# Department Staff Development Programs

Extensive programs designed to extend Department Staff's accreditation and professional skills development.

## Diploma of Child, Youth and Family Intervention

The Diploma of Child Youth and Family Intervention is an excellent opportunity for eligible staff to gain a nationally recognised qualification related to child protection, family support and out-of-home-care. The Diploma is offered over 18 months.

Diploma Structure (Clusters):

1. Child Development and Wellbeing
2. Developmental Trauma
3. Supporting Children in Out-of-Home Care
4. Cultural Diversity in Child Protection
5. Family Interventions
6. Communications and Group Dynamics
7. Introduction to Child Protection: Principles and Practices
8. Trauma Informed Practice
9. Case Management
10. Families with Complex Needs
11. Statutory Child Protection

## Aspiring Cultural Leadership

To provide an opportunity for aspiring leaders to improve service delivery and apply a cultural lens to the work we do to support the safety and well-being of Aboriginal children and their families.

# Department Staff Development Workshops

See Learning & Development Calendar for scheduled dates and locations: cpfs.moodle.com.au/calendar

Due to the specific subject matter and focus on internal processes and practices, these workshops are only available for Department Staff.

## Assist Case Management and Objective

This program targets new Staff (predominantly Child Protection Workers) that need, as part of their duties, to record and update client information on Assist & Objective. (2 days)

## Assist Therapeutic Care Services and Objective

This program teaches Therapeutic Care Services staff how to search and record using Assist & Objective. (1 days)

## Child Assessment Interviewing

Child protection workers gain the skills to interview children and young people for a variety of purposes. (2 days)

## Managing Child Protection cases through Childrens Court

Equips child protection workers with the key knowledge and skills required to manage child protection cases through the Children's Court.

## Orientation Program 1: Child Protection and Signs of Safety

An introduction to the knowledge and skills required to respond to child abuse and neglect and to work effectively with children, young people and families in a child protection context. (5 days)

## Orientation Program 2: Integration of Child Protection and Signs of Safety

Strengthens skills to respond to child protection concerns, manage and support children in the CEO's care and effectively provide individual and family support. (5 days)

## Orientation Program 3: Intensive Family Support

To develop the knowledge, skills and attitudes required of staff to effectively deliver the Intensive Family Support services. (5 days)

## Orientation Program 4: The Care Team Approach to Planning

Focuses on the roles and responsibilities of child protection workers when case planning and care planning in partnership with children in care, carers, families and people significant to the child. (5 days)

## Parent Support Core Training

An introduction to the processes, resources and tools used to deliver the parent support service to children, young people and families. (2 days)

## Parental Mental Health: A Child Protection Perspective

Learn to engage sensitively with a parent living with a mental illness in a child protection context, emphasising family assessment and safety planning using a Signs of Safety approach.

## Permanency Planning

To equip child protection staff with the key knowledge and skills required to permanency plan for children in the care of the Chief Executive Officer. (3 days)

## Permanency Planning-Advanced Training for Team Leaders

To equip team leaders and senior child protection workers with advanced knowledge and skills required to support staff to permanency plan for children in the care of the Chief Executive Officer. (1 day)

## Protective Behaviours

Provides an overview of themes, core concepts and strategies of the Protective Behaviours Program. (1 day)

## Sanctuary - Psychoeducation

A one-day workshop exploring group work dynamics and provides practical examples of Psycho-education activities and resources.

## Signs of Safety - A Questioning Approach

Provides the rationale for why questioning is the core of the Signs of Safety approach and provides practical tips on constructing questions to better inform assessments and decision making in child protection.

## Signs of Safety-Advanced Practice and Leadership 2016

Provides child protection workers the opportunity to reflect on their practice and to take on a leadership role within their District or work area in terms of the ongoing implementation of the Framework. (3 days)

## Signs of Safety - Assessing Child Abuse and Neglect Using Signs of Safety

Use the Signs of Safety Child Protection Practice Framework to enhance your ability to apply policies and procedures when responding to allegations of significant harm.

## Signs of Safety - Building and Managing Safety Plans

Develop a better understanding of safety planning within the Signs of Safety Framework and increase your confidence and skills in building and managing safety plans.

## Signs of Safety - Building Momentum in Stalled Cases

To provide an understanding of why cases become stalled [or stuck] and provide a process for helping workers develop clear next steps.

## Signs of Safety - Children in Care

Familiarises staff with the principles, disciplines and tools of the Signs of Safety

## Signs of Safety - Decision Making in Child Protection

Practise using a framework for making significant decisions in a child protection context and explores ways to enhance critical reasoning and professional judgement.

## Signs of Safety - Facilitating Mappings and Safety Plans

Gain an understanding of the disciplines required to facilitate within the Signs of Safety framework and practise facilitating the mapping process.

## Signs of Safety - Participating in Pre-Birth Meetings and Pre-Hearing Conferences

Learn how to effectively participate in Signs of Safety Pre-Birth Meetings and Pre-Hearing Conferences.

## Signs of Safety - Using Appreciative Inquiry

Develop both skills and understanding in the use of "Appreciative Inquiry" when working with clients and colleagues as a means of building practice depth.

## Signs of Safety - Using the 3 Houses with Children

Learn how to use the 'Three Houses' tool to actively involve children in the child protection process of assessment, case and care planning or any other aspect.

## Signs of Safety - Using Words and Pictures with Families

Learn how to use Words and Pictures" when working with children and families.

## Steady Walking Talking

The workshop will enable participants to develop an understanding of the collaborative process through which Aboriginal and non-Aboriginal people are able to effectively interact to support the best outcomes for Aboriginal families and children.

## Supervision and Performance Management for Team Leaders

A one-day skills development program for Team Leaders. The pilot presents an opportunity for participants to raise and discuss issues that will inform further training for staff providing supervision and managing employee performance. (1 day)

## Therapeutic Crisis Intervention (TCI)

Practice using a therapeutic and trauma-informed approach to prevent high risk interventions and use behaviour support techniques to minimise, divert and respond to aggression and violence. (4 days)

## Therapeutic Crisis Intervention (TCI) Refresher

Review the therapeutic, trauma-informed approach to prevent high risk interventions and refresh skills to minimise, divert and respond to aggression, violence and potential crisis. (2 days)

## Trauma Sensitive Practice with Children and Families

To strengthen knowledge and skills to support work with complex and traumatised families. (2 days)

## Writing Effectively in Out of Home Care

Learn how to apply Sanctuary concepts and use a trauma-informed approach when recording information and writing documents within Therapeutic Care and Secure Care. (1 day)

# Department Staff and Sector Staff Workshops

Enrolments welcomed from staff at our Partner Agencies in the Sector and Foster Carers.

## Assessing Alcohol and Other Drug Problems and Motivational Interviewing

Learn the skills and tools for assessing and providing an appropriate intervention with families where there are significant alcohol and other drug (AOD) problems.

## FuSioN Family Support Network: Partner Agency Training

For NGO Partner Agency staff of WA Family Support Networks. FuSioN is the main client information system for the Family Support Network (FSN) and provides NGO lead and partner agency staff with the skills to navigate, search and record client information.

## FuSioN Family Support Network: Lead Agency Training

For NGO Lead Agency staff of WA Family Support Networks. FuSioN is the main client information system for the Family Support Network (FSN) and provides NGO lead and partner agency staff with the skills to navigate, search and record client information.

## Mandatory Reporting of Child Sexual Abuse

Free interactive information session facilitated by key agencies in child protection, covering child sexual abuse, child abuse indicators, grooming behaviours, roles and responsibilities, case scenario, sexualised behaviours, child safe organisations and more. (4 hrs)

## Identify and Respond to Children and Young People at Risk of Harm
Equips participants with the skills and knowledge to identify and respond to children at risk of harm or neglect. (2 days)

## Impact of Trauma on Children and Youth
Explores the physical, emotional and social impacts of complex trauma on the developing child. The workshop examines the interplay of trauma on brain development, attachment processes and self-identity. (1 day)

## Intersection of Child Protection and Disability
Increases skills and practice knowledge when working with the dynamics of disability in the context of child protection, family support and out-home-care. (1 day)

## Permanency Planning for NGOs
To equip NGO service delivery staff to the key knowledge and skills required to permanency plan for children in the care of the CEO. (2 days)

## Responding to Client Aggression
Learn how to identify the early warning signs of aggression, use self-regulation in difficult situations and prevent the escalation of aggression. (2 days)

## Responding to Concerning Sexual Behaviours in Out of Home Care
Provides information on how to respond to normal, concerning and abusive situations. (2 days)

## Sanctuary-Creating Sanctuary
Learn how the Sanctuary Model is used to facilitate trauma recovery by creating safe, democratic and therapeutically secure environments for staff and young people in Therapeutic care. (2 days)

## Sanctuary-Introduction
An introduction to the four pillars of the Sanctuary Model and the methods used to facilitate safety in residential care. (1 day)

## Signs of Safety-An Introduction
An introduction to the principles, disciplines and tools of the Department for Child Protection and Family Supports' Signs of Safety Child Protection Framework. (1 day)

## Therapeutic Crisis Intervention (TCI) for NGOs
Practise using a therapeutic and trauma-informed approach to prevent high risk interventions and use behaviour support techniques to minimise, divert and respond to aggression and violence. (3 days)

## Trauma Informed Advanced Practice
Participants will develop a deeper understanding of the impact of trauma on children and young people and will develop approaches and skills to help them recover. (2 days)

## Working with CaLD and refugee families in child protection practice
Increase confidence and competence in engagement, assessment and referral skills when implementing culturally safe child protection and family support practices.

# Foster Carer Preparation Training

A series of workshops to help prepare General Foster Carer applicants and new Foster Carers (Family and General) to provide nurturing and healing care for children in foster care.

**Workshops:**

**Provide Foster Care as Part of a Team** - Fostering partnerships; Context of child placement; Reunification; Permanency planning; Contact visits with birth family

**Trauma and Attachment** - Development of healthy attachment; What happens when attachments go wrong; Impact of trauma on children; How trauma and attachment affect the brain; Behaviours, feelings and attitudes linked to trauma and attachment

**'Healing' Parenting Skills** - How to apply "healing" parenting skills; How to apply knowledge of trauma and attachment to practical parenting

**Impact and Considerations of Fostering** - Factors to consider prior to fostering a child; Benefits and challenges of fostering for your family; Concepts of 'matching' and 'transition' when placing children with families

**Safe Caring and Self-Care** - Concepts of risk, 'safe' caring and protective strategies; Disclosures; Safety and Wellbeing concerns/Allegations; Complaints process; Grief and Loss; Secondary trauma; Stress management and supports

**Cultural Considerations / Course Review** - Aboriginal and other cultural issues to consider; How to nurture children's cultural and religious connections and identity; Aboriginal historical context – Stolen generations; Cultural planning and Departmental supports; Life story work; Your learning needs.

## Foster Carer Preparation Training - Self Paced
This Online Learning Program provides applicant Foster Carers and newly approved carers with the learning necessary to prepare for fostering children and young people within the care of the Department for Child Protection and Family Support.

# Foster Carer Development Workshops

Workshops for approved foster carers to further develop their core skills and knowledge for working with children in care, and the child protection system.

## Attachment and the Impact of Trauma
Explore the critical importance of attachment in child development and how it can be adversely impacted on by experiences of trauma and abuse. The effect of disrupted attachment can be experienced into adulthood. (3 x 3 hrs)

## Bringing up great kids- ACF Parenting Programme
Developed by the ACF, suitable for a wide range of parents (carers) including those who might be considered vulnerable or 'at risk'. It uses mindfulness and reflection to promote positive respectful parent (carer)/child relationships.

## Building Children's Emotional Intelligence
Human emotions are central for communication and connection. This course will use the resources from "Tuning in to Kids" parenting program to support carers to help teach their children how to understand & regulate their emotions.

## Caring for Aboriginal Children
Aims to build carer's confidence in looking after Aboriginal children by providing knowledge of family systems. (3 hrs)

## Caring for Aboriginal Children – A look at Noongar Culture
A look at the rich history of the South-West and the Aboriginal people from this area. In this session we will explore local custom, child-rearing practices, places of significance and stories of the people

## Caring for High Needs infants
An interactive session on caring for newborns that have experienced drug and alcohol in the womb; exploring withdrawal, managing high needs infants inclusive of a discussion around breast milk, KEMH support and community connection. (3 hrs)

## Celebration- Men Who Foster
A time to relax over a light meal (catering provided), share experiences, and learn from other men involved in fostering. (3 hrs)

## Child Development Part 1 – Infancy and Toddlerhood 0-3 years
This workshop focuses on the critical first three years of a child's life, looking at what to expect of an infant and toddler and providing you with practical ways to promote a child's development and help you identify when development is not on track.

## Child Development Part 2 – Early Childhood 3-8 Years
This workshop aims to increase your understanding of a 3-8-year-old including how to promote development through play and better prepare young children for school.

## Child Development Part 3 – Middle Childhood 8-11 Years
Middle childhood development receives less attention than the more rapid early years and adolescence, although what takes place is no less important. Skills and knowledge acquired in the early years are further enriched and consolidated.

## Concerning Sexualised Behaviours
Equips carers & staff with knowledge and skills to respond to and manage concerning sexual behaviours in children and young people. Includes prevention strategies, safety issues, interventions and suggestions for ongoing learning. (3 hrs)

## eSafety
IPods, MP3players, Face book – security, twitter and cyber safety. Confused? Come & ask all the questions you are afraid to ask your kids, and learn how to teach them to protect themselves in cyberspace.

## Foetal Alcohol Spectrum Disorder
Learn about FASD, the effects of alcohol on the foetus, behavioural challenges for children and families and prevention and intervention strategies for parents and carers. (3 hrs)

## Grief & Loss
The Grief and Loss program explores the normal process of grief and loss experienced by carers when children are reunified with their biological family. (3 hrs)

## Heartbeat Course
The Heartbeat course provides resuscitation skills. The Heart Beat Club is a community education initiative of Royal Life Saving Society that aims to increase the skills and confidence of parents and family members in cardio-pulmonary resuscitation (CPR). (3 hrs)

## Is it sensory? It is behaviour, or both? Occupational Therapy's role
Being able to tell the difference between sensory processing issues and behavioural issues and how the two inter-relate is not an easy prospect.

## Legal Processes for Children in Care
Do you want to know more about the legal process, understand what orders are available, understand the terminology, and timeframes? Do you want to know the role of carers in these processes including when Special Guardianship Orders may be appropriate? (3 hrs)

## Life Story Work
Life Story Work is an attempt to give back the past to children separated from birth families. It can help them accept their past, move forwards positively to the future, and give them a structured and understandable way of talking about themselves.

## Masterclass series – Bruce Perry
Are you interested in finding out more about the work of Bruce Perry, how this relates to foster carers, and the strategies he recommends for children in care?? This workshop will explore Bruce Perry's work.

## Masterclass series – Bryan Post
Explores the work of Bryan Post, and discuss the relevance of his work for foster carers, and children in care. This is an opportunity to look at this in more depth, and see how it can be used in your home.

## Masterclass series-Dan Hughes
Are you interested in finding out more about the work of Dan Hughes, how this relates to foster carers, and the strategies he recommends for children in care? This workshop will explore Dan Hughes work. (3 hrs)

## Masterclass series – Dan Hughes and Jon Baylin
Explores the work of Dan Hughes & Jon Baylin, following their Australian tour. This workshop will focus on brain based, attachment focussed ways of working with traumatised children, and help you to develop strategies for you to use at home.

## Masterclass series-Dan Siegel
Are you interested in finding out more about the work of Dan Siegel, how this relates to foster carers, and the strategies he recommends for children in care? This workshop will explore Dan Siegel's work. (3 hrs)

## Masterclass series – Developmental Trauma
Explores Developmental Trauma theory in more depth and its relevance to children in your care. We will discuss assessment, being trauma informed, and share creative strategies you can use at home to assist children to regulate.

## Pamper Day - Female Carers
The day includes lunch, relaxation, alternative therapies and beauty treatments - limited numbers.

## Play Therapy
Don't miss this opportunity to learn how to use PLAY THERAPY at home for the benefit of your children, and family. This workshop will cover the basics of play therapy and prepare you to be able to use these techniques in your own home. (3 hrs)

## Protective Behaviours
A proactive, holistic, whole community approach to teaching life skills to children; the language and principles of Protective Behaviour, helping them identify unsafe situations; arming them with tools to seek appropriate assistance or protect themselves. (3 hrs)

## Safer Caring
Helping children to feel safer in care is crucial thinking for a foster family, and will help to reduce allegations against carers and their families

## Sensational Mealtimes
When children are reluctant or fussy eaters, mealtimes can be challenging, stressful and fraught with negative experiences. This session will help create mealtime harmony as you DISCOVER how to use useful information about child's sensory experiences.

## Signs of Safety - Introduction
Overview of the Signs of Safety assessment framework and its tools. Participants will be introduced to the range of tools used in this process, and how carers are able to participate in these processes. (3 hrs)

## Signs of Safety - Advanced
Building on the overview of the Signs of Safety workshop, this session will expand your knowledge and skills in the use of Signs of Safety tools, and better prepare you to participate in Signs of Safety meetings for your child. (3 hrs)

## Signs of Safety - Using Tools to Help Children in Care
This workshop will explore some of the tools of the Signs of Safety framework, and how carers are able to use these to help the children in their care. This is a 2-day workshop that will allow time in between to try some strategies at home.

## Social and Emotional Wellbeing
Let's explore the impact of trauma on the developing brain and the practical, every day strategies that help children to develop better and more functional ways to think, feel and behave.

## Supporting Home Grown Children
Home grown children are an essential piece of the foster family puzzle, and support (or not) provided can make or break a placement. This workshop will explore the impact of fostering on home grown children. (3 hrs)

## Therapeutic Crisis Intervention System (TCI)
Presenting a crisis prevention and intervention model to teach carers how to help children learn constructive ways to handle crisis. Includes preventing; de-escalating and managing crises; how to handle stressful situations; developing a learning circle. (3 hrs)

## Therapeutic Crisis Intervention System (TCI) - Refresher
This is a refresher course for people who have previously completed the 3-day Therapeutic Crisis Intervention System (TCI) course and would like to refresh their skills. (3 hrs)

## Transitions & Endings
Helps carers help traumatised children and themselves to face change and loss in a managed and constructive way. Transitions are life events and changes, and change always creates stress.

## Working with Children from a CaLD Background
It is important for us to understand the cultural factors that influence relationships and practices, so that we can deliver culturally appropriate, child-centred care.

# Online Learning

Online interactive learning modules available at LDC Online Learning: cpfs.moodle.com.au.

The Department encourages Partner-Agency Staff and Foster Carers to access all our eLearning, with the exception of certain **Dept Staff Only courses** where licencing conditions prohibit external access.

## Aboriginal Cultural Appreciation
This course aims to develop an appreciation and understanding of Aboriginal Culture in the context of Child Protection, covering Aboriginal Origins, Colonisation, Policy Impact on Social Development and Myths/Considerations.

## Accountable and Ethical Decision Making
Raises awareness and provides clarity to dept. staff in the important and often complex areas of ethical and accountable decision making within the Western Australian Public Sector.

## Alcohol and Other Drugs: Introduction
Covers a fundamental understanding of the issues associated with problematic Alcohol & Other Drug use.

## CaLD, Introduction
Cultural Competency training for Dept. staff working with people from culturally and linguistically diverse (CaLD) backgrounds.

## CHARM (Complaints Management)
Introduces Department staff to the CHARM (complaint management) system.

## Child Development and Attachment, Introduction
An introduction to child development and attachment with a focus on typical developmental pathways of children, factors influencing development and the importance of healthy attachment for development.

## Child Protection, Introduction
An introduction to child abuse and neglect; types, impacts and risk factors.

## Children in Care, Introduction
Essential knowledge about their role in supporting children in care as outlined by legislation, policy and practice frameworks.

## Communication, Consultation and Cooperation
This course provides guidance for both middle and senior levels of management in relation to consultation and communication obligations.

## Communicate Effectively In The Workplace
This course examines the intricacies of communication in the workplace, the behaviours necessary for effective communication and the positive impact of active listening. It also looks at the different ways in which we communicate in the workplace.

## Corporate Induction
Essential knowledge for staff and carers about their role in supporting children in care as outlined by legislation, policy and practice frameworks.

## Cyber Security
Cyber security is a key knowledge area for all public sector staff: Intro to cyber security, The cyber threat, socially engineered email, preventing cyber incidents, policies, procedures and responsibilities, securing your home computer and mobile devices

## Emergency Plans, Making and Reviewing
This course is designed for managers and supervisors who need to make and review workplace emergency plans to ensure a safe work environment for everyone.

## Emergency Services Introduction
An overview of the Department's role in Emergencies.

## Equal Opportunity In Employment
This course has been designed to provide legally compliant training about organisational and employee responsibilities in relation to equal opportunity in employment, how to avoid discrimination and promote diversity in the workplace.

## Family and Domestic Violence: Introduction
This course aims to develop an awareness of family and domestic violence, in the context of child protection. *(Under review)*

## Health and Safety in the Workplace, Managing
This course is designed for managers and supervisors who need to understand and effectively manage work health and safety risk in the workplace to ensure a safe work environment for everyone.

## Incident Management
This course is designed for managers and supervisors, and sets out the steps that should be taken to properly manage and investigate safety incidents in the workplace, if and when they occur.

## Legislation for Case Practice Series
Essential knowledge about the Children and Community Services Act 2004 and how it underpins case practice, presented in three-parts.

## Legislation: Giving Evidence and Cross-examination in the Children's Court
Practical advice for Department Staff on preparing for the Children's Court. A 30 min video incorporating role playing and feedback from practitioners of the legal system.

## Manual Handling
This course details the requirements for safety in respect to manual handling in accordance with Australian health and safety laws. It is based on guidance and standards that are designed to be applied nationally.

## Mutual Exchange of Information
Information about laws that broaden the exchange of information not only in relation to the wellbeing of a child but also information relevant to the safety of a person subjected to, or exposed to, acts of family and domestic violence.

## Priorities, How To Manage
This course provides you with valuable tools that can help you to take control of your work schedule and better prioritise your work tasks.

## Problem Solving Tools And Techniques
This course outlines the problem-solving process and provides you with an introduction to a range of problem-solving tools and techniques that you'll be able to apply to a range of workplace situations.

## Records Awareness Training
Records Awareness Training (RAT) is an interactive course that raises records management awareness and provides essential knowledge of departmental policies and guidelines established for compliant recordkeeping.

## Risk Management in the Workplace
This course is designed for managers and supervisors who need to understand and effectively manage risks to safety and health in the workplace to help ensure a safe work environment.

## Safe Sleeping
To reduce the risk of sudden unexpected deaths in infants, including the risk that can occur when babies co-sleep. This course provides professionals working with families with infant's current evidence based information on safe sleeping practices

## Sanctuary: Foundations
An introductory overview of the major components of the Sanctuary Model and practical tools used to facilitate sanctuary in Residential Care.

## Stress, How To Manage
This course is designed to provide you with an understanding of how to identify and manage stress.

## Time and Attendance
A guide for staff to help them find their way around with your attendance rosters and leave requests in the Time and Attendance System.

## Work Health & Safety (Compliance Essentials)
An overview of the common hazards in the office work environment and how to prevent injury. It also introduces the legal framework surrounding OSH responsibilities.

## Work Health & Safety (The SAFE Files)
The S.A.F.E files aims to educate employees on the importance of creating and maintain a safe and healthy workplace. This course provides legally compliant training covering work health and safety.

## Workplace Bullying (The SAFE Files)
This course provides legally compliant advice about employer and employee responsibilities in relation to workplace bullying.

## Workplace Bullying (Compliance Essentials)
This course answers key questions about workplace bullying and offers guidance on how to recognise and prevent bullying behaviour.

## Workplace Conflict, How To Manage
This course is designed to provide you with information about how to manage conflict in the workplace. It provides an overview of the different types and sources of conflict in the workplace.