

2014 Job Representatives training registration form

Please complete all sections on this form.

Register early as class sizes are limited for maximum benefit of participants and limited venue space.

Surname: _____

First name: _____ male female

Home address: _____

Postcode: _____

Home email: _____

Workplace: _____

Work address: _____

Postcode: _____

Phone: (w) _____ (h) _____

(mobile) _____

Workplace type: public sector private sector other

Name of nurse manager: _____

Are you a Job Rep or HSR? Job Rep HSR

How long have you been a Job Rep/HSR?: _____

Your ANMF membership number: _____

Please select the course you wish to attend including the program code, date and location:

1. Introduction to industrial relations and the Job Rep role

1st preference: date & code: _____

2nd preference: date & code: _____

2. Bullying and Harassment - what you need to know

Advanced Job Rep/HSR training (regional includes seminar)

Date & code: _____

Accommodation is provided to Job Reps/HSRs whose workplace is more than 70kms from the course venue (see brochure for details)

Do you require accommodation? (please read information over)

Yes No

Check in date: _____ Check out date: _____

How did you find out about this program: _____

Please return registration form to: ANMF (Vic Branch), Box 12600, A'Beckett Street Post Office, Melbourne 8006 or fax to: 9275 9389.

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.

The program is correct at time of printing (November 2013). Please check www.anmfvic.asn.au/jobrep for any changes.

Catering

Lunch and morning tea are provided by the ANMF.

Accommodation

ANMF 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 a hotel a short walk from the ANMF. Melbourne and regional accommodation includes breakfast and an evening meal to the value of \$35. ANMF books the accommodation from the night prior to the program unless you advise us otherwise. Accommodation details for both metropolitan and regional programs are advised on confirmation of registration. Please confirm your accommodation requirements with the ANMF 14 days prior to the course.

Travel

The ANMF 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.

"The whole course was fun and educational."

ANMF Job Rep

About the ANMF Job Rep role

ANMF has 2,300 Job Reps representing more than 68,000 Victorian nurses, midwives and personal care workers. Job Reps form a vital communication network linking ANMF elected officials and staff with members in every hospital ward, unit, health centre, health service and aged care facility. With ANMF support, Job Reps distribute information to members, recruit new members and assist members who have an industrial or professional issue requiring ANMF information, representation or support.

ANMF provides free metropolitan and regional Job Rep training covering the Job Rep role, your workplace rights and responsibilities and how to organise at work to improve conditions. Job Reps also have the opportunity to attend the Annual Delegates Conference which provides an informative and inspirational program.

About the Australian Nursing & Midwifery Federation (Vic Branch)

The Australian Nursing & Midwifery Federation (Vic Branch) is the peak organisation representing Victorian nurses, midwives and carers in relation to industrial, professional and occupational health and safety matters. ANMF works tirelessly to improve nurses', midwives' and carers' wages and conditions and their ability to provide high quality care to patients, residents and clients.

ANMF is committed to providing an opportunity for nurses and midwives to discuss professional issues and undertake research in the pursuit of nursing excellence and improved patient outcomes.

ANMF has a membership of over 68,000 nurses, midwives and carers employed in a range of health services, including hospitals, aged care facilities, mental health facilities, community health centres, maternal and child health clinics, general medical clinics, schools, prisons, the Australian Red Cross Blood Service and the Royal District Nursing Service.

ANMF (Vic Branch) offers its members annual scholarships, prizes and research grants to promote nursing and midwifery excellence. For details visit www.anmfvic.asn.au

ANMF (Vic Branch) Job Representative Training

2014 Program Calendar



www.anmfvic.asn.au

Introduction to industrial relations and the role of the Job Representative (3 days)

Our introductory training program, provided free to Job Reps, is designed to build knowledge and confidence in your important role in the union.

Full details regarding leave entitlements and provision of accommodation and meals are included in the registration brochure and at www.anmfvic.asn.au. All Melbourne-based programs are held at ANMF House, 540 Elizabeth Street, Melbourne. Regional program venues are notified with your registration confirmation. Paid union training leave applies where eligible.

Course and registration information is available at www.anmfvic.asn.au/jobreps/ or call Aoife Ni Dhalaigh on 9275 9333 for a registration brochure.

What will I learn in the Introductory Job Rep program?

This program is held over three consecutive days and will focus on:

- the role of ANF and unions
- your role, rights and responsibilities as an ANMF Job Rep
- the Fair Work Act and your rights at work
- what to do when you don't know what to do
- finding out who, what, where and how to access ANMF resources to assist you in your role
- identifying the roles and responsibilities of ANF staff and officials
- a problem solving process to address workplace issues
- the principles of natural justice, procedural fairness and the disciplinary procedure
- your role in representing members and helping members to help themselves
- building and unifying workplace membership.

Melbourne courses:

9.15am – 4.30pm daily.
M01/14 25, 26 & 27 March
M02/14 13, 14 & 15 May
M03/14 3, 4 & 5 June
M04/14 22, 23, 24 July
M05/14 26, 27 & 28 August
M06/14 30 Sept, 1 & 2 October
M07/14 2, 3 & 4 December

Register online:
www.tiny.cc/14jrintro

Regional courses:

9.15am - 4.30pm daily.
R01/14 Geelong **Rescheduled:** 23, 24 & 25 September (was April)
R02/14 Ballarat 27, 28 & 29 May
R03/14 Echuca 29, 30, 31 July
R04/14 La Trobe 12, 13 & 14 August
R05/14 Wangaratta 21, 22 & 23 October
R06/14 Bendigo 11, 12 & 13 November
R07/14 Warrnambool 25, 26 & 27 November

Regional program venues are notified with your registration confirmation. Please select the course/location of your regional Organiser.

Important: these dates were correct at time of printing. Please check the ANMF website or phone 92759333 for updates.

About the introductory program

The three-day Job Rep introductory training is for ANMF Job Reps and held over three consecutive days, 9.15am to 4.30pm. This program will benefit Job Reps from any type of workplace. The Melbourne programs are reserved for metro-based Job Reps. The regional programs are reserved for regional Job Reps.

Who should attend?

All Job Reps who have not attended training are strongly encouraged to attend this introductory program as soon as they become Reps, and it is also useful as a refresher for Reps who did the program more than three years ago. It will help you gain confidence in your role, know when to ask for help and what resources are available to you from the ANMF to assist you in the role.

About the advanced program (for Job Reps and HSRs)

The *Bullying and Harassment - what you need to know* program is an additional series of advanced level one-day training programs available to Regional Job Reps and HSRs during February and March 2014.

Job Reps and HSRs who undertake this training will be able to:

- identify and define what is and isn't workplace bullying
- understand their role in dealing with these issues in the workplace
- understand the legal obligations of the employer to address such issues
- have the opportunity to examine and apply their learning to some case study examples
- receive a range of resources, information and materials relevant to the issue.

About the regional Job Rep/HSR seminars

The Annual Regional Job Rep/HSR Seminar will follow the advanced training and includes an ANMF (Vic Branch) 2014 activities update. This a great opportunity to meet elected officials, your ANMF Organiser and other Job Reps in your area and to join us for a social 'happy hour'.

"Fantastic three days: good mix of lectures, group work and fun stuff."

ANMF Job Rep

How to register for a program

- You must be an ANMF Job Rep (or HSR for advanced program) to enrol in these programs.
- Register using the form attached and post to ANMF (Vic Branch) Box 12600 A'Beckett Street Post Office, Melbourne VIC 8006 or fax to 03 9275 9389 or register online at the link advertised with the course or go to www.anmfvic.asn.au/jobreps and follow the links.
- Melbourne/metropolitan area Job Reps need to select a program code and preferred dates, including a first choice and second choice from the Melbourne dates.
- Regional area Job Reps need to select the dates for the training being held in the area where your ANMF Organiser is located.
- ANMF 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 Aoife Ni Dhalaigh on 03 9275 9333 as it may mean we have not received your application.

Paid union training leave to attend

Leave may be granted by your employer for Job Reps in the following ways:

- Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012-2016
- Victorian Public Mental Health Services Enterprise Agreement 2012-2016, or
- as otherwise provided in your workplace EBA.

ANMF (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).

Inquiries

Call Aoife Ni Dhalaigh on 03 9275 9333 or email jrt@anmfvic.asn.au

The program schedule is correct at time of printing (December 2013). Please check www.anmfvic.asn.au/jobreps for any changes.

Advanced Job Rep and HSR Training and Annual Regional Seminars

The new advanced level training program *Bullying and Harassment - what you need to know* has been developed to give Job Reps and HSRs a greater understanding of bullying and harassment issues as well as clear guidance about their role when members bring such issues to them.

Job Reps and HSRs who undertake this training will be able to:

- identify and define what is and isn't workplace bullying
- understand their role in dealing with these issues in the workplace
- understand the legal obligations of the employer to address such issues
- have the opportunity to examine and apply their learning to some case study examples
- receive a range of resources, information and materials relevant to the issue.

This training will be combined with the Annual Regional Seminars which include an update on ANMF (Vic Branch) activities and an opportunity to meet elected officials, your ANMF Organiser, other Job Reps and HSRs in your area as well as join us for a complimentary 'happy hour'.

Time:	Training program	9.30 am - 3 pm
	Regional Seminar	3.30 pm - 4.45 pm
	'Happy Hour'	4.45 pm - 5.45 pm

Code	Date	Region	ANMF Organiser
RTS01/14	4 February	Ballarat	Alan Townsend
RTS02/14	6 February	Echuca	Christine Steiner
RTS03/14	11 February	Geelong	Mal Dwyer
RTS04/14	13 February	Warrnambool	Peter Birch
RTS05/14	20 February	La Trobe	Liz McCormack and Lynne West
RTS06/14	26 February	Wangaratta	Alison Cairns
RTS07/14	4 March	Mildura	Julie Wearing-Smith
RTS08/14	6 March	Bendigo	Loretta Marchesi

Please select the course/location of your regional Organiser.

Register online: www.tiny.cc/14advjrhr