

# DCF LEARNING & DEVELOPMENT TRAINING CALENDAR

## DARWIN February – June 2012

Training	DURATION	FEB	MAR	APR	MAY	JUNE
<b>DCF CARE AND PROTECTION CORE TRAINING</b>						
Aboriginal Cultural Practice in Care and Protection	2 days	14 - 15				
Introduction to Child Protection	2 days	7 - 8				
Introduction to Out of Home Care	2 days	28 - 29				
Court and Legal Issues	3 days	21 - 23				
<b>KEY DEVELOPMENTAL TRAINING</b>						
Child Protection Intervention in the Context of Domestic Violence	2 days		13 - 14			
Working with Parents with Learning Difficulties	1½ days			26 - 27		

## ALICE SPRINGS February – June 2012

Training	DURATION	FEB	MAR	APR	MAY	JUNE
<b>DCF CARE AND PROTECTION CORE TRAINING</b>						
Aboriginal Cultural Practice in Care and Protection	2 days	28 - 29				
Introduction to Child Protection	2 days	21 - 22				
Introduction to Out of Home Care	2 days	7 - 8				
DCF Supervision Policy and Practice	2 days	14 - 15				
<b>KEY DEVELOPMENTAL TRAINING</b>						
Child Protection Intervention in the Context of Domestic Violence	2 days		27 - 28			
Working with Parents with Learning Difficulties	1½ days				2 - 3	

### NOTE:

All workshops commence at 8:30 and finish at 4:30 except *Working with Parents with Learning Difficulties* which runs from 8:30 to 4:30 on Day One and finishes at 1:00 pm on Day Two

TRAINING COURSE		Please complete all details clearly	
Course Title:			
Time:		Date(s)	
Course Venue:			
Course Provider:			
Course Cost: \$	Work Unit to Cover Costs: <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes Work Unit to Arrange Payment)		
Prepayment by Work Unit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes Work Unit to Arrange Payment)			
Staff Reimbursement Required: <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes Work Unit to Arrange Reimbursement)			
APPLICANT DETAILS		Please complete all details clearly	
Last Name		First Name	
AGS Number		Fax Number	
Phone Work		Phone Home	
E-mail Address			
Position Title		Classification (eg AO5, N2)	
Section/Branch			
Work Location			
Do you have a Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please state: (This is to ensure suitability of venue only)		
Applicant's Signature:			Date: / / 20
SUPERVISOR TO COMPLETE			
Name:			Position:
Work Location:			Phone Number:
Training need identified from Work Partnership Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Comments:			
<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported Signature:			Date: / / 20
DELEGATED OFFICER as per <a href="#">HR &amp; Financial Delegations</a>			
Name:			Position:
Work Location:			Phone Number:
Cost Centre Code:		-	Tax Code:
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature:			Date: / / 20
ATTENDANCE CONFIRMED Non DoH Courses Only – (Once signed forward to the Organisational or Clinical Learning Branch Darwin)			
Supervisor's Signature			Date: / / 20

## Learning and Development Calendar February – June 2012

The Department of Children and Families (DCF) aims to deliver and facilitate high quality, contemporary and relevant learning development opportunities. All workshops are designed to assist in the maintenance of a robust and responsive child and family welfare system in the Northern Territory.

***Please read the following requirements carefully.***

***When lodging an application for a workshop, applicants are acknowledging that they understand and agree to these requirements.***

### **Eligibility**

DCF staff and carers, and staff from DCF funded organisations are eligible to participate in DCF Learning and Development opportunities. Some workshops may be identified as a priority for one of these groups. Workshops may be opened up to DoH and other government departmental staff and other organisations with an interest in child and family welfare matters, after all eligible applicants have been given priority and where vacancies exist.

### **Applications & Registration**

Unless otherwise stated, applications must be made in writing on the application form attached to this calendar. (The Calendar and registration form can be also found on the Department of Children and Families intranet)

**Send Applications to:** ATTN: DCF Learning and Development  
DCF Learning and Development Unit  
Cascom 2B, Scaturchio Street, Casuarina  
**FAX: 08 8945 5367** or email [learninganddevelopment.ths@nt.gov.au](mailto:learninganddevelopment.ths@nt.gov.au)

Once an application is received, advice will be provided on the status of the application (via the email address provided on the application). This will be either that your registration is confirmed or your application has been added to a waiting list (when a workshop is fully booked). If you do not receive email advice within 48 hours, please contact DCF Learning and Development Unit to confirm that your application has been received.

Where you are registered to attend, re-confirmation will occur 1-2 weeks prior to the workshop.

Where your application has been placed on a waiting list, you will be kept updated on the status.

*Because there are often waiting lists for workshops, it is critical that you advise DCF Learning and Development Unit as soon as possible if you are unable to attend a workshop for which you are registered.*

### **Attendance & Participation**

It is imperative that applicants have a firm commitment to attend and participate in the *entire* workshop for which they are registered. DCF Care and Protection staff are required to participate in all Core Training workshops which currently include: Introduction to Child Protection, Aboriginal Cultural Practice in Care and Protection, Introduction to Out of Home Care, Court and Legal Issues.

### **Acknowledgement of attendance**

An *Acknowledgement of Attendance* Certificate will be sent to the address provided on the application form with the same spelling of names as is provided in the name fields.

Participants must attend the entirety of the workshop for a certificate to be received. Reasonable absences can be negotiated prior to the workshop by phoning (08) 8944 8655 or during the course of the workshop with the facilitator. DCF will not provide a certificate for workshops delivered by external facilitators.

### **Changes to the Calendar**

Every effort will be made to deliver all workshops listed on the calendar. However, circumstances sometimes dictate that workshops have to be postponed, rescheduled or cancelled. Registered applicants will be informed about any changes.

Additional workshops may be made available in relation to DCF core training. This is to support the timely delivery of core training to DCF staff upon recruitment. The need for additional scheduling of core training must be clearly demonstrated. Delivery of additional core training will be influenced by the number of potential registrations, timing of workshops that are already scheduled and the capacity of the facilitators.

Most workshops will be provided in both Darwin and Alice Springs. However, in some instances workshops may be provided in only one location. Workshops may be cancelled if an insufficient number of registrations are received to make the workshop viable and beneficial.

### **Costs**

Workshops listed on this calendar are free of charge to eligible applicants. However, failure to attend a workshop without reasonable notice may incur an invoice for reimbursement of costs.

### **Travel and Accommodation**

DCF Learning and Development Unit will meet expenses for approved workshops according to the following conditions:

- The applicant is from DCF, a DCF funded organisation or is a DCF carer.
- The workshop is not provided in the applicant's region during the calendar period.
- The travel request is to attend a workshop in the closest centre for the applicant (Alice Springs for Central Australia and Barkley applicants, Darwin for applicants across the Top End and Katherine region)
- Approval for travel and accommodation is sought in writing from DCF Learning and Development Unit providing details of travel and accommodation requirements including flight numbers and times.
- Travel must be taken within 72 hours of commencement and completion of the workshop.
- Accommodation will be provided from the night preceding the 1<sup>st</sup> day of training to the morning following the last day of training. Accommodation required outside of these times will be at the participant's expense.
- Reimbursement for road related travel expenses will be provided following presentation of receipts.

### **Comfort, Health and Safety at training**

To ensure your comfort during training, please note the following:

- Temperatures in the training venues can fluctuate, so we recommend bringing a jacket
- As a courtesy to the presenters and participants, we ask you arrive a few minutes prior to each session commencing
- If you have any special dietary requirements, please bring any specific refreshments with you – most venues have refrigeration facilities, please confirm prior to your training.

## Introduction to Child Protection – DCF Learning and Development

A two-day workshop covering:

1. Principles, mandates and contexts for child protection work
2. The definitions and thresholds of harm
3. Family, Parenting, Community and Corporate roles and responsibilities
4. Processes and skills involved in responding to notifications of child harm and the decision-making involved
5. Preparation for child protection investigations
6. Conducting investigations and interviewing families and children
7. Danger and Risk Assessment
8. Post investigation options
9. Taking children into care and protection
10. Case Plans

**Priority for this workshop is given to DCF staff and DCF carers.**

## Aboriginal Cultural Practice in Care and Protection – DCF Learning and Development

An introductory workshop designed to assist staff, particularly non-Aboriginal staff, to work with Aboriginal & Torres Strait Islander families in a culturally secure manner.

A two-day workshop covering:

- Understanding the historical and contemporary impact of past and current policies and practices on Aboriginal & Torres Strait Islander families and the implications for practice
- Knowledge of key cultural practices, kinship systems, child rearing practices and Aboriginal & Torres Strait Islander services and how this affects service delivery
- DCF Principles and Mandates for working with Aboriginal & Torres Strait Islander families and the relevance to empowerment
- Skills to achieve culturally secure communication and engagement in case management practice, casework and community support and development

**Priority for this workshop is given to DCF staff and DCF carers.**

## Introduction to Out of Home Care – DCF Learning and Development

A two-day workshop covering:

1. Foundations for practice in Out-of Home Care
2. Legislative mandates, principles of child-centred and family-focused practice, culturally competent practice, and human service practice values
3. Legislation, relevant orders, DCF Policy and Procedures, rationales for placement, responsibilities of workers, duty of care and risk of harm
4. Roles and responsibilities of workers, families and carers and the nature and importance of case management in the out-of-home care context
5. Dangers and opportunities, out-of home care standards and procedures, family-inclusive practice, and making placement purposeful for change
6. Entry into care: placement options, standards and procedures for entry into care, finding suitable placements, family meetings, preparing children and families
7. Assessment in the out-of-home care context: assessment of health and development, family issues and strengths, tools for assessment and implications for case planning
8. Case management requirements, ongoing assessment, planning and reviews, family meetings and contact, and planning for reunification
9. Permanent placement and preparation of young people for leaving care

**Priority for this workshop is given to DCF staff and DCF carers.**

## Court and Legal Issues – DCF Learning and Development

A three-day workshop covering:

Introduction

- Overview of Care and Protection of Children Act
- Family Law Act
- Youth Justice Act
- Volatile Substance Abuse Act
- Domestic and Family Violence Act

Pre-Court preparation

- Legal considerations and documents
- Gathering and preparing evidence and accurate records of events
- Rules of evidence

Court protocol and procedures

- Legal representation and preparing and coordinating witnesses
- Recommendations and types of orders
- Extensions, Variations and Revocations
- Preparation of Applications and Affidavits using case scenarios
- Presenting evidence and being cross examined – practice opportunities

**Priority for this workshop is given to DCF staff and DCF carers.**

## Staff Supervision in DCF

This face-to-face training explores the critical aspects of supervision including its underlying principles, aims, purposes and functions. It identifies the values, policies and guidelines that are designed to provide supervision, and explore ways in which support, learning, and pro-active management can be provided. The workshop enables participants to practice providing supervision, reflective practice, mentoring and coaching and using supervision tools.

### Desired Learning Outcomes

Participants will be able to:

1. Explain what supervision is and its importance and relevance in the human services field
2. Describe the functions, purposes and goals of supervision within DCF
3. Understand and explain DCF Supervision Policy and Guidelines and how they apply
4. Explain the various forms of supervision in DCF including coaching, mentoring, shadowing, peer supervision, group supervision and how they inter-relate
5. Identify the tools for supervision within DCF and know how to use them
6. Explain the connection between supervision and learning and development
7. Describe what the Work Partnership Plan (WPP) is and how supervision fits into this framework
8. Understand the difference between supervision and performance management
9. Know how to provide staff supervision

### Program

1. Supervision is and its importance
2. What is good supervision?
3. DCF Supervision definition, principles, standards and procedures
4. Forms of Supervision: what forms can supervision take? How do they interact?
5. DCF Supervision Guidelines
6. Roles and responsibilities in supervision
7. Processes for Supervision in DCF
8. The interaction between supervision and learning and development
9. Tools for Supervision in DCF
10. Keeping a record of supervision
11. Establishing and Sustaining the Supervisory Relationship
12. Giving and receiving feedback
13. Reflective practice
14. The Supervision Meeting: guidelines for conducting formal supervision
15. On-the-run Supervision: when and how do we do it?
16. Mentoring and coaching: what do they mean and how do we mentor and coach?
17. Peer Supervision
18. Group Supervision
19. Cultural supervision: how do we respond to difference and diversity in supervision?

**Priority for this workshop is given to DCF staff in a supervisory role**

**Child Protection Intervention  
in the Context of Domestic Violence - Chris Burke**



**Chris Burke is a skilled community educator and trainer with a distinguished national and international profile.**

**Chris' work with children and families spans over 30 years and includes teacher, counsellor, community educator, program manager, puppeteer, script writer and director.**

**She is a master puppeteer and Creative Director of the national award winning Jannawi Kids and the strong, smart and deadly Yarramundi Kids puppets®.**

**Chris is the Creator of the highly acclaimed Yarramundi Kids TV Series which is currently on NITV [National Indigenous Television].**

This workshop will present a practical framework for child protection intervention with families experiencing both domestic violence and child abuse.

The application of the Power and Responsibility Graph to case studies will assist workers with risk assessment, case management, counselling and review or evaluation of clients' changes and developments.

The workshop will assist workers to:

- Understand the impact of domestic violence on the lives and relationships of children and their families
- Recognise how the perpetrator's intentions and actions shape women's and children's thoughts, feelings and beliefs about themselves and each other
- Develop gender sensitive casework strategies to redress the imbalance in power and responsibility and achieve more effective outcomes for women and children.

The workshop will feature 'live' performances by [The Yarramundi Kids](#) puppets. The video resource kits [CHANGE COULD COME](#) and [CREATING THE FUTURE](#) will portray the impact of domestic violence on family dynamics and children's beliefs about gender, power and responsibility.

**This workshop is available to all eligible applicants.**

## Working with Parents with Learning Difficulties – Parenting Research Centre

The Parenting Research Centre is Australia's only national independent research and program development organisation with a specific focus on parenting. Based in Victoria, the Centre conducts research into parenting, and develops and disseminates resources and programs designed to support parents in the task of raising their children. Its current research focus includes early parenting, parenting children with complex needs and parenting in adversity. The Centre builds parenting support capacity in the community by facilitating the exchange of scientific knowledge about parenting with the child and family service sector, and is increasingly being recognised for its capacity to develop and coordinate large scale parenting support initiatives.

The workshop aims to assist professionals to work effectively with parents who have learning difficulties. Participants have the opportunity to meet other professionals and to engage in relevant group discussions about how best to support parents with learning difficulties. Topics covered will include:

- Working with parents learning difficulties
- Communication
- Lessons from practice
- Collaborative relationships
- Assessment
- Implementing interventions
- Perspectives of intellectual disability and learning difficulties

The workshop will assist participants to:

- Gain understanding of different perspectives of intellectual disability and the implications for the way we perceive and work with parents with learning difficulties
- Develop skills in creating a collaborative relationship with families, including setting shared and meaningful goals
- Gain knowledge about best-practice strategies for working with and teaching new skills to parents with learning difficulties

**This workshop is available to all eligible applicants.**