



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

Memo

To: OSHC CENTRE CO ORDINATORS
 From: Liam Whitley, General Manager, Children's Services
 CC: Children's Services Management Team
 Date: Tuesday, 28 June 2011
 Re: COMPULSORY TRAINING FOR OSHC CENTRE CO ORDINATORS

Dear All,

As part of our series of specific training days for our Centre Coordinators the 2nd of these valuable days is now set.

When: Monday 18th July 2011
 Time: Registration from 9.30am. Training from 10.00am – 4.00pm
There is an expectation that you stay for the whole day
 Where: Ryde Community Sports Centre, ELS Hall Park, Kent Road, Ryde
 Meals: Morning Tea, Lunch and Afternoon Tea provided
 Uniform: Comfortable casual clothing
 Attendance: As this is a Compulsory Training all Centre Coordinators must attend
 Pay: 6 hour day (including lunch)

Training Day Schedule:

- Topics to be covered are: Writing Effective Newsletters, Duty of Care, Staff Code of Conduct, Recycled Craft and the Y as a Charity.

Requirements:

- All Coordinators to come prepared for a full day of participation. Bring paper, pen and be prepared to take notes and feel free to ask questions.
- All Coordinators are required to email a recycled craft activity, including instructions and a photo if possible, to [REDACTED]. This must be done no later than close of business Friday 8th July 2011 to ensure we can put this resource together for you to take away from the training day. Word or Publisher documents please not pdfs.

All Coordinators MUST bring their Centre's Policy and Procedure Folder on the day as we will be issuing a new set of Policies and workshopping them.