



WAECCSSA

Western Australian Education
Corporate Services Staff Association Inc

**SCHOOL OFFICER DAY
FRIDAY 19 MARCH 2021**



SCHOOL OFFICER DAY

CROWN ASTRAL ROOMS

FRIDAY 19 MARCH 2021



8:00am	Registration	
8:30am	Welcome	Nicole Cooper WAECCSA President
8:35am	Sponsor highlights	
8:50am	Breakout Session A	
	Application Writing Astral Room 1	Jackie Watt Jackie Watt Consultancy
	Conflict Resolution <i>Handling Challenging Conversations</i> Astral Room 2	Peter Mathie Principal Perth Mediation Centre
10:20am	Morning Tea	
10:50am	Breakout Session B	
	Immunisation and Visas: checking the details	Pam Hide & Elizabeth Roberts Principal Consultants
	Payroll	Luke James Department of Education
11:55am	Breakout Session C	
	Accountable & Ethical Decision Making - Code of Conduct	Angel Marshall Standards & Integrity
	Finance	Erin Scata & Janine Sevelj Department of Education
12:55pm	Lunch	
1:45pm	Sponsor highlight	
1:55pm	IKON	Tyne Purdy Department of Education
2:15pm	Career Pathway	Fiona Windfield Leadership Institute
2:45pm	Resilience	Dana Vulin
3:45pm - 4:00pm	Feedback / Sponsor Draw / Finish	

SESSION INFORMATION

Application Writing with Jackie Watt

This session will assist you to work through the selection criteria using the Situation, Action, Outcome (SAO) format and understand how you can apply your skills and knowledge to the role and creating a professional resume that is succinct and professional.

Conflict Resolution with Peter Mathie

At the conclusion of the session participants will have discussed a range of difficult workplace conversations and explored alternative strategies to manage them.

Immunisation and Visas: Checking the details with Pam Hide & Elizabeth Roberts

The Enrolment in Public Schools policy covers the enrolment requirements linked to immunisation and visas. Checking the details means enrolments at your school will comply with the policy. Knowing what to look for and where to get the 'right information' helps everyone manage enrolment processes confidently and record enrolment information accurately on SIS Classic.

Code of Conduct with Angel Marshall

Our workplace is child protection and education balanced therefore staff need to be aware of and manage their relationships with each other and parents, considering their role as a public officer and how their conduct outside of work hours can affect their career. The impact of social media is discussed, physical contact with students and its risks, official and confidential information, gifts and benefits, fraud and corruption, duty of care, conflict of interest, reporting misconduct and recordkeeping are all covered.

Payroll with Luke James

During this session you will be presented with new clearance information as well as key information on overtime, on-call allowance and casual payments. tips will also be provided on how to get the best out of raising a service call. Overtime and On-Call allowance; toilet allowance for casuals; new clearance information; other trending topics

Finance with Erin Scata & Janine Sevelj

This session will provide an update on important finance matters including:

- Purchase orders – new books, new requirements
- Assets and Resources – what's the difference? What is Building Fabric & Infrastructure
- Purchase cards – the new collection on Ikon and the change to IPS Purchase card flexibility
- RM Billing – Do you know the four receipting methods? Are you using the most efficient for you?

Ikon updates with Tyne Purdy

Ikon update includes information about the decommissioning of the Portal; new features; and benefits.

Your Career Pathway with Fiona Winfield

Developed by the Leadership Institute, Fiona Winfield will step you through the 'Identify, Develop and Support' process of your career pathway

Resilience with Dana Vulin

At the age of 25 Dana Vulin faced a turn of events that would change her life forever. Dana endured a horrific attack that left her with horrendous third degree burns to 64 percent of her body and face. Within seconds, Dana's former life, her physical functioning, her independence, her goals and dreams were ripped away. The destruction caused to Dana's body and face was unimaginable, the pain that she endured was indescribable. However, through perseverance and resilience, Dana stands here today having overcome extreme adversity to prove that miracles do happen.

REGISTRATION DETAILS



MEMBERS ONLY [DISCOUNTED \$140 incl GST]

1. Go to www.waecssa.com.au
(do not use PLIS)

2. Login with your MEMBER username and password

3. Click on MEMBERS AREA tab and go to PROFESSIONAL LEARNING DISCOUNT CODES

4. Select **Register here**

5. You will be directed to Eventbrite – select **Tickets**

6. Select **Members Only Ticket**

7. Complete details, select breakout sessions [choose ONE per session], make payment

How to register for NON MEMBERS PRICE
(\$180 incl. GST)

1. Go to www.waecssa.com.au
(do not use PLIS)

2. Click on the PROFESSIONAL LEARNING tab and select CURRENT PL OPPORTUNITIES

3. Select **Register here for the School Officer Day**
(non members) link and follow the prompts

For any assistance please call
Amanda Sykes – 9523 7500
or Sonia Nelson – 9923 5204