

# 2019 ANMF Job Representative training schedule

February – July

# Job Rep

[anmfvic.asn.au/reps](http://anmfvic.asn.au/reps)



**Australian  
Nursing &  
Midwifery  
Federation**  
VICTORIAN BRANCH

# Job Rep Foundations – Your introduction to the Job Rep role

Our introductory program consists of an online module followed by a one day face to face training program. Completion of the module is required before Job Reps can register for one of the face to face programs. We recommend that participants try to attend a face to face program within 2 months of completing the module.

The combination of the online and face to face program content provides new Job Reps with basic information about the Victorian Branch of the ANMF, the role & history of unions and the role of the ANMF Job Representative.

Participants are also provided with a range of information, materials and resources to begin being active in their own workplace. You can register for the online module here: [anmfvic.asn.au/foundations](http://anmfvic.asn.au/foundations)

## Regional Job Rep Foundations programs February – July

Bendigo	Tuesday 26 March
Shepparton	Tuesday 7 May
Ballarat	Tuesday 28 May
Warrnambool	Thursday 6 June
Wangaratta	Tuesday 16 July
Geelong	Wednesday 31 July

If no introductory training is scheduled in your regional area, you can attend a Melbourne program.

## Melbourne Job Rep Foundations programs February – July

Tuesday 26 March
Wednesday 3 April
Monday 6 May
Monday 20 May
Thursday 6 June
Tuesday 16 July
Wednesday 31 July

# Keeping it Organised - Organiser and network specific training

The aim of this 2 day program is to give Job Reps dedicated time with their Organiser and other Job Reps from their workplace to focus on developing skills, strategies and a plan for building the workplace profile, presence and activity of the ANMF.

The program looks at current collective issues in the relevant workplaces with an emphasis on the role of Job Reps and members in progressing or resolving them; reviewing membership lists; planning a targeted recruitment conversation and developing an organising plan for the ANMF work to be undertaken in each workplace.

## Regional Keeping it Organised programs February – July

Wednesday 8 & Thursday 9 May	Shepparton	Organiser: Julie Wearing-Smith
Wednesday 29 & Thursday 30 May	Ballarat	Organisers: Allan Townsend/ Christine Steiner/Richard Joske/Mike Stone
Wednesday 17 & Thursday 18 July	Wangaratta	Organiser: Alison Kairns

## Melbourne Keeping it Organised programs February – July

Wednesday 13 & Thursday 14 March	Melbourne	Organisers: Nicole Brown/ Kelly Arnett-Somerville
Wednesday 29 & Thursday 30 May	Melbourne	Organisers: Christian Sanderson/Jade Chandler
Wednesday 17 & Thursday 18 July	Melbourne	Organisers: Te Arahi Samakowidic/ Cynthia Salmons

*Job Reps can only attend the Keeping it Organised course linked to their Organiser and geographical area. If you aren't sure which you should be attending please contact us on 9275 9333.*

# Paid union training leave

Depending on the entitlements in the applicable enterprise agreement, Job Reps may be eligible for paid union training leave to attend these programs.

If there is no entitlement and the employer will not provide paid training leave, Job Reps may be eligible to apply for an ANMF 'loss of pay' subsidy.

Once registered, Job Reps will be provided with written confirmation and a letter to be forwarded to their NUM/Line Manager requesting leave.

## Travel, accommodation and catering

Where eligible and upon provision of the relevant receipts, ANMF will reimburse costs as follows:

### **Melbourne training programs**

If your workplace is more than 70 kilometres from the Melbourne GPO, ANMF will reimburse the cost of a standard rail fare (metro or V-Line) or a petrol subsidy (including road tolls) and parking fees.

### **Regional training programs**

If your workplace is more than 20 kilometres from the regional venue, ANMF will reimburse the cost of standard public transport fares or a petrol subsidy.

### **Accommodation**

Excluding Regional Seminars and only if your workplace is more than 70 kilometres from the venue, ANMF will organise and pay for accommodation the night before the training commences including breakfast and an evening meal to the value of \$45.

# Job Rep training application form

Please complete all sections of this form

ANMF membership number

Gender

Surname

First name

Phone

Mobile

Home address

Postcode

Home email

Workplace

Work address

Postcode

Work type:

Public

Private

Other

Work phone

Name of Nurse Unit Manager

How long have you been a Job Rep?

1. Enter the details of the Job Rep Foundations training you wish to attend

Date

Location

2. Have you completed the online module?

No

Yes

3. Enter the Keeping It Organised training you wish to attend

Date

Location

Do you require accommodation?

No

Yes

Check-in date

Check-out date

ANMF Organiser name

Dietary requirements

No

Yes

Description

Please email the completed form to [jrt@anmfvic.asn.au](mailto:jrt@anmfvic.asn.au) or return it by mail to: ANMF (Vic Branch), Box 12600 A'Beckett St PO, Melbourne 8006. Or fax it to 03 9275 9344.

# Australian Nursing and Midwifery Federation (Vic Branch)

535 Elizabeth Street, Melbourne 3000  
Box 12600 A'Beckett Street, PO Melbourne 8006

Phone: 03 9275 9333 | Email: [records@anmfvic.asn.au](mailto:records@anmfvic.asn.au)

Website: [anmfvic.asn.au](http://anmfvic.asn.au) | @anmfvic on social   

Information in this schedule was correct at the time of printing.  
Please visit [anmfvic.asn.au/rep](http://anmfvic.asn.au/rep) to check for changes or updates throughout the year.