



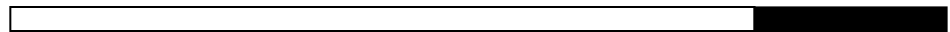
STATE WINNER
2006 NSW TRAINING AWARDS
2006 NSW Small Training Provider of the Year



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NSW INSERVICE WORKSHOPS



**Early Childhood Training
And Resource Centre**

Professional Development

ECTARC Inservice Workshops

ECTARC will come to your service and deliver workshops.

We understand the need to continuously upgrade staff skills and knowledge to ensure they keep up-to-date in terms of child development, safety, accreditation and DoCS regulations. ECTARC offers a wide range of training and professional development programs that are accredited, nationally recognised and reflect current practice to meet the needs of Directors and staff in services. Listed in this booklet are the different workshops that ECTARC offers.

Our Training and Development Officers are qualified and have extensive experience in the early childhood field. ECTARC Training and Development Officers understand the demands placed upon workers on the floor and ensure that the information provided in workshops is practical, realistic and improves knowledge and skills. ECTARC is well known for the high quality workshops delivered to services throughout Australia.

Benefits of holding an ECTARC workshop at your service:

- Workshops can be tailored to the needs of your service
- A number of staff can be trained all at once – time and cost efficient
- The workshop can be held at a time, date and venue of your choice
- Staff has the opportunity to interact on a one-on-one basis with the ECTARC Training and Development Officer to discuss specific issues relating to your service. This maximises the quality of training received.
- The ease and comfort of not leaving your centre to travel to workshops
- ECTARC provides all learning materials and equipment required to present the workshop.

ECTARC – is a community owned, not for profit organisation

ECTARC has endeavoured to keep costs to a minimum so workshops are affordable. If you are a small service you may like to approach another service in your area to undertake combined training activities. Please note: travel and accommodation costs do apply and will be negotiated at the time of booking. Travel is calculated at \$0.65 per kilometre for the return trip from Warrawong. To determine the kilometres, a helpful website is www.whereis.com.au - enter the details into the 'Map & Directions Search' section and the kilometres from Wollongong to your suburb will be displayed.

If you require a workshop that is not listed or you would like any of the workshops customised to meet your staff training needs please contact Alison on (02) 4223 1111 or via email at alison@ectarc.com.au to discuss your requirements. ECTARC will build a workshop to suit your needs.

To book your inservice workshop please call (02) 4223 1111 for a booking form or email the request to info@ectarc.com.au

ACCREDITED WORKSHOPS

- **Nationally recognised and accredited**
- **Statement of Attainment issued on the successful completion of the workshops listed below.**

MANAGE A SERVICE ORGANISATION – CHCORG14B

Management Training is a requirement for approval as an Authorised Supervisor under *Clause 15 (3) (a)(iii)* of the NSW Children's Services Regulation 2004. The competency CHCORG14A or CHCORG14B Manage a Service Organisation is the approved course unit and this unit meets the requirements for *both* units (ie management and administration) referred to in the clause.

ECTARC offers the VETAB accredited and nationally recognised CHCORG14B unit as a 3 day workshop program. On the successful completion of an assessment task a Statement of Attainment is issued.

The CHCORG14B workshop covers Coordinating organisational planning; Designing and implementing the structures and process of the organisation; Implementing evaluation processes; Enabling the organisation to meet legal requirements; Establishing the profile of the organisation and marketing its services; Giving direction for the effective management of the organisation and Managing changes in the organisation.

\$350.00 per person. Minimum of 6 people required.

IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM – CHCCHILD1C

Under the new NSW Children's Services Regulation 2004 (Sect 15, 2e), Authorised Supervisors are required to successfully complete a course in child protection. ECTARC offers a 1 day workshop that is based on the unit *CHCCHILD1C - Identify and respond to children and young people at risk of harm* from the new CHC02 Community Services package. Participants who attend the full day workshop and successfully complete an assessment task will be issued with a Statement of Attainment for the unit CHCCHILD1C.

Full day workshop (9:00am – 5:00pm) = \$850.00 for 10 people. \$35.00 per person for 11-15 people. Ideal group size for this workshop is 15 people.

SAFE FOOD HANDLING

This workshop is designed to ensure hygienic food handling practices and food safety are maintained in the preparation and serving of food in a child care service. Participants will develop the skills and practical knowledge relevant to your service routine, as the program has been customised to meet early childhood industry needs. The program is accredited, nationally recognised and based on the competencies *HLTFS302B: Follow basic food safety practices* and *THHGHSO1B: Follow workplace hygiene procedures* from the THH02 Hospitality Package.

Topics covered include:

- food hygiene and the law
- food poisoning
- personal hygiene
- pest control
- safe work practices with food
- cleaning
- sanitation
- waste disposal
- food unfit for consumption (spoiled food and food capable of causing illness).

Participants who attend the full day workshop and successfully complete an assessment task will be issued a Statement of Attainment.

Full day workshop (9:00am – 5:00pm) = \$850.00 for 10 people. \$35.00 per person for 11-15 people. Ideal group size for this workshop is 15 people.

NUTRITION AND MENU PLANNING

This workshop is designed to ensure daily meal plans are based on sound nutritional practices and promote good health. At the workshop participants will develop skills and practical knowledge relevant to service routines, as the program has been customised to meet early childhood industry needs. The program is accredited, nationally recognised and based on THE competencies *HLTNA302B: Plan and evaluate meals and menus to meet recommended dietary guidelines* and *THHADCAT02B: Develop menus to meet special dietary and cultural needs* from the THH02 Hospitality Package.

Topics covered include:

- menus incorporating special dietary and cultural needs
- an introduction to the principles of menu planning
- applying menu planning principles
- menu planning in steps
- evaluating the menu
- nutrition goals

- policies for child care services and standardising recipes
- managing food budgets.

Participants who attend the full day workshop and successfully complete an assessment task will be issued a Statement of Attainment.

Full day workshop (9:00am – 5:00pm) = \$850.00 for 10 people. \$35.00 per person for 11-15 people. Ideal group size for this workshop is 15 people.

STAFF:CHILD INTERACTIONS

This workshop provides staff with practical ways to initiate and maintain positive and respectful interactions with children.

Topics covered include:

- communicating positively with children on an ongoing basis
- promoting positive behaviour
- collaborating with children about their interests
- respecting similarities and differences and encouraging children to respect these differences
- supporting children in learning about the decision making process.

Participants who attend the full day workshop and successfully complete an assessment task will be issued with a Statement of Attainment for unit *CHCIC1C Interact effectively with children*.

Full day workshop (9:00am – 5:00pm) = \$850.00 for 10 people. \$35.00 per person for 11-15 people. Ideal group size for this workshop is 15 people.

PROFESSIONAL DEVELOPMENT WORKSHOPS

Please note: the following workshops are non-accredited programs and do not have an assessment component. A Certificate of Participation will be issued on completion.

INFECTION CONTROL & HYGIENE – 2 hours

The workshop is designed to update and refresh knowledge in relation to infection control and hygiene practices. Reference is made to the current and draft regulations, as well as the new accreditation system. At the workshop you will develop skills and practical knowledge relevant to your service routine, as the program has been customised to meet early childhood industry needs.

Topics covered include:

- kitchen hygiene
- techniques to avoid cross infection
- hygiene practices in relation to the playroom, laundry, sandpit, toys and animals
- universal precautions
- regulations & policy development.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

INCLUSIVE PRACTICE WITHOUT TOKENISM – 3 hours

This workshop is designed to provide participants with innovative ideas to assist in developing and implementing an inclusive program without tokenism. Some of the topics covered include:

- Four goals for an anti-bias approach
- Eight guiding assumptions that provide a practical framework
- How to recognise tokenism
- Checklist for creating and assessing an anti-bias environment
- Resources for an anti-bias approach

This workshop is relevant to QIAS – 1;2;3;4;6;7, OHSCQA – 1;2;3;4;5;6;8 and FDCQA – 1;2;3;4;6.

3 hour workshop at your service = \$450.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

GUIDING CHILDREN'S BEHAVIOUR – 3 hours

This workshop provides practical strategies and techniques to promote positive behaviour in children. Some of the topics to be covered include:

- Exploring the "Teaching Pyramid" (Joseph and Strain 2003) – a model for supporting social competence and preventing challenging behaviour in young children
- Creating positive social and physical environments
- Interpreting & responding to children's behaviour
- Practical strategies and techniques

Participants are encouraged to bring along case studies to discuss. This workshop is relevant to QIAS – 1;2;3;4;7, OHSCQA – 1;2;3;4;5;8 and FDCQA – 1;2;3;6.

3 hour workshop at your service = \$450.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

PROGRAM PLANNING – 3 hours

This workshop explores an interest based curriculum with a focus on engaging experiences and environments for children of all ages. Moving beyond programming formats, we will discuss innovative and challenging opportunities to enhance the 'whole child', based on their current interests.

This workshop is relevant to QIAS – 1;2;3;4, OHSCQA – 1;2;3;4;5 and FDCQA – 1;2;3.

3 hour workshop at your service = \$450.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

MUSIC FOR THE UNMUSICAL – 2 hours

A 'hands on' workshop for people to explore their hidden musical talents! Features of the workshop include spontaneous and planned musical experiences, how we can use everyday resources as instruments, song development encompassing favourite tunes and how to incorporate popular children's entertainment, such as High Five and the Wiggles. A Certificate of Participation issued on completion.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

DEALING WITH FAMILIES UNDER STRESS – 2 hours

This workshop will explore strategies to help child care staff support children and families going through some of the more stressful life experiences. Experiences such as breakdown in family relationships, death of a loved one or financial difficulties will be discussed. Information will be provided in relation to contact and referral agencies that offer support. A Certificate of Participation issued on completion.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

DEVELOPING PROTECTIVE BEHAVIOURS – 2 hours

To assist workers in early childhood settings, this workshop has been designed to compliment child protection training. It will look at strategies for staff to help young children develop strong protective behaviours to keep them safe.

Topics covered include:

- ✓ Review of indicators
- ✓ Strategies and learning experiences to use with young children
- ✓ Follow up strategies
- ✓ Increasing family awareness of protective behaviours
- ✓ Staff self preservation and debriefing

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

STRESS MANAGEMENT – 2 hours

Stress can be positive or negative. Stress can come from the need to comply with legislative requirements, parental concerns, ensuring children's needs are met, staff shortages, workplace or personal issues. This is a pleasant and stress-free workshop developed by early childhood professionals, and designed for staff in children's services. The stress management workshop provides information on how to manage and reduce stress levels.

Topics covered include:

- ◆ definition of stress
- ◆ causes of stress
- ◆ coping with stress
- ◆ reducing stress.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

SAFE ENVIRONMENT FOR FAMILY DAY CARE – 2 hours

This workshop covers the requirements in the new draft DoCS regulations relating to physical environments.

Topics covered include:

- ◆ Family Day Care Quality Assurance
- ◆ Safety issues in the kitchen, play, eating, sleeping, bathroom, laundry and outside areas.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

SAFE FOOD HANDLING – AN OVERVIEW – 2 hours

The Safe Food Handling overview workshop is an excellent way to increase awareness of hygienic food handling practices and how to maintain food safety when preparing and delivering food. This workshop is ideal for services where, although the children bring their own lunch, cooking activities are part of programming. A Certificate of Participation will be presented on completion of this workshop. Please note: this is only an overview and not the full accredited program as required by accreditation and DoCS requirements.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

NUTRITION AND MENU PLANNING – AN OVERVIEW – 2 hours

The Nutrition and Menu Planning overview workshop gives staff the basic concepts that are required when developing daily meal plans that are based on sound nutritional practices and good health principles. Please note: this is only an overview and not the full accredited program as required by accreditation and DoCS requirements.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM – BASIC TRAINING – 2 hours

This 2 hour workshop gives participants basic knowledge for identifying and responding to children and young people at risk of harm. This workshop is for people who have never undertaken any form of child protection training.

Topics covered include:

- definitions
- indicators
- reporting process.

The content of the workshop can be tailored to facilitate discussion and learning of an individual service's policies and procedures. Please note: this is only an overview and not the full accredited program as required by accreditation and DoCS requirements.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM – REFRESHER COURSE – 3 hours

This workshop is a refresher course for those people who have previously undertaken CHCCHILD1C Identify and respond to children and young people at risk of harm training and need to refresh their knowledge and skills. This workshop is aimed at participants who are currently working with children and responsible for reporting children at risk of harm.

Topics covered include:

- current legislation
- indicators of risk of harm
- documenting current concerns
- responding to a disclosure and
- mandatory reporting and early intervention program.

PLEASE NOTE: Participants should have completed the accredited one day training in "CHCCHILD1C Identify and respond to children and young people at risk of harm" prior to attending this workshop.

3 hour overview workshop at your service = \$450.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

EMERGENT CURRICULUM – 4 hours

This 4 hour workshop explores practical examples for services currently engaging in the emergent curriculum.

This workshop will explore:

- ways staff can use this exciting and innovative programming technique to develop the children's interests
- how participants can incorporate the emergent curriculum in their service, meeting legal and regulatory requirements, as well as being meaningful for the children, staff and families.

4 hour workshop at your service = \$550.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 15 people maximum. We recommend that all participants are from the same service so ideas and solutions for implementing the emergent curriculum can be tailored to that service.

ART-RAGEOUS EXPERIENCES – 2 hours

This light and relaxing workshop is designed for all early childhood educators to re-examine their perceptions and practices when designing environments and experiences in the creative arts areas. We will discuss current methods used and how we can link these to an interest based curriculum.

It aims to accentuate children as powerful image-makers, and see our role as early childhood educators in supporting, guiding and challenging children to realise their potential, and make meaning of what they see, hear and feel. This workshop is relevant to the QIAS Quality Areas 1, 2, 3 & 4.

2 hour overview workshop at your service = \$400.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

TELLING TALES TOGETHER – 3 hours

Enter the magical world of storytelling as we visit its tradition, before gathering techniques on the art of storytelling and creating your own resources from simple materials. For all early childhood educators who know there is a storyteller within waiting to break free

This workshop is relevant to QIAS Quality Areas 1, 2, 3 and 4.

3 hour workshop at your service = \$450.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

LEAN ON ME – SUPPORTING FAMILIES THROUGH DIFFICULT TIMES

This workshop has been developed for workers who find themselves placed in a counselling role by accident. Often parents, colleagues or members of the community who are expressing difficulties in their personal lives may request help and assistance. This workshop aims to provide participants with practical strategies for responding and managing these requests.

Subjects discussed at the workshop include:

- What is counselling?
- Discussion of values, assumptions and beliefs
- Communication skills
- Counselling strategies
- Self preservation – how to cope with counselling responsibilities
- Referring – to who, when and why

This workshop is relevant to the QIAS Quality Area 2.

Full day workshop (9:00am – 5:00pm) = \$850.00 for 10 people. \$35.00 per person for 11-15 people. Ideal group size for this workshop is 15 people.

WORKING WITH TODDLERS – 2 hours

This workshop will provide participants with the practical knowledge and skills to improve interactions with toddlers in services. This workshop explores areas such as:

- how toddlers develop physically, socially/emotionally, language, sensory awareness, cognitive
- safety
- routines such as nappy changing, toileting, mealtimes, learning experiences etc
- how toddlers express their emotions
- how to manage toddlers emotional responses

This workshop is relevant to QIAS Quality Area 6.3, 6.4, 6.5, 6.6.

SCIENCE & MATHS MADE EASY

Find out how adults with limited confidence about their own scientific and mathematics knowledge can provide quality experiences to young children in the area of science and maths. This workshop explores:

- What is science and maths?
- The learning environment
- Small group activities – exciting new ideas to present to your class
- Science concepts
- Mathematic concepts
- Hands-on experiences
- Science and maths related resources

This workshop is for early childhood staff who wishes to extend their knowledge in guiding children's interest in basic science and maths concepts. All materials used are easy to access to make learning fun and easy. This workshop is relevant to QIAS Quality Area 4.

3 hour workshop at your service = \$450.00 + GST for a maximum of 15 people. \$15.00 + GST per person for over 16-25 people. 25 people maximum.

ECTARC Programs delivered by distance study

TRAINEESHIPS

- **Certificate III in Children's Services**
- **Diploma in Children's Services**
- **Certificate IV in Out of School Hours Care**

Delivered by distance study to any service in New South Wales

Commence a traineeship or distance study program with ECTARC at any time of the year

CHILDREN'S SERVICES Distance Programs

- Certificate III in Children's Services
- Diploma of Children's Services
- Advanced Diploma of Children's Services
- Upgrade from Certificate III in Community Services (Children's Services) to the Diploma of Children's Services
- Upgrade from the Associate Diploma, CCC, CCCS to the Diploma of Children's Services
- Certificate IV & Diploma of Out of School Hours Care

- Certificate IV in Business (Frontline Management)



**Inservice Booking Forms
can be downloaded from the
ECTARC website at**

www.ectarc.com.au

**The current workshop calendar can also
be found on the ECTARC website.**

For further information:

New South Wales

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ECTARC Website:

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*Managed by
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(IACC)*

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