

2012 Job Rep Training Info Sheet

How to register for a program or regional seminar

You must be an ANF Job Rep to enrol in these programs

Register online at www.anfvic.asn.au or call Elaine Toma on 9275 9333.

Melbourne/metropolitan area Job Reps need to select program code and preferred dates, including a first choice and second choice. Regional area Job Reps need to select the dates for the training being held in your area.

ANF will provide you with written confirmation of your registration together with a written "request for leave" application. If you do not receive this within your required roster posting period, please contact Elaine Toma on 03 9275 9333 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 so we may offer your place to another Job Rep.

Catering

Lunch and morning tea are provided by the ANF.

Paid union training 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 (i.e. not in your Enterprise Agreement and paid leave not agreed to by employer).

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 Central Sky 43 Therry Street (a short walk to ANF house). Melbourne and regional accommodation includes breakfast and an evening meal to the value of \$35. 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 or email etoma@anfvic.asn.au