CHILDREN'S SERVICES PROFESSIONALS EXCHANGE PROGRAM

HOW DOES IT WORK?

Services/Organisations complete an Expression of Interest to be a host service.

Participants complete an expression of interest and confidentiality agreement.

Expressions of interest and agreement are returned to PSCQ for consideration.

Expressions of interest are sent to the Exchange Program Coordinator who will then contact participants with an offer of up to 3 services (where possible). Participants will then select one service and notify the Exchange Program Coordinator.

The Exchange Program Coordinator will notify the host service of the exchange request and confirm availability. The participant will be sent an information pack with details about the host service. This pack will also include travel and accommodation details if required. These will be arranged by the Exchange Program Coordinator in consultation with the participant. Participant's service should arrange replacement staff for the time required.

Participant contacts the host service to introduce themselves prior to the visit.
Participant then attends the service as arranged.
The host service or participant may contact the Exchange Program Coordinator during or after the visit to address any issues.

Host Service/organisation and participant will complete a Program Evaluation form and claim forms for reimbursement of cost and return them to PSCQ.

PSCQ is a project of the Workforce Council. The Australian Government funds the PSC as part of the Inclusion and Professional Support Program.