

Foundation Case Notes Training

Designed by practitioners for practitioners



Designed for practitioners, case managers, social workers and other workforce participants who are part of an integrated system that supports a child or young person and their family, this highly interactive 3-hour workshop will create a safe learning environment to develop a deep understanding of how to write professional case notes.

Learning Outcomes

- Understand the function of case noting when working with children, young people, and their families.
- Develop an understanding of case noting fundamentals.
- Increase skillset to improve case noting and record keeping capabilities.
- Develop understanding of key considerations, including legal implications and best practice; and
- Develop strategies to support Practitioners to embed Best Practice principles when case noting and record keeping.

Delivery Details

This is an interactive 3-hour session that can be delivered either online or in-person.

To optimise the learning experience and maximise opportunities for learner participation, audience capacity is 30 participants per session.

Who should attend

Anyone who performs day to day case management, and family and client services support roles including but not limited to Team Leaders, Practitioners, Practice Leads and support workers who are required to prepare, record, and share case notes.

Program Topics

- The purpose of case notes.
- Important things to include in a case note.
- Case note styles.
- Activity: case note examples.
- Key considerations when case noting.
- Strategies to embed best practice.

more information

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