



**Australian Childcare Alliance**  
Victoria



## Workplace Relations Workshop

**2 May 2018**

**9:30am - 6:00pm**

Level 18,  
607 Bourke Street  
Melbourne

## About the Workshop

**FCB Group is Australia's leading workplace legal and human resources (HR) solutions business, who specialise in providing Australian businesses with the highest quality employment law advice. They are ACA Victoria's Workplace Relations Partner and provide free telephone and email advice to our members on workplace relations issues and queries.**

FCB Group Partner Nick Tindley will present this full day workshop designed specifically for Approved Providers and Directors of Early Childhood Education and Care (ECEC) Services. Nick will address the key aspects of workplace relations as they affect you in your ECEC service, providing examples of common pitfalls in staff management and how to avoid them. The environment will be highly interactive, encouraging attendees to ask questions based on issues impacting their ECEC service.

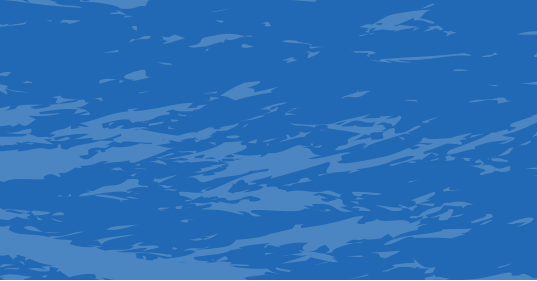
On registration, you will also be invited to submit specific topics and questions that you would like to be addressed on the day. With a maximum of just 15 attendees, this is a unique opportunity to spend a day with Nick's extensive expertise at your disposal. This program has deliberately been structured to allow time to address the issues you bring to the table, so please do send in your questions.



### **PRESENTER PROFILE: NICK TINDLEY**

Nick is Executive Manager of HR Consulting and Advisory Services at FCB HR. Based in their Melbourne office, he has over twelve years' experience in providing industrial relations and employment law advice. In his role as Executive Manager, Nick supervises both the consulting and advisory teams at FCB HR and is responsible for managing a number of key client relationships. Nick was instrumental in the design and delivery of ACA Victoria's member workplace relations solution. His understanding of common ACA Victoria member questions over the help line will ensure a highly topical day of education.





# THE PROGRAM

**9:00am**  
**Registration**

**9:30-10:30am**  
**Key features and common challenges encountered in the National Employment Standards**

An introductory session setting the scene for Australian employment law in an accessible and easy to understand framework. Understand your key obligations as an employer and how to avoid common pitfalls.

**Morning Tea: 10:30-11:00am**

**11:00am-12:30pm**  
**Key features and common challenges encountered in the Children's Services Award & Educational Services (Teachers') Award**

Build clear practical insights into how the key Awards in the ECEC sector have unique requirements which apply in addition to the National Employment Standards (NES). If you've ever had questions on employee entitlements, this is your time to ask them!

**Lunch: 12:30-1:30pm**

**1:30-3:00pm**  
**Recruiting and managing staff safely and for best results**

Learn practical techniques for recruiting the right staff, then how to get the best outcomes ongoing, including providing feedback, scheduled appraisals, performance management and conduct management. Hear about the latest tools that can help measure the physical and psychological capacity of your staff.

**Afternoon Tea: 3:00pm - 3:30pm**

**3:30-5:00pm**  
**Separating successfully**

This session will provide guidance on how to manage resignations, including reference provision. It will also cover instructions on how to manage disciplinary processes where required, including instruction on how to undertake fair termination processes.

**Drinks and canapés: 5:00-6:00pm**

## SUMMARY

**Date:** Wednesday 2 May 2018

**Time:** 9.30am - 6:00pm

**Venue:** FCB Group, Level 18  
607 Bourke St, Melbourne

**Price:** \$355 (incl GST) ACAV members  
\$455 (incl GST) Non-members

**REGISTER ONLINE AT:**  
**[www.trybooking.com/RCGS](http://www.trybooking.com/RCGS)**

For more information or any queries, please contact Philippa Valder on **03 9532 2017** or by email to **[philippa.valder@childcarealliance.org.au](mailto:philippa.valder@childcarealliance.org.au)**

### Cancellation Policy:

A full refund is available for all cancellations made up to 20 February. Between 21 February and 24 March we will refund 50% of your registration fee. Thereafter, no refund is payable.