- This course is also offered as a refresher.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This learning activity is designed to enhance the participant's knowledge and awareness of Good working relations including:

- workplace bullying and harassment
- relevant legislation
- discrimination prevention and;
- how to prevent this in their workplace.

Course completion requires:

A compulsory quiz is included throughout the course.

What is the cost?

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

To pay online go to 'Register for Online Learning' below.

Please note: there may be a delay of up to 1 business day between course registration and receipt of login details/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?

**Duration:** 1 hour (approximately)

Where can I get more information?

**Contact:** The Training Alliance Team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## 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](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Leading conversations

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 session 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 have an opportunity to network with other managers in person and practice having quality conversations. This program will assist you in:

- Preparing for effective conversations
- Adapting your approach on the type of conversation
- Being aware of your own emotions and bias
- Conducting feedback and coaching conversations
- Managing reactions during the conversation
- Following up on conversations

### Does the program have any prerequisites?

All participants must have an ongoing responsibility of managing their direct report's performance. It is recommended that new managers have attended Manager Orientation Part 3 prior to attending this course.

### Course completion requires:

This activity includes informal assessment, which involves participation in discussions, group activities and role plays.

### What is the cost?

There is no cost for this course.

### How long is the course?

Duration: 3 hours

Please see scheduled times or enquire below.

### Where can I get more information?

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## October 2021

Date	Course	Start time	Finish time	Location
Tue 26	Leading conversations	9:30AM	1:00PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Wed 01	Leading conversations	9:30AM	1:00PM	Virtual Learning



## Manager Orientation

### 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 session 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 have an opportunity to 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:

- Understanding the organisation's structure, products and services
- Understanding how the organisation is funded and the impact of our financial management
- Clarifying how you and your team fit into the strategic direction of the organisation
- Getting to know our clients experience and feedback
- Summarising our Model of Care and relevant policies and procedures
- Understanding the external landscape in our sector
- Setting up your team for success by building team capability and accountability

### Does the program have any prerequisites?

All participants must have an ongoing responsibility of managing their direct report's performance. They may also manage a program and a budget. It is recommended that new managers have attended the Corporate Orientation prior to attending this course.

### Course completion requires:

This activity includes informal assessment, which involves participation in discussions and group activities.

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** 3.5 hours

Please see scheduled times or enquire below.

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

[Cancellation conditions apply](#)

## October 2021

Date	Course	Start time	Finish time	Location
Wed 06	Manager Orientation	9:30AM	1:00PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Mon 08	Manager Orientation	9:30AM	1:00PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Wed 15	Manager Orientation	9:30AM	1:00PM	Virtual Learning

## Managing actual or potential aggression (MAPA)

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 working directly with people that display behaviours of concern that either threaten themselves or those around them. This course can only be attended after completing **Positive Approaches to Behaviour Support**.

### What content does the program cover?

This one day course on managing actual and potential aggression equips participants to maintain and manage their safety and that of clients when dealing with aggressive behaviours and to know their responsibilities in these situations.

The focus of the course remains on taking a positive proactive approach to prevention and de-escalation and emphasises the use of restrictive physical interventions only as a last resort. Participants will have the opportunity to:

- Identify behaviour that indicates an escalation toward aggressive and violent behaviour and how to take appropriate measures to avoid, decelerate and/or de-escalate a potential crisis situation.
- Assess the level of risk associated with the crisis behaviour and make appropriate decisions related to the management of such risks
- Use suitable and acceptable interventions to reduce or manage behaviours of concern.

\*Please note there are some physical components in this course that involve simulating MAPA situations with other participants.

Full PPE is to be worn during practice of physical skills and will be provided. Please wear suitable clothing which will allow you to move comfortably and wear enclosed footwear.

### Does the program have any prerequisites?

The following one day course must be completed prior to attending MAPA training:

**Positive Approaches to Behaviour Support**

### How long is the course?

**Duration:** One day. Staff must be available to attend the full day.

**Time:** 9am – 5pm. Please arrive 8.45am for registration.

BYO Lunch

The training represents a significant investment for the organisation. Please ensure you are 100% committed to the date.

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Mealtime assistance (blended course)

Is this course suitable for you or your organisation?

This course is **now delivered VIRTUALLY** and is available:

- for Cerebral Palsy Alliance employees only

### Why choose this course?

This virtual course is an orientation activity for all staff who are involved in clients' 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. This virtual session is part of a blended program with a pre-requisite online module Mealtime Assistance - Online, to be completed prior to this session.

### What content does the program cover?

This course offers guidelines on how to follow clients' individual mealtime plans, and how to facilitate safe enjoyable mealtimes.

The content of this course will enable you to:

- Recognise the importance of mealtimes
- Recognise signs of swallowing difficulty
- Understand the purpose, function and importance of mealtime plans
- Understand how to follow and implement mealtime plans
- Understand what to do with any inconsistencies or difficult to follow instructions in a mealtime plan
- Introduction to the IDDSI Framework

The training covers strategies that promote personal dignity, safe swallow, appropriate seating and positioning and mealtime assistance techniques.

### Does the program have any prerequisites?

The following online learning course **must be completed prior** to taking part in the Mealtime Assistance virtual course.

- **Mealtime Assistance CPA– Online**

This online course will be made available on the Online Learning System and **must be completed by 9.30am the business day prior to the workshop.**

### What is the cost?

There is no cost for this course for CPA employees.

### How long is the course?

**Duration:** Half day

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

### Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## September 2021

Date	Course	Start time	Finish time	Location
Tue 28	Mealtime assistance (blended course)	9:30AM	12:30PM	Virtual Learning
Wed 29	Mealtime assistance (blended course)	9:30AM	12:30PM	Virtual Learning

## October 2021

Date	Course	Start time	Finish time	Location
Thu 07	Mealtime assistance (blended course)	1:00PM	4:00PM	Virtual Learning

## Nutrition for people with disability - 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 designed for disability support practitioners and health professionals in disability to develop knowledge about nutrition risks faced by people with disability and when to refer to or seek advice from a dietitian or other professionals.

### For Cerebral Palsy Alliance Staff

At Cerebral Palsy Alliance this course is optional learning and can be accessed via your online learning login for disability support practitioners or on request for others. Cerebral Palsy Alliance employees are exempt from the registration fee

What content does the program cover?

The learning in the course includes:

- nutrition in the life of a person with disability
- nutrition risks that may exist for people with disability
- good nutritional habits
- role and scope of a dietitian

Course completion requires:

Compulsory quizzes are included throughout the course.

Funded project:

This course was developed with funding from NSW Department of Family and Community Services.

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 may be a delay of up to 1 business day between course registration and receipt of login details/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?

# Training Alliance

## Leaders in Disability Training



**Duration:** 45 mins - 1 hour approximately

**Where can I get more information?**

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## On the job skill builder - manager training (Tube Feeding & Bowel Care)

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 compulsory training for Disability Support Managers and nominated experienced Disability Support Practitioners who will complete the induction Skill Builder for new DSPs.

### What content does the program cover?

This course is to support managers, and nominated experienced DSPs, in the delivery of the On-the-job Skill Builder for Tube Feeding and Bowel Care, which is a structured practical program for on-the-job learning of new DSPs. The program is designed to support you to guide a new DSP to practice the new skills they need to support clients.

### How long is the course?

**Duration:** 90 minutes virtual session

Please see scheduled times or enquire below.

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



## Person centred active support

Is this course suitable for you or your organisation?

This course is available:

- For Cerebral Palsy Alliance employees only

**NOTE: New virtual sessions released during 2021 Covid lockdown.**

Why choose this course?

This course is an introduction to active support. It focuses on the importance of using active support strategies that ensure maximum participation and independence as a method to achieve enhanced quality of life.

You will have the opportunity to reflect on current practices and consider how to improve your way of working, to deliver a quality service, make a difference and deliver great outcomes for the people you support.

All Disability Support Practitioners or Disability Support Workers who commenced with CPA after 1 January 2021 are required to attend this course as part of their mandatory induction at CPA. Other roles that may also benefit from attending this course include:

- Youth workers
- Assistant Managers (accommodation)
- House Managers
- Site coordinators
- Team leaders

What content does the program cover?

The content of this course will enable participants to:

- Explain how to assist a person to identify and communicate their priorities in any given situation
- Recognise active support strategies and reflect on own work practices
- Implement creative solutions whilst working with people to enable them to engage in any activity or task
- Use person centred principles to overcome identified barriers to implementing active support

Does the program have any prerequisites?

There are no prerequisites to this course however it is to be completed in line with the DSP learning journey stage 3.

What is the cost?

There is no cost for this course for CPA employees.

How long is the course?

**Duration:** Half Day      **NOTE: NEW VIRTUAL SESSIONS RELEASED DURING 2021 COVID LOCKDOWN**

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

Where can I get more information?

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Cancellation conditions apply

## October 2021

Date	Course	Start time	Finish time	Location
Fri 01	Person centred active support	9:30AM	1:00PM	Virtual Learning
Tue 05	Person centred active support	12:30PM	4:00PM	Virtual Learning
Thu 07	Person centred active support	9:30AM	1:00PM	Virtual Learning
Fri 15	Person centred active support	9:30AM	1:00PM	Virtual Learning
Fri 22	Person centred active support	12:30PM	4:00PM	Virtual Learning
Wed 27	Person centred active support	9:30AM	1:00PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Fri 12	Person centred active support	9:30AM	1:00PM	Virtual Learning
Tue 16	Person centred active support	12:30PM	4:00PM	Virtual Learning
Thu 25	Person centred active support	9:30AM	1:00PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Fri 03	Person centred active support	9:30AM	1:00PM	Virtual Learning
Mon 06	Person centred active support	12:30PM	4:00PM	Virtual Learning

# Training Alliance

Leaders in Disability Training



## Person centred planning facilitator training

Please enquire regarding available dates.

## Positive approaches to behaviour support: Disability support

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 support policy and the Restricted Practice and the Authorisation process.

### What content does the program cover?

The course will enable participants to:

- Explain what constitutes a behaviour of concern and a pattern of behaviour
- Describe the various factors that may contribute to, and impact on a Behaviour on Concern
- Relate the way we work with people who exhibit a behaviour of concern to relevant organisational, funding and legal requirements
- Demonstrate how the use of positive support strategies improve outcomes for people who exhibit behaviours of concern
- Describe the different types of restrictive practices and the legal and ethical requirements surrounding their use

### Does the program have any prerequisites?

The following online learning course **must be completed prior to taking part in the** Positive Approaches to Behaviour Support webinar/workshop.

- **Positive approaches to behaviour support – Online**

This online course will be made available on the Online Learning System one week before the course and must be completed at least 1 business day prior to the webinar/workshop.

### Course completion requires:

You will require a computer or tablet (mobile phones are not suitable), reliable internet connection and a quiet working place.

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration: Currently a 3.5 hour webinar**

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

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## October 2021

Date	Course	Start time	Finish time	Location
Wed 06	Positive approaches to behaviour support: Disability support	9:30AM	1:00PM	Virtual Learning
Tue 12	Positive approaches to behaviour support: Disability support	9:30AM	1:00PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Tue 02	Positive approaches to behaviour support: Disability support	9:30AM	1:00PM	Virtual Learning
Thu 25	Positive approaches to behaviour support: Disability support	9:30AM	1:00PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Fri 03	Positive approaches to behaviour support: Disability support	9:30AM	1:00PM	Virtual Learning
Thu 16	Positive approaches to behaviour support: Disability support	9:30AM	1:00PM	Virtual Learning

## Positive approaches to behaviour support: Disability support (public course)

### Why choose this course?

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.

### What content does the program cover?

This course is for disability support employees who support individuals who may display behaviours of concern. 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 NDIS requirements surrounding positive behaviour support and use of Restricted Practices

The content of this course will enable participants to:

- Explain what constitutes a behaviour of concern and a pattern of behaviour
- Describe the various factors that may contribute to, and impact a Behaviour or Concern
- Relate the way we work with people who exhibit a behaviour of concern to relevant organisational, funding and legal requirements
- Demonstrate how the use of positive support strategies improves outcomes for people who exhibit behaviours of concern
- Describe the different types of restrictive practices and the legal and ethical requirements surrounding their use

### Does the program have any prerequisites?

There is an optional 30minute online introduction to positive behaviour support available which will ensure participants have some core knowledge which will benefit their participation and learning in this course. Please enquire below to discuss your learning needs.

### What is the cost?

\$320 per head, incl GST.

### How long is the course?

**Duration:** Full day

**Time:** Please enquire below.

### Where can I get more information?

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Positive approaches to behaviour support: Therapy services

Is this course suitable for your or your organisation?

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 behaviours 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 behavioural strategies to support the child who displays 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.

## Does the program have any prerequisites?

The following online learning course **must be completed prior to taking part in the** Positive Approaches to Behaviour Support webinar/workshop.

- **Positive approaches to behaviour support - Online**

This online course **must be completed at least 1 business day prior** to the webinar/workshop and can be accessed via the

[Online Learning System.](#)

### 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:** Currently a 3 hour webinar (1day when delivered face-to-face)

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

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## November 2021

Date	Course	Start time	Finish time	Location
Wed 03	Positive approaches to behaviour support: Therapy services	9:30AM	1:00PM	Virtual Learning
Tue 30	Positive approaches to behaviour support: Therapy services	9:30AM	1:00PM	Virtual Learning



## Powered mobility: Setting the wheels in motion

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 a compulsory induction activity for occupational therapists and physiotherapists and is also open to experienced therapists would like to refresh their knowledge of current evidence and latest technology to apply to their caseload.

### 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:** 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:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

#### November 2021

Date	Course	Start time	Finish time	Location
Tue 09	Powered mobility: Setting the wheels in motion	9:00AM	5:00PM	Allambie

# Training Alliance

Leaders in Disability Training



# Training Alliance

Leaders in Disability Training



## Prescribing Minor Home Modifications

**(For Cerebral Palsy Alliance employees only)**

### Why choose this course?

This course is recommended for occupational therapists working at Cerebral Palsy Alliance who have not attended any previous environmental modifications training or those who require a refresher with their knowledge and skills.

This course is a compulsory induction activity for occupational therapists at Cerebral Palsy Alliance.

### What content does the program cover?

Prescribing minor home modifications involves a one day workshop aiming to provide knowledge and practical skill development for occupational therapists in the area of prescription of minor home modifications. It includes the following topics:

- OT & builder roles
- Application of Australian Standards (AS 1428) where relevant
- OT assessment process
- Use of OT Draw
- Case study discussion
- Frequently prescribed minor home modifications including grab rails, handrails, taps, wedge and threshold ramps, step ramps, hand held shower hoses, and door ways
- Documentation and Evaluation

### Does the program have any prerequisites?

There are no pre-requisites for this workshop. However course participants are required to bring one client case study that involves a need around minor environmental modifications.

### How will my course work be assessed?

Case study discussion and group activity involving drawing of a scale diagram

Submission of one minor home modification report and diagram with CPA client within 3 months of completing the course

### What is the cost?

Cost: Nil

Cerebral Palsy Alliance employees only to register for this course

### How long is the course?

Duration: 1 day

Time: 9:30am to 4:30pm

Please BYO lunch, morning tea and afternoon tea

### Where can I get more information?

Contact: The Training Alliance Team

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

Phone: +61 2 9975 8715

Please note course registration closes 1 week before start of course

# Training Alliance

Leaders in Disability Training



Cancellation conditions apply

Please enquire regarding available dates.

## Pressure Injury Prevention - online

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- CPA employees can access this course via the Online Learning System

Organisations interested in Pressure Injury Prevention training, please see Pressure injury prevention – online (public course)

### Why choose this course?

This course is a compulsory induction activity for Cerebral Palsy Alliance disability support practitioners and their managers.

This course will provide learners with the essential knowledge required to prevent, recognise, report and provide an effective response to clients at risk of pressure injuries.

### What content does this course cover?

This online course will help disability support practitioners and others understand what pressure injuries are and how they are caused.

The online content also covers:

- who is at increased risk of pressure injuries
- why prevention is so important
- how to prevent pressure injuries in the workplace
- the stages of pressure injury development
- how to recognise, report and effectively respond to pressure injuries

There is a short online assessment at the end of this course.

### Does the course have any prerequisites?

It is recommended that learners have successfully completed the online infection prevention and control course.

### What is the cost?

There is no cost for CPA employees.

### How long is the course?

**Duration:** Approx 40 minutes (including the online assessment at the end of the course)

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Preventing and responding to violence, abuse, neglect and exploitation

Is this course suitable for you or your Organisation?

This course is available:

- **for Cerebral Palsy Alliance employees only**

This course is designed to be presented as a blended course with the *Preventing and responding to violence, abuse, neglect and exploitation- Online* course as a prerequisite.

**Why choose this course?**

This course is for employees who support individuals who have a disability including Disability Support Practitioners and Managers of disability support services. You will be provided with information that will assist you to identify early warning signs and understand best practice strategies that will help prevent violence, abuse, neglect and exploitation, and have the opportunity to discuss and apply the concepts using case studies and structured activities. This course includes concepts introduced through the NDS Zero tolerance initiative and aims to reduce and eliminate incidences of abuse for people with disabilities by examining individual values and ways of working that protect people.

**For Cerebral Palsy Alliance employees.**

**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 violence, assault, neglect and exploitation – Online. The online course is available when you log in to your Online Learning System**

**What content does the program cover?**

This 3.5 hour virtual course on Preventing and responding to violence, abuse, neglect and exploitation equips participants to have an awareness of the issues and to understand their responsibilities of responding to and reporting incidents.

The course content will enable participants to:

- Explore what violence, abuse, neglect and exploitation may look like in disability services, including early warning signs
- Explain the causes and risk factors of Abuse, Violence & Neglect including individual values and workplace culture
- Identify ways of supporting people with disabilities that will protect them from violence, abuse, neglect and exploitation
- Outline how to respond to incidents of violence, abuse, neglect and exploitation

**Does the program have any prerequisites?**

The following online learning course **must be completed prior to taking part in the** Preventing and responding to violence, abuse, neglect & exploitation 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 the webinar/workshop and can be accessed via the Online Learning System.

**How long is the course?**

**Duration:** 3.5 hours

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

**Where can I get more information?**

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## September 2021

Date	Course	Start time	Finish time	Location
Tue 28	Preventing and responding to violence, abuse, neglect and exploitation	9:30AM	1:00PM	Virtual Learning

## October 2021

Date	Course	Start time	Finish time	Location
Fri 22	Preventing and responding to violence, abuse, neglect and exploitation	9:30AM	1:00PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Wed 03	Preventing and responding to violence, abuse, neglect and exploitation	9:30AM	1:00PM	Virtual Learning
Mon 22	Preventing and responding to violence, abuse, neglect and exploitation	12:30PM	4:00PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Wed 08	Preventing and responding to violence, abuse, neglect and exploitation	9:30AM	1:00PM	Virtual Learning



## Promoting client health 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 is a compulsory workshop for all Cerebral Palsy Alliance Disability Support Practitioners, **who commenced with CPA after 1 January 2021**. It is part of a blended training program with prerequisite online learning and pre reading.

What content does the program cover?

This course develops Disability Support Practitioner's knowledge, gained from the Promoting Health for People with Disability online course, into confidence and skills to recognise and respond to changing client health in the workplace.

As a Disability Support Practitioner, you will explore and discuss case studies based on workplace scenarios, identifying changes in client health and develop strategies to appropriately respond.

The content will enable you to:

- Define health according to individual and community expectations and context
- Identify factors that determine client health
- Explain how you, as a Disability Support Practitioner, support client health in the workplace
- Identify health support resources within Cerebral Palsy Alliance and externally
- Recognise deteriorating client health
- Respond appropriately to deteriorating client health as per workplace policies and procedures

Does the program have any prerequisites?

The following must be completed prior to attending this course.

- Promoting health for people with disability online course; and
- Pre-reading of case studies which are sent via email before the course date

What is the cost?

There is no cost for this course for CPA employees.

How long is the course?

**Duration:** 3.5 hours

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

Where can I get more information?

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Cancellation conditions apply

### December 2021

Date	Course	Start time	Finish time	Location
Wed 01	Promoting client health workshop	9:30AM	1:00PM	Virtual Learning
Wed 15	Promoting client health workshop	9:30AM	1:00PM	Virtual Learning

# 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 **one day face-to-face course** is relevant for Therapy Services practitioners including exercise physiologists, occupational therapists, psychologists, physiotherapists, and speech pathologists. It is designed to assist allied health practitioners to understand the client journey at Cerebral Palsy Alliance including goal setting, client engagement, assessment, intervention planning and evaluation.

This is a compulsory induction activity for Cerebral Palsy Alliance allied health practitioners and it is recommended to complete this course within the first 6 months of employment (around the 3-4 month period is most suitable).

What content does the program cover?

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

- Understand the importance of client and family engagement and identify relevant strategies to promote effective engagement
- Understand a range of goal setting tools and be able to apply them to a specific caseload
- Develop own SMART and GAS goals as relevant to caseload
- Understand range and purpose of appropriate assessments based on established client/family goals
- Develop service plans and intervention plans within an evidence based practice framework
- Understand and select relevant outcome measures in order to evaluate effectiveness of intervention

Does the program have any prerequisites?

All participants need to have completed the following online training before registering for this course:

- DisabilityAware: An awareness and inclusion program
- Disability Dynamic
- Advanced Communication and Coaching

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: 1 day, face-to-face**

Where can I get more information?

Contact: The Training Alliance team  
Email: [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)  
Phone: +61 2 9975 8715  
Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Refresher Program for disability support practitioners

Is this course suitable for you or your organisation?

This course is available:

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

### Why choose this course?

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

### What content does the program cover?

This learning activity is designed to refresh and enhance the knowledge of Cerebral Palsy Alliance Disability Support Practitioners in relation to skills and knowledge they require to safely and effectively support our clients.

It will provide an opportunity for self-reflection on work practices and up to date information regarding best practice and policies within the focus areas of WHS, Client Health, Incident reporting and Behaviour support.

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

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

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

### Does the program have any prerequisites?

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

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** 1 day

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

BYO lunch

### Where can I get more information?

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Seating and Positioning - A blended course of online learning and 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 learning activity is compulsory for all occupational therapists and physiotherapists, and is a professional development activity for orthotists.

This course aims to provide you with knowledge of the theory and practical skills required to complete an assessment for provision of seating and postural supports

### What content does the program cover?

The online component of this course aims to provide participants with the theoretical basis for seating and positioning intervention. The workshop component of this course aims to provide participants with a practical approach to seating and positioning assessment and intervention by offering opportunities to refine clinical reasoning and prescription skills. This is accomplished through a hands-on workshop assisted by volunteers who have physical disabilities and is facilitated by specialist seating consultants.

### Does the course have any prerequisites?

**The online component of the course (part 1 theory) must be completed in the first 6 months of employment and prior to attending the workshop (part 2 practical). The workshop must be completed during the first 6-12 months of employment. It is recommended you allow 6 hours for the online module. The module will be made available to participants approx. 6 weeks prior to the workshop.**

In order to benefit most from participating in this course, it is recommended that your clinical caseload includes clients requiring seating intervention and that you have some degree of physical assessment experience.

Please wear comfortable clothing (preferably shorts or pants) and closed-toe shoes as you may be required to enter a workshop.

### Course completion requires:

The online module includes formal assessment.

The practical workshop includes both formal and informal assessment, which involves group discussions, activities and conducting practical mat evaluation assessments.

### What is the cost?

**Cost:** There is no cost for this course

### How long is the course?

**Duration:** Online module (approx 6 hours) + 1 day workshop

**Time:** Please see scheduled times below for face to face workshop or enquire.

BYO lunch

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## December 2021

Date	Course	Start time	Finish time	Location
Wed 01	Seating and Positioning - A blended course of online learning and practical workshop	9:00AM	5:00PM	Allambie



# Training Alliance

Leaders in Disability Training



## Skill Builder Stage 1

Please enquire regarding available dates.

## Test 1 LMS Restriction

Test course to see if restrictions on VETtrak enrolled courses can be set in Moodle. Deb G 25.03.2021

Please enquire regarding available dates.

## Transport people with disability

Is this course suitable for you or your organisation?

This course is available:

- for in-house training for organisations, please enquire below:
- for **Cerebral Palsy Alliance employees** please refer to course *Transporting Clients*

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** please refer to course *Transporting Clients* (blended online learning and on-the-job training and assessment)

What content does the program cover?

At the end of the course learners will be able to:

- Explain their responsibilities as a driver
- Demonstrate understanding of client safety
- Demonstrate risk management and safe manual handling techniques
- Identify vehicle types and key safety features
- Know how to conduct a safety inspection
- Explain accident procedure

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?

Please enquire below

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](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Transport people with disability (public course)

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 employees who are responsible for assisting clients to access company vehicles and/or driving clients in company vehicles.

**What content does the program cover?**

At the end of the course learners will be able to:

- Explain their responsibilities as a driver
- Demonstrate understanding of client safety
- Demonstrate risk management and safe manual handling techniques
- Identify vehicle types and key safety features
- Know how to conduct a safety inspection
- Explain accident procedure

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?**

\$190 per head, incl GST.

**How long is the course?**

**Duration:** Half day

**Where can I get more information?**

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## Transporting Clients - online

(Blended online learning and on-the-job training and assessment)

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

CPA employees can access this course via the Online Learning System

Organisations interested in transporting training, please see **Transporting clients - online (Public Course)** or **Transport people with disability (Public Course)**, or enquire below.

### Why choose this course?

This course is a compulsory induction activity for employees who are responsible for driving any Cerebral Palsy Alliance accessible vehicles in their role.

### What content does the program cover?

There are four elements to this course. After completing the four elements learners will be able to:

- Explain their responsibilities as a driver
- Demonstrate understanding of client safety during transport
- Demonstrate risk management and safe manual handling techniques
- Demonstrate appropriate use of wheelchair tie-downs and seatbelts
- Explain location and use of manual override on hoist in van
- Explain accident procedure
- Demonstrate safe driving in a van

The assessment for this course is Vehicle Driver Competency Assessment completed by your manager or delegate.

### What is the cost?

There is no cost for this course.

### How long is the course?

The expected time to complete each element of the course is listed below.

- Transporting Clients Online Course: 30 minutes
- Company Vehicle Driver Responsibility From: 30 minutes
- Transporting Clients Video Learning: 30 minutes
- Vehicle Driver Competency Assessment: 45 minutes

### Where can I get more information?

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Please enquire regarding available dates.

## Tube Feeding

Is this course suitable for you or your organisation?

**Note: This course will be delivered virtually.**

This course is available:

- for Cerebral Palsy Alliance employees only.

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 a gastrostomy or jejunostomy tube.

### 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 **Disability Health Support Workshop**.
- 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. The content of this course enables you to:

- Illustrate the basic anatomy & physiology of the digestive system
- Describe common feeding tubes
- Define enteral nutrition, its rationale and goals
- Compare three (3) different delivery methods
- Outline your role & responsibilities in relation to enteral nutrition & tube feeding
- Complete these practical activities:
  1. The safe delivery of prescribed water flushed, liquid medication and enteral nutrition formula via a gastrostomy tube using the bolus method
  2. Prime an intermittent gravity feed bag and tubing
  3. Prime and program a continuous tube feeding infusion pump
  4. Solve potential feeding tube problems

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?**

There is no cost for this course.

**How long is the course?**

**Duration:** 3.5 hours

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

**Where can I get more information?**

**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

**September 2021**

Date	Course	Start time	Finish time	Location
Wed 29	Tube Feeding	9:30AM	1:00PM	Virtual Learning

**October 2021**

Date	Course	Start time	Finish time	Location
Wed 06	Tube Feeding	9:30AM	1:00PM	Virtual Learning
Thu 07	Tube Feeding	9:30AM	1:00PM	Virtual Learning
Thu 14	Tube Feeding	9:30AM	1:00PM	Virtual Learning
Mon 18	Tube Feeding	9:30AM	1:00PM	Virtual Learning
Tue 19	Tube Feeding	9:30AM	1:00PM	Virtual Learning
Wed 27	Tube Feeding	9:30AM	1:00PM	Virtual Learning
Fri 29	Tube Feeding	12:30PM	4:00PM	Virtual Learning

## Tube Feeding (public course)

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 disability support practitioners, allied health professionals, nurses and others who assist clients with the delivery of nutrition and /or medication via a gastrostomy or jejunostomy tube.

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. The content of this course enables you to:

- Illustrate the basic anatomy & physiology of the digestive system
- Describe common feeding tubes
- Define enteral nutrition, its rationale and goals
- Compare three (3) different delivery methods
- Outline your role & responsibilities in relation to enteral nutrition & tube feeding
- Complete these practical activities:
  1. The safe delivery of prescribed water flushed, liquid medication and enteral nutrition formula via a gastrostomy tube using the bolus method
  2. Prime an intermittent gravity feed bag and tubing
  3. Prime and program a continuous tube feeding infusion pump
  4. Solve potential feeding tube problems

Does the program have any prerequisites?

Medication training is a compulsory pre-requisite for this course. This can include on the job or formal training in Medication. If you have not previously done any on the job or formal medication training, you will need to complete our online module prior to attending this course. This course costs \$38.50 and can be purchased via this webpage [Assist with Medication - online](#). Please allow 1 business day for access to this online module to be enabled after purchasing.

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?

\$320.00 per head, incl GST

How long is the course?

**Duration:** 1 day

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

BYO lunch

Where can I get more information?



# Training Alliance

Leaders in Disability Training



**Contact:** The Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## 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](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Understanding our people practices

### 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 session 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. **NOTE: This course is equivalent to the previous version "Our People - Leading and Managing a Team". If you completed Our People, you are not required to attend this course.**

### 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 to be successful in managing CPA's most important asset – its people. You will have an opportunity to network with other managers in person and understand people management tools, resources and practices. This program will assist you in:

- Understanding an overview of HR and People processes
- Understanding the expectations of managers
- Navigating our role families and role descriptions
- Getting to know what information is available and where and when to access it
- Developing a solid understanding of best practice for people managers

### Does the program have any prerequisites?

CPA has an expectation that all participants have an ongoing responsibility of managing their direct report's performance. They may also be responsible for managing a program and a budget. It is recommended that new managers have attended **Manager Orientation Part 1** and **Part 2** prior to attending this course.

### Course completion requires:

This activity includes informal assessment, which involves participation in discussions and group activities.

### 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.

### Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

[Cancellation conditions apply](#)

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



# Training Alliance

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## Web Lunch & Learn: Adult mealtime

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Web Lunch & Learn: Adult voice

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Web Lunch & Learn: Hi-tech AAC

Please enquire regarding available dates.



## Web Lunch & Learn: High Risk Mealtime for an Adult with TBI

Please enquire regarding available dates.

## WHS advanced workshop for occupational therapists, physiotherapists and exercise physiologists

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 and exercise physiologists.

What content does the program cover?

This advanced workshop includes both theory and practical application of skills relevant to your role in:

- Manual handling assessment including risk assessment
- Development of client transfer procedures and plans
- Update on new manual handling equipment available for prescription
- Communication with clients and families about complex manual handling issues

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](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## November 2021

Date	Course	Start time	Finish time	Location
Tue 16	WHS advanced workshop for occupational therapists, physiotherapists and exercise physiologists	1:00PM	4:30PM	Ryde

# Training Alliance

Leaders in Disability Training



## WHS practical workshop for allied health therapists and assistants

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 allied health therapists and assistants.

What content does the program cover?

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

- manual handling of clients including screening and risk assessment
- manual handling assessment and transfer procedures
- manual handling equipment

It supports the learning from the online course **Back yourself (theory): Unpacking manual tasks - online**.

This training has physical demands for completion for example being lifted in a sling using a mobile hoist. 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

Exercise Physiologists, Occupational Therapists and Physiotherapists are required to attend the full day of training. **Please ensure you register for both courses on the same day.** [Register here for the afternoon session.](#)

All other allied health practitioners including allied health assistants are required to attend the half-day session (morning) only.

Does the program have any prerequisites?

The following online learning course **must be completed prior to attending the Work health and safety workshop for allied health therapists and assistants**.

- **Back yourself (theory): Unpacking manual tasks - online**

Course completion requires:

Participation in the practical activities of manual handling is essential to complete the course e.g. completing a hoist transfer, standing transfer and participating in bed mobility tasks.

What is the cost?

There is no cost for this course.

How long is the course?

**Duration:** Three (3) hours

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

Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

# Training Alliance

Leaders in Disability Training



Cancellation conditions apply

Please enquire regarding available dates.

## Work with diverse people (short course - non-accredited) - 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 offered as a short course. This learning activity will give you an opportunity to reflect on your own values and perspectives on diversity. The course will look at various scenarios to consider the legal, ethical and safety aspects of working with people from diverse backgrounds.

### For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance from 1 July 2019, this course is **compulsory for all disability support practitioners** and recommended for all other employees. It can be accessed via the Online Learning System
- Cerebral Palsy Alliance employees are exempt from the registration fee.

What content does the program cover?

This online course covers a range of information about the aspects of diversity and will enable participants to:

- reflect on own perspectives to diversity.
- develop an appreciation of diversity, inclusiveness and their benefits.
- explore communication considerations with people from diverse backgrounds.

What is the cost?

Cost: \$38.50 incl. GST for individuals

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

Please note: there may be a delay of up to 1 business day between course registration and receipt of login details/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?

**Duration:** 1 hour online (approximately)

Where can I get more information?

**Contact:** Training Alliance team

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

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



Please enquire regarding available dates.



# Training Alliance

Leaders in Disability Training



## X Care Bootcamp

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## x Mealtime Assistance - online

Please enquire regarding available dates.

## Your leadership impact

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 session 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 have an opportunity to network with other managers in person and reflect on your leadership approach and how it impacts your team performance. This program will assist you in:

- Reflecting on your leadership style
- Adapting your leadership approach for your team
- Leading through vision and values
- Using empathy and emotional intelligence to impact team
- Building team capability through coaching

## Does the program have any prerequisites?

All participants must have an ongoing responsibility of managing their direct report's performance. It is recommended that new managers have attended Manager Orientation Parts 1 to 4 prior to attending this course.

## Course completion requires:

This activity includes informal assessment, which involves participation in discussions, group activities and role plays.

## 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.

## Where can I get more information?

Contact: Training Alliance team

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

Phone: +61 2 9975 8715

Cancellation conditions apply

## September 2021

Date	Course	Start time	Finish time	Location
Mon 27	Your leadership impact	9:30AM	1:00PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Wed 17	Your leadership impact	9:30AM	1:00PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Tue 07	Your leadership impact	9:30AM	1:00PM	Virtual Learning