

real skills for
real careers

PROFESSIONAL DEVELOPMENT CALENDAR



February – November 2021

VERSION 1.0 | JAN 2021

Communities@Work

**CENTRE OF PROFESSIONAL
LEARNING AND EDUCATION**
(RTO 88148)



ABOUT US

The Centre of Professional Learning and Education (CPL) (RTO 88148) is managed by Communities@Work.

We are a 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.

Nationally recognised qualifications currently delivered are:

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- CHC30415 Certificate III In Business Administration

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 CPL 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!

WINNER
ACT Large Employer
of the Year

ACT TRAINING
AWARDS
2019
2020

CUSTOMISED TRAINING



In addition to the delivery of nationally recognised 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 a range of customised training sessions in your own environment. 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 the best practice but it is also designed to ensure the maintenance of professional development in the workplace, that meets sector excellence and compliance that adheres to industry standards.

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

For more information on how to book one of our customised training sessions visit our website www.commsatwork.org.

BECOME A VIP!

Get ready for an exclusive addition to our 2021 Calendar: Pop Up Workshops!

These pop-up workshops will not be a part of our regular PD calendar but will only be available to CPLE VIPs! VIP guests will get exclusive access to information about events outside of the regular training calendar, and have the opportunity to book into sessions on a priority basis.

Sign up to become a VIP today for free by visiting commsatwork.org/cple-vip.



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.

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.

Dealing with People in Difficult Situations



Date	Friday 19 February
Time	10.00am–2.00pm
Cost	\$185.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/difficult-situations-workshop

Scan to enrol



Presented by Lifeline, 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.

Key Outcomes

- Developing trusting relationships.
- Resolving (terminating) situations at an appropriate time.
- Basic Mental Health Awareness.
- De-escalating situations with significant emotion or crisis.

Key Word Signing (Auslan) Workshop (Virtual Delivery)



Date	Friday 26 February
Time	10.00am–12.00pm
Cost	\$65.00 AUD + BF
Location	Communities@Work, Weston Creek
Bookings	commsatwork.org/auslan-workshop

Scan to enrol



Presented by All Areas Speech Pathology, come and join Danika to learn how key word signing can be used to encourage speech and language development for children in early childhood.

Workshop content

Focus age is children 2 – 5 years (including typically developing children and children using key word signing for their primary mode of communication).

Approximately 100 signs taught for everyday objects, actions and concepts.

Learn how to sign names (basic alphabet and appropriate level finger spelling skills).

Links to NQS Quality Area 5

Please note:

This session will be delivered virtually via Zoom. Our training location has access to this technology and so you are not required to bring your own device in order to participate.

A Taste of the Bush: Jerrabomberra Wetlands



Date	Tuesday 2 March
Time	10.00am-12.30pm
Cost	\$70.00 AUD + BF
Location	Jerrabomberra Wetlands
Bookings	commsatwork.org/ jerrabomberra-tour

Scan to enrol



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 Jerrabomberra 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.

A light lunch will be provided after the session.

Links to NQS Quality Area: 1, 3 & 6

Please note:

There is some walking involved through this tour, please wear comfortable and enclosed footwear. Participants will be required to find their own way to the wetlands located at 2 Dairy Road, Fyshwick, ACT. Please ensure you are at the venue before the start time of 10am.

Mandatory Reporting



Date	Friday 12 March, Friday 19 November
Time	10.00am-12.30pm
Cost	\$55.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/mandatory- reporting-workshop

Scan to enrol



National Regulation 84 requires educators to have an understanding of child protection law and an understanding of how to enact their obligations under this law.

In this this session you will be updated on the regulatory and legal requirements around reporting suspected cases of child abuse and neglect in the A.C.T. 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.

Links to NQS Quality Area: 2 & 5

Please note:

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

Mount Majura Tour with Thunderstone Aboriginal Cultural Services



Date	Monday 15 March
Time	10.00am-12.00pm
Cost	\$100.00 AUD + BF
Location	Mount Majura
Bookings	commsatwork.org/mt-majura-tour

Presented by Thunderstone at 888 metres, Mount Majura is a prominent hill in Southern Canberra. It provides habitat for a wide range of flora and fauna, including a number of endangered species.

The Ngunawal people's traditional area has many sites of cultural significance with Mt Majura being one of many. Join Tyrone, an experienced Aboriginal guide/Ngunawal traditional custodian, to interpret Aboriginal culture at this significant site.

Scan to enrol



Highlights

Aboriginal interpretation of the landscape, bush foods, artefacts/stone tools and their traditional uses, scenic views across Tuggeranong and Woden valleys.

Please note:

There is walking involved through this tour, please wear comfortable and enclosed footwear. Participants will be required to find their own way to the location. Our guide will meet participants at Hackett gate car park (off Mackenzie St, Hackett). Please ensure you are at the venue before the start time of 10am.

Links to NQS Quality Area 1, 5 & 6



Supporting Children and Young People with Trauma Backgrounds



Date	Friday 19 March
Time	9.30am-1.00pm
Cost	\$75.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/cyps-workshop

Scan to enrol



Presented by the Therapeutic Assessment & Planning Team, Child and Youth Protection Services (CYPS), this workshop provides participants with a basic understanding of trauma and its impact on brain development and attachment relationships.

The workshop will discuss trauma informed approaches to support engagement for children and young people with trauma backgrounds.

Key Outcomes

- Understanding the impact of trauma from abuse, violence, or neglect on neurobiology and development
- Learning trauma informed approaches
- Specific strategies to support engagement for children and young people with trauma backgrounds

A light lunch will be provided during this session.

Links to NQS Quality Areas 2 & 5

Autism Awareness: Understanding the Spectrum



Date	Friday 30 April
Time	10.00am-1.00pm
Cost	\$100.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/autism-workshop

Scan to enrol



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.

Presented by Adam King from Marymead, this session will assist you in better understanding any children you educate who have this additional need.

A light lunch will be provided during this session.

Links to NQS Quality Area: 1, 2 & 5

Behaviour Guidance



Date	Monday 10 May
Time	10.00am–12.00pm
Cost	\$80.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/guiding-behaviour

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.

Join us for a session facilitated by Child Focus Solutions about understanding and guiding children's behaviours in an educational setting.

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Links to NQS Quality Areas 1, 2, 3, 4, 5 & 6

Promoting Social Fairness in Early Childhood



Date	Friday 21 May
Time	10.00am–12.30pm
Cost	\$55.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/social-fairness

Presented by Communities@Work's Centre of Professional Learning and Education, this session is designed to bring together early childhood professionals with a variety of perspectives, 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 Area: 1, 5 & 6

Scan to enrol



Wander Through the Woodlands: Mulligans Flat



Date Monday 31 May, Friday 6 August

Time 10.00am–1.00pm

Cost \$70.00 AUD + BF

Location Mulligans Flat Nature Reserve

Bookings commsatwork.org/mulligans-tour

Scan to enrol



Come and join us for an exciting morning with Wiradjuri woman, Dhani Gilbert, who will discuss Indigenous connection to country.

Dhani will guide you through Mulligans Flat and help you explore all the local bush tucker we find here in Canberra, hear stories from the land as well as discover the animals that call Mulligans home.

A light lunch will be provided after the session.

Please Note:

There is walking involved through this tour, please wear comfortable and enclosed footwear. Participants will be required to find their own way to the location. Details to be released closer to the time of the event. Please ensure you are at the venue before the start time of 10am.

Links to NQS Quality Area: 1, 3 & 6

Key Word Signing (Auslan) Workshop (Face to Face Delivery)



Date Thursday 17 June

Time 10.00am–12.00pm

Cost \$80.00 AUD + BF

Location Communities@Work, Tuggeranong

Bookings commsatwork.org/auslan-june

Scan to enrol



Presented by All Areas Speech Pathology, come and join Danika to learn how key word signing can be used to encourage speech and language development for children in early childhood.

Workshop Content

Focus age is children 2 – 5 years (including typically developing children and children using key word signing for their primary mode of communication).

Approximately 100 signs taught for everyday objects, actions and concepts.

Learn how to sign names (basic alphabet and appropriate level finger spelling skills).

Links to NQS Quality Area: 5

Making Connections and Building Relationships Through Art



Date	Friday 18 June
Time	9.30am-4.30pm
Cost	\$220.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/art-connections

Scan to enrol



The power of art as a language for children and young people rests in its dynamic, communicative potential and its accessibility across the span of development. Providing children and young people with a disability an alternative or complimentary means for externalising their experiences, needs and wants, in addition to verbal language, allows for a natural and developmentally sensitive avenue of communication.

Come and join Lisa Baston - a qualified art therapist - for a full day program that offers participants a hands on experience to learn how to support children and young people who have experienced trauma, behavioural and emotional issues and socio-political disadvantages.

Participants will engage in a series of experiential art-based exercises aimed at learning new ways of experiencing art and discovering how you can express yourself through visual images. Participants will learn how to use these approaches to engage with and build connections with children and young people through art making.

About Lisa

Lisa holds a BArts/B Teaching (SpEd) with honors and 2008 Faculty Medal and Special Education Prize. Masters Special Education (general) with distinction, and a Masters Art Therapy. She has over 12 years' experience working with children and young people with a lived experience of disability. She has worked in various locations, such as special schools, support classes in mainstream schools and in school services and in a variety of roles, including classroom teacher, assistant principal, and as a learning and wellbeing officer.

This event will be catered to provide participants with a light morning tea, afternoon tea and lunch.

Links to NQS Quality Area: 1, 2 & 5

Language Workshop with Thunderstone Aboriginal Cultural Services



Date	Monday 28 June
Time	10.00am-12.00pm
Cost	\$130.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/language-workshop

Presented by Thunderstone, this 2 hour workshop designed to teach an Acknowledgement of Country in Ngunawal language - the language of the traditional inhabitants of the ACT and surrounds.

Highlights

The session also includes an overview of when it is appropriate to do an Acknowledgement of Country as well as a brief history on the Ngunawal language.

Links to NQS Quality Area: 1, 5 & 6

Scan to enrol



STEM



Date	Monday 9 August
Time	10.00am-1.00pm
Cost	\$65.00 AUD + BF
Location	Communities@Work, Tuggeranong
Bookings	commsatwork.org/stem-workshop

Join us for an exciting, hands on session about STEM presented by Communities@Work's Centre of Professional Learning & Education.

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

Links to NQS Quality Area: 1 & 3

Scan to enrol



Learning Through the Arts



Date Friday 27 August

Time 10.00am–1.00pm

Cost \$65.00 AUD + BF

Location Communities@Work, Tuggeranong

Bookings commsatwork.org/art-learning

Learning through creativity and the arts in early childhood plays a critical role in children's development. Our role is to provide children with the materials, inspiration and time to use art as a platform for learning.

This session is designed to guide educators with creative educational experiences that they can implement that allows children to communicate their thinking and feelings in multiple ways.

This session is presented by Communities@Work's Centre of Professional Learning & Education.

Links to NQS Quality Area: 1, 3 & 5

Scan to enrol



Sustainability in Practice (Bus Tour)



Date Mon 6 September, Mon 1 November

Time 9.00am–1.00pm

Cost \$70.00 AUD + BF

Location Communities@Work, Holder

Bookings commsatwork.org/sustainability-tour

What can we do to avoid waste, reduce, reuse and recycle? Join us for a 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 community.

Your tour will incorporate:

- The Recycling Discovery Hub presentation and hands on recycling exhibition, where you can see the facility through the CCTV and a virtual reality experience.
- A bus tour of Mugga Lane Resource Management Centre where visitors view the landfill, transfer station, reuse facility, landfill gas and leachate ponds.

Please Note:

There is some walking involved through this tour, please wear comfortable and enclosed footwear. Participants are to meet at 172 Dixon Drive, Holder ACT 2611 at 9:00 am to depart for the tour on time. The tour will conclude with a light lunch at Dixon Drive upon our return from the tour.

Links to NQS Quality Area: 1, 3 & 6

Scan to enrol



Accidental Counsellor



Date Thursday 7 - Friday 8 October

Time 9.00am-5.00pm

Cost \$440.00 AUD + BF

Location Communities@Work, Holder

Bookings [commsatwork.org/
accidental-counsellor](https://commsatwork.org/accidental-counsellor)

Lifeline Canberra is the original creator of the Accidental Counsellor course.

This two-day program, facilitated by Lifeline 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.

Scan to enrol



Key Outcomes

- Understand basic communication and counselling skills
- Apply the above skills to engage in efficient and focused conversations
- Understand the relationship between values and personal crises
- Communicate their limits/boundaries respectfully
- Apply skills when ending conversations
- Draw on basic de-escalation techniques when assisting someone in a time of crisis
- Communicate with very distressed people
- Have increased suicide awareness and safety strategies
- Have a basic understanding of depression, anxiety and psychosis
- Develop basic strategies for dealing with people in difficult situations; and
- Explore and discuss the reasons for self-care and self-reflection, how to care for one's self and use debriefing strategies.
- Use the above skills as a way of increasing personal resilience.

This event will be catered to provide participants with a light morning tea, afternoon tea and lunch.

Please Note:

Attendance is required at both sessions.

Course Expression of Interest



Name	Course/s	Date/s



You can also express your interest using our online form and we'll get in touch via email. Scan the QR code to fill out the form digitally or visit commsatwork.org/cple-interest



CONTACT DETAILS

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