

# Kindergarten IT Program



31<sup>st</sup> January 2019

Dear Kindergarten Staff & Volunteers,

## IT training and professional development sessions

**March and May 2019 open for bookings**

### Introduction to KIM (801)

Kindergarten Information  
Management System

March 2019

### Create Portfolio's in Word (301)

May 2019

### New Courses

Trial Courses - Expressions of  
Interest Required

See website for more info.

May 2019

## Bookings



Please refer to the timetable and course descriptions overleaf or visit our website to access information:

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

*Access now by scanning the QR code using a smartphone or tablet device*

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

Fax: (03) 9639 2175

We also have chat on our website to assist OR contact us at [www.facebook.com/kitprogram/](https://www.facebook.com/kitprogram/)

Regards,

Lauren Arkley

Project Coordinator

Kindergarten IT Program

State Library Victoria



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

State Library of Victoria, 328 Swanston St, Melbourne, VIC 3000 Australia  
The Kindergarten IT Program is supported by the Victorian Government.



# 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.html>

Or complete the paper enrolment form:

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

Fax to: (03) 9639 2175

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

Name:
Kindergarten:
Phone:
Email:

Course Reference Number	Training Topic	Date/Time	Location



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# Kindergarten IT Program



Month	Venue	Day	Date	Time	Course topic and reference number
March	<b>Melbourne CBD</b> <b>State Library Victoria</b> 328 Swanston Street	Monday	4/03/2019	13:00-16:00	<a href="#">Introduction to KIM (801)</a>
		Monday	4/03/2019	17:30-20:30	<a href="#">Introduction to KIM (801)</a>
		Tuesday	5/03/2019	10:00-13:00	<a href="#">Introduction to KIM (801)</a>
		Tuesday	5/03/2019	13:30-16:30	<a href="#">Introduction to KIM (801)</a>
		Wednesday	6/03/2019	10:00-13:00	<a href="#">Introduction to KIM (801)</a>
March	<b>Geelong</b> <b>Rydges Geelong</b> Cnr Gheringhap & Myers Street, Geelong VIC 3220	Thursday	7/03/2019	13:00-16:00	<a href="#">Introduction to KIM (801)</a>
		Thursday	7/03/2019	17:30-20:30	<a href="#">Introduction to KIM (801)</a>
March	<b>Ballarat</b> <b>Quest Ballarat</b> 7/11 Dawson St N, Ballarat VIC 3350	Wednesday	13/03/2019	13:00-16:00	<a href="#">Introduction to KIM (801)</a>
		Wednesday	13/03/2019	17:30-20:30	<a href="#">Introduction to KIM (801)</a>
March	<b>Bendigo</b> <b>Quest Bendigo</b> 489 High St, Bendigo VIC 3555	Thursday	14/03/2019	13:00-16:00	<a href="#">Introduction to KIM (801)</a>
		Thursday	14/03/2019	17:30-20:30	<a href="#">Introduction to KIM (801)</a>
March	<b>Wangaratta</b> <b>Quality Hotel</b> 29-37 Ryley St, Wangaratta VIC 3677	Tuesday	19/03/2019	13:00-16:00	<a href="#">Introduction to KIM (801)</a>
		Tuesday	19/03/2019	17:30-20:30	<a href="#">Introduction to KIM (801)</a>
March	<b>Sale</b> <b>Quest Sale</b> 180/184 York St, Sale VIC 3850	Thursday	21/03/2019	13:00-16:00	<a href="#">Introduction to KIM (801)</a>
		Thursday	21/03/2019	17:00-20:00	<a href="#">Introduction to KIM (801)</a>
March	<b>Narre Warren</b> <b>Quest Narre Warren</b> Princes Hwy & Verdun Drive, Narre Warren VIC 3805	Tuesday	26/03/2019	13:00-16:00	<a href="#">Introduction to KIM (801)</a>
		Tuesday	26/03/2019	17:30-20:30	<a href="#">Introduction to KIM (801)</a>
March	<b>Glen Waverley</b> <b>Quest Glen Waverley</b> 353-361 Springvale Road Glen Waverley VIC 3150	Wednesday	27/03/2019	10:00-13:00	<a href="#">Introduction to KIM (801)</a>
		Wednesday	27/03/2019	13:30-16:30	<a href="#">Introduction to KIM (801)</a>
March	<b>Melbourne CBD</b> <b>State Library Victoria</b> 328 Swanston Street	Thursday	28/03/2019	10:00-13:00	<a href="#">Introduction to KIM (801)</a>
May		Tuesday	7/05/2019	10:00-13:00	<a href="#">Create Portfolio's in Word (301)</a>
		Tuesday	7/05/2019	13:30-16:30	<a href="#">Create Portfolio's in Word (301)</a>

You can book via an online version of this schedule here: <https://www.kindergarten.vic.gov.au/traininglinks.html>



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## Kindergarten Information Management System (KIM)

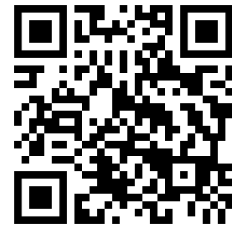
### Introduction - 801

**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 using laptops supplied for the class. A representative of the Department may be available at the close of the session to assist with KIM system and funding questions. If a representative is unavailable, more specific funding questions will be captured and forwarded to the Department.

**Who is the course for:** The 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.

<https://www.kindergarten.vic.gov.au/training/801.html>



### Create Portfolios in Word - 301

**Overview:** Become familiar with basic layout techniques using Microsoft Office Word, then practise adding images, WordArt, text and styles to create a Portfolio template that is easy to modify.

**Who is the course for:** This introductory level course is aimed at Kindergarten and early learning staff who want to improve their skills at creating portfolio documents using Microsoft Word.

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

<https://www.kindergarten.vic.gov.au/training/301.html>



### May Trial Courses

During May we will be trialing a series of new courses focused on technology for learning. Expressions of interest can be made on our website:

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



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

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