

## **Documentation**

## This course is for Cerebral Palsy Alliance employees

Who is this course for?

This is mandatory training for the Disability Support workforce and Youth employees.

For more detail see your Learning Journey.

If this course is relevant to your role, but not mandatory, please discuss with and get approval from your manager.

What content does the course cover?

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

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

Does the course have prerequisites or specific requirements?

The following must be completed before attending:

· Client incident reporting - online

What other details do I need to know?

Attendance type: Virtual

Duration: 3hrs

Times: Please select a course date below or if there are no dates, please click Enquire

If you need to cancel: Cancellation guidelines

Where can I get more information?

**Contact**: The Training Alliance team **Email**: training@cerebralpalsy.org.au

**Phone**: +61 2 9975 8715



May 2024							
Course	Start time	Finish time	Location				
Documentation	9:30AM	12:30PM	Virtual Learning				

Start time Finish time

12:30PM

9:30AM

Location

Virtual Learning

	July 2024				
	Date	Course	Start time	Finish time	Location
	Wed 17	Documentation	9:30AM	12:30PM	Virtual Learning

Date

Fri 28

Course

Documentation