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| Process to become a familiarisation trainer in Shared Lives Victoria 2019  |
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# How to register as a familiarisation trainer – ‘train the trainer’

You must be registered with the Association of Children’s Welfare Agencies (ACWA) before you can deliver the Shared Lives familiarisation to other staff. To register, a candidate must:

* be certified to present Shared Lives to prospective carers
* conduct three Shared Lives Victoria 2019 presentations (part one only) to prospective foster carers and
	+ demonstrate relevant training, skills and experience, by submitting a 20 to 40-minute audio-visual recording of their presentation on ‘repair parenting’ and PACE (as set out on p. 83-91 of the Shared Lives Victoria Leaders Guide)

## Criteria against which audio-visual is reviewed

The audio-visual must demonstrate that the trainer has covered the repair parenting material as set out in the *Shared Lives* Leaders Guide to a group of potential carers, and has:

* conducted the session according to the session plan, modified if required to meet participant needs
* provided clear and accurate information about repair parenting
* engaged with the group using effective communication techniques
* managed the group and ensured active participation using effective group facilitation skills
	+ invited and responded appropriately to participant questions and comments.

You should seek permission of participants to make the recording and explain its purpose. The audio-visual recording does not need to show participants’ faces but should record their voices when they are asking questions or making comments. ACWA will delete the recording once the review is completed.

## Assessment process

Two independent reviewers at ACWA assess the video. The timeframe to review the video and provide the registration is usually a one-week turnaround.

If the video does not provide adequate evidence of training skills and content knowledge, ACWA will provide detailed feedback to enable the candidate to incorporate feedback provided and resubmit the video.

## **Resourcing trainers**

Once you are registered, ACWA will provide you with the material (Participant notes, Facilitator Guide, PowerPoint, master set of resources) required to conduct one day familiarisations (for experienced Shared Lives presenters) and the three- day training (designed for less experienced presenters).

You will need to provide a training kit (Leaders Guide and workbooks) for each participant being trained.

ACWA will issue Shared Lives certificates to staff that you train. You will need to inform ACWA of the names of staff, their contact details and the date they were trained.

## Support for trainers

ACWA also provides a support service for new trainers as they prepare for their first familiarisation training sessions or to answer any questions about the training process.

For more information about registering to deliver familiarisation training to staff within your organisation please contact Louise Mulroney at the Association of Children’s Welfare Agencies by email to louise@acwa.asn.au.

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