



DIGITAL DOCUMENTATION FOR OSHC

This session will explore the use of digital documentation in Outside School Hours Care. Participants will have the opportunity to:

- Investigate various strategies for documenting the program in OSHC and how these strategies can be recorded digitally;
- Explore web based methods of recording;
- Identify strategies for engaging children in the documentation and recording of experiences through such technologies.

Specific Learning Outcomes include:

- Support the implementation of My Time, Our Place through digital documentation
- Experience and explore a variety of options for digital documentation
- Identify strategies for engaging school age children as 'recorders' of their own experience (in their time and place)
- Put into practice digital documentation as a means of ongoing evaluation

We encourage participants to bring along a **fully charged** laptop if they can access one, preferably with Microsoft Office Suite or compatible. If participants are unable to bring one along that would be fine as there will be a small number of laptops available to support some practical, hands on learning.

Thursday
23 February 2012
10.00am - 1.00pm

AND

Thursday
8 March 2012
10.00am - 1.00pm

Carina Leagues Club
1390 Creek Road
Carina

NOTE: BOOKING FOR THIS EVENT REQUIRES
YOU TO ATTEND BOTH SESSIONS

**YOU DON'T HAVE TO BE A PSCQ
MEMBER TO ATTEND!**

TARGET SERVICES COST:

\$66 pp for 2 sessions (GST-free)

NON-TARGET COST:

\$198 pp for 2 sessions (inc. GST)

(SERVICES RECEIVING CCB AND BUDGET-BASED
CHILD CARE SERVICES ARE CONSIDERED TARGET)

COME ALONG!

For professionals in outside
school hours care.

WITH MICHELLE DARBY

Michelle Darby has over 17 years of professional experience in childcare ranging from OSHC, long day care and facilitating children services Training packages. Michelle holds an Advanced Diploma in Children Services, Small Business Management qualification, Food Handling, certificate and current qualifications for adult education, Adobe InDesign CS5 certificate, Excel, Outlook and various other computer and design skills.

APPLICATION TO BE RECEIVED BY: Thursday 9 February 2012
SESSION ATTENDANCE MAY BE LIMITED

ATTENTION! HOW TO APPLY TO BE A PART OF THIS EVENT

PLEASE FILL IN ALL FIELDS OF THE REGISTRATION FORM OVERLEAF & FAX TO (07) 3237 1497 or

email to registrations@workforce.org.au

FOR MORE INFORMATION ON THIS EVENT PLEASE CALL (07) 3237 1482

DIGITAL DOCUMENTATION FOR OSHC
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Thursday 8 March 2012
10.00am - 1.00pm
Carina Leagues Club, 1390 Creek Road, Carina
 (applications close: Thursday 9 February 2012)

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PLEASE COMPLETE THE REGISTRATION FORM BELOW

If this event is over-subscribed, preference will be given to our target group. Upon closing date you will receive confirmation of your place via email. If you are unsuccessful you will receive a full refund and notification. Please call (07) 3234 0190 if you wish to confirm your registration has been received, as the Workforce Council will not be responsible for attendance opportunities lost due to applications not being received. This activity closes 14 days prior to activity date. Substitutions will be accepted with prior notification. No refunds will be given without written notification of cancellation at least 7 days before the activity. "No Shows" will be charged the full registration fee. No payments can be accepted at the event. **Application form will become a tax invoice on payment.** Payment must be received prior to attendance.

Name/s	1. _____	2. _____
PLEASE PRINT CLEARLY	<input type="checkbox"/> If you have more than 2 people interested in attending, please tick and we will contact you if this activity does not fill out	
Service Name	_____	
Organisation Name	_____	
Service Type	PLEASE TICK) <input type="checkbox"/> Long Day Care <input type="checkbox"/> OSHC <input type="checkbox"/> FDC <input type="checkbox"/> In-Home Care <input type="checkbox"/> Occasional Care <input type="checkbox"/> ISA <input type="checkbox"/> BSA <input type="checkbox"/> CSW <input type="checkbox"/> Cultural Support Service <input type="checkbox"/> Other	
I WISH TO ATTEND:	(PLEASE TICK) <input type="checkbox"/> CARINA	
Postal address	_____	
Town/suburb	_____	Postcode _____
E-mail	_____	
Phone	_____	Fax _____

 Do you have any dietary, disability, allergy, language or other requirements?
 (please also state to whom each requirement applies):

Total Amount Payable:

\$ _____

OFFICE USE ONLY: ACTIVITY IDs — 5138—Session 1 5139—Session 2 AO: AS

PHOTOGRAPHY

On occasion, the Workforce Council will document events through the use of audio, video and/or still photography. These recordings may then be used by the Workforce Council in appropriate publications including but not limited to newsletters, flyers, brochures and websites. If you do not consent to having photos/audio/audiovideos of you participating in this activity used in future promotional materials, please indicate below and you will be provided with instruction on how to be excluded upon signing in at the registration desk.

 I CONSENT I DO NOT CONSENT Signed: _____ Date: _____

HOW TO PAY

IF PAYING BY CREDIT CARD:

- Complete all fields of the credit card payment form below
- Send completed application by fax to (07) 3237 1497 or email to registrations@workforce.org.au DO NOT post the original copy or duplication of payment may occur
- A receipt will only be sent on request

WE DO NOT ACCEPT CREDIT CARD PAYMENTS BY PHONE

IF PAYING BY CHEQUE OR MONEY ORDER:

- FAX YOUR COMPLETED APPLICATION TO (07) 3237 1497 OR EMAIL TO registrations@workforce.org.au
- COPY THIS FORM FOR YOUR RECORDS AND POST THE ORIGINAL WITH CHEQUE OR MONEY ORDER MADE OUT TO: **HEALTH AND COMMUNITY SERVICES**
WORKFORCE COUNCIL INC TO ADDRESS: **GROUND FLOOR, 303 ADELAIDE STREET, BRISBANE QLD, 4000.** YOUR CERTIFICATE WILL NOT BE ISSUED UNLESS THIS FORM IS RECEIVED
- A RECEIPT WILL ONLY BE SENT ON REQUEST

REMITTANCE ADVICE

 PAYMENT TYPE: VISA MASTERCARD CHEQUE/MONEY ORDER AMOUNT PAYABLE: \$ _____

CREDIT CARD NUMBER: _____ EXPIRY DATE : _____ / 20 _____

NAME ON CARD: _____ PHONE NUMBER: _____