



Registering for your training

You can choose to attend and complete all or part of the Certificate IV in Social Housing CHC40908 **or** you can choose to attend any of the training days simply as professional development training sessions.

Conditions of Registration

Please read the following conditions of registration carefully:

- Registration for all training is essential.
- Cancellations within 5 days of the commencement date of the training **will not be refunded**, with the exception of on compassionate grounds.
- Courses may be cancelled at the discretion of the Federation and all registration fees fully refunded where appropriate.

Payment

No pre payment is required with your registration. A Tax Invoice will be issued following each training session attended, indicating either a 'to be paid' amount or a \$0 balance if you have pre paid. This is done on a month by month basis. However, you can choose to pay the full course fees in advance if you wish.

**Please send your completed registration
form to NSW FHA at:**

email: estelle@communityhousing.org.au

fax: (02) 9281 7603

mail: Suite 301, 64-76 Kippax Street
SURRY HILLS NSW 2010



2010 Certificate IV Social Housing CHC40908

Ms/Mr/Other _____ First Name(s) _____

Surname _____

Position in Organisation _____

Organisation _____ NSWFHA Member: Y / N

Postal Address _____

Postcode _____

Telephone: _____ Fax: _____

Email: _____

Your manager's name: _____

Manager's email address: _____

Your personal information will only be used for the purposes of our compliance with AQTF standards and to ensure your training needs are met. All information in this section kept strictly confidential

Cultural Identification: Aboriginal TSI CALD Other Date of Birth : _____

Special Diet: _____ Special Needs: _____

Date	Unit Name	Please Tick
CLUSTER 1		
23 & 24 Feb 2010	Manage and maintain tenancy agreements and services CHCCH410A : 2 day training session (compulsory unit)	
25 Feb 2010	Rent: Manage tenancy rent, charges and arrears CHCCH413A, <i>plus</i> Manage rental assistance process CHCCH414C (elective units)	
CLUSTER 2		
24 March 2010	Social Housing – the Big Picture: Work effectively in social housing CHCCH301A (compulsory unit)	
25 March 2010	Work within a relevant legal and ethical framework CHCCS400A (compulsory unit)	
E Learning: starts 1st March 2010	Understanding homelessness: Work effectively with people experiencing or at risk of homelessness CHCCH427A (compulsory unit)	

2010 Certificate IV in Social Housing registration form continued overpage...

Date	Unit Name	Please Tick
CLUSTER 3		
28 April 2010	Strengthening communication in your workplace: Use targeted communication skills to build relationships CHCCOM403A (compulsory unit)	
29 April 2010	Understanding culture: Work effectively with culturally diverse clients and co-workers HLTHIR403B (compulsory unit) <i>plus</i> Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations HLTHIR404B (elective unit)	
CLUSTER 4		
26 May 2010	Supports and networks: Provide support services to clients CHCCS419B; <i>plus</i> Work effectively with other services and networks CHCNET501A (both compulsory units)	
27 May 2010	Complex needs: Provide services to clients with complex needs CHCCS504A (compulsory unit)	
CLUSTER 5		
E-Learning: starts 1st June 10	Workplace safety: Contribute to OHS processes HLTOHS300A (compulsory unit) Duration: 4 weeks	
NEW WORKER INDUCTION CLUSTER		
22 & 23 June 2010	Manage and maintain tenancy agreements and services CHCCH410A : 2 day training session (compulsory unit)	
E-Learning: starts 28th June 2010	Social Housing – the Big Picture: Work effectively in social housing CHCCH301A (compulsory unit) Duration: 4 weeks	
CLUSTER 6		
28 July 2010	Inspections, vacancies & leasehold properties: Undertake property inspection CPPDSM301A, <i>plus</i> Manage vacant properties CHCCH416C, <i>plus</i> Manage leasehold properties CHCCH424B (all elective units)	
29 July 2010	Responsive Maintenance: Respond to property maintenance enquiries CHCCH317A (elective unit)	
CLUSTER 7		
25 August 2010	Applications and Allocations: Manage housing application processes CHCCH411A, <i>plus</i> Manage housing allocations CHCCH412C (elective units)	
CLUSTER 8		
26 August 2010	Engaging your community: Work within a community development framework CHCCD412A, <i>plus</i> Facilitate client participation in the organisation CHCCS410A (elective units)	