



PO Box 95, North Adelaide, SA 5006

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Phone 0411 558 050

Web [www.oshcsa.org.au](http://www.oshcsa.org.au)

## Term One

**Book your training before the end of week 3 of each term for the Early Bird Rate!!**

MONTH	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Feb</b> Week 3 <i>Early bird rate ends</i>	<u>13</u>	<u>14</u>	<u>15</u> OSHCSa Meeting Gowrie Training Ctr, 43 Dew St, Thebarton 9.30am -12 noon	<u>16</u>	<u>17</u> Apply First Aid <b>Part A</b> Nairne OSHC 65 Saleyard Rd, Nairne 10am -1pm <b>EB Mem \$140/Non-Mem \$155</b> <b>SR Mem \$150/Non-Mem \$165</b>
<b>Feb</b> Week 4	<u>20</u> Apply First Aid <b>Part A</b> Brompton OSHC, 1 Napier St Renown Park 10am-1pm <b>EB Mem \$140/Non-Mem \$155</b> <b>SR Mem \$150/Non-Mem \$165</b>	<u>21</u>	<u>22</u> Developing Portfolios Aberfoyle Hub School OSHC, 29 Jeanette Cres, Aberfoyle Park 10am – 1pm <b>EB Mem \$30/Non-Mem \$45</b> <b>SR Mem \$40/Non-Mem \$55</b>	<u>23</u>	<u>24</u> Apply First Aid <b>Part B</b> Nairne OSHC 65 Saleyard Rd, Nairne 10am -1pm
<b>Feb/ March</b> Week 5	<u>27</u> Apply First Aid <b>Part B</b> Brompton OSHC, 1 Napier St Renown Park 10am-1pm	<u>28</u> Anaphylaxis/ Epi pen training <i>St Pius X OSHC</i> 8 Windsor Grove, Windsor Gardens 10am -12noon <b>EB Mem \$40/Non-Mem \$55</b> <b>SR Mem \$50/Non-Mem \$65</b>	<u>29</u>	<u>1</u>	<u>2</u>
<b>March</b> Week 6	<u>5</u>	<u>6</u> Undertake Risk Assessment/ Planning ratios Brompton OSHC, 1 Napier St Renown Park 10 – 12noon <b>EB Mem \$30/Non-Mem \$45</b> <b>SR Mem \$30/Non-Mem \$45</b>	<u>7</u>	<u>8</u>	<u>9</u> Autism Spectrum Disorder <i>Playford McAuley</i> OSHC, 210 Adams Rd, Craigmore 10am-1pm <b>EB Mem \$40/Non-Mem \$55</b> <b>SR Mem \$50/Non-Mem \$65</b>



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MONTH	Monday	Tuesday	Wednesday	Thursday	Friday
<b>March</b> Week 7	<b><u>12</u> Public Holiday Adelaide Cup</b>	<b><u>13</u></b>	<b><u>14</u> OSHCsa AGM</b> Gowrie Training Ctr, 43 Dew St, Thebarton 9.30 -12 noon	<b><u>15</u> Restorative Justice</b> St Augustine's OSHC, 25 Commercial Rd, Salisbury 9:45am -12:45pm <b>EB Mem \$40/Non- Mem \$55</b> <b>SR Mem \$50/Non- Mem \$65</b>	<b><u>16</u></b>
<b>March</b> Week 8	<b><u>19</u></b>	<b><u>20</u> HubWorks! Showcase &amp; CCMS</b> <b>Session One:</b> 9:00 am – 11am Playford McAuley OSHC, 210 Adams Rd, Craigmore <b>Session Two:</b> 12:30 -2:30pm West Lakes Shore OSHC, Edwin Street, West Lakes Shore <b>Members: FREE</b> <b>EB Non-Mem \$15</b> <b>SR Non-Mem \$25</b>	<b><u>21</u> Hub Works! Showcase &amp; CCMS</b> <b>Session Three:</b> 9am –11am Sheidow Park Primary Resource Centre, 21-43 Adams Road Sheidow Park <b>Session Four:</b> 12:30 -2:30pm East Venue to be advised <b>Members: FREE</b> <b>EB Non-Mem \$15</b> <b>SR Non-Mem \$25</b>	<b><u>22</u></b>	<b><u>23</u></b>
<b>March</b> Week 9	<b><u>26</u></b>	<b><u>27</u> Exploring State of Mind</b> St Pius X OSHC, 8 Windsor Grove, Windsor Gardens 10am-1pm <b>EB Mem \$40/Non- Mem \$55</b> <b>SR Mem \$50/Non- Mem \$55</b>	<b><u>28</u></b>	<b><u>29</u></b>	<b><u>30</u></b>
<b>April</b> Week 10	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u> Public Holiday Good Friday</b>



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## Preliminary Training Calendar: Term Two

**Please note:** Further session may be added. Please let us know your requests or if you would like to host a session!

MONTH	Monday	Tuesday	Wednesday	Thursday	Friday
<i>April</i> Week 1	<u>23</u>	<u>24</u>	<u>25</u> ANZAC Day Public holiday	<u>26</u>	<u>27</u>
<i>April/ May</i> Week 2	<u>30</u>	<u>1</u> Developing Portfolios Brompton OSHC, 1 Napier St Renown Park 10am – 1pm EB Mem \$30/Non-Mem \$45 SR Mem \$40/Non-Mem \$55	<u>2</u>	<u>3</u>	<u>4</u>
<i>May</i> Week 3 <i>Early bird rate ends</i>	<u>7</u>	<u>8</u>	<u>9</u> OSHCsa Meeting Gowrie Training Ctr, 43 Dew St, Thebarton 9.30 -12 noon	<u>10</u>	<u>11</u>
<i>May</i> Week 4	<u>14</u> Anaphylaxis/ Epi pen training Venue to be advised 10am – 12noon EB Mem \$30/Non-Mem \$45 SR Mem \$40/Non-Mem \$55	<u>15</u>	<u>16</u>	<u>17</u> Restorative Justice Paringa Park Bowker St, North Brighton 10am -1 pm EB Mem \$30/Non-Mem \$45 SR Mem \$40/Non-Mem \$55	<u>18</u>
<i>May</i> Week 5	<u>21</u> Exploring State of Mind Venue to be advised 10am-1pm EB Mem \$40/Non-Mem \$55 SR Mem \$50/Non-Mem \$55	<u>22</u>	<u>23</u> Learning Stories in OSHC St Augustine's OSHC, 25 Commercial Rd, Salisbury 9:45am -12:45pm EB Mem \$30/Non-Mem \$45 SR Mem \$40/Non-Mem \$55	<u>24</u>	<u>25</u>
<i>May/ June</i> Week 6	<u>28</u> Apply First Aid Time and venue to be advised EB Mem \$140/Non-Mem \$155 SR Mem \$150/Non-Mem \$165	<u>29</u> Policies & NQF Brompton OSHC, 1 Napier St Renown Park 10 am – 1pm EB Mem \$30/Non-Mem \$45 SR Mem \$40/Non-Mem \$55	<u>30</u>	<u>31</u>	<u>1</u>



## Preliminary Training Calendar: Term Two

**Please note:** Further session may be added. Please let us know your requests or if you would like to host a session!

MONTH	Monday	Tuesday	Wednesday	Thursday	Friday
June Week 7	<u>4</u>	<u>5</u>	<u>6</u> <b>OSHCsa Meeting</b> Gowrie Training Ctr, 43 Dew St, Thebarton 9.30 -12 noon	<u>7</u>	<u>8</u> <b>Orientation into OSHC</b> Venue to be advised 10am -1pm <b>EB Mem \$30/Non-Mem \$45</b> <b>SR Mem \$40/Non-Mem \$55</b>
June Week 8	<b>11 Public Holiday</b>	<u>12</u>	<u>13</u>	<u>14</u> <b>Setting up rich play based environments to meet NQF</b> Venue to be advised 10am -1pm <b>EB Mem \$30/Non-Mem \$45</b> <b>SR Mem \$40/Non-Mem \$55</b>	<u>15</u>
June Week 9	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u> <b>Games, Games, Games</b> St Clair Recreation Centre, 109 Woodville Rd, Woodville 10am -1pm <b>EB Mem \$40/Non-Mem \$55</b> <b>SR Mem \$50/Non-Mem \$65</b>	<u>22</u>
June Week 10	<u>25</u>	<u>26</u> <b>Face Painting</b> Venue to be advised 10am -1pm <b>EB Mem \$40/Non-Mem \$55</b> <b>SR Mem \$50/Non-Mem \$65</b>	<u>27</u>	<u>28</u>	<u>29</u>

### OSHCsa Training Calendar Protocols

- We endeavour to provide useful training in your local area at OSHC friendly times.
- Keeping our system as simple as possible enables us to keep training costs low: we rely on emails to correspond with you all – we ask that you seek answers via email where possible and allow time as OSHCsa personal work/ volunteer part time
- Take advantage of our early bird rates and book your training before the end of week 3 of each term. All training and PD sessions must be booked a minimum of seven (7) days before the session, so we can give trainers and participants plenty of notice if we must cancel due to lack of interest.
- We don't always know where and when training is needed so please send in your requests.

## Cost of Training

There is a 4 price structure:

1. Early bird member (**Sessions booked by 5pm Friday, the end of week 3**)
2. Early bird non- member (**Sessions booked by 5pm Friday, the end of week 3**)
3. Standard Rate member (sessions booked after week 3)
4. Standard Rate non-member (sessions booked after week 3)

## Bookings

- **Bookings:** Are done on line. Go to our website and follow the prompts to select the sessions you wish to attend and provide us with your details. Or go direct to the below link:  
<http://www.surveymonkey.com/s/Term12012TrainingBookings>
- **Confirmation:** Once we receive your booking, you will receive an email confirmations to advise that your bookings has been received
- **Invoice/Receipt:** A tax invoice/receipt will be emailed to you within 7 days
- **Payment:** Prompt payment is appreciated. Accounts are due to be paid within 7 days either by cheque or direct bank transfers into the OSHCSa account. Please include invoice numbers and details when making a payment.
- **Non attendance:** If you book and pay, and **notify** OSHCSa before the training session that you need to cancel (for whatever reason) we will issue you a credit note WHERE POSSIBLE and financial viable. OSHCSa don't aim to make money from the training calendar, but for it to work we cannot run at a loss. Therefore you still may be charged. You may get someone to take your place at the session (who is not already booked in). In the case where OSHCSa has not been notified of non-attendance prior to the session, it is expected that this booking will be paid for in full and such invoices will be followed up.
- **Credit Notes:** Can be used towards other OSHCSa training and membership. Our training calendar is comprised of many different trainers who have different minimum numbers and costs for their sessions and they are not simply 'transferable'. However we will do our best to provide best outcomes for all parties involved.
- **Refund:** We will not refund – but for country services or in cases where there are exceptional circumstances, we may consider a refund. Please call OSHCSa to negotiate a credit note or refund.
- **Overdue Accounts:** Accounts remaining outstanding after 7 days of the training session will incur an additional \$10.00 admin charge which will be added to the account and a second invoice emailed. After a second invoice is sent and there is no payment OSHCSa will follow up by phone. Continued failure to pay may result in services being unable to participate in OSHCSa training, events, membership and groupsite.

## Free Mentoring for new OSHC service and Directors

For new OSHC services and Directors (ie. Less than 3 months in a new position) we are offering **1 hour of free mentoring**. Participants are asked to give consideration to becoming an OSHCSa member. Please contact us for details.

## NQF Mentoring

Ease your stress and find the common thread between the old and the new systems!! A mentoring program to support your service transition to the new NQF. Up to 3 hours @ \$40.00 per hour for OSHCSa members and \$80.00 for non-members.

## Term Two, Three and Four 2012: We need your input!

*If there has been a training session in this calendar which you would like in your area, please contact us to organise this.* Another Calendar will come out at the end of May for terms three and four. We welcome your suggestions at all times and you might like to comment on any of the following

- Topics for sessions
- Presenters you might know of – names and contact info
- You may have a venue to recommend – your own or other – we need space for at least 20.

**All training sessions scheduled by OSHCsa have been requested or come highly recommended by the OSHC sector as valuable professional development.**



### **Anaphylaxis Awareness (22099Vic) – Facilitated by ST. John**

Make sure you are up to date for the NQF!! This Course in Anaphylaxis Awareness (22099Vic) is a nationally accredited, competency based training approved under the new national regulations. Completion of this course enables your service to meet the Anaphylaxis qualification requirement under the new regulations. Course qualification is valid for 3 years. This course provides participants with the necessary knowledge and practical skills to recognise, treat and manage a severe life-threatening allergic reaction – anaphylaxis.

### **Apply First Aid – Delivered by First Aid Pro**

Apply First Aid is an approved First Aid course under the NQF, nationally recognised training and is the new equivalent for 'Seniors First Aid'. This is a fully packed 7 hour course, run at various times to suit the needs of OSHC staff. There is no pre-requisite (ie it's not a refresher) and there is no online content or homework required before or after the course. Great value for money.

### **Autism Spectrum Disorder – Facilitated by Inclusive Directions**

- Outline the characteristics of ASD
- Identify behavioural aspects of children with ASD
- Strategies to assist these children
- Summarise communication strategies
- Identify strategies that could be implemented to assist children with ASD
- Explain to children about Autism

*"A brilliant session, with great strategies."* Burton OSHC

### **Developing Portfolios and Assessment Strategies - Facilitated by OSHCsa**

This session follows on from the Transitioning to NQF Leader's Forum, where one of the suggested strategies around the new programming and assessment requirement was developing Portfolios. Come along to see what a Portfolio for OSHC children may look like, collect tools for use in Portfolios and be inspired to increase the quality of your service delivery. Please bring along any ideas you may have to share with others in our shared journey to creating easy, effective Portfolios for OSHC.

### **Exploring State of Mind – Facilitated by Gowrie SA**

This session introduces participants to the concept of 'State of Mind' and its relevance to supporting adults change in behaviour. Key ideas include 'being with' and unregulated affect' (defined, explore how it is manifested and the implications). *"A fabulous, engaging session that was so influential on my daily care practices and ability to change my professional lens, to looking through a child's view. Anyone who hasn't seen it, this training session strongly supports Educators growth and links to the implementation of the MTOP Framework."* Southern Fleurieu OSHC

### **Face Paint like a professional: learn basic techniques & skills – Facilitated by Patti from Face Painters Ink**

Discover the basics to create great painted faces! Sponge-blend faces, trouble shooting, good brushwork, and different techniques to create any face. Simple designs plus options for cheeks and arm. Practise on your arms and find out about easy to use glitter tattoos. All materials provided, along with discounts and some great resource ideas to get you started. Great fun for everybody!!

### **Games, games, games!!**

A practical, exhilarating and fun session for new and long serving OSHC staff. Come along play and learn a variety of fun games – from very active to creative and quiet games, focusing on participation which you can play in OSHC.

### **HubWorks! CCMS Blackboard & Showcase Session – Delivered by HubWorks!**

Directors plan ahead, look at your rosters so not to miss this one!! FREE for all OSHCsa members!! After much interest following the OSHCsa conference HubWorks! have been invited back to SA to provide us with training on CCMS (have those questions answered) and to showcase their user friendly web based system. So what is CCMS

and where is it really going? Chances are you might only be performing only 60% of your obligations. Come along and get up to speed with ER13, 14 & 15 regulations to reassure yourself that you are following regulations. In this session you will be informed of...

- Operational CCMS information, not Government rhetoric (Practice based obligations)
- CCMS Question and Answer time
- Learn about eservice capabilities
- Be informed about how YOU being part of our HubWorks! Community can give you the ability to have input to specific CCMS changes occurring so that WE can directly feed back to decision makers
- See us in action then meet and discuss your services needs with our HubWorks! team

### **Learning Stories in OSHC- Facilitated by OSHCsa**

This session follows on from the Developing Portfolios session. Come along to see what a Learning Stories in OSHC children may look like. Practice writing learning stories and see how they enrich children's play and learning and enhance relationships with children and their families. Identify how to use photos in a meaningful way relevant to an OSHC setting. Please bring along any ideas you may have to share with others in our shared journey to creating easy, effective Portfolios for OSHC.

### **Orientation into OSHC – Facilitated by OSHCsa**

This session is designed for staff new to OSHC. Come and hear about your role, responsibilities, gather resources and exchange ideas. Topics covered include OH&S, communicating with your staff team, OSHC and the play environment, contributing to play and planning.

### **Policies and NQF – Facilitated by OSHCsa**

Come and explore and discuss the new OSHCsa and DECS policies. What is required by legislation? Bring your questions and a copy of the new OSHCsa DECs policies.

### **Restorative Justice Fundamental Principles and Theoretical Underpinnings – Facilitated by Centre for Restorative Justice**

Restorative Justice is an approach to relationships and conflict resolution that is growing in popularity amongst educators, communities and within the criminal justice system. It allows us to deal with conflict effectively whilst building, strengthening and maintaining healthy relationships. Objectives of the session include:

- Basic knowledge of the theoretical underpinnings of restorative practices.
- Knowledge and understanding principles of restorative justice
- Basic foundations of restorative processes in daily work/personal life.

The Restorative Justice Centre presenting the session aims to reduce conflict within the community and to work towards repairing harm by enabling the development of restorative approaches in justice and other settings:

- By providing the opportunity for people who have been affected by conflict to be part of the healing process
- By helping people to heal themselves as a means of preventing the occurrence, onset and recurrence of conflict.

### **Setting up rich play based environments to meet NQF – Facilitated by OSHCsa**

With the introduction of NQF now is the ideal time to reflect on the OSHC environment. Come and explore and discuss current thinking around children's environments, including the new focus on incorporating the natural environment, the Reggio Emilia approach and its place in OSHC. As facilitator of children's play and learning how can we provide environments that provide opportunities for exploration, experimentation, problem solving & discovery? A highly visual and interactive session.

### **Undertaking Risk Assessments – Incorporating ratios –Facilitated by OSHCsa**

Implementing Risk Assessments is part of the new \*National Quality Standard, Quality Area 2. This session will cover the basics of **What** a Risk Assessment is, **Why** services need to do them and **When** and **How** to do them. This session will also explore ratios and how to undertake risk assessments to ensure appropriate ratios. All participants will practise writing risk assessments and take away a simple tool to assist them to complete them in their services.



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