

FOR YOUR INFORMATION

THE FYI SHEETS

What is an FYI sheet?

The FYI (For Your Information) sheet is an information sheet on a particular topic which RACSSU staff have written for their clients.

Who is an FYI sheet for?

The FYI sheets cover topics that may be of interest to managers or sponsors of Remote Indigenous Children's Services in the Northern Territory.

How many FYI sheets does RACSSU produce?

RACSSU produces up to six FYI sheets each year. This depends on the issues and topics currently being addressed.

What information is in the FYI sheets?

RACSSU have written FYI sheets on a variety of topics including:

- notice boards,
- communication,
- privacy requirements in relation to the use of photographs.

Who writes the FYI sheets?

There are many different people who may put together an FYI sheet, including

- RACSSU staff,
- other Batchelor Institute of Indigenous Tertiary Education Staff,
- various organisations,
- staff from Remote Indigenous Children's Service Programs in the northern region of the Northern Territory.

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produced by the Remote Aboriginal Children's Services Support Unit (RACSSU)
 Batchelor Institute of Indigenous Tertiary Education
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NOTICE BOARDS

A good way to communicate

There are many ways to communicate with the families and staff who use and work in our services. Communication doesn't just happen when we talk to each other. Another way to send messages or communicate with the families we work with is through our Notice Boards. This leaflet is designed to give you some ideas for planning your notice board.

Your notice boards should be:

- Eye catching
- Relevant
- Attractive
- Uncluttered
- Changed often
- Informative
- Big enough to be seen



Who receives a copy of the FYI sheets?

FYI's are distributed Australia-wide. Copies go to

- all Remote Indigenous Children's Service Programs who are currently on the RACSSU mailing list. This includes Innovative Child Care Centres, JET on-site Crèches and Outside School Hours Care Programs,
- Community Councils who have a Remote Indigenous Children's Service Program within their community,
- staff at Batchelor Institute of Indigenous Tertiary Education,
- government organisations such as Department of Family and Community Services, NT Department of Health and Community Services, Secretariat National Aboriginal and Islander Child Care,
- Aboriginal and Torres Strait Islander Child Care Centres across Australia,
- Aboriginal and Torres Strait Islander organisations which support Aboriginal and Torres Strait Islander Children's Service Programs.

Are there any rules that RACSSU needs to follow when producing FYI sheets?

RACSSU is required to obtain appropriate permission for all the articles and pictures which appear in an FYI sheet. Please let staff know if you would like to see these rules.

I'd like to suggest a topic for the FYI sheet—how can I do this?

If you would like to suggest a possible topic for an FYI please post, fax or email your suggestions to

ranu.james@batchelor.edu.au

Our contact details are:

RACSSU

Batchelor Institute of Indigenous Tertiary Education

PO BOX 106

PARAP NT 0804

Phone: (08) 8946 3800

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Who sponsors RACSSU?

The activities of RACSSU, including the publication of FYI sheets, are sponsored by Batchelor Institute of Indigenous Tertiary Education.

Who funds RACSSU?

RACSSU is funded through the Commonwealth Department of Family and Community Services.