

## 2010 Job Representatives training registration form

Please complete all sections on this form.

Register early as class sizes are limited for maximum benefit of participants and limited venue space.

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ male    female

Home address: \_\_\_\_\_

\_\_\_\_\_postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Workplace: \_\_\_\_\_

Work address: \_\_\_\_\_

\_\_\_\_\_postcode: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

(mobile) \_\_\_\_\_

Workplace type:    public sector     private sector     other

Name of nurse manager: \_\_\_\_\_

How long have you been a Job Rep?:

Your ANF membership number: \_\_\_\_\_

Please select the course you wish to attend including the program code, date and location

### 1. Introduction to industrial relations and the Job Rep role

1st preference: date & code: \_\_\_\_\_

2nd preference: date & code: \_\_\_\_\_

2. Regional seminar: date & code: \_\_\_\_\_

3. Fair Work Act seminar: location: \_\_\_\_\_

Accommodation is provided to Job Reps whose workplace is more than 70kms from the course venue (see brochure for details)

Do you require accommodation? (please read information over)

Yes     No

Dates: \_\_\_\_\_

Please return registration form to: ANF (Vic Branch), Box 12600, A'Beckett Street Post Office, Melbourne 8006 or fax to: 9275 9389

## Regional Job Rep seminars (February) 3pm - 5pm

Job Reps, Health and Safety Reps and Contacts are invited to this popular annual event, to meet other Reps in your area and ANF staff and elected officials. This informal event will provide you with an opportunity to discuss local issues and find out about ANF activities and state and national professional and industrial news.

RS01/10	2 February	Geelong
RS02/10	3 February	Warrnambool
RS03/10	10 February	Wangaratta
RS04/10	16 February	Bendigo
RS05/10	17 February	Ballarat
RS06/10	24 February	Latrobe

Registration is essential. Select the date in your Organiser's region on the attached registration form or register online at [www.anfvic.asn.au/education](http://www.anfvic.asn.au/education) This seminar will follow the Fair Work Act seminar (see below) and ANF highly recommends you attend both. The venue will be advised with your registration confirmation.

## Fair Work Act seminars: know your rights at work 9.30am - 2pm

These Federal Government-funded information seminars, presented by ANF for members and non-members engaged in nursing work, will be held on the same day as the regional seminars except in Warrnambool. ANF recommends Job Reps register for both the Regional Job Rep seminar and the Fair Work Act seminar in their area. The venue will be advised with your registration confirmation.

2 February	Geelong
10 February	Wangaratta
16 February	Bendigo
17 February	Ballarat
24 February	Latrobe

Paid union training leave applies for Job Reps and ANF members. For information and registration for this seminar visit [www.anfvic.asn.au/calendar](http://www.anfvic.asn.au/calendar) or call Elaine Toma on 03 9275 9333.

## How to register for a program or seminar

Register early to secure a place in your preferred program. Register by mailing or faxing the attached registration form or visit [www.anfvic.asn.au/education](http://www.anfvic.asn.au/education) and follow the Job Rep training links to register online.

ANF will confirm your registration in writing and send you a "request for leave" application. If you do not receive this eight weeks prior to program dates, please contact ANF as it usually means we have not received your application.

## Cancellation

If you need to cancel and/or reschedule please let us know as soon as possible.

## Catering

Lunch and morning/afternoon tea are provided by ANF.

## What to bring

Your ANF Job Rep manual.

## Paid leave

See information over the page.

## Accommodation

ANF provides and arranges accommodation for Job Reps whose workplace is more than 70kms from the training venue, either regional based or Melbourne. For Melbourne courses accommodation is provided at the Hotel Ibis (15 Therry Street, Melbourne) in either a two-bedroom apartment or standard single room (depending on numbers). Melbourne and regional accommodation includes breakfast and an evening meal to the value of \$30. ANF books the accommodation from the night prior to the program unless you advise us otherwise. Accommodation details for regional programs are advised on confirmation of registration. Please confirm your accommodation requirements with the ANF 14 days prior to the course.

## Travel

The ANF reimburses travel costs as follows:

- when your workplace is more than 70 kms from the Melbourne GPO, either a standard return rail fare or petrol subsidy including City Link tolls
- metropolitan public transport costs or City Link tolls
- parking fees
- taxi fares cannot be reimbursed without prior authorisation
- regional courses (petrol subsidy for greater than 20 kms from venue).

For auditing purposes we require copies of travel tickets and odometer readings.

## Inquiries

Call Elaine Toma on 03 9275 9333.

# ANF (Vic Branch) Job Representative Training

## 2010 Program Calendar



Australian Nursing Federation  
(Victorian Branch)  
[www.anfvic.asn.au](http://www.anfvic.asn.au)

## About the ANF Job Rep role

ANF has 2000 Job Reps representing more than 48,000 Victorian nurses. Job Reps form a vital communication network linking ANF elected officials and staff with members in every hospital ward, unit, health centre, health service and aged care facility. With ANF support, Job Reps distribute information to members, recruit new members and assist members who have an industrial or professional issue requiring ANF advice, information or representation.

ANF provides free metropolitan and regional Job Rep training covering the Job Rep role, nurses' workplace rights and responsibilities and how to organise at work to improve conditions. Job Reps also have the opportunity to attend the Annual Delegates Conference which provides an informative and inspirational program.

## About the Australian Nursing Federation (Vic Branch)

The Australian Nursing Federation (Vic Branch) is the peak organisation representing Victorian nurses and midwives in relation to industrial, professional and occupational health and safety matters. ANF works tirelessly to improve nurses' and midwives' wages and conditions and their ability to provide high quality care to patients, residents and clients.

ANF is committed to providing an opportunity for nurses and midwives to discuss professional issues and undertake research in the pursuit of nursing excellence and improved patient outcomes.

ANF has a membership of over 48,000 nurses and midwives employed in a range of health services, including hospitals, aged care facilities, mental health facilities, community health centres, maternal and child health clinics, general medical clinics, schools, prisons, the Australian Red Cross Blood Service and the Royal District Nursing Service.

ANF (Vic Branch) offers its members annual scholarships, prizes and research grants to promote nursing excellence. For details visit [www.anfvic.asn.au](http://www.anfvic.asn.au)

# Introduction to industrial relations and the role of the Job Representative

## What will I learn in the program?

This is a free three-day generic program and will benefit Job Reps from any type of workplace. Delivered by ANF trainers, staff and elected officials, the program is designed to help you gain confidence in your role and help you to know when to ask for help and what resources are available to you from the ANF to assist you in the role.

The program will cover:

- the role of ANF and unions
- your role, rights and responsibilities as an ANF Job Rep
- the Fair Work Act – learn about your rights at work
- what to do when you don't know what to do?
- find out who, what, where and how to access ANF resources to assist you in your role
- organising to improve conditions at work
- learn a problem-solving process to address workplace issues
- help members to help themselves
- OHS: the key to improving workplace safety
- building and unifying workplace membership.

## Who should attend?

Job Reps who have not attended training are strongly encouraged to register to attend this introductory program as soon as they become Reps. The program is also useful as a refresher for Job Reps who attended the program three or more years ago.

## Want to do this program but not yet a Job Rep?

Contact your ANF Organiser for information and a nomination form. You can register for a program once we receive your nomination.

## Melbourne programs

Select a program held over three consecutive days or three split days, from 9.15am to 4pm. If you choose a split-day program, you need to attend all the scheduled days for your selected option.

M01/10	January 27 & 28 & Feb 18
M02/10	March 2, 3 & 4
M03/10	April 20 & 21 & 28
M04/10	May 18 & 19 & 25
M05/10	June 2 & 3 & 17
M06/10	June 29 & 30 & July 1
M07/10	August 10 & 11 & 24
M08/10	September 14, 15, 16
M09/10	October 19, 20, 21
M10/10	November 23 & 24 & Dec 1

Melbourne programs are held at ANF House, 540 Elizabeth Street, Melbourne.

## Regional programs

Select the dates applicable to your Organiser/area/location. Programs are offered over three consecutive days from 9.15am to 4pm. If you miss out on the program date in your location, you can enrol in a Melbourne-based program.

R01/10	March 16, 17, 18	Warrnambool
R02/10	April 13, 14, 15	Bendigo
R03/10	May 4, 5, 6	Ballarat
R04/10	August 17, 18, 19	Frankston
R05/10	August 31 & Sept 1 & 2	Latrobe
R06/10	September 28, 29 & 30	Geelong
R07/10	October 26 & 27	Mildura
R08/10	November 16, 17, 18	Wangaratta

Regional program venues are notified with your registration confirmation.

## Can I access paid leave to attend?

Leave may be granted by your employer for Job Reps in the following ways:

- public sector (General) may apply for paid union training leave as per Clause 15 of the Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011
- public sector psychiatric services may apply as per the Victorian psychiatric services agreement 2004-2007
- maternal and child health nurses can apply for paid union training leave as per your workplace enterprise agreement
- private sector, Royal District Nursing Service and Australian Red Cross Blood Service may apply for paid training leave according to your enterprise agreement or according to arrangements with your employer.

ANF (Vic Branch) policy provides a subsidy for "loss of pay" for Job Reps attending this training who cannot access paid leave (for example, if you do not have the entitlement in an enterprise agreement and paid leave is not agreed to by your employer). ANF will provide you with a 'Request for Leave' letter on confirmation of registration.

## Registration

To register for a program complete the application form on the reverse and return it to the ANF by post or fax 03 9275 9389. Job Reps can also register online by going to [www.anfvic.asn.au/](http://www.anfvic.asn.au/) education and following the links to Job Rep training registration.

## Inquiries

Call Elaine Toma on 03 9275 9333