Communities@Work

CENTRE OF PROFESSIONAL LEARNING AND EDUCATION

(RTO 88148)

Professional Development Calendar

real skills for real careers

Communities@Work

Centre of Professional Learning and Education

(RTO 88148)

Phone: (02) 6293 6220

Email: cple@commsatwork.org

Website: www.commsatwork.org

Version 1.0 | November 2019

ABOUT

The Centre of Professional Learning and Education (CPLE) is managed by Communities@Work.

We are a local registered training provider that specialises in the delivery of nationally recognised qualifications across the education and care sector, with a commitment to leading practice in vocational education and training.

National Training Packages currently delivered are:

- CHC30113 Certificate III in Early Childhood Education Care
- CHC50113 Diploma of Early Childhood Education and Care

The team prides themselves in developing and delivering exceptional training programs and services. Our methodology focuses on the individual, providing a variety of learning opportunities, inspiring participants to reach their full potential, utilising the extensive and contemporary experience of our staff through the provision of effective teaching and learning strategies.

The training programs delivered by CPLE are designed to enhance the capacity of the whole service, in providing quality care and education that aligns with the National Quality Standards, for the benefit of all children and their families.

If you value quality, contemporary thinking and best practice approaches then we are the training organisation for you!

Communities@Work

FINALIST
2019 ACT SMALL TRAINING PROVIDER OF THE YEAR

ACT TRAINING AWARDS 2019

commsatwork.org

CUSTOMISED TRAINING

In addition to the delivery of qualifications and professional development sessions, we also deliver a series of customised training sessions specific for the education and care sector across the ACT.

We offer an extensive range of customised training sessions in your own environment which is tailored to meet the unique needs of your service. Customised training is a great way to build on the quality and capacity of your service with trainers who understand the specific needs of individual educators and the sector.

Customised training not only brings about a change in best practice but it is designed to ensure the maintenance of professional development in the workplace meets sector excellence and compliance that adheres to industry standards.

Our qualified training facilitators range in areas of expertise that spans across all quality areas and approved learning frameworks that align with the National Quality Framework (NQF).

For more information on how to book a unique customised training session visit our website **www.commsatwork.org.**

AUTISM AWARENESS: UNDERSTANDING THE SPECTRUM

DATE: **17th February 2020**

TIME: **6:00pm to 7:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$30.00**

PRESENTED BY: Adam King - Marymead Autism Centre

SESSION DESCRIPTION:

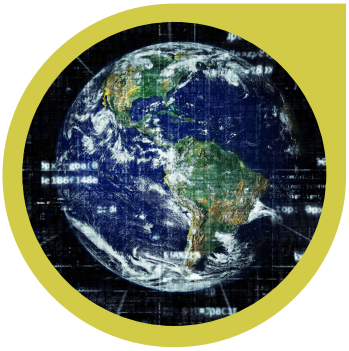
This session is designed to help you to best support children on the autism spectrum, by understanding their individual profile, learning styles, communication, behaviour patterns and interests.

LINKS TO NQS QUALITY AREAS: 1, 2 & 5

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.



STEM

DATE: **25th February 2020**
TIME: **10:00am to 12:00pm**
VENUE: **172, Dixon Drive, HOLDER ACT 2611**
COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

STEM refers to the approach to learning and development that incorporates the areas of science, technology, engineering and mathematics. Not only does STEM support an understanding of science, technology, engineering and math, but it also supports important life skills and provides the opportunity to engage in teamwork, creativity, critical thinking, communication, analysis and independent thought.

LINKS TO NQS QUALITY AREAS: 1 & 3

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

BUS TOUR: A TASTE OF THE BUSH

DATE: **28th February 2020**
TIME: **9:00am to 12:30pm**
VENUE: **Jerrabomberra Wetlands**
COST: **$70.00** (Lunch Included)

PRESENTED BY: Adam Shipp - Yurbay

SESSION DESCRIPTION:

Come and join us for an exciting morning with Wiradjuri man Adam Shipp, who will discuss Indigenous connection to country. Adam will take you on a tour through the Wetlands, showcasing a range of different plants found from around the region and the traditional Aboriginal use of them for making food and medicine. This tour will offer you an authentic, cultural, hands on experience of tasting, touching and smelling a range of bush tucker with the opportunity to purchase bush tucker food and traditional remedies right from the bush tucker garden!

Please Note: There is some walking involved through this tour, please wear comfortable and inclosed footware.

LINKS TO NQS QUALITY AREAS: 1, 3 & 6

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

BUS TOUR: SUSTAINABILITY IN PRACTICE

DATE: **16th March 2020**
TIME: **9:00am to 1:00pm**
VENUE: **172, Dixon Drive, HOLDER ACT 2611**
COST: **$70.00** (Lunch Included)

PRESENTED BY: Recycling Discovery Hub

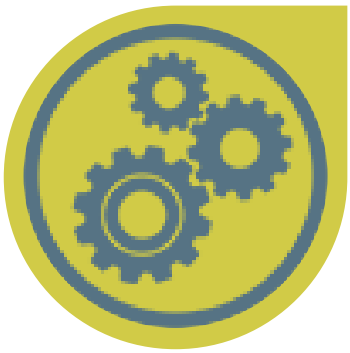
SESSION DESCRIPTION:

What can we do to avoid waste, reduce, reuse and recycle? Join us for bus tour to the Recycling Discovery Hub to participate in a guided workshop and activities where we explore recycling in the ACT, and discuss the broader topic of sustainability to lead to a healthier, resilient and more sustainable environment and communitiy.

LINKS TO NQS QUALITY AREAS: 1, 3 & 6

HOW TO BOOK?

Register online at **www.commsatwork.org**
Please note registration will incur a booking fee.



LITTLE SCIENTISTS ENGINEERING

DATE: **25th March 2020**

TIME: **9:30am to 4:30pm**

VENUE: **Tuggeranong Community Centre (HALL)**

COST: **$200.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

Swinging, running, jumping, falling: Physical forces are all part of the fun and children love to explore their effects. Explore physical forces while leveraging, lifting, swinging and moving and unleash your inner engineer. Are you an inventor or do you like to immerse yourself into step-by-step instructions? Discover how to playfully integrate technical education into a nurturing learning environment.

LINKS TO NQS QUALITY AREAS: 1 & 3

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

LITTLE SCIENTISTS

MANDATORY REPORTING

DATE: **23rd April 2020**

TIME: **10:00am to 12:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

During this session you will be updated on the regulatory and legal requirements around reporting suspected cases of child abuse and neglect. We will explore the importance of 'informed reporting', what constitutes abuse and neglect and gain awareness of a community approach to reporting abuse and neglect.

PLEASE NOTE: Session content on this topic is sensitive and can be distressing for some people.

LINKS TO NQS QUALITY AREAS: 2 & 5

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

BEHAVIOUR GUIDANCE

DATE: **15th May 2020**
TIME: **10:00am to 1:00pm**
VENUE: **Tuggeranong Community Centre**
COST: **$80.00** (Lunch Provided)

PRESENTED BY: Child Focus Solutions

SESSION DESCRIPTION:

The focus of this session is about understanding and guiding children's behaviours in an educational setting. The approach to guiding behaviour is from the perspective of relationships, attachments, behaviour as communication, and your ability to support individuals and groups of children to guide responsible behaviour of children and young people in a safe and supportive environment.

LINKS TO NQS QUALITY AREAS: 1, 2, 3, 4, 5 & 6

HOW TO BOOK?

Register online at **www.commsatwork.org**
Please note registration will incur a booking fee.

DEALING WITH PEOPLE IN DIFFICULT SITUATIONS

DATE: **19th June 2020**

TIME: **10:00am to 2:00pm**

VENUE: **Tuggeranong Community Centre**

COST: **$160.00** (lunch provided)

PRESENTED BY: Lifeline

SESSION DESCRIPTION:

This course provides participants with fundamental skills to deal with people who are displaying difficult behaviour. This intensive course equips people with the skills needed to de-escalate difficult situations as they arise, and most importantly, the value of boundary setting and self-care.

LINKS TO NQS QUALITY AREA: 7

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

LITTLE SCIENTISTS HUMAN BODY

DATE: **17th June 2020**

TIME: **9:30am to 4:30pm**

VENUE: **Tuggeranong Community Centre (HALL)**

COST: **$200.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

We may look quite different on the outside, but underneath our skin, our organs, muscles and bones are working in very similar ways. Investigate your sense of smell, focus on your breath and explore exciting functions of the human body. See the human body through the eyes of a child and learn how to playfully include scientific models into your setting.

LINKS TO NQS QUALITY AREAS: 1 & 3

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

LITTLE SCIENTISTS

MANDATORY REPORTING

DATE: **13th July 2020**

TIME: **6:00pm to 8:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

During this session you will be updated on the regulatory and legal requirements around reporting suspected cases of child abuse and neglect. We will explore the importance of 'informed reporting', what constitutes abuse and neglect and gain awareness of a community approach to reporting abuse and neglect.

PLEASE NOTE: Session content on this topic can be sensative and distressing for some people.

LINKS TO NQS QUALITY AREAS: 2 & 5

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

ACCIDENTAL COUNSELLOR

DATE: **23rd & 24th July 2020**

TIME: **9:30am to 4:30pm**

VENUE: **Tuggeranong Community Centre**

COST: **$420.00** (lunch provided)

PRESENTED BY: Lifeline

SESSION DESCRIPTION:

Lifeline Canberra is the original creator of the Accidental Counsellor course. This two-day program has been developed for people in virtually any role, who find themselves in situations where counselling or empathetic communication is required. The program provides participants with a range of tried and tested counselling skills that work to create effective communication and de-escalate clients who are in crisis.

Please Note: Attendance is required at both sessions.

LINKS TO NQS QUALITY AREAS: 2, 4 & 7

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

PROTECTIVE PRACTICES; PROFESSIONAL BOUNDARIES

DATE: **10th August 2020**

TIME: **10.00am to 12:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

Our work as educators focuses on the development of positive, caring and respectful relationships with the children and young people we work with. This session will explore professional boundaries and the importance in establishing and maintaining appropriate relationships between educators and children and young people.

LINKS TO NQS QUALITY AREAS: 2, 5 & 6

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

PROMOTING SOCIAL FAIRNESS IN EARLY CHILDHOOD

DATE: **26th August 2020**

TIME: **10:00am to 12:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

This session is designed to bring together early childhood professionals with a variety of persepcitves, to challenge and explore the ways in which early childhood education is, and can be, engaging with social fairness and democratic practices.

LINKS TO NQS QUALITY AREAS: 1, 5 & 6

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

LITTLE SCIENTISTS OPTICS

DATE: **9th September 2020**
TIME: **9:30am to 4:30pm**
VENUE: **Tuggeranong Community Centre (HALL)**
COST: **$200.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

Enjoy a day full of lights, colours and optical illusions. Explore the land of mirrors, colourful shadows and nature's paint palette. Appreciate the magic of colour, mirrors and shadows through the eyes of a child. Discover the empowering effects of child-led inquiry projects in early childhood and become immersed in your own inquiry project.

PLEASE NOTE: This session is TQI Accredited.

LINKS TO NQS QUALITY AREAS: 1 & 3

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

LITTLE SCIENTISTS

BUS TOUR: A TASTE OF THE BUSH

DATE: **11th September 2020**
TIME: **9:00am to 12:30pm**
VENUE: **Jerrabomberra Wetlands**
COST: **$70.00** (Lunch Included)

PRESENTED BY: Adam Shipp - Yurbay

SESSION DESCRIPTION:

Come and join us for an exciting morning with Wiradjuri man Adam Shipp, who will discuss Indigenous connection to country. Adam will take you on a tour through the Wetlands, showcasing a range of different plants found from around the region and the traditional Aboriginal use of them for making food and medicine. This tour will offer you an authentic, cultural, hands on experience of tasting, touching and smelling a range of bush tucker with the opportunity to purchase bush tucker food and traditional remedies right from the bush tucker garden!

Please Note: There is some walking involved through this tour, please wear comfortable and inclosed footware.

LINKS TO NQS QUALITY AREAS: 1, 3 & 6

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

BACK TO BASICS: CODE OF ETHICS

DATE: **9th October 2020**

TIME: **10:00am to 12:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

The Code of Ethics provides a framework for critical relection, professional behaviour and ethical responsibilities of early childhood educators. This session is designed to go back to the basics by unpacking Early Childhood Australia's Code of Ethics. We will discuss your values as an educator and guide you on how the code of ethics can be impletemented into everday practice ethically.

LINKS TO NQS QUALITY AREAS: 1, 5 & 6

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

MANDATORY REPORTING

DATE: **19th October 2020**

TIME: **10:00am to 12:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

During this session you will be updated on the regulatory and legal requirements around reporting suspected cases of child abuse and neglect. We will explore the importance of 'informed reporting', what constitutes abuse and neglect and gain awareness of a community approach to reporting abuse and neglect.

PLEASE NOTE: Session content on this topic is sensitive and can be distressing for some people.

LINKS TO NQS QUALITY AREAS: 2 & 5

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

MENTAL HEALTH FIRST AID

DATE: **29th & 30th October 2020**

TIME: **9:30am to 4:30pm**

VENUE: **Tuggeranong Community Centre** **(Balcony Room)**

COST: **$420.00** (lunch provided)

PRESENTED BY: Lifeline

SESSION DESCRIPTION:

In this two-day interactive course, participants will be exposed to a firm understanding and awareness of mental health issues. Skills and strategies will be learnt for understanding individual impact and responding to mental health issues; depression, anxiety, psychosis and substance abuse problems.

Please Note: Attendance is required at both sessions.

LINKS TO NQS QUALITY AREAS: 2, 5, 6 & 7

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

LEARNING THROUGH THE ARTS

DATE: **2nd November 2020**

TIME: **10:00am to 12:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

Learning through creativity and arts in early childhood plays a critical role in children's development. Our role is to provide children with the materials and inspiration, then stand back and let them go! This session is designed to guide educators with creative educational experiences that you can use to implement activities that allow children to communitcate their thinking and feelings in multiple ways.

LINKS TO NQS QUALITY AREAS: 1 & 3

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

LITTLE SCIENTISTS WATER

DATE: **25th November 2020**

TIME: **9:30am to 4:30pm**

VENUE: **Tuggeranong Community Centre (HALL)**

COST: **$200.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

Have you ever met a child who is not fascinated by water? From ice blocks to raindrops, children love to explore water from an early age. Explore water with all your senses, investigate the different aggregate states and test the solubility of various substances. Discover how to create a nurturing learning environment through STEM inquiry with reflection on your current practice.

PLEASE NOTE: This session is TQI Accredited.

LINKS TO NQS QUALITY AREAS: 1 & 3

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

MANDATORY REPORTING

DATE: **1st December 2020**

TIME: **6:00pm to 8:30pm**

VENUE: **172, Dixon Drive, HOLDER ACT 2611**

COST: **$55.00**

PRESENTED BY: Centre of Professional Learning & Education

SESSION DESCRIPTION:

During this session you will be updated on the regulatory and legal requirements around reporting suspected cases of child abuse and neglect. We will explore the importance of ‘informed reporting’, what constitutes abuse and neglect and gain awareness of a community approach to to reporting abuse and neglect.

PLEASE NOTE: Session content on this topic can be sensitve and distressing for some people.

LINKS TO NQS QUALITY AREAS: 2 & 5

HOW TO BOOK?

Register online at **www.commsatwork.org**

Please note registration will incur a booking fee.

VENUE ADDRESS DETAILS

COMMUNITIES@WORK HOLDER CAMPUS

172 Dixon Drive, Holder, ACT 2611 (free parking)

WESTON COMMUNITY HUB

Hilder Street, Weston, ACT 2611 (free parking)

COMMUNITIES@WORK TUGGERANONG COMMUNITY CENTRE

245 Cowlishaw Street, Greenway ACT 2900

CONTACT DETAILS

Communities@Work

Trading as Centre of Professional Learning and Education (RTO 88148)

Phone: (02) 6293 6220

Email: cple@commsatwork.org

Address: 245 Cowlishaw St, Greenway ACT 2900

Postal Address: PO Box 1066, Tuggeranong ACT 2901

Website: www.commsatwork.org

FREQUENTLY ASKED QUESTIONS

How to do I register for a session?

If you are wanting to attend a session you MUST register online at www.commsatwork.org Online registration is quick and easy; the registration process will ask for your full name, email address, contact number and employer details.

Please note: Training sessions are capped to a maximum number of participants and when the cap is reached we will no longer accept registrations for the session. To be placed on a waiting list please contact CPLE and we will be in contact with you if we receive any cancellations.

Can I register for multiple participants?

Yes you can register for multiple participants, however when registering you must have the participants full name, email address, contact number and employer details.

How will I know if my booking is confirmed?

After you have completed the registration process, you will receive a confirmation email detailing the session, venue, date and time via the email address you provided when you registered.

What is the cost?

The cost of a session varies on what is being delivered. Each session will advertise the cost per person under the session description. Payment must be made during the registration process and prior to attending the session.

FREQUENTLY ASKED QUESTIONS

What is the cancellation policy?

The CPLE reserves the right to cancel or postpone a training session. If an event is cancelled, we will advise you as soon as possible and offer you an alternative training session if available or you can request a full refund.

If you are unable to attend a training session, a substitute participant is welcome to attend in your place, please contact CPLE to advise of these name changes.

If you wish to cancel your registration, written notice is required at least 7 working days prior to the date of the training session. A full refund will then be provided.

No refunds will be given for cancellations of less than 7 working days.

What if the session is postponed or details change?

We will notify you of any changes to session times, locations or date changes via the email address you provided when you made your booking.

Please ensure you insert the correct email address at time of booking and make note of any email correspondence from us. If you are unsure of any session details please send us an email or give us a call.