

REFRESH REFOCUS RECONNECT

STAFF CONFERENCE 2021

Friday 21 May, 2021

FREQUENTLY ASKED QUESTIONS

What is our Staff Conference?

The all Staff Conference is an opportunity for our workforce to come together as one single team and reconnect with one another and Chisholm as a whole. It gives us time to reflect on our Conference theme - reconnect, refocus, refresh, and take time out to focus on our own professional and personal development. It gives us all the opportunity to think about how we all play a part in the success of our students.

When is the Staff Conference and what time does it start and finish?

The Conference is an all-day event on Friday 21 May. It commences at 9.30am and staff will be able to log into the Virtual platform from 9am. The Conference will officially close at 2.40pm.

Do I need to attend the Virtual Staff Conference Day?

This day is a non-teaching and non-operational day to enable all our staff to attend. Part time staff who do not ordinarily work on a Friday should, wherever possible, make arrangements with their manager to swap days.

I am a casual Chisholm employee. Will I be paid to attend the conference?

Our Staff Conference is for all our staff. To encourage our casual staff to attend the Virtual Staff Conference Day, budget has been allocated for all casual staff to be paid a total of four and a half hours for the day. Casual Teachers will be paid at their non-teaching rate.

If I am a Casual employee, how do I claim for these hours?

You should submit your claim through Paytime as you normally would quoting Paytime Code 1841.

Where is the Staff Conference being held?

The Staff Conference will be held virtually. The conference opening, Acknowledgement to Country and the CEO's address to staff will be in the virtual auditorium. The workshops will be hosted in the workshop lobby.

My Chisholm login credentials are due to expire the day of the Conference. What should I do?

If your Chisholm login credentials are due to expire on or just prior to Friday 21 May, please take action to renew these prior to the Conference day so you are all up and running. Please visit the ITS Portal to view instructions on how to change your password.

Am I expected to attend from campus or attend the virtual conference from home?

Given this is a non-teaching and non-operational day for all Chisholm employees, the expectation is for all employees to attend the virtual conference from their preferred remote working location. If, for any reason, this is not feasible, we would suggest you contact your manager in the first instance. Alternatively, you can also contact workforcedevelopment@chisholm.edu.au.

How do I let you know if I have any impairments that may make it difficult for me to attend an all-day online Conference?

We're committed to making the Conference as inclusive as possible. Please contact Workforce Development - workforcedevelopment@chisholm.edu.au. We will be able to discuss your options.

What happens if I am unable to attend the Staff Conference?

Please contact your manager as soon as possible if you are not able to attend the Conference and email workforcedevelopment@chisholm.edu.au. Given this is treated as a normal working day - if for any reason you are unexpectedly unable to attend on the actual day itself, you need to contact your manager as you normally would.

I am part time and do not work on a Friday, what should I do?

Part time staff who do not ordinarily work on a Friday should wherever possible make arrangements at a local level with their manager prior to the day to switch their working days accordingly.

Will lunch be provided?

Unfortunately, due to the logistics of this being managed as an online event, we are unable to cater for lunch this year.

Where can I contact the organiser with any questions?

If you have any other questions about the Staff Conference, please contact your manager in the first instance, view the **Chisholm Staff Conference Homepage** or alternatively, please contact the Workforce Development Team workforcedevelopment@chisholm.edu.au.