

2025 Training Programme

First Term

GUIDELINES

- Please note that all training is funding dependant which may result in unforeseen changes to the Training Programme. Check the newsletter and training registration forms for changes.
- Unless specified for a closed group or for members only, training sessions are open to all interested. It is essential to register for training. Register online at: www.wcfid.co.za
- General Attendance Certificates and CPD/CPTD Attendance Certificates (whichever is applicable) are available for those who attend for the full duration of a training session.
- CPD/CPTD payments –
 - Where CPD/CPTD points are pending, the WCFID will request payment from you once approval for accreditation has been received from statutory/professional bodies.
 - Those who have registered for CPD/CPTD points will be notified of approvals and details for payment via email.
 - After your proof of payment has been emailed to Shakira Khan at: coordinator@wcfid.co.za your CPD/CPTD Attendance Certificate will be emailed to you.

REFUND POLICY

DISCLAIMER

Details shared at training sessions or events are for informational purposes only. It remains the responsibility of the user to carefully consider any additional information. This includes considering individual circumstances, relevant law and legal opinion, before making any decisions based on details shared at the WCFID's training sessions or events.



SELF-ADVOCACY PROGRAMME: Second last session of the 2024/2025 group

Thursday, 23 January 2025

Time: 10:00 a.m. to 12:30 p.m.

Presenters: WCFID and The Living Link Centre

Venue: WCFID Training Room, Alexandra Hospital, Maitland

No cost, closed Group

In May 2025, we will open this group to all adults with intellectual disability who would like to attend the next series on, 'How to be a Self-Advocate'. Please note that all self-advocates participating in the current programme may continue with the programme starting in May 2025.

Email any queries to the Training Coordinator, Shakira Lakay: coordinator@wcfid.co.za



FINANCIAL MANAGEMENT: FINANCIAL AND TAX COMPLIANCE

Wednesday, 29 January 2024

Time: 10:00 a.m. to 12:00 noon

Presenter: Cheryl-Lynn Freeman, CEO of Mzansi Business Services, Finance and Business Trainer, SMME and NPO Specialist

Cost: Members, R150 per person (pp)

Non-Members, R250 per person (pp)

Venue: WCFID Training Room, Alexandra Hospital, Maitland

Maximum of 20 people for this session

Register



BASIC CONDITIONS OF EMPLOYMENT ACT (BCEA) AND DISPUTE RESOLUTION

Wednesday, 05 February 2025

Time: 9:00 a.m. to 1:00 p.m.

Presenter: Catherine Isaacs, Attorney, Isaacs & Associates

Cost: Members, R200 pp

Non-Members, R300 pp

Venue: Auditorium, Outpatients Building, Alexandra Hospital, Maitland

Maximum of 40 people for this session

This four-hour session will cover the BCEA and dispute resolution, including issues such as: sick leave; warnings; misconduct; the disciplinary process and grievance process. Attendees will receive a **free printed resource** to accompany the presentation.

[Register](#)



DEPARTMENT OF HEALTH & WELLNESS (DoH&W) BUSINESS PLAN FORM

Provisional Date: Wednesday, 12 February 2025

Time: 10:00 a.m. to 11:30 a.m.

Facilitators: DoH&W representative and the WCFID Team

A no cost, members only meeting

Venue: WCFID Training Room, Alexandra Hospital, Maitland

Maximum of 25 people for this session

The facilitators will guide attendees through the documentation required by the DoH&W. The date is dependent on when the department makes its call for submissions.

[Register](#)



THE FOUNDATIONS OF TEAMBUILDING

Date: Wednesday, 19 February 2025

Time: 10:00 a.m. to 12:00 noon

Presenters: Sandy Butler, Human Resources & Project Coordinator and
Melanie O'Connor Horn, Trainer, WCFID

Cost: Members, R150 pp
Non-members, R200 pp

Venue: WCFID Training Room, Alexandra Hospital, Maitland
Maximum of 25 people for this session

This session will focus on leadership and communication aspects of human resource management, with some practical ideas for teambuilding.

[Register](#)



**Western Cape
Government**
FOR YOU

Social Development

PROVINCIAL DISABILITY FORUM

26 FEBRUARY 2025

9:00 a.m. to 1:00 p.m.

Recreation Hall, Alexandra Hospital, Maitland

This **no cost meeting** will be hosted by the Department of Social Development.
The invitation to this meeting will be sent out by DSD in due course.

MARCH IS INTELLECTUAL DISABILITY AWARENESS MONTH

The WCFID will be presenting two different sessions on intellectual disability in March 2025. The first is a face-to-face session aimed largely at caregivers, and the second is a Zoom webinar, aimed at a broader audience including professionals.



INTELLECTUAL DISABILITY FOR CAREGIVERS

Date: Wednesday, 05 MARCH 2025

Time: 10:00 a.m. to 12:00 noon

Presenters: The WCFID Team and a Self-Advocate with intellectual disability

Cost: Members, R50 pp
Non-members, R120 pp

Venue: WCFID Training Room, Alexandra Hospital, Maitland

Maximum of 20 people for this session

This workshop will provide caregivers with insight into the condition and the lived experience of a person with intellectual disability. *Alternative training on 12 March.*

Register



INTELLECTUAL DISABILITY: SYNDROMES & LEVELS

Date: Wednesday, 12 MARCH 2025

Time: 10:00 a.m. to 12:00 noon

Presenters: Melanie O'Connor Horn, Trainer and Shakira Lakay, Social Worker, WCFID

Cost: Members, R50 pp (R150 with HPCSA CPD points)
Non-members, R120 pp (R250 with HPCSA CPD points)

ZOOM Online

This session will cover the causes, diagnosis common syndromes and levels of intellectual disability with a brief introduction to communication and social support.

HPCSA CPD points pending

Register



SELF-ADVOCACY PROGRAMME: Last session of the 2024 /2025 group

Thursday, 06 March 2025

Time: 10:00 a.m. to 12:30 p.m.

Presenters: WCFID and The Living Link Centre

Venue: WCFID Training Room, Alexandra Hospital Maitland

A no cost session for a closed group

In May 2025, we will open this group to all adults with intellectual disability who would like to attend the next series on, 'How to be a Self-Advocate'. Please note that all current self-advocates may continue with the programme starting in May 2025.

Please email any queries to the Training Coordinator, Shakira Lakay: coordinator@wcfid.co.za



PRINCIPALS MEETING: ALL PRINCIPALS AND SUPERVISORS OF SPECIAL CARE CENTRES / 24-HOUR CARE FACILITIES FOR PEOPLE WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITY

Date: Thursday, 13 MARCH 2025

Time: 10:00 a.m. to 12:30 p.m.

Facilitators: Gail Davids, Director and Vanessa Japtha, Advocacy Manager, WCFID

A no cost, members only meeting
ZOOM Online

Register



WHAT DOES IT MEAN TO BE A SUPPORTER?

Date: Wednesday, 19 MARCH 2025

Time: 10:00 a.m. to 12:00 noon

Presenters: WCFID Team, Rebecca Johns, Registered Counsellor and other panelists, with an opening address by a self-advocate with intellectual disability.

Cost: Members, R50 pp (R150 with SACSSP CPD points)
Non-members, R120 pp (R250 with SACSSP points)

Venue: WCFID Training Room, Alexandra Hospital Maitland
SACSSP CPD points pending

Maximum of 30 people for this session

A discussion about facilitating self-agency, expression and independence for people with intellectual disability.

[Register](#)



A COMMUNITY ENGAGEMENT TOOL FOR INCLUSION OF PEOPLE WITH INTELLECTUAL DISABILITY

Date: Wednesday, 26 MARCH 2025

Time: 10:00 a.m. to 12:00 noon

Presenter: Dr Catherine Pitt, Occupational Therapist and Manager of Joyce Chevalier Centre Protective Workshop

Cost: Members, R50 pp (R150 with HPCSA & SACSSP CPD points)
Non-members, R120 pp (R250 with HPCSA & SACSSP CPD points)

ZOOM Online

HPCSA & SACSSP CPD points pending

Dr Pitt will share this simple, practical tool to facilitate community inclusion for people with intellectual disability. The tool can be used by organisations, professionals and families.

[Register](#)

ADVANCE NOTICE OF POPULAR WORKSHOPS FOR TERMS 2 & 3

Places are limited!

To book your spot for these workshops, please email Shakira Lakay at: coordinator@wcfid.co.za

STUDIO III: MANAGING BEHAVIOURS THAT CHALLENGE USING THE LOW AROUSAL APPROACH

Date: 09, 10 & 11 April 2025

Time: 8:30 a.m. to 4:00 p.m.

Presenter: Chantal Snyman, Occupational Therapist and accredited STUDIO III Trainer

Cost: Members, R1750 pp (cost also covers CPD points)

Non-members, R2000 pp (cost also covers CPD points)

Venues: WCFID Training Room and Recreation Hall, Alexandra Hospital Maitland

18 HPCSA CPD points approved for this training, 16 general points and 2 ethics points approved

Maximum of 22 people for this internationally accredited training

STUDIO III is a specialist research and training organisation that provides high quality accredited training in the specialist field of managing aggressive and challenging behaviour. STUDIO III promotes the management of challenging behaviour in a non-violent, gentle and dignified way using 'low arousal' techniques and gentle physical skills.

LEARNING TO USE THE TOILET: A VISUAL CUE RESOURCE FOR TOILET TRAINING THE CHILD WITH INTELLECTUAL DISABILITY

Date: 07 May 2025

Time: 10:00 a.m. to 12:30 p.m.

Presenter: WCFID Team

Cost: Members, R250 pp with the visual cue resource. R350 pp with visual cue resource and CPTD points.

Non-members, R350 pp with the visual cue resource. R450 pp with the visual resource and CPTD points.

Venue: WCFID Training Room

5 SACE CPTD points pending

Maximum of 20 people for this training

This training is based on 'Learning to use the toilet', a visual cue resource for toilet training the child with intellectual disability.

'ALL ABOUT ME' LIFE SKILLS AND SEXUALITY TRAINING: PROVIDING SEXUALITY AND LIFE SKILLS EDUCATION TO CHILDREN AND ADULTS WITH INTELLECTUAL DISABILITY

Date: 16 & 17 September 2025

Time: 9:00 a.m. to 4:00 p.m.

Presenters: WCFID Team

Cost: Members, R1000 pp, includes a training manual. R1500 pp, includes a training manual and CPD/CPTD points.

Non-members, R1200 pp, includes a training manual. R2000 pp, includes a training manual and CPD/CPTD points.

Venue: WCFID Training Room, Alexandra Hospital Maitland

HPCSA CPD points & SACE CPTD points pending

Maximum of 22 people for this training



SPECIAL OFFER FOR MEMBERS ONLY

R3000 for two attendees from one organisation, includes a **FULL SET** of visual resources, usually priced at R2380, **for FREE**

The free resource pack is limited to one set per organisation