



## 2018 ANMF Job Representative training schedule

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

Whether you're a new Job Representative wanting to be more involved with your union at the workplace, or an experienced Job Rep looking for a refresher, we have a program to meet your needs.

Our Job Rep training is fee free and is designed to provide you with important and useful information, skills and knowledge to help you carry out your role confidently.

[jrt@anmfvic.asn.au](mailto:jrt@anmfvic.asn.au)  
03 9275 9333



**Australian  
Nursing &  
Midwifery  
Federation**  
VICTORIAN BRANCH

# Job Rep Foundations

## An introduction for Job Representatives

**Our introductory program provides new Job Reps with the basic information they need to know about the Branch, the role of unions and the role of the ANMF Job Representative.**

The introductory program consists of an online module followed by a one day face to face training component. Completion of the online module is a prerequisite to registering for the face to face training.

This program is designed to provide new Job Reps with sufficient knowledge, information and resources to begin being active in the union within their own work area/workplace.

ANMF recommends that Job Reps attend an introductory course within three (3) months of completing the online module.

A refresher of this program is recommended for Job Reps every three years.

You can register for the online module at [anmfvic.asn.au/reps](http://anmfvic.asn.au/reps)

## Regional Job Rep Foundations program dates

### Ballarat

Tuesday 6 March

### Shepparton

Tuesday 1 May

### Bendigo

Tuesday 29 May

### Wangaratta

Monday 17 July

### Traralgon

Tuesday 28 August

### Warrnambool

Tuesday 2 October

### Geelong

Tuesday 30 October

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

## Melbourne Job Rep Foundations program dates

**Tuesday 20 March**

**Wednesday 11 April**

**Wednesday 9 May**

**Wednesday 13 June**

**Wednesday 18 July**

**Wednesday 8 August**

**Wednesday 5 September**

**Wednesday 10 October**

**Wednesday 14 November**

**Wednesday 12 December**



# Keeping It Organised

## Organiser and network specific training

The aim of this 2 day program is to provide Job Reps with dedicated time with their Organiser while developing skills and strategies to help build the profile, presence and activity of the ANMF in the workplace.

The program includes developing practical problem solving skills to address specific workplace issues, exploring strategies for effectively monitoring the implementation of enterprise bargaining agreements as well as the development of specific workplace organising plans.

**Job Reps can only apply for the Keeping it Organised course linked to their own Organiser and geographical area.** If you aren't sure who your Organiser is, please contact us on 9275 9333.

## Regional Keeping It Organised program dates

### Ballarat

Wednesday 7 and  
Thursday 8 March

*Organiser:*

Allan Townsend and  
Christine Steiner

### Mildura/Swan Hill

Tuesday 27 and  
Wednesday

28 March

*Organiser:*

Kaylene Brazulaitis

### Shepparton

Wednesday 2 and  
Thursday 3 May

*Organiser:*

Julie Wearing-Smith

### Bendigo

Wednesday 30 and  
Thursday 31 May

*Organiser:*

Loretta Marchesi

### Wangaratta

Wednesday 18 and  
Thursday 19 July

*Organiser:*

Alison Kairns

### Traralgon

Wednesday 29 and  
Thursday 30 August

*Organiser:*

Quinn McGuinness/  
Kylie Martin

### Warrnambool

Wednesday 3 and  
Thursday 4 October

*Organiser:*

Matt Watson

### Geelong

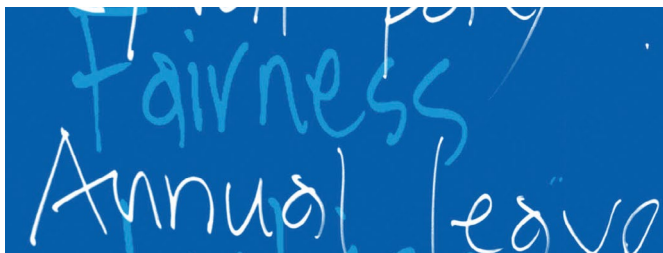
Wednesday  
31 October  
and Thursday 1

November

*Organiser:*

Claire Whitwam/  
Christian Sanderson

Information in this schedule was correct as of 29 November 2017. Please visit [anmfvic.asn.au/ reps](http://anmfvic.asn.au/ reps) throughout 2018 to check for any further updates.



## Melbourne Keeping It Organised program dates

**Wednesday 14 and  
Thursday 15 March**

*Organisers:*

Nicole Brown

Te Arahi Samakowidic

**Tuesday 17 and**

**Wednesday 18 April**

*Organisers:*

Narelle Hayes

Rachel Halse

**Tuesday 15 and**

**Wednesday 16 May**

*Organisers:*

Toni Coughlin

Jody Kerrins

**Wednesday 30 and  
Thursday 31 May**

*Organisers:*

Madeleine Harradence

Amy Cooper

**Tuesday 31 July and**

**Wednesday 1 August**

*Organisers:*

Kelly Arnett-

Somerville

Jade Chandler

**Wednesday 22 and**

**Thursday 23 August**

*Organisers:*

Christian Sanderson

Richard Joske

**Wednesday 26  
and Thursday 27  
September**

*Organisers:*

John Mills

Judith Milne

**Wednesday 24 and  
Thursday 25 October**

*Organisers:*

Cynthia Salmons

Gail Were

**Tuesday 28 and**

**Wednesday**

**29 November**

*Organisers:*

Jo Petrini

Simon Olden

## Paid union training leave

Job Reps may, under the terms of their enterprise agreement, be eligible for paid union training leave to attend these programs.

If you do not have an entitlement and your employer will not provide paid training leave, you may be eligible for an ANMF 'loss of pay' subsidy.

Upon registering we will provide you with written confirmation and a letter to forward to your NUM/Line Manager requesting leave. If you do not receive your confirmation letter within your required roster posting period, please email us at [jrt@anmfvic.asn.au](mailto:jrt@anmfvic.asn.au)



# Travel, accommodation and catering

ANMF will reimburse travel costs as follows:

1. 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 petrol subsidy (including all road tolls, metropolitan public transport, and/or parking fees).
2. For regional courses, if your workplace is more than 20 kilometres from the regional venue, ANMF will reimburse the cost of standard public transport fares or petrol subsidy.
3. ANMF will organise and provide accommodation (when requested) for Job Reps whose workplace is more than 70 kilometres from the training venue (metro or regional).

Lunch, morning and afternoon tea is provided at all training courses.

## How to become a Job Rep

You must be an ANMF Job Representative to apply for any of these programs. If you are not a Job Rep you can download a nomination form here: [anmfvic.asn.au/rebs/become-a-job-rep](http://anmfvic.asn.au/rebs/become-a-job-rep) and return it to [jrt@anmfvic.asn.au](mailto:jrt@anmfvic.asn.au)

Alternatively, post the completed form to: ANMF (Vic Branch), Box 12600, A'Beckett St Post Office, Melbourne 8006 or fax it to 03 9275 9344

## Contact ANMF (Vic Branch)

**535 Elizabeth Street, Melbourne VIC 3000**

[jrt@anmfvic.asn.au](mailto:jrt@anmfvic.asn.au)

03 9275 9333

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



# 2018 Job Rep training application form

Please complete all sections of this form

ANMF membership number

Surname

First name

Male

Female

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. I wish to attend a Job Rep Foundations training program

No

Yes

Date

Location

2. Have you completed the online module?

No

Yes

3. I wish to attend a Keeping It Organised training program

No

Yes

Date

Location

Do you require accommodation?

No

Yes

Check-in date

Check-out date

ANMF Organiser name

Dietary requirements

No

Yes

Description

Please email this form on completion 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.