

## Job Representatives Training 2009 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 tick the course you wish to attend including the date and location

1. Introduction to industrial relations and the Job Rep role

1st preference: Dates \_\_\_\_\_

2nd preference: Dates \_\_\_\_\_

2. Dealing with a member's issue/problem solving

Date: \_\_\_\_\_

3. Regional Training (combined course)

Location: \_\_\_\_\_

4. Job Rep training for Private Aged Care Sector (please circle):

June  July  September

**Accommodation** - provided to Job Reps whose workplace is more than 70kms from the course venue

Do you require accommodation? (please read information over)

Yes  No  Smoking  Non Smoking

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

Please return registration form to: ANF (Vic Branch), Box 12600, A'Beckett Street Post Office, Melbourne 8006 OR Fax No: 9275 9389

## Melbourne Job Rep training program

### Program one: Introduction to Industrial Relations and the Job Rep role

Venue: Until June 2009: ACTU Education Centre, 365 Queen Street, Melbourne  
July - December: ANF House, 540 Elizabeth Street, Melbourne

Time: 9.15am - 4.30pm

This two-day program is for all new Job Reps, those Reps who have not yet attended any training, and as a refresher three years post basic training. This practical-based program will improve your confidence in your Job Rep role. Topics covered in this course include: role, rights and responsibilities of the Job Rep, role of unions, role and structure of ANF, organising, recruitment, industrial relations legislation and dealing with member issues.

|                           |                  |
|---------------------------|------------------|
| May 5, 6 & 7 (Frankston*) | August 25 & 26   |
| May 12 & 13               | September 8 & 9  |
| June 23 & 24              | October 6 & 7    |
| August 11 & 12            | November 17 & 18 |

\* This three day course for Frankston is based on the Regional Job Rep training course.

Registration is essential; book early as class sizes are limited for maximum participant benefit and limited venue size.

### Program two: Dealing with a member's issue/problem solving

Venue: Until June 2009: ACTU Education Centre, 365 Queen Street, Melbourne  
July - December: ANF House, 540 Elizabeth Street, Melbourne

Time: 9.15am - 4.30pm

Pre-requisite: completion of program one

This one-day program will explore what to do when a member approaches you with a workplace issue. You don't need to deal with it on your own. Using the ANF resources available to both you and the member(s) this program will guide you through a problem-solving process to help you and the member(s) resolve the issue.

Using typical scenarios, you can practise a step by step approach to problem solving together with other Job Reps.

|              |
|--------------|
| April 29     |
| May 26       |
| August 5     |
| September 29 |
| November 25  |

## Job Rep training/seminar for the Private Aged Care Sector

Venue: Until June 2009: ACTU Education Centre, 365 Queen Street, Melbourne  
July - December: ANF House, 540 Elizabeth Street, Melbourne  
Time: 9.15am - 4.30pm

These two day training/seminars specifically for Private Aged Care Job Reps are to assist you to gain confidence in your role by being with other Reps from Private Aged Care, and learning about:

The role of the Job Rep and unions  
ANF organisation and resources available for Job Reps  
Organising the workplace, recruitment and building local Job Rep networks  
Grievance and disciplinary process and natural justice  
Awards/Agreements - key issues

You will also learn about nurses' scope of practice, medication administration and clinical accountability.  
Time: 9.15am - 4.30pm

June 2 & 3      July 14 & 15      September 22 & 23

## Regional Job Rep training program

Programs in regional areas are the combined Introductory and Problem Solving courses, (see programs 1 & 2 for content) and will be delivered over two and half consecutive days in your region.

Time: Day 1 & 2: 9.15am - 4.30pm  
Day 3: 9.15am - 12.30pm

|             |                              |
|-------------|------------------------------|
| Frankston   | May 5, 6 & 7                 |
| Ballarat    | June 16, 17 & 18             |
| Latrobe     | August 18, 19 & 20           |
| Mildura     | September 1, 2 & 3           |
| Bendigo     | September 15, 16 & 17        |
| Warrnambool | September 29, 30 & October 1 |
| Geelong     | October 13, 14 & 15          |
| Wangaratta  | October 27, 28 & 29          |

Job Rep Training programs are provided by ANF trainers and other staff and officials.

Job Reps need to select the dates applicable to your Organiser/area/location.

**Due to the building redevelopment at ANF House, this year from February - June Melbourne-based courses will be held at the ACTU Education Centre, 365 Queen St, Melbourne. From July, Melbourne courses will be held at ANF House, 540 Elizabeth Street, Melbourne. Venues for regional courses notified with registration. To register for a course complete the adjacent form and return it to the ANF by post or fax 9275 9389. Registration and course inquiries: phone Elaine Toma on (03) 9275 9333. Register online: [www.anfvic.asn.au](http://www.anfvic.asn.au) - go to the Education tab and follow the links to Job Rep Training Registration.**

# Registration Information

## Who should attend?

These training courses are free and are for ANF Job Representatives.

If you would like to be a Job Representative, contact your ANF Organiser at this office.

Job Reps employed in Public Sector workplaces, M&CH and ARCBS can apply for paid union training leave, pursuant to the agreement between the ANF and your employer in accordance with State Government policy (5 days per year). Employees in other sectors can request paid leave to attend training, according to arrangements with your employer. ANF provides a subsidy for "loss of pay" for Job Reps who cannot access paid training leave (on application). We will provide you with a leave request application letter when you register for a course.

## Registration

Please apply for your preferred course dates using this registration form, or apply online on ANF website.

We will provide written confirmation of your place in the course, including a written request to apply for paid training leave (as above), within 10 days. Please contact us if you do not receive this confirmation, as it means we have not received your application.

If there is no vacancy in your chosen course, we will advise you of vacancy dates in alternative course.

## Cancellation

Please advise us as soon as possible if you need to cancel your place so that we can offer it to other(s).

## Course Location

For Melbourne courses February to June, will be held at the ACTU Education Centre, 364 Queen Street Melbourne. A map with parking and public transport information will be provided with your registration confirmation. From July onwards we will be back at ANF House 540 Elizabeth Street. For Regional courses, the venue will be included with your registration confirmation.

## Catering

Lunches and morning/afternoon tea are provided by ANF.

## What to bring

Your ANF Job Rep manual.

## Accommodation

The 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) and accommodation includes breakfast, plus an evening meal when taken at the Ibis or regional venue. ANF books the accommodation from the night prior to the course unless you advise us otherwise. Please confirm your accommodation requirements with the ANF 14 days prior to the course.

## Travel

The ANF reimburses travel costs as follows:

- (a) 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
- (b) metropolitan public transport costs or City Link tolls
- (c) parking fees
- (d) taxi fares cannot be reimbursed without prior authorisation
- (e) regional courses (petrol subsidy for greater than 20 kms from venue).

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

# Job Representative Training Calendar 2009

(April - November)

- Introduction to industrial relations and the Job Rep role
- Dealing with a member's issue/problem solving
- Regional Training Program
- Job Rep training for the Private Aged Care Sector



Australian Nursing Federation  
(Victorian Branch)  
540 Elizabeth Street  
Melbourne  
Ph 9275 9333  
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[www.anfvic.asn.au](http://www.anfvic.asn.au)

