

2020 ANMF Job Representative training schedule

January – June

The key to
fairer and safer
workplaces

Job Rep

anmfvic.asn.au/reps



**Australian
Nursing &
Midwifery
Federation**
VICTORIAN BRANCH

Job Rep Foundations – the essentials of the Job Rep role

Our Foundations program consists of an online module, accompanied by a one-day face-to-face training program.

The combination of Online and face-to-face components provide Job Reps with basic information about the ANMF (Vic Branch), the role and history of unions, and covers the fundamentals of the ANMF Job Representative role.

Participants are provided with a variety of information, materials and resources to set in motion ANMF activity in their own workplace. The online module is available via the ANMF member portal - direct link and instructions can be found here:

anmfvic.asn.au/foundations

We suggest participants aim to attend a face-to-face program within three months of completing the online module.

Register for the face-to-face program here:

anmfvic.asn.au/rep/job-rep-foundation-program

Regional Job Rep Foundations program schedule

Location	Dates
Shepparton	Tuesday 24 March
Ballarat	Tuesday 31 March
Horsham	Thursday 23 April
Bendigo	Tuesday 5 May
Mildura	Tuesday 26 May

If no training is scheduled in your area, you are welcome to attend a Melbourne program, held monthly at the ANMF (Vic Branch). Alternatively, keep an eye out for upcoming dates in the next training schedule, released twice yearly.

Melbourne Job Rep Foundations programs

Dates
Tuesday 21 January
Tuesday 18 February
Thursday 5 March
Wednesday 22 April
Tuesday 12 May
Wednesday 10 June

Keeping it Organised - organiser and network specific training

The aim of this two-day program is to give Job Reps dedicated time with their ANMF Organiser and other Job Reps from their workplace, to focus on developing skills and strategies in progressing and resolving collective issues, as well as formulating a plan for building the profile, presence and activity of the ANMF in their respective workplace.

The program provides opportunity to explore current collective issues, with an emphasis on: the role of Job Reps and members in addressing concerns, reviewing membership lists, how to plan and prepare for recruitment conversations, and developing an in-depth workplace organising plan to identify, allocate, and document ANMF activities at each workplace. This plan forms the basis of the ongoing work of Job Reps.

Important: The *Keeping It Organised* training is tailored to specific Organiser's area/regions; therefore Job Reps can only attend the yearly session being hosted by their individual Organiser/in their geographical area. If you're unsure which program you should be attending please email us on jrt@anmfvic.asn.au

Regional Keeping it Organised programs

Location	Dates	Organiser/s
Shepparton	Wednesday 25 & Thursday 26 March	Julie Wearing-Smith
Ballarat	Wednesday 1 & Thursday 2 April	Allan Townsend, Christine Steiner & Michael Stone
Bendigo	Wednesday 6 & Thursday 7 May	Loretta Marchesi & Kaylene Brazulaitis
Mildura	Wednesday 27 and Thursday 28 May	Kaylene Brazulaitis

Melbourne Keeping it Organised programs

Location	Organiser/s
Wednesday 12 & Thursday 13 February	Christian Sanderson & Mitchel Hoover
Wednesday 26 & Thursday 27 February	Kelly Arnett-Somerville & Margie Thomas
Wednesday 11 & Thursday 12 March	Amy Cooper & Samantha Casey
Wednesday 29 & Thursday 30 April	Te Arahi Samakowidic, Cynthia Salmons & Michael Stone

Paid union training leave

Depending on the entitlements in the applicable enterprise agreement, Job Reps may be eligible to receive paid union training leave from their employer 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 when taking leave without pay to attend.

Once registered, Job Reps will be provided with written confirmation, and a letter to be forwarded to their relevant NUM/MUM/line manager requesting leave to attend union training.

Travel, accommodation and catering

Catering is provided complimentary to all Job Rep Training course participants. 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 provide a petrol subsidy.

Accommodation

If your workplace is more than 70 kilometres from the program venue, upon your request the ANMF will organise and pay for accommodation the night before the training commences. This includes breakfast, and an evening meal to the value of \$45.



Job Rep training application form

Please complete all sections of this form or go to anmfvic.asn.au/jrtrainingapp

ANMF membership number

First name

Surname

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?

ANMF Organiser name

Do you have any Dietary requirements?

No

Yes

Description

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

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

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

Website: anmfvic.asn.au | @anmfvic on social   

Information in this schedule was correct at the time of printing.
Please visit anmfvic.asn.au/reps to check for changes or updates throughout the year.