

# Kindergarten IT Program



2 February 2017

Dear Kindergarten Staff and Volunteers,

The Kindergarten IT Program  
is delivering a new round of  
***IT training and  
professional development  
sessions***



**March, April and May 2017 classes are open for booking.**

The training is available to kindergarten directors, teachers, assistants and committee members. Sessions are provided free of charge and delivered in small groups of 8 to 10 people in face to face, three-hour sessions.

Please refer to the timetable and course descriptions attached or visit our website <https://www.kindergarten.vic.gov.au/traininglinks.htm>

For more information, please contact:  
State Library of Victoria, Community IT Support on 8664 7001  
or Free Call 1800 629 835.

✉ [info@kindergarten.vic.gov.au](mailto:info@kindergarten.vic.gov.au)

Regards,

**Terry Regan**  
**Project Coordinator**  
Kindergarten IT Program  
State Library of Victoria

## Kindergarten IT Program - Training Enrolment Form

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.htm>

Or complete the paper enrolment form:

**Post to:**

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

**Fax:** 03 9639 2175

**Email:** [info@kindergarten.vic.gov.au](mailto:info@kindergarten.vic.gov.au)

Name:
Kindergarten:
Phone:
Email:

Course Reference Number	Training Topic	Date/ Time	Location
1101	1101 - Cyber Security	01/02/2017	Melbourne

## Kindergarten IT Program - Training Schedule February – May 2017

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 enrol complete the paper enrolment form or visit:

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

Month	Venue	Day	Date	Time	Course
Mar	East Melbourne Department of Education and Training	Mon	06/03/2017	10:00 - 1:00	KIM- Introduction
Mar		Mon	06/03/2017	1:30 - 4:30	KIM- Advanced
Mar		Tues	07/03/2017	10:00 - 1:00	KIM- Introduction
Mar		Tues	07/03/2017	1:30 - 4:30	KIM- Advanced
Mar	Melbourne State Library Victoria	Thurs	09/03/2017	10:00 – 1:00	Get up to speed with iPads
Mar		Thurs	09/03/2017	1:30 - 4:30	Create Children’s Portfolios
Mar		Fri	10/03/2017	10:00 – 1:00	Website Development
Mar		Fri	10/03/2017	1:30 - 4:30	Cyber Security & Privacy
Australia Day					
Mar	Shepparton Quality Hotel Parklake	Tues	14/03/2016	1:30 - 4:30	Website Development
Mar		Tues	14/03/2016	5:00 - 8:00	Get up to speed with iPads
Mar		Wed	15/03/2016	10:00 - 1:00	Cyber Security & Privacy
Mar		Wed	15/03/2016	1:30 - 4:30	Create Children’s Portfolios
Mar	Swan Hill Comfort Inn Lady Augusta	Thurs	16/03/2016	1:30 - 4:30	Website Development
Mar		Thurs	16/03/2016	5:00 - 8:00	Get up to speed with iPads
Mar		Fri	17/03/2016	10:00 - 1:00	Cyber Security & Privacy
Mar		Fri	17/03/2016	1:30 - 4:30	Create Children’s Portfolios
Mar	Colac Colac Otway Performing Arts & Cultural Centre	Mon	20/03/2016	1:30 - 4:30	Website Development
Mar		Mon	20/03/2016	5:00 - 8:00	Get up to speed with iPads
Mar		Tue	21/03/2016	10:00 - 1:00	Cyber Security & Privacy
Mar		Tue	21/03/2016	1:30 - 4:30	Create Children’s Portfolios
Mar	Warragul Mercure Warragul	Thurs	23/03/2016	1:30 - 4:30	Website Development
Mar		Thurs	23/03/2016	5:00 - 8:00	Get up to speed with iPads
Mar		Fri	24/03/2016	10:00 - 1:00	Cyber Security & Privacy
Mar		Fri	24/03/2016	1:30 - 4:30	Create Children’s Portfolios
Mar	East Melbourne Department of Education and Training	Mon	27/03/2016	10:00 - 1:00	KIM- Introduction
Mar		Mon	27/03/2016	1:30 - 4:30	KIM- Advanced
Mar		Tues	28/03/2017	10:00 - 1:00	KIM- Introduction
Mar		Tues	28/03/2017	1:30 - 4:30	KIM- Advanced
Mar		Wed	29/03/2017	10:00 - 1:00	KIM- Introduction
Mar		Wed	29/03/2017	1:30 - 4:30	KIM- Advanced
End of Term 1					
Commence of Term 2					
May	Melbourne State Library Victoria	Wed	03/05/2017	10:00 - 1:00	Get up to speed with iPads
May		Wed	03/05/2017	1:30 - 4:30	Cyber Security & Privacy
May		Thurs	04/05/2017	10:00 - 1:00	Website Development
May		Thurs	04/05/2017	1:30 - 4:30	Cyber Security & Privacy

### **Create a Children's Portfolio – 301 NEW!**

**Overview:** Become familiar with basic photo editing techniques using Microsoft Office Picture Manager, then practise adding images, WordArt, text and styles using Microsoft Word 2007 to create a Portfolio template

**Who is the course for?** This introductory level course is aimed at Kindergarten and early learning staff who seek to practice image editing and improve their skills at creating portfolio documents using Microsoft Word 2007.

**Pre-requisites:** Basic knowledge of how to use Microsoft Word

### **Kindergarten Information Management System (KIM) Introduction – 801**

**Overview:** This training session will provide a basic introduction to the Kindergarten Information Management (KIM) system for new users, with an opportunity to utilise 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 available to assist with KIMs questions.

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

**Pre-requisites:** Operate a personal computer (PC), Interpret user manuals and help functions, read and write basic workplace documents, use a keyboard to enter text.

### **Kindergarten Information Management System (KIM) Advanced – 802 NEW!**

**Overview:** This training session is intended for advanced KIM users with information on eduPass and KIM user access, upload bulk enrolments with multiple services, running reports and exporting to excel, applying for increased hours for an ESK Child, how to interpret the Adjustments tab and make adjustments post Annual Confirmation. A representative of the Department will be available to assist with KIMs questions.

**Who is the course for?** The training is appropriate for kindergarten Directors, KIM Organisation Admins and KIM Super Users.

**Pre-requisites:** Participants have used KIM extensively prior to attending training and have a sound knowledge of the KIM system and its processes.

### **Website Development – 101**

**Overview:** Learn the steps involved in planning and developing a simple website. Work through the topics and follow the practice examples using the WordPress CMS application.

**Who is the course for?** This course is useful for individuals wishing to enhance their website development skills and to create and manage a website for their kindergarten.

**Pre-requisites:** Operate a personal computer (PC), Interpret user manuals and help functions, read and write basic workplace documents, Basic knowledge of the Internet.

### **Cybersecurity Fundamentals and Privacy – 1101 NEW!**

**Overview:** This course is designed to help you get online and use the internet with confidence, including tips on browsing online safely, avoiding Social Engineering threats, Phone Security, password management. It also covers Australian and Victorian Cyber Security Legislations and Privacy laws.

**Who is the course for?** This course is for all internet users who want foundation skills in how to be privacy aware and safer online.

**Pre-requisites:** Operate a personal computer (PC), Interpret user manuals and help functions, read and write basic workplace documents, Basic knowledge of the Internet

### **Get up to speed with iPads – 502**

**Overview:** This course combines the most useful topics from our previous courses **iPads in the Kindergarten – 501 & iPads in the Kindergarten (Part 2) – 701** such as configure parental controls & child friendly settings, making use of an iPad for observations in the class, understanding Apple Licensing and ID accounts. In the second half of the session we explore *iPad Apps for Early Learning* that cross reference to the EYLF Learning Outcomes.

**Who is the course for?** Staff who want to use iPads effectively at the kindergarten and need to maintain and back up an iPad or manage purchasing Apps.

**Pre-requisites:** Basic familiarity with using an iPad.

To view the course outlines, venues and enrol online visit: <https://www.kindergarten.vic.gov.au/traininglinks.htm>



Phone: (03) 8664 7001 Free Call: 1800 629 835 Fax: (03) 9639 2175  
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State Library of Victoria, 328 Swanston St, Melbourne, VIC 3000 Australia  
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