

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

Is this course suitable for you or your organisation?

This course is available

- for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

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

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 3.5 hours

Time: Please see scheduled times or enquire below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

December 2018

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

Advanced Communication & Coaching - online

Is this course suitable for you or your organisation?

This course is available for:

- Cerebral Palsy Alliance employees only via the Online learning system

Why choose this course?

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

What content does the program cover?

The course covers:

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

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

What is the cost?

There is no cost for this course.

How long is the course?

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

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

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

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

Topics covered includes:

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

Does the program have any pre requisites?

Bring swimming costume and a towel.

Course completion requires:

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

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

Training Alliance

Leaders in Disability Training



Duration: 1 day

Please see scheduled times or enquire below.

Please BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

This learning activity aims to provide:

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

Does the program have any prerequisites?

Bring swimming costume and a towel.

Course completion requires:

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

What is the cost?

Cost: \$190 incl. GST for individuals

How long is the course?

Duration: Half day

Time: Please see scheduled times or enquire below.

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



Anaphylaxis

Is this course suitable for you or your organisation?

This course is available for Cerebral Palsy Alliance employees only.

Why choose this course?

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

What content does this course cover?

The learning content covered in this course includes:

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

Does the course have any prerequisites?

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

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 2 hours

This learning activity is delivered as required please enquire below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Assist with medication - online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group, under a licence agreement

Why choose this course?

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

For Cerebral Palsy Alliance Staff

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

What content does the course cover?

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

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

Course completion requires:

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

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

Talk to the Training Alliance team for further information.

What is the cost?

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

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

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

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

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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

Phone: +61 2 9975 8715

Please enquire regarding available dates.

Assistive technology: An introduction

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire. **Note: session on 22 October 2018 is for Cerebral Palsy Alliance staff only.**
- for group bookings at your venue or ours and can be customised to suit your organisation's learning needs.

Why choose this course?

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

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

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

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

Does this program have any pre-requisites?

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

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

Duration: 1 day

Times: Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Asthma

This course is available for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

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

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

Does the course have any prerequisites?

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

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

Course completion requires:

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: Approximately 2 hours

This learning activity is delivered as required please enquire below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

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

Is this course suitable for you or your organisation?

This course is available for you or your organisation as:

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

Why choose this course?

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

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

What content does the program cover?

This course provides learners with:

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

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

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

What is the cost?

Please enquire below.

How long is the course?

Half day.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Back yourself (Theory): Unpacking manual tasks - Online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group, under a licence agreement

Why choose this course?

This online course is recommended for all employees.

For Cerebral Palsy Alliance Staff

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

What content does the program cover?

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

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

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

Course completion requires:

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

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

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

Talk to the Training Alliance team for further information.

What is the cost?

Cost: \$38.50 incl. GST for individuals

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

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

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

How long is the course?

Training Alliance

Leaders in Disability Training



Duration: 1 hour (approximately)

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Bowel care

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this is a compulsory activity for all employees who assist clients with their prescribed rectal medications.
- **Prerequisites** - Cerebral Palsy Alliance employees must have completed the online modules for **Assist with medication** and **Infection prevention and control**; attended the **Practical skills workshop for disability support practitioners and managers** and read the Medication Policy NS6-5-4.
- In addition, employees are also required to be assessed in the workplace within one month of this course, by a CPA Clinical nurse specialist
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the course cover?

This course provides participants with the essential knowledge, skills and practical training required to safely and effectively assist clients with their prescribed rectal medications (suppositories and enemas). The content of this course includes:

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

Does the program have any prerequisites?

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

Course completion requires:

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

What is the cost?

Cost: \$190 incl. GST for individuals

How long is the course?

Training Alliance

Leaders in Disability Training



Duration: Half day

Time: Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

December 2018

Date	Course	Start time	Finish time	Location
Mon 10	Bowel care	1:00PM	4:30PM	Allambie

Certificate II in Business

Course Code: BSB20115

Is this course suitable for you or your organisation?

- This course is available for individuals, enquire to register your interest for our next semester intake
- This course is available to book as a group booking for School Leaver Employment Support Programs and can be delivered at your venue or ours.

Why choose this course?

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

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

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

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

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

What content does the program cover?

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

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

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

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

Does the program have any pre-requisites?

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

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

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

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

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

How will course work be assessed?

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

What is the cost?

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

You will be invoiced in two stages;

Stage 1. Beginning of course

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

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

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

Training Alliance

Leaders in Disability Training



Please enquire below.

How long is the course?

This course duration is approximately 16 weeks.

Where is the course held?

Various locations across Sydney.

What else do I need to know?

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

For more information see www.usi.gov.au

How do I apply?

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

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Certificate II in Retail Services

Course Code: SIR20216

Is this course suitable for you or your organisation?

- This course is available for individuals, enquire to register your interest for our next semester intake.
- This course is available to book as a group booking for School Leaver Employment Support Programs and delivered at your venue or ours.

Why choose this course?

The Certificate II in Retail Services reflects the role of frontline retail team members who are involved in mainly routine and repetitive tasks and work under direct supervision of others. On completion of the certificate individuals with this qualification are able to perform roles such as Sales Assistant, Customer Service Assistant.

Work could be undertaken in a variety of retail store settings – speciality stores, supermarkets, department stores, retail outlets and customer service environments.

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

- Provide product and service advice in a retail store
- Sell products and services in a variety of retail settings
- Work as a checkout operator
- Check stocks and replenish shelves
- Organise and maintain work areas

On successful completion of this course you will be awarded with a Certificate II in Retail Services.

What content does the program cover?

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

Certificate II in Retail Services consists of 12 units of competency (7 core and 5 electives)

Core units		Elective Units	
SIRXIND003	Organise Personal work requirements	SIRXSLS002	Follow point-of-sale procedures
SIRXPDK001	Advise on products and services	SIRXIND002	Organise and maintain the store environment
SIRXRSK001	Identify and respond to security risks	SIRRINV001	Receive and handle retail stock

SIRXWHS002	Contribute to workplace health and safety	SIRXIND004	Plan a career in the retail industry
SIRXCEG001	Engage the customer	SIRRMER001	Produce visual merchandise displays
SIRXCOM001	Communicate in the workplace to support team and customer outcomes		
SIRXIND001	Work effectively in a service environment		

Does the program have any pre-requisites?

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

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

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

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

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

How will course work be assessed?

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

What is the cost?

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

You will be invoiced in two stages;

Stage 1. Beginning of course

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

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

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

How long is the course?

This course duration is approximately 14 weeks

Where is the course held?

Various locations across Sydney.

Training Alliance

Leaders in Disability Training



What else do I need to know?

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

For more information see www.usi.gov.au

How do I apply?

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

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Certificate III in Individual Support (Disability)

Course Code: CHC33015

Is this course suitable for you or your organisation?

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

Why choose this course?

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

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

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

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

At Cerebral Palsy Alliance, Certificate III is the desired minimum qualification for all disability support practitioners.

- **What content does the program cover?**

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

Certificate III in Individual Support (Disability) consists of 13 units of competency (7 core units and 6 elective units)

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

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

Does the program have any pre requisites?

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

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

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

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

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

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

How will course work be assessed?

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

A range of assessment methods are used including:

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

What is the cost?

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

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

You will be invoiced in two stages;

Stage 1. Beginning of course

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

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

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

How long is the course?

This course duration is approximately 7 months.

Where is the course held?

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

Training Alliance

Leaders in Disability Training



What else do I need to know?

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

For more information see www.usi.gov.au

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

How do I apply?

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

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



Certificate IV in Disability

Course Code: CHC43115

Is this course suitable for you or your organisation?

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

Why choose this course?

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

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

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

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

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

What Content does the program cover?

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

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

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

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

Does the program have any pre requisites?

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

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

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

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

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

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

How will course work be assessed?

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

A range of assessment methods are used including:

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

What is the cost?

Training Alliance

Leaders in Disability Training



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

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

You will be invoiced in two stages;

Stage 1. Beginning of Course

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

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

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

How long is the course?

The course is approximately 10 months

Where is the course held?

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

What else do I need to know?

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

For more information see www.usi.gov.au

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

How do I apply?

To apply for Certificate IV in Disability please register below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



Certificate IV in Disability Skills Recognition

Course Code: CHC43115

Is this course suitable for you or your organisation?

- This course is available for individuals, enquire to register your interest for our next semester intake
- This course is available to book as a group booking and can be customised to suit your training needs and delivered at your venue or ours.

Why choose this course?

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

This course is designed for people who currently work in the disability sector and have a minimum of two years' experience in the disability / community sector.

It is especially suited to those currently in, or aspiring to positions such as: team leader, support coordinator, service coordinator and service manager

This recognition program provides an opportunity for recognition of current skills, knowledge and prior learning against the requirements for Certificate IV in Disability.

On successful completion of this course you will be awarded with a Certificate IV in Disability or Statement of Attainment for units of competency from the Certificate IV in Disability

What Content does the program cover?

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

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

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

Training Alliance

Leaders in Disability Training



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

*** Individuals wanting to apply for alternate specialist electives would need to discuss recognition requirements with the course coordinator*

Does the program have any pre requisites?

You will need a minimum of 2 years' experience in the community services or disability sector and be currently working in the sector, along with being able to demonstrate;

- The ability to support individuals within the context of positive behaviour support, community participation and inclusion
- Computer literacy skills and access to a computer/laptop and the internet
- supporting individuals with disability community participation and inclusion
- Role responsibility and reporting knowledge
- Capacity to work without direct supervision
- Skills, knowledge and experience in the facilitation of client's individualised plans or development of program plans

To discuss whether this is the right course for you please contact us.

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.

How will course work be assessed?

Competency will be assessed by a combination of methods

This could include:

- workplace interviews

- submission of a portfolio of evidence compiled and provided by you
- answers to strategic questioning
- attendance at workshops and formal assessments.
- online learning
- workplace observations
- manager/supervisor (third party) reports

What is the cost?

The full course fee is \$2,400*.

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

You will be invoiced in two stages;

Stage 1. Beginning of Course

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

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

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

How long is the course?

Approximately four months

Where is the course held?

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

What else do I need to know?

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

For more information see www.usi.gov.au

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

How do I apply?

To apply for Certificate IV in Disability Skills Recognition please register below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Certificate IV in Leadership & Management

Course Code: BSB42015

Is this course suitable for you or your organisation?

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

Why choose this course?

The Certificate IV in Leadership and Management reflects the role of team leaders, supervisors or managers. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

The course provides the benefits of a learning environment that includes facilitated group sessions and the opportunity to network and discuss ideas with other team leaders and managers working in the community sector. Current and emerging issues and best practice for managers in the community sector are discussed, and our experienced facilitators and guest speakers are skilled at guiding group discussions for the benefit of all participants.

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

- Explore how you can demonstrate leadership in your role
- Practice strategies for promoting innovation and communicating effectively in the workplace
- Discuss how to engage your team in the implementation of your operational plan and safe work practices
- Identify ways of increasing the effectiveness of your team

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

What content does the program cover?

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

Certificate IV in Leadership and Management covers 12 units of competency (4 compulsory and 8 electives).

Core units		Elective Units	
BSBLDR401	Communicate effectively as a workplace leader	BSBADM409	Coordinate business resources
BSBLDR402	Lead effective workplace relationships	BSBINN301	Promote innovation in a team environment
BSBLDR403	Lead team effectiveness	BSBMGT403	Implement continuous improvement
BSBMGT402	Implement operational plan	BSBSMB407	Manage a small team
		BSBMGT401	Show leadership in the workplace

		BSBWOR404	Develop work priorities
		BSBCUS401	Coordinate implementation of customer service strategies
		BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Does the program have any prerequisites?

This course is designed for people currently working in or moving into a supervisory, team leader or management role.

To discuss whether this is the right course for you please contact us below.

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?

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

A range of assessment methods are used including:

- Tasks completed by you in your own time
- Tasks completed in face to face sessions
- Observation of on-the-job performance
- Tasks completed in consultation with your manager and team

What is the cost?

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

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

You will be invoiced in two stages;

Stage 1. Beginning of course

We will invoice you for a commencement fee of \$1,100 at the beginning of the course.

Please note our cancellation policy below.

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

Funding * You may be eligible for the NSW Governments Smart & Skilled funding. Please see more information on our website.
<https://trainingalliance.edu.au/funding/>

or enquire below.

Training Alliance

Leaders in Disability Training



How long does the course take?

This course duration is approximately 12 months.

Where is the course held?

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

What else do I need to know?

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

For more information see www.usi.gov.au

How do I apply?

To apply for certificate IV in Leadership & Management, please register below.

Need more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



Client Management System (brian): An introduction

Is this course suitable for you or your organisation?

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

This course is available

- for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

This course covers:

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

Does the program have any pre requisites?

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

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

Course completion requires:

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

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: Training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



November 2018

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

Training Alliance

Leaders in Disability Training



Clinical Orientation for allied health clinicians

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

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

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

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

What content does the program cover?

Clinical Orientation will cover:

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

Does the program have any prerequisites?

Corporate Orientation.

Course completion requires:

Participation and discussion throughout the day.

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

December 2018

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

Computer Coaching

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

What content does the program cover?

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

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: 1 - 1.5 hours

Time: Please see scheduled times below or enquire

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

November 2018

Date	Course	Start time	Finish time	Location
Thu 29	Computer Coaching	1:00PM	2:00PM	Allambie

December 2018

Date	Course	Start time	Finish time	Location
Thu 13	Computer Coaching	11:30AM	12:30PM	Allambie

Conflict and coaching

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

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

Participants will have an opportunity to:

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

What is the cost?

Cost: \$540 incl. GST for individuals

How long is the course?

Duration: 2 days

Time: Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Corporate orientation

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This course is designed to welcome you to Cerebral Palsy Alliance. It is the first day of work and a compulsory orientation activity for all new employees of 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 day will inspire and inform you, ready for your role within the organisation.

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.

Lunch is provided.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

December 2018

Date	Course	Start time	Finish time	Location
Mon 03	Corporate orientation	9:00AM	4:30PM	Allambie

CPR refresher for nurses and aquability staff

HLTAID001 - PROVIDE Cardiopulmonary Resuscitation (CPR) Annual Refresher

This accredited training course is delivered 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

Why choose this course?

This is a compulsory annual refresher for all registered nurses, enrolled nurses and Aquability staff.

What content does the program cover?

The learning content and activity covers the following:

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

Does the program have any prerequisites?

Participants must have a current First Aid Certificate

Course completion requires:

Competency is assessed via:

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

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

What is the cost?

Cerebral Palsy Alliance employees are exempt from the course fee however will be required to pay a nominal fee for materials.

How long is the course?

Duration: 2.5 hours

Time: Please see scheduled times or enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



CPR refresher: Annual Refresher

HLTAID001 - PROVIDE Cardiopulmonary Resuscitation (CPR) Annual Refresher 2016

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

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

The learning content and activity covers the following:

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

Does the program have any prerequisites?

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

Course completion requires:

Competency is assessed via:

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

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

What is the cost?

Please enquire below

How long is the course?

Duration: 2.5 hours

Training Alliance

Leaders in Disability Training



Time: Please see scheduled times or enquire below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

November 2018



Date	Course	Start time	Finish time	Location
Fri 16	CPR refresher: Annual Refresher	9:30AM	12:00PM	Allambie

Designing and implementing effective home programs

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?

A greater emphasis is now placed on the home and other natural environments as a mode for providing therapeutic interventions, since adoption of family-centred practice. Home programs have become a key strategy for delivering therapy services and are an essential part of delivery of interventions in the disability sector.

It is important for all allied health professionals to understand the benefits of delivering therapy interventions using home programs and the factors that influence a successful home program.

For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this is a compulsory induction activity for allied health and family support staff within LifePoints.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

In this workshop, participants will:

- gain an awareness of the evidence base for how home programs are provided
- gain an awareness of the factors that influence best-practice home programs
- have opportunities to practice using strategies for implementing effective home programs in clinical practice based on individual case studies

Does the program have any prerequisites?

Participants are sent pre-reading prior to the workshop which you are required to read before the workshop.

What is the cost?

Cost: \$240 incl. GST for individuals

How long is the course?

Duration: Half a day

Time: Please see scheduled times or enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

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

Group license for eLearning?

Contact us for more information

Where can I get more information?

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



DisabilityAware: An awareness and inclusion program - online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group under a licence agreement

Why choose this course?

This course is designed to enhance your knowledge and skills to work inclusively and provide services to people with disability.

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

For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance this course is compulsory for all employees and can be accessed via your online learning login.
- Cerebral Palsy Alliance employees are exempt from the registration fee

What content does the program cover?

This online course provides learning content on...

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

What is the cost?

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

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

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

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

How long is the course?

Duration: 1.5 hours approximately

Where can I get more information?

Contact: The Training Alliance team

Email: Training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Documentation

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

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

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

There is opportunity in the session to practice documentation skills.

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

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

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

What is the cost?

Cost: \$190 incl. GST for individuals

How long is the course?

Duration: Half day

Time: Please see scheduled times or enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



Dysphagia and cerebral palsy

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This course is designed for speech pathologists to increase their specialist knowledge of mealtimes and dysphagia with children with cerebral palsy.

The course provides latest evidence based information on dysphagia assessment and management in practical and ready to use format. The course includes practice opportunities for assessment, goal setting, and intervention.

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

This 2-day course covers the following:

Components of dysphagia assessment with children with cerebral palsy, to establish accurate diagnosis and clinical bottom-line. It also includes instructions on goal setting, selection of appropriate intervention outcome measures and how to use these confidently in daily clinical practice. The intervention section of the course outlines a number of dysphagia interventions typically used with children with cerebral palsy, their primary objective, suitability, level of evidence and practical recommendations and tips.

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

What is the cost?

Cost: \$640 incl. GST for individuals

How long is the course?

Duration: 2 days

Time: Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Epilepsy (including emergency medications)

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?

- 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?

Please enquire below.

How long is the course?

Duration: Half day

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Excel Advanced: Mastering Excel formulas and functions

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This course is designed for workers who can already create moderately complex spreadsheets and who wish to master the formulas and functions of Excel.

What content does the program cover?

The course covers:

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

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: Half a day

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Excel: An introduction

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 new to spreadsheets or self taught and want to enhance their knowledge.

What content does the program cover?

The course covers the following topics:

- Using keyboard shortcuts.
- Recognising the main areas of the Excel window and workbook.
- Entering, editing and deleting data in a workbook.
- Creating workbooks using formulae & functions, including SUM, AVERAGE, MAX & MIN.
- Enhancing the presentation of workbook data.
- Printing worksheets and parts of worksheets.
- Working with large worksheets including freezing titles on a worksheet.

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: Half a day

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Excel: Beyond the basics

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This course is designed for workers who want to enhance their Excel knowledge and skills.

What content does the program cover?

The course covers the following topics:

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

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: Half a day

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Fire safety and emergency response - online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group under a licence agreement

Why choose this course?

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

For Cerebral Palsy Alliance Staff

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

What content does the program cover?

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

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

Course completion requires:

A compulsory quiz is included throughout the course.

What is the cost?

Cost: \$38.50 incl. GST for individuals

How long is the course?

Duration: Online and practical 1.5 hours (approximately)

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

Where can I get more information?

Contact: The Training Alliance Team

Training Alliance

Leaders in Disability Training



Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

First Aid

HLTAID003 - Provide first aid

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

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

The learning content and activity covers the following:

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

Does the program have any prerequisites?

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

Course completion requires:

Competency is assessed via:

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

What is the cost?

Please enquire below

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

November 2018



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

December 2018

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

Gait assessment and AFO prescription in cerebral palsy

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire.

Why choose this course?

Gait assessment and AFO prescription in cerebral palsy is a two and a half day workshop (held over two sessions) designed for physiotherapists working with children and adults with neurological disabilities.

This interactive workshop focuses on the theoretical and practical aspects of gait and orthotic assessment and prescription. The workshop is structured to enable clinical reflection and application of knowledge between sessions.

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

In this workshop, participants will learn to

- Understand the requirements for typical gait.
- Understand normal gait kinematics and kinetics.
- Identify and understand pathological gait.
- Conduct a thorough gait assessment.
- Understand the aims of orthotic management (including footwear).
- Understand the principles guiding orthotic design (including footwear).
- Conduct a lower limb assessment and apply clinical reasoning when determining an appropriate orthotic design (including footwear)

Does the program have any prerequisites?

This workshop involves pre-reading which will be emailed to participants in advance. Participants will be expected to conduct (and video) a gait assessment on a client after the first session in preparation for session two. This will form part of a case study to be worked through during session two.

Course completion requires:

Assessment will be conducted informally through participant involvement in discussions and group activities. Ongoing application of assessment and prescription of ankle foot orthoses will be reviewed through participant's existing supervision arrangements (for CPA staff).

What is the cost?

Cost: \$880 incl. GST for individuals

How long is the course?

Duration: 2.5 days

Time: Please see scheduled times or enquire below

Please BYO lunch

Training Alliance

Leaders in Disability Training



Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Good working relations - 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 provides staff with the knowledge and awareness to work effectively within a team.

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

- an understanding of the human impact of workplace discrimination, harassment and bullying.
- 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. The registration fee allows access for 6 months.

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

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

How long is the course?

Duration: 1 hour (approximately)

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



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

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

How long is the course?

Duration: 1 hour (approximately)

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



Please enquire regarding available dates.



Health and infection control

Why choose this course?

This course is recommended for workers who are new to a disability support or direct care role. The course will equip workers with the knowledge and skills to minimise infection control risks in the workplace.

At Cerebral Palsy Alliance it is a compulsory activity for all employees in a disability support role.

What content does the program cover?

The learning content and activity covers the following:

- ? infection control principles (personal and WHS-work place environment)
- ? food safety principles
- ? healthy dietary habits
- ? personal care
- ? basic wound management (including pressure area care)

Does the program have any prerequisites?

Cerebral Palsy Alliance staff must read the Infection Control Policy (S08:04:16) prior to attending the session.

How will course work be assessed?

The assessment for this learning activity is contained within group activities and discussion during the session. For Cerebral Palsy Alliance staff undertaking the Certificate III or Certificate IV in Disability, a formal assessment is completed which contributes to the unit of competency ?Follow WHS Safety Procedures for Direct Care work? (CHCWHS312A).

What is the cost?

Cost: \$190 incl. GST for individuals

*Cerebral Palsy Alliance employees are exempt from this fee.

How long is the course?

Duration: Half day

Time: Please see scheduled times below or enquire

Group bookings?

Training Alliance can deliver customised courses at your venue or ours.

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

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

Please enquire regarding available dates.

Infection prevention and control - 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?

- This course is compulsory for all disability support practitioners and managers.
- Disability support practitioners who work directly with clients must also enrol in the **Practical skills workshop for disability support practitioners and managers** with this online learning as a prerequisite.

The online course focuses on safe work practices to ensure the health and safety of workers, clients and others.

The first element of this course is recommended for workers who require knowledge of safe work practices in order to prevent, and if necessary control, infection in the workplace. This course equips workers with the latest evidence based knowledge required to prevent and control infection according to current Work Health Safety (WHS) legislation, standards and industry codes of practice.

The second element of this course is designed for workers involved in food handling as part of their work. This part of the course focuses on the knowledge required to ensure food safety and the obligations workers have to ensure the health and safety of clients, themselves and others in the workplace.

What content does the program cover?

The first element of this online course provides participants with the knowledge required to follow safe work practices in order to prevent and control infection in the workplace including:

- Identifying the risk of infection.
- Responding appropriately to situations that pose an infection risk and reporting accordingly.
- Identifying common infections.
- Recognising the modes of transmission of infection.
- Applying standard precautions as part of own work routine.
- Recognising situations when transmission based precautions may be required and reporting accordingly.
- Applying transmission based precautions when standard precautions may not be sufficient to control infections.

For Cerebral Palsy Alliance employees required to complete either Certificate III in Individual Support or Certificate IV in Disability the assessment completed contributes to the unit of competency 'Follow safe work practices for direct client care' (HLTWH002).

The second element of this course provides participants with the knowledge required to ensure food safety in the workplace including:

- What food poisoning is
- Identifying main bacteria involved in food poisoning
- Minimising cross contamination of food
- Safe selection, handling, preparation, cooking, temperatures and storage of food
- Personal and general hygiene for food handlers including personal protective equipment
- Routine environmental cleaning of food preparation equipment and environments

Course completion requires:

- Successful completion of the compulsory online quizzes included throughout the course.
- Cerebral Palsy Alliance employees, who work directly with clients, must also successfully complete the Practical skills workshop for disability support practitioners.

How long is the course?

Training Alliance

Leaders in Disability Training



Duration: 2 hours approximately

Where can I get more information?

Contact: The Training Alliance team

Email: Training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Introduction to Office 365: Get it done from anywhere

(For Cerebral Palsy Alliance employees only)

Why choose this course?

This course provides an overview and understanding of Office 365, OneDrive for Business and Skype for Business.

What content does the program cover?

This half day course on Document Management equips people to:

- Access the Office 365 portal
- Use Office 365 to open, edit and share office documents and collaboratively edit documents
- Use OneDrive for Business to store and share files
- Use Skype for Business for Instant Messaging, File Sharing, Video and Voice calls and Video Conferencing
- Use the Conferencing Cameras for Skype for Business
- Independently find online help for Office 365

Topics covered include:

- What is Office 365, OneDrive for Business and Skype for Business and why use them?
- Overview of Office 365, OneDrive for Business and Skype for Business
- Access to the Office 365 portal
- How to use Word Online, Excel Online and PowerPoint Online
- How to use the OneDrive for Business Web Portal
- How to use the OneDrive for Business Sync Client
- How to use Skype for Business for Instant Messaging, File Sharing, Video Calls and Screen sharing

Does the program have any prerequisites?

Familiarity with Microsoft Office 2013.

Please bring your laptop to complete the tasks or let us know if you are not able to bring one.

How will my course work be assessed?

The assessment for this learning activity is contained within activities /tasks during the session.

How long is the course?

Duration: Half a day

Time:

Morning session: 9:30am to 12:30pm.

Afternoon session: 1.30pm to 4:30pm.

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Key word sign

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

For Cerebral Palsy Alliance Employees:

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

What content does the program cover?

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

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

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

Topics covered include:

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

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

Course completion requires:

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

What is the cost?

Cost: \$255 incl. GST

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

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below

Training Alliance

Leaders in Disability Training



BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

January 2019

Date	Course	Start time	Finish time	Location
Wed 23	Key word sign	9:30AM	3:30PM	Ryde

Male incontinence sheaths/ uridomes

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

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

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

Course completion requires:

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

How long is the course?

Duration: 1 hour

This learning activity is delivered as required please enquire below.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Mealtime assistance

Why choose this course?

This course is available:

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

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

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

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

How will course work be assessed?

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

What is the cost?

Cost: \$240 incl. GST for individuals

How long is the course?

Duration: Half day

Time: Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

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

Training Alliance

Leaders in Disability Training



December 2018

Date	Course	Start time	Finish time	Location
Mon 10	Mealtime assistance	9:30AM	12:30PM	Allambie

Mealtime assistance AND CPR Refresher (for transferred staff)

Why choose this course?

This course is **ONLY** for CPA staff working in Accommodation and Respite Northern Sydney (transferred staff).

It offers the two half-day courses of Mealtime Assistance and CPR Refresher on the same day.

Mealtime assistance is a compulsory orientation activity for all staff who assist clients during mealtimes. The course provides participants with information on enjoyable mealtimes, safe eating and drinking procedures and improved nutrition. It outlines strategies on how to facilitate safe and enjoyable mealtimes for clients by following their individual mealtime plans. The training covers strategies that promote safe swallow, appropriate seating and positioning, assistance techniques. It also includes practical tasks on food and drink preparation.

CPR Refresher is a compulsory this certification for all disability health practitioners at CPA. It is a nationally recognised training course delivered in partnership with Healthcorp (RTO ID 91222) who award the certificate.

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

Assessment for CPR consists of:

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

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: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Please note course registration closes 1 week before start of course

[Cancellation conditions apply](#)

Please enquire regarding available dates.

Medication policy and practice

Is this course suitable for you or your organisation?

- This interactive course is available for group bookings at your venue or ours and can be customised to suit your organisation's learning

Why choose this course?

This course is recommended for anyone who, as part of their work role, is required to assist clients with medications. This course will provide participants with the essential knowledge required to safely assist clients with medications, completing medication documentation and handle medication contingencies in the workplace. This course specifically addresses legislative and industry standards.

What content does the course cover?

This course provides participants with the essential knowledge required to safely and effectively assist clients with prescribed medications and manage medication incidents in the workplace.

This includes knowledge of:

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

Course completion requires:

Active participation in all learning activities throughout the course which can include tailored workplace scenarios and problem solving activities. Participants will have an opportunity to demonstrate practical skills in medication safety in a simulated classroom environment.

What is the cost?

Please enquire below.

How long is the course?

Duration: Half day

Times: Please enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: Training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



Mental Health First Aid

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

Mental Health First Aid is the help given to someone developing a mental health problem or in a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis resolves.

The course aims to help you raise your awareness of the early stages of mental health problems as well as give you the steps and skills necessary to provide assistance to those in your work environment and to deal with a number of mental health crisis situations that may arise.

What content does the program cover?

Course participants learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation.

This education will be provided by an accredited MHFA Facilitator.

Mental Health problems covered are:

- Depression
- Anxiety disorders
- Schizophrenia
- Bipolar disorder

Crisis situations covered are:

- Suicidal behaviours
- Acute stress reaction
- Panic attacks
- Acute psychotic behaviour

Course completion requires:

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

How long is the course?

Duration: 2 days

Time: Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



Please enquire regarding available dates.

NDIS preparation and support Sessions for Clients- online

Is this course suitable for you?

- for Cerebral Palsy Alliance employees only
- At Cerebral Palsy Alliance this is a compulsory orientation activity for staff nominated by their Managers to undertake NDIS Preparation and Support meetings with clients, including (but not limited to) Client Relationship Managers (CRMs), Community Service Consultants (CSC) and therapists.
- Please discuss your suitability for this course with your manager.

What content does the program cover?

This course will equip staff to deliver NDIS preparation and support sessions to clients.

The course will include:

- Familiarisation with the CPA digital tool now available for staff to help clients identify their needs, goals and current supports
- How to help clients make the most of the services they can access through their tailored NDIS funded plan
- Tips on how to 'market' our services

What happens after completion of the course?

Training Alliance will notify the Web and Digital team who will create a login and email details to you, so that you can commence utilising the tool in Preparation and Support sessions with clients.

How long is the course?

Duration: 45 mins (approximately)

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Please enquire regarding available dates.



Nutrition care process for dietitians working in 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 accredited practicing dietitians and student dietitians who are working or want to work with people with disability.

For Cerebral Palsy Alliance Staff

At Cerebral Palsy Alliance this course is optional learning and can be accessed 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:

- Disability in Australia
- Nutrition and disability, including nutrition risks
- Nutrition care process that may differ when working with a person with disability
- nutrition-related needs for a person with disability
- Screening and referral
- Dietitians and the National Disability Insurance Scheme (NDIS)

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 [logo]

What is the cost?

For individuals: the cost is \$22 including GST

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

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

For groups: we sell the course by licence agreement for large groups.

This is very cost effective especially if several online courses are purchased and even more on a multiyear payment plan.

How long is the course?

Duration: 45 mins - 1 hour approximately

Where can I get more information?

Contact: The Training Alliance team

Training Alliance

Leaders in Disability Training



Email: Training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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 \$22 including GST

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

The registration fee allows access for 6 months.

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

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

How long is the course?

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Our People - Effective people management at Cerebral Palsy Alliance

This course is available:

- for Cerebral Palsy Alliance employees only.

Why choose this course?

This essential 2 day workshop will ensure all new team leaders, managers, mentors and supervisors are skilled and competent in applying a range of leading-edge people management tools, resources and practices ? from getting our roles right, to acquiring and retaining the right-fit talent, managing performance and understanding CPA?s remuneration philosophy, strategy and frameworks.

What content does the program cover?

This 2 day essential training course will enable you to effectively manage your team and includes:

- aligning the workforce with the organisation?s strategic direction;
- effectively writing role descriptions;
- the dos and don?ts of talent acquisition including preparing for and conducting interviews; obtaining health, reference and probity checks; understanding the right time to contact candidates, and much more;
- the ?how to? of CPA?s remuneration philosophy, strategy and frameworks;
- the essentials in managing employee performance from conducting regular catch-ups and providing formal and informal feedback, to preparing for performance appraisals, developing formal development and career plans, etc.

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: 2 days

Time: Please see scheduled times or enquire below.

Please BYO lunch

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

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

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

Course completion requires:

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



November 2018

Date	Course	Start time	Finish time	Location
Wed 07	Positive approaches to behaviour support for people with disability: Adult client services	9:30AM	4:30PM	Croudace Bay
Thu 29	Positive approaches to behaviour support for people with disability: Adult client services	9:30AM	4:30PM	Prairiewood

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

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

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

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

Course completion requires:

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

November 2018

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

Training Alliance

Leaders in Disability Training



Powered mobility: Setting the wheels in motion

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire

Why choose this course?

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

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

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

Following this course, participants should be able to:

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

Does the program have any prerequisites

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

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Training Alliance

Leaders in Disability Training



Cancellation conditions apply

Please enquire regarding available dates.

PowerPoint: Beyond the basics

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This course is designed for workers who want to enhance their knowledge and skills in PowerPoint.

What content does the program cover?

The course covers the following topics:

- Recognising the main areas of the PowerPoint window.
- Changing layout of a slide.
- Changing theme of a slide.
- Understanding slide master.
- Using slide transitions and animations.
- Working with shapes, objects, clipart, graphs and action buttons.

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: Half a day

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Practical skills workshop for disability support practitioners and managers

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

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

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

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

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

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

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

Does the program have any prerequisites?

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

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

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

Course completion requires:

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

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

How long is the course?

Duration: 1 day

Time: Please see scheduled times below or enquire

BYO Lunch

Training Alliance

Leaders in Disability Training



Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

November 2018

Date	Course	Start time	Finish time	Location
Tue 13	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Croudace Bay
Fri 23	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde
Wed 28	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Allambie

December 2018

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

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
- OT assessment process
- Frequently prescribed minor home modifications including grab rails, handrails, taps, wedge and threshold ramps, step ramps, hand held shower hoses, and door ways.
- Application of Australian Standards (AS 1428) where relevant
- New and innovative products
- Documentation and Evaluation

Does the program have any prerequisites?

There are no pre-requisites for this workshop.

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

How long is the course?

Duration: 1 day

Time: 9:30am to 4:30pm

Please BYO lunch, morning tea and afternoon tea

Group bookings?

Training Alliance can deliver customised courses at your venue or ours

Please contact us [<http://trainingalliance.edu.au/contact-us/>] to discuss your training needs

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Please note course registration closes 1 week before start of course

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



Please enquire regarding available dates.

Prescribing postural support - online

Is this course suitable for you or your organisation?

This course is available for:

- Cerebral Palsy Alliance employees only

Why choose this course?

This is a compulsory induction activity for LifePoints employees who prescribe secondary postural supports e.g. chest harnesses, pelvic straps, and can be accessed via the Online Learning System.

What content does the program cover?

The course covers information about the prescription and safety of postural supports such as chest harnesses and pelvic straps.

For related documents and information, see the ?Airway Safety for Postural Supports Manual? in the Knowledge Hub and ?Best Practice Guidelines for attaching Postural Supports? on the divisional drive.

Course completion requires:

You are required to complete the Chest Harness Self-Assessment at the completion of this on-line module.

What is the cost?

There is no cost for this course.

How long is the course?

Allow approximately 30 minutes to complete this on-line module plus 15 minutes for the self-assessment.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Pressure injury prevention

Is this course suitable for you or your organisation?

This course is available

- for Cerebral Palsy Alliance employees only

Why choose this course?

This course is recommended for disability support practitioners and others who support clients at risk of pressure injuries. This course will equip participants with the knowledge and skills to prevent pressure injuries and provide effective support to clients at risk of pressure injuries

What content does this course cover?

The learning activities covered in this course include:

- Pressure injury risk factors
- Stages of pressure injury development
- Pressure injury prevention
- Equipment used to prevent pressure injury
- Management of pressure injuries.

Does the course have any prerequisites?

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

- **Infection prevention and control – Online**
- **Practical skills workshop for disability support practitioners and managers.**

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 2 hours

This learning activity is delivered as required. Please enquire below.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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

Is this course suitable for you or your organisation?

This course is available for:

- Cerebral Palsy Alliance employees only

Why choose this course?

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

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

What content does the program cover?

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

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

Course completion requires:

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: approx. 1 hour

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

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

A blended course of online and a practical workshop

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

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

What content does the program cover?

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

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

Does the program have any prerequisites?

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

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

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

How long is the course?

Duration: One day

Time: Please see scheduled times below or enquire

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



November 2018

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

Training Alliance

Leaders in Disability Training



Promoting health 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 recommended for all employees who work directly with clients to support in their role in understanding and promoting the health of clients.

For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance this course is compulsory for all disability support practitioners 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 learners with the knowledge about health, the interrelationship between health and disability and their role in promoting the health of clients. The learning in the course includes:

- defining and describing health
- listing factors that determine health
- understanding the interrelationship between health, disability and chronic disease
- identifying common factors that affect the health of people with disability
- understanding the importance of health promotion
- recognising the role disability support practitioners play in meeting core health needs of people with disability.

Course completion requires:

- Compulsory quizzes are included throughout the course

What is the cost?

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

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

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

For groups: 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

Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



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

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

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

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

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

What content does the program cover?

Pulling it all together will cover:

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

Does the program have any prerequisites?

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

Course completion requires:

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 2 days

Time: Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



Please enquire regarding available dates.

Refresher oxyviva for nurses and aquability staff

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

This course is compulsory for all registered nurses, enrolled nurses and aquability staff.

What content does the program cover?

The learning content and activity covers the following:

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

Does the program have any prerequisites?

Participants must have a current First Aid Certificate.

Course completion requires:

- practical application of oxygen therapy in a simulated environment

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 30 mins

Time: Please see scheduled times or enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



Refresher Program for disability support practitioners

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

What content does the program cover?

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

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

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

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

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

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

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

Does the program have any prerequisites?

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below.

BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



Refresher Update for disability support managers

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 annual refresher activity for managers in accommodation and respite, lifestyle support, Packforce and senior support practitioners of Cerebral Palsy Alliance who are responsible for the supervision and assessment of employees in disability support roles.

What content does the course cover?

This course is an interactive workshop and is designed to provide an opportunity for disability support managers to meet, network and discuss up-to date-developments, evidence based practice and ideas on a range of exciting topics. Three (3) broad themes will be the focus:

1. The key areas of work health and safety
2. Supporting client health care planning and management; and
3. Supporting disability support practitioner in the workplace

The workshops will also:

- Highlight pertinent issues and themes being reviewed by the WHS team;
- Provide an opportunity for self-reflection on work practices, risk assessment trends;
- Provide up to date information regarding best practice and policies within the focus areas above; and
- Equip managers to effectively and safely support their staff in the workplace.

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

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

Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Respond to suspected abuse - online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group under a licence agreement

Why choose this course?

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

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

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

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

What content does the program cover?

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

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

Course completion requires:

Short course option:

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

Unit of Competency option:

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

For this option please enquire below.

What is the cost?

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

Training Alliance

Leaders in Disability Training



How long is the course?

Duration: 1 hour (approximately) not including assessment requirements

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

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Seating and Positioning - A blended course of eLearning and practical workshop

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This learning activity is for 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.

For Cerebral Palsy Alliance Employees

- **At Cerebral Palsy Alliance this learning activity is compulsory for all occupational therapists and physiotherapists.**
- **Prerequisites? Seating and positioning online (Part 1 theory) must be completed in the first 6 months of employment and before attendance at the practical workshop.**

Seating and positioning workshop (Part 2 practice) must be completed during 6-12 months of employment.
- **Cerebral Palsy Alliance employees are exempt from the course fee.**

What content does the program cover?

The eLearning 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 eLearning component of the course must be completed prior to attending the workshop and we recommend allowing 6 hours for this module. The module will be made available to participants approx. 4 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 eLearning 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?

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Cost: \$550.00 incl gst for individuals

How long is the course?

Duration: eLearning 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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Splinting and casting for people with cerebral palsy

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

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

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

In this workshop, participants learn to:

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

Does the program have any prerequisites?

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

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

Course completion requires:

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

What is the cost?

Cost: \$640 incl. GST for individuals

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

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

How long is the course?

Duration: 2 days

Training Alliance

Leaders in Disability Training



Time: Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Stepping Up: New managers orientation

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

What content does the program cover?

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

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

Does the program have any prerequisites?

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

Course completion requires:

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: 1 day

Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



December 2018

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

Supra Pubic Catheter (Catheter 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 course is designed for disability support practitioners and allied health professionals who support clients with a urinary catheter. The course equips participants with the knowledge and skills to assist with management of urinary catheters as well as infection prevention strategies.

What content does this course cover?

The learning activities covered in this course include:

- the anatomy and physiology of the urinary system
- the indications for catheter insertion
- the types of catheters and associated equipment
- indwelling (IDC) and supra pubic catheter (SPC) care
- infection prevention and control considerations
- a practical demonstration of catheter position

Does the course have any prerequisites?

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

- Infection prevention and control - online
- Practical skills workshop for disability support practitioners and managers

How long is the course?

Duration: 1.5hrs

This learning activity is delivered as required. Please enquire below.

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Transport people with a disability

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This course is recommended for all staff who are responsible for assisting clients to access company vehicles and/or driving clients in company vehicles.

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

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

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

What is the Cost?

Cost: \$190 incl. GST for individuals

How long is the course?

Duration: Half a day

Times: Please see scheduled times or enquire below.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Tube Feeding

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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



ACN

ENDORSED
COURSE

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

For Cerebral Palsy Alliance Employees

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

What content does the course cover?

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

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

Does the program have any prerequisites?

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

Course completion requires:

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

What is the cost?

Training Alliance

Leaders in Disability Training



Cost: \$320 incl. GST for individuals

How long is the course?

Duration: 1 day

Time: Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



WHS advanced workshop for occupational therapists and physiotherapists

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

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

What content does the program cover?

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

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

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

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

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

Does the program have any prerequisites?

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

Course completion requires:

Reviewing manual task safety policy (CPA).

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

What is the cost?

There is no cost for this course.

How long is the course?

Duration: Three and a half (3.5) hours

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



November 2018

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

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
- completion of manual handling risk assessment documentation

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

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

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

Does the program have any prerequisites?

The following 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**

Occupational Therapists and Physiotherapists are also required to attend the afternoon session **WHS advanced workshop for occupational therapists and physiotherapists**. Please ensure you register for both courses on the same day. Register here for the afternoon session.

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

Phone: +61 2 9975 8715

Cancellation conditions apply

Training Alliance

Leaders in Disability Training



November 2018

Date	Course	Start time	Finish time	Location
Mon 19	WHS practical workshop for allied health therapists and assistants	9:30AM	12:30PM	Croudace Bay

Word: Working with long documents

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 create and work with long documents.

What content does the program cover?

The course covers creating and work with large documents effectively and efficiently by:

- using Styles - and from them using the document map and generating a Table of Contents.
- working with Outlining to quickly move text within a document.
- understanding Headers Footers, Page Numbering and Section breaks.
- working with Quick Parts.
- working with pictures and captions.
- working with Track Changes.
- mastering the shortcut keys that are particularly useful in long documents.

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: Half a day

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Word: Working with objects, forms, templates and macros

Is this course suitable for you or your organisation?

This course is available:

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

Why choose this course?

This course is designed for workers who want to master objects, forms, templates and macros in Word.

What content does the program cover?

The course covers the following topics:

- Using keyboard shortcuts.
- Working with columns.
- Working with pictures, ClipArt, shapes, SmartArt and charts.
- Working with fields.
- Creating forms.
- Creating templates.
- Creating macros.

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: Half a day

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

Leaders in Disability Training



Work Health and Safety (WHS) awareness and duty of care - 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 learners with an introduction to strategies to ensure compliance with WHS and duty of care legislation.

This online course is recommended for all employees.

For Cerebral Palsy Alliance Employees

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

What content does the program cover?

The course provides an understanding of employer and employee responsibilities within WHS legislation. It urges and inspires learners to have a positive and contributory role in workplace safety. It is delivered within the online learning context providing rich interactions and layered information.

Course completion requires:

Completion of the compulsory quiz at the end of the course.

What is the cost?

Cost: \$38.50 incl. GST for individuals

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

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

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

How long is the course?

Duration: 1 hour (approximately)

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Training Alliance

Leaders in Disability Training



Cancellation conditions apply

Please enquire regarding available dates.

Training Alliance

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Work with diverse people - 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 or for individuals enrolled in Nationally Recognised Training, health or community services certificate courses. This is a core unit for many of these courses.

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.

What content does the program cover?

Work with diverse people - online 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.
- consider ant communication considerations with people from diverse backgrounds.

Course completion requires:

For those completing the Nationally Recognised Training Unit of Competency, all three assessments will be completed and assessed within the online training. You need to complete all three assessments to gain competency in the unit CHCDIV001 'Work with diverse people'. Once you are deemed competent in the unit you will be issued a Statement of Attainment.

What is the cost?

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

For this option please contact us below.

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

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

How long is the course?

Duration:

Short course: 1 hour online

Unit of Competency: 1 hour online, plus assessment to gain competency in the unit CHCDIV001 'Work with diverse people'.

Where can I get more information?

Contact: Training Alliance team

Email: training@cerebralpalsy.org.au

Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.