

CCSA supports approved providers and leaders in early childhood governance and management.



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2023

TRAINING CALENDAR

FEBRUARY



Risk Management

Applying a Risk Management Lens Across the 5 Building Blocks

In early childhood education settings, we are comfortable with assessing and managing risks related to children's health and safety, but have you thought about organisational risk?

During this presentation we will explore and unpack organisational risk including how to identify and manage the key areas of risk for your organisation.

Date: Thursday 9 February

Time: 10.30am - 11.30am

Cost: Mem \$88 | Non-Mem \$120

QA7

MARCH



Part A - Income Budgeting State Funded (1 hour)

Part B - Income Budgeting Federally Funded (1 hour)

Understanding the income streams available to your service is a critical component of budgeting in early childhood. These sessions are designed to unpack the sources, timing and amounts of funding available from both a State and Federal level, along with varying rules regarding charging of fees. In a complex and competitive environment, services should understand not just their own funding arrangements but those of their competitors.

Date: Thursday 2 March

Time: Part A: 10.30am - 11.30am

Part B: 12.00pm - 1.00pm

Attendance can be for one or both parts.

Cost: Mem \$95 | Non-Mem \$135 (both parts)

QA7

MAY



Cyber Risk & Security Managing Data Processes and Systems Storage of Child Records

Early childhood education services hold and process sensitive data about children, families and the organisation. Managing this data is a vitally important part of the service's daily operations.

In this session we look at how to best manage your data processes to avoid security breaches and manage the risk of your sensitive records being exposed. We will provide practical advice for your early childhood service.

Date: Thursday 11 May

Time: 10.30am - 11.30am

Cost: Mem \$88 | Non-Mem \$120

QA7

JUNE



Unpacking the Nominated Supervisor & Educational Leader Roles

A Compliance Perspective

Both the nominated supervisor and educational leader have a number of responsibilities under the National Law and National Regulations.

In this session we will explore the regulatory framework and how this relates to these roles. We will unpack how these two roles relate to daily operations within the context of your early childhood service.

Date: Thursday 8 June

Time: 10.30am - 11.30am

Cost: Mem \$88 | Non-Mem \$120

QA7

AUGUST



Organisational Structure

What Does This Look Like in your Service?

All businesses should have an organisational structure chart. This shows the roles, the lines of accountability and therefore where delegations should exist. It is a good visual reference for all stakeholders in the service to understand the various roles, their responsibilities and how they fit together. Explore what this might look like in an early childhood education and care service.

Date: Thursday 10 August

Time: 10.30am - 11.30am

Cost: Mem \$88 | Non-Mem \$120

QA7

SEPTEMBER



Wages Budgeting

How to Understand a Wages Budget

Salary and wages, along with their associated on-costs, are invariably the single largest expense item in any early childhood service at well over 50% of total expenditure. So, overall service budgeting can only be effective if services have a solid grasp on the key elements of wages budgeting including award rates, engaged hours, the effect of progression through classifications, and the Annual Wage Review of the Fair Work Commission.

Date: Thursday 14 September

Time: 10.30am - 11.30am

Cost: Mem \$95 | Non-Mem \$135

QA7

OCTOBER



Regulatory Compliance A Focus on Common Areas of Non-Compliance

The National Law and Regulations underpin all daily operations in your early childhood service. In this session we will identify common areas of non-compliance. We will explore what your service needs to do to make certain the entire team are aware of their obligations, ensuring the service remains compliant.

Date: Thursday 12 October

Time: 10.30am - 11.30am

Cost: Mem \$88 | Non-Mem \$120

QA7

NOVEMBER



Marketing

Social Media and Websites

Marketing your service is so much more than designing a flyer. An effective and well implemented marketing strategy builds your profile with families and the wider community, leading to an increased ability to compete with other services in your area. In this session we will explore the key elements of an effective marketing plan.

Date: Thursday 9 November

Time: 10.30am - 11.30am

Cost: Mem \$88 | Non-Mem \$120

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FULL YEAR
PACKAGE
- ALL 8 WEBINARS -

\$650 Mem
\$899 Non-Mem

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