

# Information Sheet - Australia

## General Information

- › Held over two consecutive days.
- › Two 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,  
1-15 participants = 1 workgroup = 1 room required  
16-30 participants = 2 workgroups = 2 rooms required
- › Workgroups: 2 trainers per workgroup (max).

**PLEASE NOTE: Trainers are required to deliver ASIST in line with standard procedures.**

### **Are there any exceptions to the above minimum workshop numbers?**

There are exceptions for trainers in rural or remote areas but prior consultation and approval is required from your State Training Manager (TM) or the LWA Office.

Consider rescheduling your workshop if you haven't reached minimum registrations.

If on the morning of the workshop you have below minimum numbers, do not proceed without approval. Such workshops may not receive credit.

### **Do both trainers need to complete a Workshop Report?**

Yes, it is a requirement that both trainers complete and send back the Workshop and Feedback Reports. It is required that both trainers contribute to a joint Workshop Report. The Workshop Report is a debriefing and learning development tool, and should be completed within three weeks of the workshop. All parts of the Workshop Report should be completed thoroughly.

## Provisional Trainer Information

- › After the T4T, Provisional Trainers have 12 months to deliver a minimum of three workshops to maintain their trainer status.
- › It is a requirement that a Provisional Trainer co-trains with an experienced and LWA-approved co-trainer **for at least their first three workshops.**
- › Provisional Trainers are required to complete a Provisional Trainer Report at the conclusion of each workshop, and submit this to their TM.
- › Provisional Trainers are required to submit their Provisional Trainer Report to their TM within three weeks of the workshop taking place.
- › Provisional Trainers should send in their Workshop Report and Participant Feedback within three weeks of the workshop taking place to **asfeedback@livingworks.net.**
- › When the Provisional Trainer has competently delivered all components of an ASIST workshop they should contact their TM.
- › TMs will then review and provide further feedback to the Provisional Trainer around their readiness to attain registration or further steps required to progress towards registration.
- › If a Provisional Trainer requires further coaching support they are to contact their TM.

## 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 two 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 is a requirement that T4T candidates have an experienced training partner 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 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.