

Kindergarten IT Program



14 June 2018

Dear Kindergarten Staff and Volunteers,

The Kindergarten IT Program is offering *Online TLDS* and *KIM User Training* sessions.

July and August classes are now open for booking.

The training is available to kindergarten directors, teachers, assistants & committee members. Sessions are free of charge and delivered in small groups of 10 people in face to face, three hour sessions.

Please note: The training for the Online Transition Learning and Development Statement (Online TLDS) is specifically designed for kindergarten teachers who may be less familiar with using IT and online forms.

Please refer to the timetable and course descriptions attached or visit our website

<https://www.kindergarten.vic.gov.au/traininglinks.html>

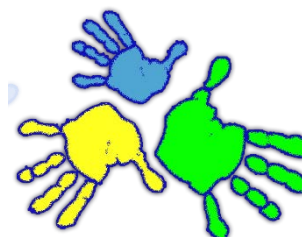
For more information, please contact:

State Library Victoria, Community IT Support on 86647001

Or Free Call 1800 629 835

Email: info@kindergarten.vic.gov.au

Fax: (03) 9639 2175



Regards,

Lauren Arkley

Project Coordinator

Kindergarten IT Program

State Library Victoria

Kindergarten IT Program - Training Enrolment Form 2018

The training is open to kindergarten directors, teachers, assistants and committee members. All training is provided free of charge and is delivered face-to-face in small groups.

To view the course outlines, venues and enrol online visit:

<https://www.kindergarten.vic.gov.au/traininglinks.html>

Or complete the paper enrolment form:

Post to: Kindergarten IT Program State Library of Victoria 328 Swanston Street, Melbourne, VIC 3000

Email: info@kindergarten.vic.gov.au

Name:
Kindergarten:
Phone:
Email:

Course Reference Number	Training Topic	Date/Time	Location



Phone: (03) 8664 7001 Free Call: 1800 629 835 Fax: (03) 9639 2175
www.kindergarten.vic.gov.au info@kindergarten.vic.gov.au

State Library of Victoria, 328 Swanston St, Melbourne, VIC 3000 Australia
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Month	Venue	Day	Date	Time	Course
July	Melbourne CBD State Library Victoria 328 Swanston St Melbourne 3000	Mon	23/07/2018	10am – 1pm	Online TLDS
		Mon	23/07/2018	1:30pm - 4:30pm	Online TLDS
		Wed	25/07/2018	10am – 1pm	Online TLDS
		Wed	25/07/2018	1:30pm - 4:30pm	KIM User training
July	Bairnsdale The Riversleigh 1 Nicholson St Bairnsdale 3875	Thurs	26/07/2018	10am – 1pm	Online TLDS
		Thurs	26/07/2018	1:30pm - 4:30pm	KIM User training
July	Warragul Mercure Hotel 23 Mason St Warragul 3820	Mon	30/07/2018	1:30pm - 4:30pm	Online TLDS
		Mon	30/07/2018	5:30pm - 8:30pm	KIM User training
July	Shepparton Parklake Hotel 481 Wyndham St Shepparton 3630	Tues	31/07/2018	1:30pm - 4:30pm	Online TLDS
		Tues	31/07/2018	5:30pm - 8:30pm	KIM User training
Aug	Wodonga Quest Wodonga 46 Reid Street Wodonga 3690	Wed	1/08/2018	1:30pm - 4:30pm	Online TLDS
		Wed	1/08/2018	5:30pm - 8:30pm	KIM User training
Aug	Epping Quest Epping Cnr of Cooper & Miller St Epping 3076	Thurs	2/08/2018	1:30pm - 4:30pm	Online TLDS
		Thurs	2/08/2018	5:30pm - 8:30pm	Online TLDS
		Fri	3/08/2018	10am – 1pm	KIM User training
Aug	Bendigo All Seasons Bendigo 171-183 McIvor Rd Bendigo 3550	Mon	6/08/2018	1:30pm - 4:30pm	Online TLDS
		Mon	6/08/2018	5:30pm - 8:30pm	Online TLDS
		Tue	7/08/2018	10am – 1pm	KIM User training
Aug	Mildura Mercure Hotel 120 Eighth St Mildura 3500	Wed	8/08/2018	1:30pm - 4:30pm	Online TLDS
		Wed	8/08/2018	5:30pm - 8:30pm	KIM User training
Aug	Horsham Horsham International Hotel 118 Baillie St Horsham 3400	Fri	10/08/2018	10am – 1pm	Online TLDS
		Fri	10/08/2018	1:30pm - 4:30pm	KIM User training
Aug	Geelong Rydges Geelong Cnr Gheringhap & Myers St Geelong 3220	Mon	13/08/2018	1:30pm - 4:30pm	Online TLDS
		Mon	13/08/2018	5:30pm - 8:30pm	Online TLDS
		Tues	14/08/2018	10am – 1pm	KIM User training
Aug	Warrnambool Mid City Hotel 525 Raglan Pde Warrnambool 3280	Wed	15/08/2018	1:30pm - 4:30pm	Online TLDS
		Wed	15/08/2018	5:30pm - 8:30pm	KIM User training
Aug	Ballarat Ballarat Golf Club 1800 Sturt St Ballarat 3355	Thurs	16/08/2018	1:30pm - 4:30pm	Online TLDS
		Thurs	16/08/2018	5:30pm - 8:30pm	Online TLDS
		Fri	17/08/2018	10am – 1pm	KIM User training
Aug	Glen Waverley Quest Hotel 353-361 Springvale Rd Glen Waverley 3150	Mon	20/08/2018	10am – 1pm	Online TLDS
		Mon	20/08/2018	1:30pm - 4:30pm	Online TLDS
		Tues	21/08/2018	10am – 1pm	KIM User training
Aug	Melbourne CBD State Library Victoria 328 Swanston St Melbourne 3000	Wed	22/08/2018	10am – 1pm	Online TLDS
		Wed	22/08/2018	1:30pm - 4:30pm	Online TLDS
		Thurs	23/08/2018	10am – 1pm	KIM User training



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Online TLDS Training - 901

Overview: This training session will provide an introduction to using the Online TLDS platform for new users. During the session you will learn to use the online system to create a TLDS and will be shown how to use the platform, file management, how to upload photographs and scanned documents.

Who is the course for? This course is for teachers and educators who have low confidence in using an online platform. ***For other users, training is available through the use of online tips, user guides and the KITP helpdesk.***

Pre-requisites: Operate a personal computer/laptop (PC), read and write basic workplace documents, basic knowledge of the internet

KIM User Training - 801

Overview: This training session will provide a basic introduction to Kindergarten Information Management (KIM) system for new users, with an opportunity to utilize and explore KIM via realistic, process based scenarios. Sessions are hands on and process driven and will use realistic scenarios and activities. A representative of the Department will be able to assist with KIMs questions.

Who is the course for? This training is open to kindergarten Directors, teachers, assistants and committee members.

Pre-requisites: Operate a personal computer/laptop (PC), read and write basic workplace documents, basic knowledge of the internet

To view the course outlines, venues and enrol online visit:

<https://www.kindergarten.vic.gov.au/traininglinks.html>