

# learning links

Helping Kids Learn

**BOOKING BONUS!**

Book three or more courses at the same time and get **ONE FREE PLACE @ course** with cost code A. Valid to December 2011.

February 2011 - June 2011

## Workshops for Professionals, Parents and Carers

Learning Links can deliver calendar or tailored workshops to suit your needs at your venue.

Topics areas include the following:

- Supporting Children with Learning Difficulties** – dyslexia, spelling and writing, numeracy, computer programs and resources
- Communication** – articulation and phonology difficulties, hearing, Teacher Talk (Hanen), making and implementing visuals, verbal dyspraxia
- Occupational Therapy** – visual perception, helping children with writing skills, motor skills
- Personal Development** – self esteem, sex and relationships for children with learning disabilities, behavior management, toilet training, support for siblings, separation anxiety
- Transition** – starting school and high school, early starts for gifted children
- Inclusion** through art, music, storytelling
- Specific Topics** – Down syndrome, professional boundaries, understanding academic and psychometric assessment, raising concerns with families, report writing

### ADHD

#### AD/HD in the early years - understanding and responding

Cost Code

This workshop provides participants with an understanding of ADHD in young children, identifies characteristics of young children who have ADHD and discusses implications for learning and behaviour. Practical strategies to support play, learning and interactions of children with ADHD in inclusive early childhood settings are provided.

3 Mar	Thu	Peakhurst	6.00pm-8.30pm	A
22 Jun	Wed	Mt Pritchard	6.00pm-8.30pm	A

Suitable for: parents and early childhood professionals

EYLF 2 3 4 NQS QA 1 3 4 5 6

Presenters: Michelle Button, Lynda Taylor

### Autism (also see Communication and Sensory Processing)

#### Including children with Autism Spectrum Disorders in the classroom - practices and priorities

Cost Code

This workshop identifies the challenges that may be faced by children with ASD who attend mainstream settings. Participants will explore effective strategies that respond to individual children's priorities and learning styles.

2 May	Mon	Peakhurst	6.00pm-8.30pm	A
-------	-----	-----------	---------------	---

Suitable for: school professionals

Presenter: Diane Peacock-Smith

#### Play and learning for children with Autism Spectrum Disorder

Cost Code

This workshop will discuss:

- the challenges children with ASD face in the mainstream setting and how these relate to play;
- strategies to support and extend the play of children with ASD;
- how the environment can support the learning and inclusion of children with ASD;
- ways to incorporate visual supports throughout daily routines, transitions, group times and play; and
- sensory issues and the impact on the child's play and learning.

8 Mar	Tue	Mt Pritchard	6.00pm-8.30pm	A
-------	-----	--------------	---------------	---

22 Mar	Tue	Peakhurst	6.00pm-8.30pm	A
--------	-----	-----------	---------------	---

5 Apr	Tue	Brookvale	6.00pm-8.30pm	A
-------	-----	-----------	---------------	---

Suitable for: parents and early childhood professionals

EYLF 1 2 3 4 5 NQS QA 1 4 5 6

Presenters: Janette Biffin, Simone O'Driscoll, Lynda Taylor, Sophia Andersson, Marissa Watts

Parents of children with Autism may be able to use funding from the "Helping Children with Autism" Initiative to assist in paying for these courses.

<b>Social skills and emotional management for children with high functioning Autism or Asperger's syndrome</b>					Cost Code
Does your child have difficulty recognising and coping with emotions? Do they struggle with communication and social understanding? This workshop provides information and a practical guide to strategies designed to address social/conversational skills, the management of emotions/stress and organisational skills in primary age children with Asperger's syndrome or high functioning Autism.	11 May	Wed	Peakhurst	6.00pm-9.00pm	<b>Free</b>
	Suitable for: parents				
	This workshop is funded by the Department of Education and Training				
	Presenters: Monique Cannon, Kara Smith				

<b>Stress management for children with high functioning Autism or Asperger's syndrome</b>					Cost Code
Does your child have the skills to cope with stress? Is he able to recognise his signs of stress and accurately read his stress levels? Many children with high functioning Autism/AS need help to develop these skills. Stress signals are often misread with the child responding in ineffective ways. This workshop looks at ways of identifying common causes and effects of stress, identifying stress signals, recognising early signs of stress, ranking levels of stress, choosing and practicing relaxations techniques in response to stress and stress prevention.	2 Mar	Wed	Peakhurst	6.00pm-9.00pm	<b>Free</b>
	Suitable for: parents				
	This workshop is funded by the Department of Education and Training				
	Presenters: Monique Cannon, Kara Smith				

## Behaviour

<b>Promoting positive behaviours – supporting children's social learning in the early years – Part 1</b>					Cost Code
This workshop provides opportunities to reflect on current beliefs and practices around supporting children's behaviour. We will explore ways to support children's social learning (behaviour) by identifying a continuum of pro-active intervention strategies. We will also discuss case scenarios and practise implementing individual strategies.	9 Mar	Wed	Peakhurst	6.00pm-8.30pm	A
	8 Jun	Wed	Mt Pritchard	6.00pm-8.30pm	A
	Suitable for: parents and early childhood professionals				
	EYLF 1 2 3 4 5 NQS QA 1 2 3 4 5 6				
Presenter: Janette Biffin					

<b>Promoting positive behaviours – supporting challenging behaviour in young children – Part 2</b>					Cost Code
This is an advanced workshop (pre-requisite – completion of Promoting Positive Behaviour: Supporting Children's Social Learning) for teachers, child care workers, other professionals and parents, who are supporting children with complex and challenging behaviour. Strategies for identifying the functions of different challenging behaviours, implementing change and overcoming barriers will be explored. Special issues such as child protection and children with special needs will also be considered.	1 Jun	Wed	Peakhurst	6.00pm-9.00pm	A
	Suitable for: parents; early childhood and health professionals				
	EYLF 1 2 3 4 5 NQS QA 1 2 4 5 6				
	Presenter: Janette Biffin				

<b>Promoting positive behaviours in the primary years</b>					Cost Code
As children grow their internal and external worlds become more complicated. Social expectations change, as does their understanding of the world around them. This can be a challenging time for parents, carers and teachers especially when a child has a learning difficulty or disability. This workshop looks at strategies for supporting children's behaviour during this time with a focus on skills development and increasing children's self-esteem.	6 Apr	Wed	Peakhurst	6.00pm-9.00pm	A
	Suitable for: parents and school professionals				
	Presenters: Deb McEvoy-Herbert, Anne-Marie Cooper				

## Child Development

<b>Current brain research and implications for practice</b>					Cost Code
This workshop provides a review of current research into the links between childhood experiences and neurodevelopment and explores how our present understanding can influence how we provide our services and programs. Additionally, specific strategies on how to protect, promote and enhance children's resilience will be covered, and how to implement these individually and within a children's program.	4 May	Wed	Peakhurst	6.00pm-8.30pm	A
	Suitable for: early childhood and school professionals				
	EYLF 2 4 NQS QA 1 2 3 4 5 6				
	Presenter: Anne-Marie Cooper				

<b>Does This Child Need Help?</b>					Cost Code
<p>The workshop will enable participants to:</p> <ul style="list-style-type: none"> <li>develop the necessary skills to identify infants and children who have a developmental delay or disability;</li> <li>understand the difference between identifying and diagnosing;</li> <li>understand typical growth and development;</li> <li>determine when a concern is a concern;</li> <li>understand early childhood intervention;</li> <li>raise concerns with families;</li> <li>identify ethical and cultural issues; and</li> <li>pull it all together and refer on.</li> </ul> <p>*Additional cost for workbook \$52</p>	1 Apr	Fri	Peakhurst	9.30am-4.00pm	B
	Suitable for: early childhood and health professionals				
	EYLF 1 2 3 4 5 NQS QA 2 6				
	Presenters: Kerri-Ann Spanko, Melissa Murphy, Janette Biffin				

<b>Play, positioning and talking with babies</b>					Cost Code
When babies are encouraged to move in a variety of ways opportunities for interaction, exploration, communication and learning are increased. This workshop will discuss ways to encourage baby's movement (from birth to sitting) through daily routines; getting to know individual preferences and reading baby's cues; and what to do if there are movement difficulties.	21 Jun	Tue	Peakhurst	6.00pm-8.30pm	A
	Suitable for: parents and early childhood professionals				
	EYLF 2 3 4 5 NQS QA 1 2 3 4 5				
	Presenters: Ellen Dubber, Surhi Gadhok, Vicki Cox, Simone O'Driscoll				

## Children's Learning

### Helping your child with maths – NEW

Do weekly maths mental lead to tears? In this hands-on workshop you will learn to play some great maths games that will help your child to develop their maths skills at home. Some handy hints for managing maths mental homework are also provided.

3 May Tue Peakhurst 6.00pm-8.30pm

Cost Code

A

Suitable for: parents

Presenter: To be advised

### Reading at home with your child – NEW

Reading at home is important to help children develop their skills and confidence. Sometimes parents lack the confidence to help their child read at home. This workshop is for parents of children in lower primary school who would like strategies on how to approach reading with their child at home.

31 May Tue Mt Pritchard 6.00pm-8.30pm

Cost Code

Free

Suitable for: parents

This workshop is funded by the Department of Education and Training

Presenter: To be advised

### Study Skills – NEW

The ability to study and manage the demands of high school requires a high level of organisation, planning and efficiency. Developing these skills can be demanding for many students. This workshop will explore techniques available to students, families and teachers that can assist with studying and completing assignments.

29 Jun Wed Mt Pritchard 6.00pm-8.30pm

Cost Code

Free

Suitable for: parents

This workshop is funded by the Department of Education and Training

Presenter: To be advised

## Children's Wellbeing

### Anxiety and depression in children and adolescents

This workshop explores the symptoms displayed by children and adolescents with depression and/or anxiety. It examines treatment, diagnosis, causes and related risk factors. There is a focus on what parents and teachers can do to support these children.

4 May Wed Maroubra 6.00pm-8.30pm

Cost Code

A

8 Jun Wed Peakhurst 6.00pm-8.30pm

A

Suitable for: parents, school and health professionals

EYLF 1 2 3 NQS QA 1 2 5 6

Presenter: Michelle Button

### Developing resilience in children

How do children become resilient and develop the ability to bounce back and thrive through life's challenges? This workshop will explore current research that identifies strategies used by resilient people. It will discuss ways adults can help build resilience in children.

18 May Wed Mt Pritchard 6.00pm-8.30pm

Cost Code

A

Suitable for: parents; early childhood, school and health professionals

EYLF 1 2 3 4 NQS QA 1 2 5 6

Presenter: To be advised

### Fussy Feeders – positive mealtimes

Have you ever thought "mealtimes should be more fun and relaxed than this". Accepting difficult mealtimes isn't the only approach. This workshop explores options for creating positive mealtime experiences. It identifies factors that impact on mealtimes and fussy eaters including environment, cultural issues, communication and sensory preferences. Strategies to address these issues are explored. The workshop will not address individual needs of children with complex/medical feeding difficulties. Attending the Sensory Processing workshop before 'Fussy Feeders' may be helpful for some families and carers.

24 Mar Thu Mt Pritchard 6.00pm-8.30pm

Cost Code

A

30 May Mon Peakhurst 6.00pm-8.30pm

A

Suitable for: parents, early childhood and health professionals

EYLF 1 2 3 NQS QA 1 2 3 4 5 6

Presenters: Ellen Dubber, Surbhi Gaddock, Vicki Cox, Simone O'Driscoll

### Teaching children social skills – strategies for teachers

This introductory workshop focuses on the specifics needed to teach social skills to infants and primary school students. During these years the foundation of social development is established and includes: skills needed for reciprocal play; turn taking and sharing; recognition and expression of emotions; negotiation and compromise; dealing with competition; establishing and maintaining friendships, conversation skills, and interacting within a group. The presenter will demonstrate activities that can be used during social skills training sessions. Techniques that increase the likelihood of generalising skills from group sessions to other settings will be discussed.

21 Mar Mon Peakhurst 6.00pm-8.30pm

Cost Code

A

Suitable for: school professionals

EYLF 1 2 3 4 5 NQS QA 1 2 5 6

Presenter: Michelle Button

### Teenagers and technology – NEW

Is your teenager a native to technology? Do you worry about what they are doing on the computer or mobile phone? This workshop discusses:

- the role of technology in teenage life; and
- cyber safety and cyber bullying.

Participants will explore social networking sites (such as facebook and youtube) and complete other online exercises throughout this interactive workshop.

15 Mar Tue Peakhurst 6.00pm-8.30pm

Cost Code

A

Suitable for: parents

Presenter: Justine Stephens-Reicher

<b>Understanding bullying</b>					<b>Cost Code</b>
This workshop provides professionals with an understanding of the different forms of bullying. It will discuss how to identify bullying and what proactive strategies can be implemented and examines bullying from the perspective and experience of the victim and the perpetrator. Intervention strategies to assist children who are experiencing bullying are outlined.	2 Jun	Thu	Peakhurst	6.00pm-8.30pm	A
	<b>Suitable for:</b> early childhood, school and health professionals				
	EYLF 1 3 NQS QA 1 2 4 5 6 7				
	<b>Presenter:</b> Michelle Button				

## Communication

<b>Becoming bi-lingual – learning more than one language</b>					<b>Cost Code</b>
Do you work with children who are learning more than one language? This workshop will discuss: <ul style="list-style-type: none"> <li>• how children acquire more than one language;</li> <li>• factors that influence the development of more than one language;</li> <li>• bilingualism or language delay – how to tell the difference; and</li> <li>• strategies to support children developing a second language.</li> </ul>	3 May	Tue	Mt Pritchard	6.00pm-8.30pm	A
	<b>Suitable for:</b> parents and early childhood professionals				
	EYLF 1 2 3 4 5 NQS QA 1 5 6				
	<b>Presenters:</b> Janette Biffin, Michelle Lee				

<b>Decreased noise = increased learning</b>					<b>Cost Code</b>
Noisy classrooms have a dramatic impact on children's energy and their ability to listen and learn effectively. This workshop provides practical ways to promote children's learning success by identifying and reducing classroom noise. Strategies to create and sustain a good listening environment will be explored. Come and hear the benefits for students and teachers alike.	10 Mar	Thu	Peakhurst	6.00pm-8.30pm	A
	<b>Suitable for:</b> early childhood professionals				
	EYLF 2 3 4 NQS QA 1 2 3				
	<b>Presenter:</b> Toni Isaacson				

<b>Expressive and receptive language delays – managing classroom practices</b>					<b>Cost Code</b>
This workshop explores the nature of language delays and implications for children and teachers. Management strategies and practical programming ideas are discussed.	17 May	Tue	Peakhurst	6.00pm-8.30pm	A
	<b>Suitable for:</b> school professionals				
	<b>Presenter:</b> Jill Vidler				

<b>Key Word Sign (previously Makaton)</b>					<b>Cost Code</b>
Key Word Sign is a signing system used with children who have developmental delays, communication difficulties or speech that is unclear. Key Word Sign can reduce children's frustration by helping them to understand what is happening and express their needs. No signing experience necessary.	11 Mar	Fri	Peakhurst	9.30am-3.30pm	B
	23 & 30 Mar	Wed	Maroubra	6.00pm-9.00pm	B
	6 May	Fri	Brookvale	9.30am-3.30pm	B
	24 & 31 May	Tue	Peakhurst	6.00pm-9.00pm	B
	<b>Suitable for:</b> parents; early childhood, school and health professionals				
	EYLF 1 2 3 4 5 NQS QA 1 5 6				
<b>Presenters:</b> Janette Biffin, Michelle Lee, Jo Dawe					

<b>Key Word Sign, stories and emergent literacy – NEW</b>					<b>Cost Code</b>
Adults have a key role in enhancing the quantity and quality of literacy experiences for children. The combination of sign/KWS, talking, stories and symbols can be an effective path to developing literacy. This workshop discusses: <ul style="list-style-type: none"> <li>• how literacy is supported by stories, talking and KWS;</li> <li>• embedding KWS into teaching practice;</li> <li>• identifying and responding to literacy opportunities; and</li> <li>• ways to expand literacy experiences using KWS.</li> </ul> This interactive workshop provides practical examples and strategies and opportunities to practise.	29 Mar	Tue	Peakhurst	6.00pm-8.30pm	A
	9 Jun	Thu	Brookvale	6.00pm-8.30pm	A
	<b>Suitable for:</b> early childhood professionals				
	EYLF 1 2 4 5 NQS QA 1 2				
	<b>Presenters:</b> Toni Isaacson, Janette Biffin, Jane Purcell, Jo Dawe				

<b>Language – a link to learning; extending children's language – NEW</b>					<b>Cost Code</b>
What do conflict resolution, solving maths problems, reading and making friends have in common? They all rely on strong language skills. This workshop will help you to extend children's language skills and learn why oral language is crucial to a child reaching their potential at school. Packed with real-life examples, strategies, ideas, take home resources and opportunities to ask questions, this workshop is ideal for parents of four- to six-year-olds who already speak well and enjoy conversations.	16 Mar	Wed	Peakhurst	6.00pm-8.30pm	A
	27 Jun	Mon	Brookvale	6.00pm-8.30pm	A
	<b>Suitable for:</b> parents and early childhood professionals				
	EYLF 1 2 3 4 5 NQS QA 1 5 6				
	<b>Presenter:</b> Toni Isaacson				

<b>Learn to listen ... listen to learn – NEW</b>					<b>Cost Code</b>
Some children find it difficult to pay attention, sequence ideas, remember simple things, ignore distractions, follow instructions and take a long time to process information. Does this sound like a child you know? This workshop provides practical ideas to help take the frustration out of the child's day and prepare them to be effective listeners and learners.	7 Mar	Mon	Maroubra	6.00pm-8.30pm	A
	23 May	Mon	Peakhurst	6.00pm-8.30pm	A
	<b>Suitable for:</b> parents and early childhood professionals				
	EYLF 2 3 4 5 NQS QA 1 5 6				
	<b>Presenter:</b> Toni Isaacson				

Talking about speaking – NEW					Cost Code
Parents and teachers are sometimes confused about how children learn speech and language. This workshop outlines: <ul style="list-style-type: none"> <li>• how speech and language are different;</li> <li>• typical stages speech and language development;</li> <li>• signs of a potential problem; and</li> <li>• when to seek further advice</li> <li>• practical ideas to maximise speech and language development at home and preschool.</li> </ul> There will be plenty of opportunities to hear demonstrations and ask questions.	28 Apr	Thu	Peakhurst	6.00pm-8.30pm	A
	28 Jun	Tue	Mt Pritchard	6.00pm-8.30pm	A
	Suitable for: parents; early childhood and health professionals				
	EYLF 1 2 3 4 5 NQS QA 1 5 6				
	Presenters: Brooke Mitchell, Toni Isaacson				

Total Communication					Cost Code
Do you work with children who have difficulty following directions; coping with change; making choices; telling news; joining in play or communicating clearly? Total Communication is an approach that uses a variety of methods including speaking, showing objects, photos, symbols and signing to enhance children's development. It can benefit children with additional needs and children who are developing typically. This workshop identifies specific strategies including use of visual aids and signing. A range of resources is shown.	28 Feb	Mon	Peakhurst	6.00pm-8.30pm	A
	11 May	Wed	Mt Pritchard	6.00pm-8.30pm	A
	Suitable for: parents and early childhood professionals				
	EYLF 1 2 3 4 5 NQS QA 1 2 6				
	Presenters: Janette Biffin, Marissa Watts, Michelle Lee				

## Counselling and Family Support

Counselling – basic					Cost Code
Part 1 of this workshop will: <ul style="list-style-type: none"> <li>• provide opportunities to learn about basic counselling skills or refresh existing skills; and</li> <li>• discuss how counselling skills can be used to build relationships with families.</li> </ul> Part 2 of this workshop will: <ul style="list-style-type: none"> <li>• provide opportunities to practise skills needed to respond to difficult situations; and</li> <li>• provide time for reflecting on and discussing your responses.</li> </ul>	24 & 31 Mar	Thu	Peakhurst	6.00pm-8.30pm	B
	Suitable for: early childhood, school and health professionals				
	NQS QA 6 7				
	Presenters: Stephanie Ingram, Rebecca Dudding, Veronica Cook				

Counselling – beyond basic-tackling the tricky stuff					Cost Code
Workers often feel anxious and unsure when supporting families and colleagues with complex life situations. This two-part workshop aims to extend your counselling skills to help you deal with family issues, communicate difficult messages, respond to emotions and set personal boundaries. Participants must have completed Counselling – basic or have experience in this area prior to attending.	19 & 26 May	Thu	Peakhurst	6.00pm-8.30pm	B
	Suitable for: early childhood and school professionals				
	NQS QA 6 7				
	Presenters: Stephanie Ingram, Rebecca Dudding, Veronica Cook				

Chronic sorrow as a living loss: working with families with a child with a disability – NEW					Cost Code
Parents with a child with a disability frequently experience grief after the diagnosis, and, during the lifetime of the parent. This type of grief differs from the type of that is experienced at the death or loss of a child and does not follow the usual 'grief cycle'. Instead, this grief is termed 'Chronic Sorrow'. This workshop is aimed at professionals who work or have contact with parents of children with a disability and provides a framework for understanding the grief that parents experience and how to work with it.	20 & 27 Jun	Mon	Peakhurst	6.00pm-9.00pm	B
	Suitable for: early childhood, school and health professionals				
	EYLF 1 3 NQS QA 2 6				
	Presenters: Anne-Marie Cooper, Sunet Rossouw, Stephanie Ingram				

## Fine Motor Skills

Cut, draw, squeeze, poke ... fine motor skills for little folk					Cost Code
This workshop provides information on the development of fine motor skills such as grasping, drawing, pre-writing and scissor skills. Participants will learn how to identify children in need of support. We will also provide practical activity ideas and strategies to promote the development of fine motor skills for individual children and groups.	1 Mar	Tue	Brookvale	6.00pm-8.30pm	A
	14 Mar	Mon	Peakhurst	6.00pm-8.30pm	A
	Suitable for: parents and early childhood professionals				
	EYLF 2 3 4 NQS QA 1 2				
	Presenter: Sophia Andersson				

## Inclusion

Art, Expression, Inclusion					Cost Code
This workshop looks at ways to evoke creativity, support choice, value difference, enhance communication and belonging through opportunities for play. We will explore strategies to enhance the arts based experience for children. Ways to promote and support involvement of children with a range of specific support needs will be discussed.	13 May	Fri	Peakhurst	9.30am-3.30pm	B
	Suitable for: early childhood professionals				
	EYLF 2 3 4 NQS QA 1 5				
	Presenter: Rhiannon Venables				

Family centred practice and the Individual Family Service Plan (IFSP)					Cost Code
So you're planning to run an IFSP. What is it? What do you need to know? What do you need to do? This workshop will have an emphasis on working collaboratively with families to develop a successful IFSP. The IFSP process is recommended best practice for Early Childhood Intervention and a requirement of ISP funding (Intervention Support).	3 Jun	Fri	Peakhurst	9.30am-3.30pm	B
	Suitable for: early childhood and health professionals				
	NQS QA 1 6 7				
Presenters: Janette Biffin, Stephanie Jacques					

Planning and programming for inclusion					Cost Code
All children have the right to play, interact and learn together. Our early childhood programs must be responsive to the strengths and unique characteristics of each child. This workshop will discuss ways to increase all children's participation through inclusive programming practices.	28 Mar	Mon	Peakhurst	6.00pm-8.30pm	A
	Suitable for: early childhood professionals				
	EYLF 12 3 4 5 NQS QA 1 3 4 5 6 7				
Presenters: Janette Biffin, Melissa Murphy, Marissa Watts					

## Sensory Processing

Sensory Processing					Cost Code
Do you know a child who never sits still; loses control easily; plays roughly with friends and equipment; appears "fussy"; is hard to get going; appears to be inattentive; and/or at times is difficult to motivate? These behaviours may result from how a child perceives and responds to sensory information. This workshop provides information about how children learn through their senses. Strategies to support individual learning styles in the home and early childhood settings are discussed through case studies.	7 & 14 Jun	Tue	Peakhurst	6.00pm-9.00pm	B
	Suitable for: parents, early childhood, school and health professionals				
	EYLF 2 3 4 NQS QA 1 2 5 6				
Presenters: Janette Biffin, Simone O'Driscoll, Sophia Andersson					

Parents of children with Autism may be able to use funding from the "Helping Children with Autism" Initiative to assist in paying for these courses.

# Booking a Workshop

- Go to [www.learninglinks.org.au](http://www.learninglinks.org.au) and book online  
or
- Go to [www.learninglinks.org.au](http://www.learninglinks.org.au) and download a booking form and fax to 9580 4788 or mail to 10 Railway Parade, Penhurst NSW 2222  
or
- Phone: 8568 8200

**BOOKING BONUS!**  
Book three or more courses at the same time and get ONE FREE PLACE @ course with cost code A.  
Valid to December 2011.

## Refund, transfer and workshop cancellation

If Learning Links cancels a workshop, participants can receive a refund or credit for another workshop. Credits remain valid for 12 months from the date of the original workshop. If you are unable to attend a course you can send someone else from your centre. If you wish to cancel completely you have to tell us by email, fax or mail 14 working days in advance and we will refund your fees less \$10 to cover administration costs. If you cancel with less than 14 working days notice or don't show up, we can't give you a refund.

Cost Codes	A	B
Non Members	\$75	\$150
Learning Link's Members	\$70	\$140
Learning Link's Parent Members	\$35	\$70
Course Codes		
EYLF – Early Year Learning Framework		
NQS QA – National Quality Standards Quality Area		

Workshop Venues	
Peakhurst – Learning Links	12-14 Pindari Road, Peakhurst 2210
Maroubra – Mount Sinai College	6 Runic Lane, Maroubra 2035
Brookvale – Learning Links	To be advised
Mt Pritchard – Learning Links	43 Reservoir Road, Mt Pritchard 2170

Learning Links can deliver workshops at your venue and tailor workshops to suit your individual needs.  
For enquiries, contact 8568 8200

## Learning Links

ABN: 71 097 577 636

10 Railway Parade, Penhurst NSW 2222

Telephone: (02) 8568 8200 Fax: (02) 9580 4788 Email: [mail@learninglinks.org.au](mailto:mail@learninglinks.org.au) Website: [www.learninglinks.org.au](http://www.learninglinks.org.au)

# Booking a Workshop

You can book online –  
go to **www.learninglinks.org.au**  
You can pay online or request a tax invoice.

**BOOKING BONUS!**  
Book three or more courses  
at the same time and get  
**ONE FREE PLACE @ course**  
with cost code A.  
Valid to December 2011.

## WORKSHOP PRICES

Fill in the form below and fax, mail or telephone  
Learning Links and pay these prices (All prices include GST)

	A	B
<b>Non Members</b>	<b>\$75</b>	<b>\$150</b>
<b>Learning Links' Members</b>	<b>\$70</b>	<b>\$140</b>
<b>Learning Links' Parent Members</b> (child is enrolled in Learning Links' program)	<b>\$35</b>	<b>\$70</b>

WORKSHOP NAME	LOCATION	COURSE CODE	DATE	ATTENDEE'S NAME	COST
<b>TOTAL COST</b>					<b>\$</b>

Name of Organisation: ..... Contact Person: .....

Name for Receipt: ..... Phone: ..... Fax: .....

Address: ..... Postcode: .....

Email\*: ..... Mobile Phone: .....

If you have any special requirements, please call (02) **8568 8200**.

\*I would like to receive the Professional Development Calendar via email. I have included my email address above.

## Refund, transfer and workshop cancellation

If Learning Links cancels a workshop, participants can receive a refund or credit for another workshop. Credits remain valid for 12 months from the date of the original workshop. If you are unable to attend a course you can send someone else from your centre. If you wish to cancel completely you have to tell us by email, fax or mail 14 working days in advance and we will refund your fees less \$10 to cover administration costs. If you cancel with less than 14 working days notice or don't show up, we can't give you a refund.

Parents of children with Autism may be able to use funding from the "Helping Children with Autism" Initiative to assist in paying for these courses.

## Payment Details

I enclose a cheque made payable to Learning Links.

Please charge my  MASTERCARD  VISA  AMEX for the amount of \$ .....

Cardholder's Name: ..... Expiry Date: ..... / ..... CCV\* .....

\*(Mastercard & Visa only – Last 3 digits on back of card)

Card Number:

Signature: ..... Date: .....

A tax invoice will be issued for all bookings.

**Learning Links** ABN: 71 097 577 636

**10 Railway Parade, Penshurst NSW 2222**

Telephone: (02) **8568 8200** Fax: (02) **9580 4788** Email: **mail@learninglinks.org.au** Website: **www.learninglinks.org.au**