

## PROFESSIONAL DEVELOPMENT REGISTRATION FORM

### Generic ½ day workshop – Calendar event (per person cost)

Participants receive RC booklet and CD with PowerPoint display. Please check website for dates and booking details. This session is delivered at CS&HITB in Carlton

### 1-2 hour session

The session showcases some of the tools developed for the model. It is an ideal introduction for management teams who are considering implementing a recognition program within their organisation.

### Half day session

The half day briefing has been designed to provide a more in depth overview of the RC process, its history and its application. The session provides direction on how to progress with the development of a recognition model that meets the National Agenda. This session showcases some of the tools that have been developed for assessors to aid in the implementation of the model.

All participants receive: a statement of participation, a copy of the RC booklet, a CD containing the PowerPoint display used at the session. This display is ideal for promoting the model to your organisation and staff.

### Full day session

This option provides the content and materials of the half day briefing and provides a trainer to work with your staff to:

- Understand the RC process & model
- Unpack your sector / industry's competencies
- Cluster units to your specific organisational needs
- Commence the process of developing your own RC tools, based on samples available.

All participants attending this training receive: a statement of participation & a copy of the RC booklet

### Full day workshop- with materials

This option provides the content and materials of the half day briefing (above) and provides a trainer to work with your staff to: understand the RC process & model, unpack your sector / industry's competencies, cluster units to your specific organisational needs & commence the process of developing your own RC tools, based on samples available.

All participants attending this training receive: a statement of participation, a copy of the RC booklet, sample templates from the recognising competency suite of tools & a CD containing the PowerPoint display used at the session. This display is ideal for promoting the model to your organisation and staff.

### 1.5 day workshop & materials

This option provides professional development to your staff with the RC model and gives them the skills to customise the model for your own training area. These sessions are hands-on workshops where your staff will commence developing your RC process.

The outcome of the 1½ days professional development sessions will be for your staff to: understand the RC process & model, unpack your sector / industry's competencies, cluster units to your specific organisational needs & commence the process of developing your own RC tools, based on samples available.

The second session (delivered 2-3 months after the initial full day) allows your staff to network and use the workshop to validate RC processes, problem solve strategies and share information.

All participants attending this training receive: a statement of participation, a copy of the RC booklet, sample templates from the recognising competency suite of tools, a style Guide that allows organisations to customise materials using the RC logo & a CD containing the PowerPoint display used at the session. This display is ideal for promoting the model to your organisation and staff.

### Complete customised services

This package includes the development of all your tools and brochures and the training of your assessors in the use of the tools.

Price on application

Professional development workshops & consultancy services	Cost	Number of participants	Total Cost
Generic ½ day workshop – Calendar event (per person cost)	\$150		
1-2 hour session	\$300		
Half day session	\$800		
Full day	\$1200		
Full day with materials	\$1200 + \$50 per person for materials		
1.5 days with materials	\$1650 + \$50 per person for materials		
Complete customised services	Price on application		
<b>Total Cost</b>			<b>\$</b>

*\*all prices include GST*

*Please note:* All sessions delivered at your location are for up to a maximum of 20 participants. Groups with more than 20 may require an additional trainer. Prices are for delivery in the Melbourne metro area. Locations outside this area may attract additional costs.

**Organisation details:**

Organisation: .....

Contact Name: .....

Address: .....

..... Postcode: .....

Tel: ..... Email: .....

**Payment details:**

Cheque  Bankcard  Mastercard  Visa - Card number: ..... Expiry date: /

Amount: \$ :                      Signature: .....

To register for the workshops or book a customised training session, please send this form to:

Fax: (03) 9347 0464 or E-mail: [cshitbv@intraining.org.au](mailto:cshitbv@intraining.org.au) or

Post: CS&HITB, PO Box 1300 Carlton Vic 3053.

**For more information on the RC model, please ring (03) 9347 0377 or visit our website  
[www.recognisingcompetency.org.au](http://www.recognisingcompetency.org.au)**