

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

**Phone:** +61 2 9975 8715



**January 2025**

<b>Date</b>	<b>Course</b>	<b>Start time</b>	<b>Finish time</b>	<b>Location</b>
Fri 10	Documentation	9:30AM	12:30PM	Virtual Learning

**February 2025**

<b>Date</b>	<b>Course</b>	<b>Start time</b>	<b>Finish time</b>	<b>Location</b>
Tue 04	Documentation	9:30AM	12:30PM	Virtual Learning

**March 2025**

<b>Date</b>	<b>Course</b>	<b>Start time</b>	<b>Finish time</b>	<b>Location</b>
Tue 04	Documentation	9:30AM	12:30PM	Virtual Learning
Mon 31	Documentation	9:30AM	12:30PM	Virtual Learning

**December 2024**

<b>Date</b>	<b>Course</b>	<b>Start time</b>	<b>Finish time</b>	<b>Location</b>
Wed 11	Documentation	9:30AM	12:30PM	Virtual Learning