

7. Correspondence

**INTERCHANGE SHOALHAVEN INC.**MEMO

TO : Royce

FROM : Trish

DATE : 6.2.12

REGARDING : **Training requirements & vehicle updates for 2012**

It has been identified that this year you will be required to update your training in several areas and that copies of car updates may be needed for your file. Training dates will be advised throughout the year as they become available. You are responsible for contacting the office and booking into training days. If unable to attend a required training please call me to discuss possible alternatives. If you have attended training with another industry related service, please advise me and provide details as it may be relevant to current training needs.

**Training you need to attend for 2012.**  
(Relevant training needed in bold)

Asthma  
Epilepsy  
**Behaviour Support**  
**Mandatory Reporting**  
Manual handling  
Medication  
Mental Health  
**OH&S Training**  
**Professional Boundaries**  
FIRST AID

**Vehicle updates required for 2012.**  
(Relevant updates in bold)

Driver's License  
Registration  
**Comprehensive Insurance**  
**Roadside Membership**

Current training Calender

**Behaviour Support** in house training at Interchange  
February Fri 24.2.12 9.30am-12.30pm

**Mandatory Reporting** in house training at Interchange  
March Fri 9.3.12 9.30am-12.30pm OR May Mon 14.5.12 9pm-4pm

**Manual Handling** in house training at Interchange  
Fri 15.6.12 . 9am-1pm.

**Epilepsy**

Can be booked at any time as it involves an individual video presentation package