

**Industrial**

# Women's Contact Officer Training

## Level One: Schools and TAFE (TUT)

### About the course

The SSTUWA Women's Contact Officer (WCO) has a key leadership role in the workplace. Learn the roles and responsibilities of this position and build confidence to succeed in this role.

This introductory two-day course will provide WCO's with the knowledge and skills needed to support, advise and advocate for individual members and the branch on gender and equity issues.

Please note:

SSTUWA may fund travel and accommodation expenses for currently elected representatives outside the metropolitan area. Each regional application will be assessed by the Education and Training Centre Coordinator for funding approval.

### Date

Tuesday 7 and Wednesday 8  
March 2023

### Time

9am - 3pm

### Cost

Nil: Members Only

### Facilitator

Cherry Bogunovich: Education Officer  
Janette Bedwell, Women/Equity

### Nominated Audience

Elected Women's Contact Officers

### Venue

SSTUWA Office  
1 West Street  
West Perth WA 6005  
(08) 9210 6035

### Outcomes

On completion of the course Women Contact Officers will have:

- A clear understanding of the role and responsibilities of WCO in the workplace.
- Explored support structures, frameworks and legal processes that lead to dispute resolution.
- Practiced skills to recruit, support and advise members at the workplace.
- Developed confidence in dealing with equality related matters.

### Teacher Registration Board of WA

Professional Standards for Teachers in WA

AITSL Australian Professional Standards for Teachers

**TRBWA**

Teacher Registration Board  
of Western Australia

### This training relates to:

Standard 6 - Engage in professional learning

Standard 7 - Engage professionally with colleagues, parents/carers and the community.

**Industrial**
**SSTUWA**  
 The State School Teachers' Union of W.A. [Inc.]

# Women's Contact Officer Training

## Level One: Schools and TAFE (TUT)

 Tuesday 7 and Wednesday 8  
 March 2023

Given name: \_\_\_\_\_ Surname: \_\_\_\_\_

Union ID no: \_\_\_\_\_ School/workplace: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Travel

Members outside the metro area may be eligible for SSTUWA-funded travel and accommodation to attend this course. Each regional application will be assessed by the ETC coordinator for funding approval.

 **Accommodation required**  
 No of nights \_\_\_\_\_ Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_

 **Air travel required**  
 Preferred dates/times: Arrival \_\_\_\_\_ Departure \_\_\_\_\_

 **Driving own car**  
 Approx KMs \_\_\_\_\_

### Send completed form to

**SSTUWA Education and Training Centre**
**Email:** [training@sstuwa.org.au](mailto:training@sstuwa.org.au)
**Or register online at [sstuwa.org.au](http://sstuwa.org.au)**

Please note: All courses are run subject to minimum booking numbers.

### Trade union training leave

Members in schools and TAFE colleges are eligible for five days of paid leave per year to attend trade union training.

To comply with TUT leave requirements applicants must:

- Submit applications to principal four weeks prior to the event.
- Provide DoE/principal with a copy of the course registration.
- Be nominated by the SSTUWA under the "nominated audience" for the course.

The school **will not be charged** for the salary of the person attending trade union training - this is covered by the DoE. However, if a **relief teacher** is required, this is funded through the school's one line budget.

#### For school administration

When processing TUT leave applications:

- Ensure staff attending training have selected **TUT Leave** in HRMIS.
- Project code 1471 will be generated within the payment system.