



PROFESSIONAL REFLECTION AND DOCUMENTATION

A one day accredited workshop delivering training for a range of disability and community workers wanting to enhance their professional practice by:

- strengthening skills in identifying and maintaining appropriate boundaries,
- reflecting on their own work with the aim of improving practice,
- operating within an agreed ethical code of practice, and continuing self-development through organisational and external opportunities.

**Thursday
8 March 2012
9.00am - 4.00pm**

**Red Earth Hotel
Corner Rodeo Drive
and West Street
Mount Isa**

**APPLICATION MUST BE
RECEIVED BY:**

Wednesday

22 February 2012

SESSION ATTENDANCE NUMBERS
MAY BE LIMITED

COST (target service): \$20 pp

COST (non-target): \$40 pp

COST (parent carer): free

COSTS ARE GST-FREE. SERVICES FUNDED
THROUGH DEPARTMENT OF COMMUNITIES,
DISABILITY SERVICES ARE CONSIDERED TARGET

COME ALONG!

All Disability Services Workers,
Parents and Carers and
volunteers

Participants will also have the opportunity to discuss and practice case documentation in line with current good practice. Emphasis will be placed on the fact that the written word is very powerful and that written labels can stick for life. Participants will be encouraged to know and work within organisation policy and procedures. Participants will have the opportunity to gain competency in:

CHCORG428A Reflect on and improve own professional practice*

This unit of competency is relevant for a range of qualifications including disability, aged care, HACC, community work, leisure and health, case management, mental health, youth and drugs and alcohol.

*** To be assessed as competent there is a requirement for a written assessment to be completed and submitted to the trainer following the workshop**

Specific Learning Outcomes:

- Stronger focus on ethical practice including working within relevant boundaries
- Enhanced self reflection skills – principles, techniques and benefits
- Ensuring continued self-support and supervision – options and current practices, optimal styles
- Greater commitment to seeking formal expert input into practice including appraisals
- Documenting in a way that upholds rights of individual and groups

WITH LISA ROWLANDS

Lisa Rowlands is a project and training consultant who has gained experience, skills, qualifications and knowledge in the community services industry over the past twenty five years including as a direct care worker, manager and committee member in both rural and city locations. Lisa has a passion for educating workers in a wide range of sectors with a particular focus on disability and mental health and is recognised as providing training that is enlightening in a relaxed and entertaining manner.

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

PLEASE FILL IN ALL FIELDS OF THE REGISTRATION FORM & FAX TO: (07) 4799 7986 or email to registrations@workforce.org.au FOR MORE INFORMATION PLEASE CALL: (07) 4799 7982
FREE CALL NUMBER AVAILABLE FOR PARENTS & UNPAID CARERS: 1800 851 848

PROFESSIONAL REFLECTION AND DOCUMENTATION
Thursday 8 March 2012
9.00am - 4.00pm

Red Earth Hotel, Corner Rodeo Drive & West Street, Mount Isa

(applications close: Wednesday 22 February 2012)

COST (parent carer): \$10 pp (GST-free)

COST (funded service): \$20 pp (GST-free)

COST (non-target): \$40 pp (GST-free)

 SERVICES FUNDED THROUGH DEPARTMENT OF COMMUNITIES,
DISABILITY SERVICES ARE CONSIDERED TARGET

PLEASE COMPLETE THE REGISTRATION FORM BELOW

If this event is over-subscribed, preference will be given to our target group and unpaid parent carers. 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

PLEASE PRINT CLEARLY

1.

2.

 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

 Are you a parent/family member or unpaid carer of a person with a disability? Yes No

 Do you work for a Service that is funded by the Department of Communities (Disability Services)? Yes No

 What is your position? Direct Support Worker Management Committee Member Coordinator/manager Other:

Address

 Personal address Work address

Town/suburb

Postcode

E-mail

Phone

Fax

Total Amount Payable \$

 I WISH TO ATTEND: MOUNT ISA (8 March)

Do you have any essential dietary requirements? (please also state to whom this applies) _____

We endeavour to accommodate the dietary needs of participants wherever possible; however, this is at times limited by the catering options available at individual venues.

Do you have any disability related needs that may require support? (please contact us to arrange details) _____

OFFICE USE ONLY: ACTIVITY IDs — 5340

AO: BB

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) 4799 7986 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) 4799 7986 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: