

Information Sheet - Australia

General Information

- › Held over 2 consecutive days.
- › 2 full days attendance is required for participants to receive a certificate of completion.
 - Late participants who do not arrive before the Cause of Death audiovisual are unable to participate.
- › Participant numbers: 8-30 participants.
- › Workgroup ratios: 8 (min.) -15 (max.) people = 1 workgroup is sufficient,
16-23 people = 2 workgroups,
24-30 people = 2-3 workgroups.
- › Workgroups: 2 trainers per workgroup (max).

PLEASE NOTE: Trainers are required to deliver ASIST in line with standard procedures. If you run a workshop outside of the above group guidelines then you must provide an explanation of this in your Trainer Report.

Are there any exceptions to the above minimum workshop numbers?

There are exceptions for trainers in rural or remote areas but prior consultation, or an on the day request, must be made with your relevant Training Manager (TM) or the LWA Office.

Do both trainers need to complete a Trainer Report?

Yes, it is expected that both trainers complete and send back the Trainer Report but there is no need to complete a separate report for each trainer. It is expected that both trainers contribute to a joint Trainer Report. The Trainer Report is a debriefing and learning development tool, and should be completed as soon as possible after a workshop. All parts of the Trainer Report should be completed thoroughly.

Provisional Trainer Information

- › It is a requirement that a Provisional Trainer co-trains with an experienced and LWA-approved mentor **for at least their first 3 workshops.**
- › Provisional Trainers are required to complete a Mentoring Feedback Report (MFR) at the conclusion of each workshop, in consultation with their Mentor.
- › It is the responsibility of the Provisional Trainer to provide a copy of the MFR to their Mentor for discussion and completion during the debrief at the end of the workshop.
- › Provisional Trainers are then required to submit their MFR to **info@livingworks.com.au** within 2 weeks of the workshop taking place.
- › Provisional Trainers should send in their Workshop Report and Participant Feedback within 2 weeks of the workshop taking place to **asfeedback@livingworks.net.**
- › It is the responsibility of the Provisional Trainer to keep track of their completed workshop tasks that they have completed across workshops.
- › When the Provisional Trainer has competently delivered all components of an ASIST workshop, in a minimum of 3 workshops, they should contact their TM.
- › TMs will then review and provide further feedback with the Provisional Trainer around their readiness to attain registration or further steps required to progress towards registration.

Other Things to Keep in Mind

- › **Stick to the workshop format - no variances are permitted.**
- › **There are no observers permitted at an ASIST workshop** - only participants and trainers are permitted in the room.
- › **Registered trainers need to complete 2 ASIST workshops each year to maintain their trainer status.**
- › Always check the registered status of your training partner with the LWA office or relevant TM.
- › There is a Shared Workgroup Guide available on the LivingWorks website to guide task allocation between trainers and to help you make other important decisions about how you work together.

Information for Training for Trainers (T4T) candidates - a snapshot!

- Completion of an ASIST workshop within the past 2 years is a prerequisite for attendance at a T4T.
- All T4T candidates will complete a prescreening interview to determine their suitability in becoming a trainer;
- It's advised that T4T candidates have an experienced training partner/mentor within their organisation or network to deliver their workshops with;
- The candidate should consider the costs around the requirement of delivering their first three workshops with a registered trainer;
- Post T4T, all trainers (including Provisional Trainers) are responsible for the organisation of their own workshops;
- All trainers (including Provisional Trainers) are responsible for the ordering of materials through the LivingWorks website (current costs can be found online);
- Please consider putting a business plan together around the above information and consider the associated costs to organise a workshop, including venue hire, catering and materials;
- Please refer to the ASIST Essential Information for Candidates document for further information around pre and post T4T training requirements;
- If you have any questions around the above information and/or post T4T requirements, please contact LivingWorks.