




Metropolitan and Regional Education & Training Calendar July – November 2009

Phone 03 9805 9400 Fax 03 9805 9455 www.accv.com.au

| Workshop Series | | | | | | | |
|---|--------------|--|---|--------|------------|----------------------------|---------|
| Course Title | Member | Non Member | Jul | Aug | Sep | Oct | Nov |
| Accreditation  | \$220 | \$300 | 30 | | | 28 | |
| ACFI; Getting it Right (Aligning Systems, Care Needs and Funding)  | \$220 | \$300 | | 3 | 9 | 8 | 10 |
| ACFI Induction | \$145 | \$220 | 29 | | 24 | | |
| ACFI Assessment (Carers) | \$145 | \$220 | | | 2 | 13 | |
| Cornell Instrument & PAS (Part of ACFI) | \$145 | \$220 | | | 2 | 13 | |
| ACFI Assessment (Carers) & Cornell Instrument & PAS (Part of ACFI) | \$240 | \$270 | 28 | | 23 | 29 | |
| ACFI Finance | \$145 | \$220 | | 12 | | 7 | 25 |
| Abuse of Elderly Persons (Reporting - Residential Care) | \$240 | \$340 | | 14 | | | |
| | | | | 26 | | 7 | 12 |
| Aged Care Fees & Charges – An advanced financial analysis | \$220 | \$340 | 8 | 7 | | 15 | 26 |
| | | | | 19 | 2 | 27 | |
| Aged Care Fees & Charges – An introduction | \$120 | \$180 | 23 | | 23 | | |
| | | | | 19 | 2 | 27 | |
| Audits and Benchmarking | \$220 | \$340 | | 6 | | | |
| Budget Preparation  | \$220 | \$340 | | | | 13 | |
| Case Management | \$480 | \$550 | | 10, 11 | | | |
| | | | | 25 | 10 | 13 | |
| Commonwealth Funding of Aged Care & Resident Fees + Charges (ACFI Online Claiming) | \$80 | \$130 | 31 | | | | 12 |
| Crisis Communication in Aged Care | \$240 | \$295 | | | 10 | | |
| Dementia Management – Community Care  | \$220 | \$340 | | 5 | | | |
| Using Emotional Intelligence in Aged Care | \$264 | \$364 | | | 7 | | |
| Infection Control and Outbreak Management (Care Staff) | \$220 | \$340 | | | 8 | | 10 |
| Introduction to the Aged Care Industry | \$220 | \$340 | | | 1 | | |
| Managing Accreditation for Results | \$220 | \$340 | | | 22 | | |
| Managing Challenging Behaviours | \$220 | \$340 | | 27 | | | |
| | | | | 6 | | 1, 20 | |
| Occupational Health & Safety - 5 Day Course | \$940 | \$1,110 | | | 14 - 18 | Onsite (metro or regional) | 16 - 20 |
| OH & S Refresher | \$330 | \$400 | 22 | | | | 30 |
| Prudential Compliance Training | \$240 | \$340 | | | 3 | | |
| Regulatory Reporting  | \$240 | \$340 | | 28 | | 29 | |
| Rostering - Workforce Planning | \$240 | \$295 | | 24 | | 30 | |
| Supervising for New Management | \$220 | \$340 | 16 | 31 | | 12 | 27 |
| Public Program – Information Sessions | | | | | | | |
| Introduction to Working in the Aged Care Industry | \$20 singles | \$30 couples | | | 16 | | |
| How to help Mum or Dad find a nursing home or access community care services | \$20 singles | \$30 couples | | 19 | | | |
| Will I have to pay a bond to go into Residential Aged Care | \$20 singles | \$30 couples | | | | 14 | |
| Accredited Series | | | | | | | |
| Assist with Self Medication - CHCCS304A | \$165 | \$200 | | | On request | | |
| Provide Physical Assistance with Medication - CHCCS303A | \$165 | \$200 | | | On request | | |
| Apply Advanced First Aid - HLTF402B | \$195 | \$255 | | | On request | | |
| Accredited Courses | | | | | | | |
| | | | Malvern Training Centre. Off-site for groups. | | | | |
| Certificate II in Hospitality | SIT20207 | This qualification provides the skills and knowledge for an individual to undertake food services in various hospitality settings. | | | | | |
| Certificate II in Health Support Services | HLT21207 | This qualification covers workers who provide support for the effective functioning of health services. | | | | | |
| Certificate III in Hospitality | SIT30707 | This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. | | | | | |
| Certificate III in Health Support Services | HLT32807 | This qualification covers workers who provide support for the effective functioning of health services, requiring discretion and judgment. These functions are carried out under supervision. These workers may also provide a team leadership, workplace training or leading hand function. | | | | | |
| Certificate III in Home and Community Care | CHC30202 | Workers in this occupational group work in the community and carry out activities related to the maintenance of an individual's personal care and /or other activities of living. | | | | | |
| Certificate III in Aged Care Work | CHC30102 | Workers in this occupational group work primarily in residential facilities under direct or regular supervision carrying out activities related to the maintenance of an individual's personal care and/or other activities of living. | | | | | |
| Certificate IV in Aged Care Work | CHC40102 | Workers in these occupational groups work in residential facilities in activities related to the maintenance of an individual's wellbeing through personal care and/or other activities of living. They provide services to individuals with complex needs, and/or work with groups of older people often training and support them to promote independence and community participation. | | | | | |
| Certificate IV in Community Services (Lifestyle and Leisure) | CHC41602 | Workers in this occupational group work in residential facilities and/or in community agencies and day centers. These workers (assist in) design, implement and evaluate health and leisure for clients in one or more sector areas. These workers may be responsible for other workers. | | | | | |
| Certificate IV in Disability | CHC40302 | Workers in this occupational group work in residential group homes, training resource centers, day respite centers and open employment services, other community settings and client's homes to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. | | | | | |
| Certificate IV in Service Coordination (Ageing and Disability) | CHC40202 | Workers in this occupational group work in residential facilities and/or community care agencies. They are required to co-ordinate specific programs and/or projects and supervise and/or coordinate a limited number of lower classified workers or volunteers and report to service managers. | | | | | |
| Certificate IV in Business Administration | BSB40507 | This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. | | | | | |
| Diploma of Community Services (Case Management) | CHC50902 | This qualification applies to workers who deliver case management and case work intervention services to clients. | | | | | |
| Diploma of Business (Frontline Management) | BSB51004 | This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. | | | | | |

LEGEND  Hume Region  Barwon Region  Western Region  Metropolitan

For Registration and Program flyer information visit www.accv.com.au

Contact us to assess if your staff are eligible for Government Funded Traineeships * Discount available for Large Groups

All courses available onsite or at ACCV training offices

