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BRUSH FARM
 CORRECTIVE SERVICES ACADEMY
 CORRECTIVE SERVICES NSW

COURSE INFORMATION CALENDAR FOR 2010

v1.1 1/1/10

Custodial Training Unit													2010			
Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Processing Legal Forms	CTPLOD	2 Days		1-2	1-2	5-6	3-4	17-18	23-24	23-24	27-28	25-26	22-23	13-14		
Safe Custody Course	CTSCC	3 Days		22-24			24-26			11-13			8-10			
Security Awareness Information Course	CTSAIC	2 Days		4-5	29-30	19-20	20-21	29-30	29-30	26-27	29-30	28-29	29-30	9-10		
Security Awareness Course (Contractors)	CTSAC 1dy	1 Day	Dates to be determined by Regional Training Coordinators													
Managing Female Offenders	CTMFO	2 Days	To be facilitated on site in Correctional Centres on an as needs basis													
Case Management	CTCM	2 Days		11-12			10-11			2-3			4-5			
Custodial Recruit Training Enrolment by Human Resources Custodial Recruitment Only. Unless otherwise indicated all primary training is conducted at BFCSA	CTCP307	11 Weeks	18 Jan - 1 April													
							12 April - 25 June									
											5 July - 17 September					
															30 August - 12 November Nowra CC (TBC)	
															27 September - 10 December	

Offender Programs Training Unit													2010				
Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
PPO Primary Training		11Weeks	18 January - 1 April														
CCG Diploma Training		11Weeks															
COSP Primary Training		11Weeks															
CCG Primary Training		11Weeks															
Case Management Training		11Weeks															
PPO Primary Training		11Weeks				12 April - 25 June											
CCG Diploma Training		11Weeks															
COSP Primary Training		11Weeks															
CCG Primary Training		11Weeks															
Case Management Training		11Weeks															
PPO Primary Training		11Weeks							5 July - 17 September								
CCG Diploma Training		11Weeks															
COSP Primary Training		11Weeks															
CCG Primary Training		11Weeks															
Case Management Training		11Weeks															
PPO Primary Training		11Weeks									27 September - 10 December						
CCG Diploma Training		11Weeks															
COSP Primary Training		11Weeks															
CCG Primary Training		11Weeks															
Case Management Training		11Weeks															

These dates are available for listed core business training. Other shorter courses will be scheduled throughout the year.

Offender Programs Training Unit
2010

Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
COS Community Service Orders	OPTCSO7	4 Days		22-25			3-6						8-11	
COS Community Service Orders Refresher	OPTCSOR7	1 Day	Available on request											
COS Community Service Orders Managers Training	OPTCSOM	½ Day	Available on request											
COS Report Writing & Case Management	OPTRWCM	3 Wks			1-19				5-23			11-29		
COS Report Writing Refresher Workshops	OPTCRW	1 Day	Available on request											
Group Work Facilitation	OPTGWF	4 Days	18-21				11-14				7-10		2-5	
LSI-R Training	OPTLSIR	2 Days	Available on request											
LSI-R Refresher Training	OPTLSIRR	1 Day	Available on request											
Managing Young Adult Offenders	OPTMYAO7	2 Days		25-26				9-10				20-21		6-7
Managing Sex Offenders	OPTMSO	2 Days	Available on request											
Managing Sex Offenders Refresher	OPTMSOR	1 Day	Available on request											
Mental Health First Aid	OPTMHFA	2 Days	20-21			14-15				4-5				1-2
Motivational Interactions	OPTMI	3 Days	27-29			6-8			13-15				16-18	
Parole Training	OPTPTW	5 Days	Available on request											
Risk Intervention Teams	OPTRIT7	2 Days		16-17			26-27			11-12			3-4	
Suicide Awareness	OPTSA7	1 Day		10				2			8			1
Unit Leader Training	OPTUL	5 Days		8-12	22-26			7-11			13-17			
Working with AOD Offenders	OPTAOD3	2 Days		3-4			20-21			18-19				7-8
Working With Domestic Violence Offenders	OPTDVO7	2 Days		1-2		27-28			7-8				24-25	

Professional Development Unit
2010

Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Action Management Program	PDAMPDCA	10 Days		16-18 09/004 Phase 3	16-18 10/001 Phase 1		4-7 10/001 Phase 2	9-11 10/001 Phase 3 16-18 10/002 Phase 1	20-23 10/002 Phase 2	24-26 10/002 Phase 3		12-14 10/003 Phase 1	9-12 10/003 Phase 2	7-9 10/003 Phase 3
Applied Project Management	PDAPM (PDPM prereq)	2 Days										27-28		
Financial Management Fundamentals	PDFM	1 Day					26							
Project Management	PDPM	1 Day			3				28					
Project Evaluation	PDIPAA	1 Day										13		
How to have those difficult conversations with employees	PDTT	1 Day			31						15			
Advanced Presentation Skills	PDAPS	1 Day					27						23	
Australian Correctional Leadership Program	PDACLP2	10 Days	Please contact Professional Development Unit regarding selection and dates											
Executive Leadership Program	PDELPDCA	10 Days		22-26 10/001 Phase 1	22-26 10/001 Phase 2		12 10/001 Phase 3 17-21 10/002 Phase 1	28-30 10/002 Phase 2	1-2 10/002 Phase 2 (cont)	18 10/002 Phase 3	20-24 10/003 Phase 1		1-5 10/003 Phase 2	8 10/003 Phase 3

Professional Development Unit

2010

Course	Code	Dur	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Frontline Management Program	PDFLMP	8 Days	14 & 28 09/008 L/Bay	11 09/008 L/Bay 23-26 10/01 Phase 1 Mannus CC	9-12 10/02 Phase 1 Windsor COS 29-31 10/02 Phase 2 Windsor COS 26 10/03 Phase 1 Inner- Met	1 10/02 Phase 2 Windsor COS 27-30 10/01 Phase 2 Mannus CC	7 10/03 Phase 1 InnerMet 11-14 10/04 Phase 1 BFCSA 21 10/03 Phase 1 InnerMet	8-11 10/04 Phase 2 BFCSA	16 10/03 Phase 1 Inner- Met 30 10/03 Phase 2 Inner- Met	13 10/03 Phase 2 Inner- Met 17-20 10/05 Phase 1 BFCSA 31 10/06 Phase 1 SWR	7-10 10/007 Phase 1 Emu Plains 1 10/06 Phase 1 SWR 14-17 10/05 Phase 2 BFCSA 21-24 10/007 Phase 2 Emu Plains	8 10/03 Phase 2 Inner- Met 19-20 10/06 Phase 1 SWR	5 10/03 Phase 2 Inner- Met 16-17 10/06 Phase 2 SWR	2-3 10/06 Phase 2 SWR
Career Development Program 2	PDCDP		Please contact Professional Development Unit regarding selection and dates											
Women into Leadership	PDWIL	2 Days			30-31		25-26 SWR	3-4 Dillwynia		11-12				

Workforce Learning Unit
2010

Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BIMS – Introduction to BIMS and Mentor	WDBM	4 Hrs	Available to groups upon request. Please contact your regional T&D co-ordinator											
BIMS – Introduction to BIMS and Mentor for HR	WDBMHR	4 Hrs												
BIMS – Foundation of HR Processing within DCS	WDFHRP	2 Days												
BIMS – Introduction to BIMS and Mentor for Purchasing and Requisitioning Officers	WDBMRP	1 Day												
BIMS – Introduction to BIMS and Mentor for Accounts Payable Officers	WDBMAC	1 Day												
BIMS – Using BIMS to Create, Modify & Delete APL's	WDBMALP	1 Day												
BIMS – Using BIMS to Administer Minor and Major Capital Works Projects within DCS	WDBMMCW	2 Days												
BIMS – Using BIMS to Manage Maintenance within DCS	WDBMM	2 Days												
BIMS – e-ConTrac™	WDEC	½ Day												
Business Writing Skills	WDDBW	1 Day		24		29		24		26		21		
Cert IV Business Admin Orientation	WDBA4	1 Day	Application forms to be sent to your T&D co-ordinator who will forward them to the Academy. Courses will be formed when enough numbers have been received.											
Cultural Inclusiveness	eLCI	1 Day					28					19		
DCS Catsi	WDCATI	½ Day	Please contact your regional T&D co-ordinator											
Disability Awareness	WDDA	1 Day					7					8		
Apply First Aid	WLAF*A*	2 Days		3-4	3-4	27-28	5-6	1-2	27-28	12-13	22-23	14-15	23-24	
Apply First Aid Recertification	WLAFAR*	1 Day		16	10	6	11	15	13	3	1	5	9	1
Apply First Aid - Distance Module	WLAFAD*	1 Day	Please contact your regional T&D co-ordinator											
Integrated Induction Program	CTCP3INT2	Up to 1 Wk	18-22			12-16			5-9		27-30 & 1 Oct			
Microsoft Access Introduction	WLMA1	2 Days						8-9						
Microsoft Excel Introduction	eLME1	2 Days		2-3		7-8	18-19	16-17		11-12		6-7		
Microsoft Excel Intermediate	WLME2	2 Days			16-17		5-6			24-25	15-16		23-24	
Microsoft Powerpoint	eLMP	2 Day			9-10				13-14			26-27		
Microsoft Word Introduction	eLMW1	2 Days						10-11						
Microsoft Word Intermediate	WLMW2	2 Days		9-10			25-26		6-7				9-10	
Microsoft Word Advanced	WLMW3	2 Days			24-25						7-8			

* Some of these courses are conducted at local centres. Please contact your Regional T&D Co-ordinator or the Course Enrolment Officer (02-9804 5484) for details.

Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
OIMS for New Recruits (Custodial)	WDONR	1 Day	To be conducted for New Recruits Primary Training											
OIMS Primary Training for Probation & Parole	WDOPPT	2 Days												
OIMS Intake (Custodial)	WDOAR	½ Day												
OIMS Property (Custodial)	WDOP	2 Days						22-23					16-17	
OIMS Visits (Custodial)	WDOV	1 Day						21					15	
OIMS Urinalysis (Custodial)	WDOU	1 Day	*All OIMS modules are available on-site and at the Academy based on demand. Application forms to be sent to your T&D co-ordinator who will forward them to the Academy. Courses will be formed when enough numbers have been received.											
OIMS e-Case Notes	WDOECN	½ Day												
OIMS Introduction & Enquiries (Custodial)	WDOIE	1 Day												
OIMS Customer Service Support Line (CSSL)	WDOCSSL	½ Day												
OIMS for P & P Case Managers	WDOPCM	1 Day												
OIMS IRM & Search	WDOIS	1 Day			5			4			3			3
OIMS LSIR Assessments	WDOARR	½ Day	*											
OIMS e-Case Planning	WDOIMSECP	½ Day												
Participate in Assessment Validation	eIVAL	1 Day		17		29		30						
PC Awareness	WD240	1 Day	Application forms to be sent to your T&D co-ordinator who will forward them to the Academy. Courses will be formed when enough numbers have been received.											
Quality Service	WLQS	1 Day			3 SWR		7 Dillwynia		27 SWR				12 Dillwynia	
Strategies for Dealing with Conflict	EHS140	2 Days			2-3		20-21	29-30		30-31			11-12	
Strategies for Dealing with Stress	EHS150	1 Day			30				23			22		
TRIM	eLTRIM	1 Day		23		21		23		19		20		
Workplace Assessment and Validation	eLWAV	5 Days		10-12 25-26		6-8 22-23	11-13 26-27		14-16 28-29	17-19& 1-2 Sep		6-8 21-22	2-4 18-19	
Workplace Training	eLWT	3 Days			17-18 & 31	20-21 & 5 May		1-2 & 15	20-21 & 4 Aug		8-9 & 22		16-17 & 30	
Certificate IV in Training & Assessment Orientation	eLTAA	1 Day	Please contact Workforce Learning Unit for information											

DOCLIS													2010	
Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DOCLIS Online Library Training	LIBODT	1 Day		18		15		17			30	21		16

Staff Health Services Unit													2010	
Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Safe Manual Handling Practices	EHS080	½ Day	Available to groups upon request											
OHS Consultation	EHS050	4 Day		2-3 9-10		20-21 27-28		9-10 16-17		4-5 11-12		12-13 20-21		8-9 15-16
OHS Risk Management For Supervisors & Managers	EHS070	1 Day	Dates are dependent on Frontline Management enrolment. Pls contact the Professional Development Unit BFCSA for details											
OHS Site Inspection	EHS070A	1 Day		24			5						10	
CSI Safety Procedures	EHSSPO	2 Day				7, 8		28, 29			20, 21			13, 14
CSI Safety Procedures Refresher	EHSSPOR	½ Day		4, 11, 23	16, 17, 23	22, 29	11, 25, 26	8, 15	20, 21, 22	3	7, 8	14, 19	2, 16, 17	7

* Some of these courses are conducted at Correctional Centres. Please contact Course Enrolment Officer on (02) 9804 5484 for specific locations and availability.

NOTE
FOR ALL COURSES EXCEPT PRIMARY TRAINING (both Custodial & Offender Programs): Course availability is subject to change. Please contact the Course Enrolment Officer on (02) 9804 5484 for specific locations and availability.