Dear Potential Agency Hosts.

Please find attached the new **Manual for the 2019 Carer KaFE program** and link to the expression of interest form.

This manual clearly articulates the responsibilities of each party in the delivery of the Statewide Learning and Development calendar of training sessions for kinship and foster carers.

We have attached outlines of the new training sessions on offer across 2019 and ask that your agency express an interest in the right training for your carers.

Carer KaFE will then work on a Statewide schedule that ensures we cover the needs of your carers in the most convenient location possible. This may mean that your agency may not host a particular session you requested because a nearby agency will be hosting the session.

This does NOT mean you cannot advertise it to your carers, we encourage carers to access any training session independent of who is hosting and we rely on agencies to let the carers know of the whole schedules. Similarly if you are hosting we fully support you inviting nearby agencies for their carers also.

We have attached the Agency budget including GST per session for you to agree to:

|  |  |  |
| --- | --- | --- |
| **Budget** | **Cost** |   |
| **Agency Staff** | $0 | Expected to be in attendance to support logistics, start and end and catering in between |
| **Admin**  | $200 | Liaising with Provider, contacting carers to attend sessions, room booking, catering, invoices  |
| **Advertising**  | Up to $300 | Create fliers with Carer KaFE staff, posters, newsletters, local newspapers all pre-approved by Carer KaFE Com’s, social media boosts Carer KaFE tagged in etc. |
| **Room hire including AV** |   |   |
| **Catering** | Up to $25 per head | tea, coffee, water, biscuits, lunch if over lunch time |
| **Childcare on site** | $200 | Business Case needed for approval if not onsite or to cost more |

We are attaching an **MOU** that we would like your agency to sign up to an agreement to host training sessions, we have filled in our section.

We have also attached the **Policy for Travel and Babysitting support** that you can offer to carers who live further away and the babysitting policy. This can be for any of your carers who are attending any Carer KaFE training session and is the responsibility of the host agency to coordinate and invoice Carer KaFE on the itemised invoice after the training has been delivered.

Anything outside of this set budget will need to be pre-approved by Carer KaFE Management via a short business case submission.

**Please fill in the following survey to better equip Carer KaFE with your own programs and any service gaps:** [**https://www.surveymonkey.com/r/5H88QJW**](https://www.surveymonkey.com/r/5H88QJW)