

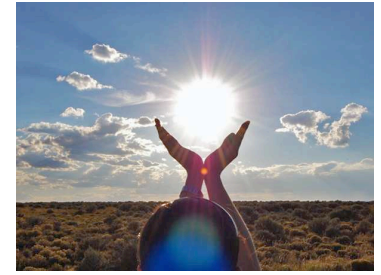
VAST E-News §

Sneak Peak of Training Calendar Feb - Jun 2012

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An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you know and what you don't.

Anatole France

VAST & VOLUNTEER MANAGEMENT UPDATE

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Professional Development Update

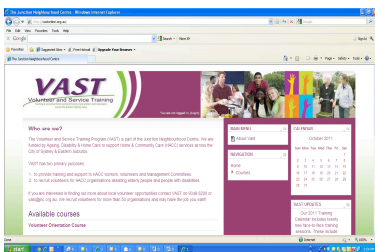
e-LEARNING

VAST has gone online! Online Volunteer Orientation Course now available.

This is free course and has been designed based on our face to face session for volunteers. This course has been prepared for HACC Volunteers in the Eastern Sydney Area so if you have volunteers delivering services to HACC clients in this area your organisation is eligible to access this course. Especially if these volunteers are:

- working from home (Virtual Volunteers)
- unable to attend face to face training due to full time work/studies
- with a disability that may limit their ability to access face to face training e.g. visual or hearing impairments, mobility limitations among others
- preferring to complete training at their own pace due to their limited English communication
- volunteers who prefer self-directed learning rather than group learning

Visit <http://vastonline.org.au/>
VAST E-Learning Site



How does it work?

- Step 1:** use VAST Online Training Booking Form to book volunteers.
- Step 2:** VAST will send username, password and terms & conditions to volunteer's email
- Step 3:** Volunteers will have up to one month to complete this course.
- Step 4:** After successfully completing the course Volunteers can download and print their Certificate of Completion.

What is needed?

1. Volunteers need to have intermediate computer skills (this is ability to navigate the Internet and familiarity with Microsoft packages).
2. Volunteers need to have access to a computer with Internet connection.
3. Volunteers need to have access to an email account.
4. Volunteers need to read the User Guide and refer to it as many times as needed.

Request a Booking Form by email at vast@jnc.org.au or Call us on 9349 8200.



Onsite Training

Get up to \$500 for onsite training. Apply now!

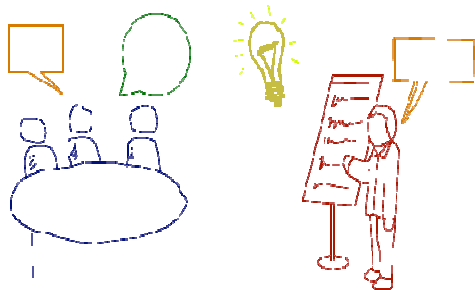
We are pleased to inform you that applications are now open for our new **VAST Customised/Onsite Training project**. If your organisation needs a trainer to adapt training courses according to your needs and to deliver the session onsite in **October, November or December 2011**, then this is your opportunity to apply for VAST Customised/Onsite Training.

Should you be successful with your application VAST will:

- ✓ Discuss your training needs and recommend a specific course
- ✓ Put you in contact with potential trainers
- ✓ Cover up to \$500 of trainer's fees
- ✓ Provide you with Certificates of Attendance (if trainer doesn't)
- ✓ Provide you with Training Evaluations

To be eligible the staff attending this session need to:

1. Be in a HACC funded position (paid/unpaid) and be providing services to HACC clients in the City of Sydney or the Eastern Sydney area
2. Have a minimum of 10 people attending the course and a maximum of 18 (maximum numbers allowed may differ depending on trainer)
3. Be prepared to agree to the Terms, Conditions and Procedures detailed in page 2 of the attached Application Form



We come to you!

To apply you need to complete the attached Application Form and email it to VAST. VAST will provide this service to the first two eligible organisations emailing the Application Form to vast@jnc.org.au. Other eligible applications will be placed on a waiting list and will be contacted as soon as resources become available for the delivery of more onsite training (VAST will open applications 4 times a year depending on resources available). Should you have any questions please do not hesitate to contact us.

This is what HACC organisations say about VAST Customised/Onsite Training:

"Fridays training went really well, the girls enjoyed it & the trainer was great. For us to be able to hold the training at our premises was critical as the team is much more comfortable when they are at our premises & within our community & participation in the class is higher..." Bernadette – Training Officer – Wyanga Aboriginal Aged Care

Request an [Application Form by email at vast@jnc.org.au](mailto:vast@jnc.org.au) or [Call us on 9349 8200](tel:93498200).

The winners for the second term 2011, new sessions for 2012 and new funding!

Twenty one training sessions were scheduled for the July-November 2011 VAST Training Calendar and a total of 41 sessions were scheduled in 2011. A total of 293 training participants attended VAST Training throughout our last financial year. The most attended sessions were: Apply First Aid, OH&S, Introduction to Microsoft Excel, Person Centred Care and Networking with Ethnic Communities.

VAST has received more recurrent funding and this is why the new VAST Training Calendar for 2012 includes 26 sessions and an extra seven IT training sessions. These have been requested through the VAST Training Survey as well as based on feedback from participants and latest changes in the community sector. Several governance training sessions have been scheduled to address the introduction of the Community Care Standards and other ADACH requirements. We would, however, appreciate more participation in training surveys. Please contact VAST on vast@jnc.org.au or 9349 8200 to let us know your training needs.

You've Got Funding!

VAST Training Calendar February-June 2012 - Sneak Peak!

Some of Our Facilitators



Marianne Gabriel
Psychologist in
Private Practice

**TRI
COMMUNITY
EXCHANGE
INC.**

Anne-Maree Kerr
IT Training Coordinator



Debbie Jamieson
Director Djamieson
Consulting

**Squalor and
Hoarding
Consultancy
Group**

Susan Graham
Director



Alana Moffett – Engaging
with Aboriginal Communities
Trainer



Steve Champion –
OH&S Consultant at
Recovre



Microsoft Packages

New Theme Calendar 2012 - IT Training.

VAST is allocating resources to deliver an additional Calendar. The theme will change every six months depending on the needs of HACC services. This calendar's theme is IT. Make sure you **book ASAP as places are limited** and we usually have waiting lists for these type of sessions.

IT Training Calendar

Introduction to MS Excel	29 th February
MS Excel Intermediate	7 th March
MS Excel Advance	21 st March
Introduction to MS Word	19 th April
MS Word Intermediate	3 rd May
Introduction to MS Power Point	17 th May
MS Power Point Intermediate	23 rd May

February to April 2012

Volunteer Orientation - FREE	22 nd February
Responding to and Communicating with People with Mental or Emotional Issues	1 st March
Home & Community Care Orientation - FREE	8 th March
Managing Challenging Behaviors of HACC Clients	14 th March
Applying Community Care Standards	15 th March
Workplace Health & Safety and Manual Handling	22 nd March
Team Building Skills for Managers	28 th March
Policy Writing Skills for ADHC Requirements	29 th March
Apply First Aid - <i>Nationally Recognised Training</i>	4 th April
The Enabling Approach with HACC Clients	11 th April
Understanding Boundaries & Duty of Care	12 th April
Responding Assertively to Challenging Conversations	18 th April
Project Management	26 th April



Applying Community Care Standards



Team Building Skills for Managers

May to June 2012

Managing Challenging Staff & Handling Grievances	2 nd May
Accidental Counsellor	9 th - 10 th May
Saturday Volunteer Orientation Course -FREE	12 th May
Financial Management for ADHC Requirements	16 th May
Cultural Intelligence	24 th May
Safe Home Visiting	30 th May
Writing Successful Tenders & Submissions	31 st May
Squalor & Hoarding Workshop	6 th June
Mindfulness for Working with Stress	7 th June
Seniors Activities in Adult Day Care	13 th June
Engaging with Aboriginal Communities	20 th June
HACC Orientation - FREE	27 th June
Boundaries & Communication Skills for HACC	28 th June
Volunteers - FREE	



Financial Management for ADHC
Requirements



Engaging with Aboriginal Communities

All Course Overviews will be available online (link below) from mid December 2012.

<http://www.jnc.org.au/JNCPubs.htm#VASTTraining>

VAST & Volunteer Management Update

International Volunteer Managers Day Celebration 2011

To celebrate International Volunteer Managers Day VAST, as in the last two years, held a Networking & Professional Development Session on the 3rd of November. Volunteer Coordinators from more than fifteen different organisations attended to meet other Volunteer Coordinators, get familiar with the way other services recruit and manage volunteers and have the opportunity to access professional development workshops.

The day is started with a delicious lunch while all Volunteer Coordinators and presenters had the opportunity to do some social networking. This was followed by three presentations including: Review of the National Volunteer Strategy 2011; Top Ten Hints for Using Social Networking and Virtual Volunteering Strategies and an Introduction to a Person Centred Planning Approach in the Management of Volunteers. The day was closed with drinks and a toast thanking all Volunteer Coordinators for their hard work and commitment to clients and volunteers.



Enis Jusufspahic- HACC Development Officer Promoting VAST and HACC Volunteer Jobs at the UNSW Expo 2011.

Volunteer Expo at UNSW

VAST and the HACC Development Officer for the Eastern Sydney Area attended the Volunteering Expo at the University of New South Wales last 27th of July 2011. More than 50 expressions of interest for volunteering were received. VAST recruits and refers volunteers for more than 50 HACC services in the Eastern Sydney Region and promotes the spirit of volunteering through many different events and by using several marketing materials. **If you have Volunteer Vacancies** please download this Form and send it to VAST so that we can start recruiting volunteers for you ASAP!

Open Form here:

http://www.jnc.org.au/Publications/VAST_VOLUNTEER_JOB_VACANCY_FORM.doc



More than 60 people attended the Award Ceremony.



VAST and the Centre for Volunteering hosted the **2011 Sydney City East Volunteer of the Year Award Ceremony**. Twenty three volunteers received a certificate in recognition of their nomination. And the winners are:

Individual Winners	Team Winners
- Youth Highly Commended Winner: Alisha King	- Team Highly Commended: Sydney Royal Botanic Garden Volunteer Guides
- Youth Winner: Loki Ball	- Team Winner: Country Care Link Volunteer Team
- Individual Winner: Doug Hawkins	

Thanks for everything!

I would like to let you know that I have resigned from my position as VAST Co-ordinator and my last work day is the 3rd of Nov 2011. It has been six years since I started working within the HACC sector and I must say I have been very fortunate to meet so many wonderful, caring and passionate people and to share so many experiences together. The JNC, the VAST program and all the HACC services I have been working with are and will always be very important and especial parts in my life. Thank you for everything and I would like to share one of my favourite quotes:

“Live as if you were to die tomorrow. Learn as if you were to live forever.” Mahatma Gandhi.

Shyrlay Ruby Villamil
VAST Program Co-ordinator

