



Quality | Support | Services

[www.rjcp.net.au](http://www.rjcp.net.au)

# RJCP Contractual Compliance

## About the Workshop

RJCP is an interesting model. On one side you are providing welfare and community based services and on the other, you are operating in a competitive performance driven business environment.

This 1-day course will guide participants through the importance of contractual compliance. This workshop will examine practical compliance issues within Employment Services and provide participants with a better understanding of what is required under the 2013-2018 Funding Agreement for RJCP.

## Who Should Attend

This workshop has been designed for frontline staff delivering client services to job seekers under the RJCP Funding Agreement.

## Workshop Investment (per participant)

\$440 (inc GST) RJCP Central Non-Members

\$330 (inc GST) RJCP Central Members

## Workshop Content

- RJCP : A compliance model
- Record keeping
- Effective file notes
- Evidencing claims effectively
- Compliance in conducting interviews
- IPP and compliance requirements
- Utilising PA effectively
- Where to focus
- Compliance in service delivery
- PM&C Audits and Quality Assurance Framework
- Self-auditing procedures

## In-House Training

This workshop can be delivered directly to your staff as an in-house training program. All in-house training workshops can be tailored to meet your individual needs

## Upcoming Workshops

All upcoming workshops will be advertised through our website [www.rjcp.net.au](http://www.rjcp.net.au)

RJCP Central (a division of Job Services Central)

Phone : 1800 508 290 | Fax : (02) 9475 0239 | Web: [www.rjcp.net.au](http://www.rjcp.net.au)