

## Volunteer Support Training Program

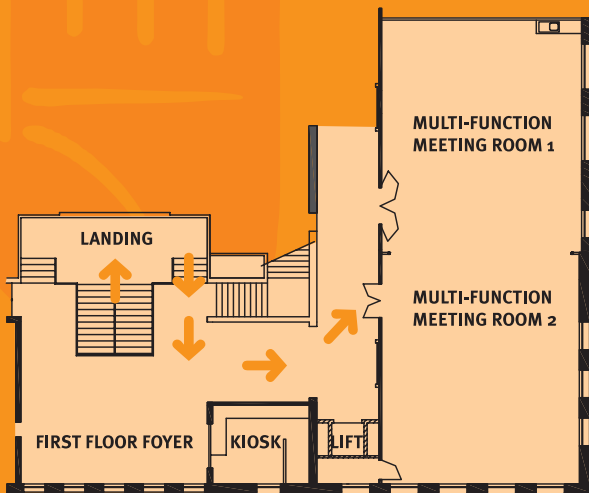


The Volunteer Support Training Program is delivered as part of the Volunteer Support Program through the Swan Hill Rural City Council. The program also receives funding support from the Department of Planning and Community Development. The Volunteer Support Training Program is available to all volunteers of Community Organisations/Clubs wanting to learn, enhance and/or refresh old skills.

All Presenters delivering the individual training components have kindly supported the Program by generously giving of their time.

To register please contact Jenny Astall on (03) 5036 2380 or 0428 573 057.

### Map Swan Hill Town Hall Meeting Room 2



ENTER ON GROUND FLOOR  
AND PROCEED UPSTAIRS TO  
MEETING ROOMS 1 AND 2

## Volunteer Training Calendar

Expressions of interest are called for persons interested in learning and/or enhancing their skills in the following courses.

MONTH	COURSE	VENUE	TIME	COST
Monday 27th July	Working With Children and Police Checks	Robinvale Community Centre Foyer	7.00pm - 8.30pm	Nil
Monday 24th August	Responsible Serving Of Alcohol	Swan Hill Town Hall Café Bar	6.00pm - 10.00pm	Nil
Sunday 6th September	First Aid - Level 1	Robinvale Community Centre Foyer	10.30am - 4.30pm	Nil
Monday 26th October	Food Handling	Swan Hill Town Hall Café Bar	6.00pm - 10.00pm	Nil
Monday 30th November	Basic Computer Skills	Robinvale Sunraysia TAFE	7.00pm - 9.00pm	Nil

Register your interest as soon as possible due to limited availability.



**Jenny Astall**  
Volunteer Support Officer

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# Hands up to volunteering

## Get involved and shoulder the load

SWAN HILL RURAL CITY COUNCIL



Volunteer Support  
Training Program



Program July – November, 2009

# July

## Working With Children Check and Police Check

Learn about the services Victoria Police provides to individuals and community organisations who wish to obtain National Police Certificates for employment, voluntary work and occupation related licensing or registration purposes. Learn the requirements of a "Working with Children Check" and how the check is different from a Police Record Check.

**DATE:** 27 July, 2009 (Monday)  
**TIME:** 7.00pm - 8.30pm  
**VENUE:** Robinvale Community Centre Foyer  
**COST:** NIL  
**PRESENTER:** Roberta Barry - Victoria Police



# September

## First Aid – Level 1

Learn emergency life saving techniques ranging from CPR (Cardio Pulmonary Resuscitation) to the management of soft tissue injuries, fractures, haemorrhage control and the shock process.

**DATE:** 6 September, 2009 (Sunday)  
**TIME:** 10.30am – 4.30pm  
**VENUE:** Robinvale Community Centre Foyer  
**COST:** NIL  
**PRESENTER:** Ambulance Victoria



# November

## Basic Computer Skills

Learn the basics and self confidence of operating a computer. A course purely set to assist beginners to learn about the equipment associated with a computer, using the mouse, keyboard and the basic software to create and formulate a simple letter or document.

**DATE:** 30 November, 2009 (Monday)  
**TIME:** 7.00pm – 9.00pm  
**VENUE:** Robinvale Sunraysia TAFE Shop 4, 160 Bromley Road, Robinvale  
**COST:** NIL  
**PRESENTER:** Sue Graham  
Robinvale Sunraysia TAFE



# August

## Responsible Serving Of Alcohol

The Responsible Service of Alcohol course aims to provide volunteers with the knowledge and awareness necessary to responsibly serve alcohol in licensed premises under Victorian Legislation. Course content includes problems associated with excessive consumption, alcohol and the law, whose responsibility is responsible service of alcohol, facts about alcohol, improved atmosphere and how to handle difficult customers.

**DATES:** 24 August, 2009 (Monday)  
**TIME:** 6.00pm - 10.00pm  
**VENUE:** Swan Hill Town Hall – Café Bar  
**COST:** Nil  
**PRESENTER:** Michael Amy and Swan Training



# October

## Food Handling

Enrol now for this wonderful opportunity to achieve an accredited course which is suitable for volunteers whose role includes the handling of food for public consumption and/or sale ie canteens, stalls etc. As a legal requirement, if you handle and sell food for community functions then this qualification is essential.

**DATE:** 26 October, 2009 (Monday)  
**TIME:** 6.00pm – 10.00pm  
**VENUE:** Swan Hill Town Hall – Café Bar  
**COST:** NIL  
**PRESENTER:** Michael Amy and Swan Training

## Program July - November, 2009

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