

## Training Calendar Semester 1 2022

### Writing Professional Case Notes Client Records Workshop

This 1 day workshop is based on best practice-based strategies for writing and recording client interactions across a broad range of community services contexts and will focus on creative and engaging time saving ways to write professional client interactions.

It encourages those working with children, young people, and families to work in partnership with them, focus on strengths, place the child at the centre of the conversation, and consider all aspects of a family's circumstances.

#### Learning Outcomes

- Increased Capacity to write effective Case Notes
- Establish strategies to write clear, concise and accurate client information
- Increased understanding of how case notes relate to case plans
- Awareness of the legal requirements and expectations if client case notes are subpoenaed
- Opportunity to network and share information to increase knowledge around case note procedure

Dates:

Includes:

**Public dates TBA**

Participant Handbook  
Case Note Toolkit

**In-house training available for semester 1 2022**

Certificate of Completion  
7.5 CPD credits  
Catering (F2F only)

### Professional Supervision – How and Why Workshop

This 2 day workshop is based on a relational framework for professional supervision that acknowledges that relationships are at the centre of everything we do. You will have the opportunity to build upon your supervision skills in facilitating effective reflection, to respond to people's different stages of professional development, and to adapt to different learning styles.

The workshop provides a framework so that people who have a supervisory role can plan, establish and conduct effective supervision.

#### Learning Outcomes

- Identify and explore the role of the supervisor, key functions, models and processes involved in supervision.
- Understand the ethical and legal obligations of supervisors towards their staff and clients.
- Analyse the support role of supervisors and key support processes including debriefing and crisis intervention.
- Consider the professional development, needs and strategies for supervisors

Dates:

Includes:

**Public dates TBA**

Participant Handbook  
Professional Supervision Toolkit

**In-house training available for semester 1 2022**

Certificate of Completion  
15 CPD credits  
Catering (F2F only)

### Writing Professional Case Notes Client Records for Disability Services Workshop

This 1 day workshop is based on best practice strategies for writing and recording client interactions across a broad range of disability service contexts. It will focus on frameworks specific to the disability sector that will support staff to evidence key NDIS expectations regarding dignity of risk and duty of care.

This workshop is an interactive, and safe learning space where you will be given the opportunity to develop tools and strategies. You will have the opportunity to practice writing and reviewing case notes in a step by step process that ensures maximum learning.

#### Topics Include

- Documentation and record keeping.
- Values: The Impact on how we see clients and their behaviour.
- Community practice standards
- Structuring and format of case notes
- What to write about:
- Reviewing and amending case notes
- Duty of care and legal requirements
- Applying theories and frameworks specific to the disability sector

Dates:

Includes:

**Public dates TBA**

Participant Handbook  
Case Note Toolkit

**In-house training available for semester 1 2022**

Certificate of Completion  
7.5 CPD credits  
Catering (F2F only)

# CHILD AND FAMILY FOCUS SA

## Training Calendar Semester 1 2022

### CHC40313 Certificate IV in Child Youth and Family Intervention (Residential and Out of Home Care Specialisation) RPL Workshop

This qualification reflects the role of those who work in youth and family intervention, including practice specialisations in residential and out of home care, family support and early intervention. In the RPL Workshop, the elective specialisation is for residential and out of home care. The RPL process assumes that you are currently working in the OOHC Sector.

#### Units in this workshop include:

- CHCCS006 Facilitate individual service planning and delivery
- CHCCOM002 Use communication to build relationships
- CHCDEV001 Confirm client developmental status
- CHCDIV001 Work with diverse people
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCPRT001 Identify and respond to children and young people at risk
- CHCPRT003 Work collaboratively to maintain an environment safe for children and young people
- CHCLEG001 Work legally and ethically
- CHCPRT005 Work within a practice framework
- HLTWHS001 Participate in workplace health and safety
- CHCCS009 Facilitate responsible behavior
- CHCPRT009 Provide primary residential care
- CHCYTH004 Respond to critical situations
- CHCMHS007 Work effectively in trauma informed care
- CHCCS016 Respond to client needs
- CHCPRP003 Reflect on and improve own professional practice

#### Dates:

Online via Zoom

Thursday 5<sup>th</sup> and Friday 6<sup>th</sup>  
May 2022

#### Cost:

CAFFSA Members:  
\$1995 pp\*  
Non-members:  
\$2195 pp\*

### BSB51918 Diploma Leadership and Management RPL Workshop

Workers who undertake this qualification generally work as managers in community service organisations however it is transferable across sectors. They work independently and report to executive management or Boards and may supervise other staff or be responsible for managing a team. These workers have input into the development of policies, procedures, budgets and operational plans.

#### Units in this workshop include:

- BSBMGT502 Manage people performance
- BSBMGT517 Manage operational plan
- BSBPMG522 Undertake project work
- BSBLED501 Develop a workplace learning environment
- BSBWOR502 Lead and manage effective workplace relationships
- BSBLDR511 Develop and use emotional intelligence
- CHCMGT005 Facilitate workplace debriefing & support process
- BSBMGT516 Facilitate continuous improvement
- BSBWOR501 Manage personal work priorities and professional development
- BSBWHS501 Ensure a safe workplace
- BSBRSK501 Manage risk
- BSBADM502 Manage Meetings

#### Dates:

Public dates TBA

#### Cost:

CAFFSA Members:  
\$2495 pp\*  
Non-members:  
\$2744 pp\*

### CAFFSA- ACWA/CCWT Accredited RPL Training

Child and Family Focus SA (CAFFSA) is pleased to offer these accredited workshops via partnership agreement with the Association of Children's Welfare Agencies and its training arm, the Centre for Community Welfare Training. Over the two or three days of the RPL Workshops you will participate in activities to demonstrate your skills and knowledge in the units.

There will be work to do outside of the workshop. This will particularly relate to gathering evidence from your workplace to meet your elective units and may also include a conversation with an assessor.

Payment plans for accredited courses are available for individuals subject to eligibility.

### CAFFSA In House Training

CAFFSA is committed to delivering training throughout metro and regional South Australia and offers the flexibility to schedule and develop tailored training where and when you need it.

Each of our workshops can be delivered in its standard format or customised to suit the size and complexity of your organisation and the needs of your team.

We can also develop a needs-based training and/or help with the development and implementation of workforce and organisational practices and responses.

For more information or to register for any of these workshops email [training@childandfamily-sa.org.au](mailto:training@childandfamily-sa.org.au)

**\*All prices are exclusive of GST**