

**Expert, Customised, Evidence-Based and ACT specific  
Alcohol, Tobacco and Other Drug  
Training and Education**

**Training Information Package  
September 2016**

**Training and education target groups**

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The training courses below are suitable for workers and services from the following sectors and areas inclusively:

- Aboriginal and Torres Strait Islander
- Alcohol, Tobacco and Other Drugs
- Ambulance
- Care and Protection
- Community Services
- Disability
- Housing and Homelessness
- Justice Services
- Mental Health
- Police
- Youth
- Teachers and Educators
- Hospital based, maternal and health care nurses
- Reception staff
- Other sectors supporting people who may be experiencing alcohol, tobacco and other drug issues

**Training and education courses available**

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**(1) Orientation to the alcohol, tobacco & other drug sector - information and harm reduction (full day)**

- Introduction to alcohol, tobacco and other drugs in Australia
- Policies in the ACT and Australia
- How drugs are used
- Statistics and data
- Introduction to harm minimisation
- Harm reduction and safety information and strategies
- ACT alcohol, tobacco and other drug sector orientation and referrals

**(2) Drug information and harm reduction (half day)**

This is a condensed version of Training 1. It is recommended that the condensed version is provided for workers who actively work in the field and are

looking for a refresher on some key substances of concern, current data and developments harm reduction information.

**(3) Drug information and introduction to screening and brief intervention (full day)**

- General alcohol, tobacco and other drug information (focused on specific drugs of concern)
- Evidence for and introduction to screening
- Training in the ACT eASSIST (Alcohol, Smoking and Substance Involvement Screening Test - the only screening tool to include alcohol, tobacco and other drugs)
- Basic information on how to conduct a brief intervention
- ACT alcohol, tobacco and other drug sector orientation and referrals

Services who participate in this training can contact ATODA to gain access to the ACT eASSIST, which is an alcohol, tobacco and other drug screening and brief intervention tool adapted specifically to include ACT referrals. For further information see: <http://www.atoda.org.au/projects/act-atod-eassist/>

**(4) Screening and brief intervention (half day)**

- Evidence for and introduction to screening
- Training in the ACT eASSIST (the only screening tool to include alcohol, tobacco and other drugs)
- Basic information on how to conduct a brief intervention
- ACT alcohol, tobacco and other drug sector orientation and referrals

This is a condensed version of Training 3. Information on alcohol, tobacco and other drugs is not provided and a basic level of knowledge about substances and their use will be assumed.

Services who participate in this training can contact ATODA to gain access to the ACT eASSIST, which is an alcohol, tobacco and other drug screening and brief intervention tool adapted specifically to include ACT referrals. For further information see: <http://www.atoda.org.au/projects/act-atod-eassist/>

**(5) Certificate IV in Alcohol and Other Drugs (multiple days)**

Through the ACT ATOD Minimum Qualification Strategy, ATODA offers workers from ACT Health funded alcohol and drug agencies full subsidies for Certificate IV qualifications. Allied sectors can engage on a fee for service basis, with some subsidies available.

In 2016, the AOD Skill Set from the Certificate IV will be delivered through the industry provider UnitingCare Regen (Melbourne, Victoria).

**(6) Customised training (half, full and multiple days)**

Additional types of customised, expert training can be provided according to the training needs of your organisation. Please ensure Section D – Page 7 of the Training Assessment Form has been completed.

## **Costs and resources**

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Costs for the training requested will be calculated once the training needs have been assessed and identified. The price of the training will be inclusive of trainer resources, training preparation (for customised training) as well as any requests for further training evaluation (see Section E – Page 8 of Training Assessment Form). In addition,

- Discounts and incentives may be applicable for ATODA member organisations
- Host agencies will need to provide their own venue with a suitable training room and catering (if this is not possible, ATODA can provide support on a cost recovery basis)
- Course materials, including evaluations forms, will be provided to the host agency by ATODA in advance to copy for participants
- A projector and access to a screen or projecting space will need to be provided by the host agency (if not available ATODA can provide support)
- Deposit requirements, payment schedules and refund conditions will be sent once the training course will be identified

## **Trainers**

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**Several expert trainers and training providers are available to deliver training in the ACT. These include:**

### ***Annie Bleeker***

Annie has worked in the HIV/AIDS and alcohol and other drugs sector since 1990. She is a dynamic and engaging trainer and facilitator. Annie's unique skill is her ability to connect with and engage audiences from different countries, cultures and demographics. She has taught and facilitated workshops on a variety of topics all over Australia and internationally: in places as diverse as Indonesia, Thailand, Kazakhstan, Turkey and the Netherlands. For further information and full bio see:

<http://www.anniebleeker.com>

### ***Uniting Care ReGen***

ReGen is a Registered Training Organisation that provides a comprehensive service informed by the latest research and drawing on practical experience and insights gained from direct service delivery. The ReGen training team consists of a highly qualified and diverse staff group that offer customised programs tailored to the specific needs of clients, organisations and community groups. For further information see:

<http://www.regen.org.au>

### ***Sydney Medically Supervised Injecting Centre (MSIC)***

The Sydney MSIC is Australia's only medically supervised injecting centre and their team of highly skilled trainers offer interactive and specialised training in the field of injecting drug use. Their training sessions provide knowledge, skills and confidence to empower attendees to work effectively with people who use drugs. Their training sessions are interactive, engaging and customisable to the needs of your organisation.

For further information see: <http://www.sydneymsic.com>

### ***The Centre for Community Welfare Training (CCWT)***

CCWT provide nationally recognised training courses and are the largest non-government training provider for the community sector in NSW. The objective of CCWT is to deliver professional learning that transforms people and communities for a better society. They offer a comprehensive range of nationally recognised courses as well as

tailored learning and development solutions. For further information see:  
<http://www.acwa.asn.au>

***Odyssey House***

Odyssey House Victoria has over 30 years of experience providing Alcohol and Other Drugs treatment and is a Registered Training Organisation. Through its research and training, Odyssey House has a best practice, evidence-based approach to quality education. Their training team have extensive clinical experience and are able to meet training and workforce development needs through tailored workshops across a range of topics. For further information see: <http://www.odysseyhousetraining.org.au>

**To express interest in training for your organisation please complete the  
Training Assessment Form Attached**



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**Training Assessment Form**

The purpose of this form is to collect information regarding training needs and requirements to help ATODA identify the most appropriate training program and provider.

**A. Contact details**

**Key Contact Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Organisation name:** \_\_\_\_\_

**Organisation address:** \_\_\_\_\_

**Program / Department:** \_\_\_\_\_

**ATODA Member (please circle):**

Yes

No

Unsure

**Organisation Type (please circle):**

Government

NGO

Not for Profit

Other

**Service Category (circle all that apply):**

Aboriginal & Torres Strait Islander

Hospital based staff

Ambulance

Justice Services

Alcohol, tobacco and other drugs

Mental Health

Care & Protection

Secondary education

Community Services

Tertiary education

Disability

Youth Services

Health

Other (please state)

Housing & Homelessness

## B. Intended participant details

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**Number of training participants:** \_\_\_\_\_

**Positions of staff requiring training** (*circle all that apply*):

AOD Worker	Administration	Case Manager
Centrelink	Educator / Teacher	Executive
Justice worker	Lawyer	Medical Practitioner
Nurse	Occupation Therapist	Outreach worker
Peer worker	Police officer	Policy maker
Parole / Probation officer	Psychologist	Social worker
Youth worker	Other ( <i>please state</i> )	_____

## C. Training Focus and Requirements

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**Preferred date/s:** \_\_\_\_\_

**Budget:** \_\_\_\_\_

**Training venue:**

Own venue (*please provide details*) \_\_\_\_\_

Venue to be organised by ATODA

**Please circle which of the following resources would be required:**

Projector	Laptop
Catering	Other

\_\_\_\_\_

**Client / Area of Focus** (*circle all that apply*):

Aboriginal & Torres Strait Islander	Homeless people
Alcohol, tobacco and other drugs	Justice
Culturally and Linguistically Diverse	Mental health
Disability	Youth
Families	Other

\_\_\_\_\_

**Please circle which of the training option/s your organisation is interested in:**

- (1) Orientation to the alcohol, tobacco & other drug information and harm reduction (full day)
- (2) Drug information and harm reduction (half day)
- (3) Drug information and introduction to screening and brief intervention (full day)
- (4) Screening and brief intervention (half day)
- (5) Certificate IV in Alcohol and Other Drugs (multiple days)
- (6) Customised training (half, full and multiple days) (*please also complete **Section D***)

### C. Training Focus and Requirements (continued)

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**Is there a particular issue of concern for your staff or clients you are seeking to address through the training?** *Eg. Increased presentations of people affected by crystal methamphetamine use. If so, please outline below*

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### D. Customised Training Requirements

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*To be completed only if Training Option (6) selected in Section C*

**Preferred length of course** *(please circle):*

Half day

Full date

Other *(please state)*

**Please provide a general description of the training you are seeking** *(you can also select options below if relevant)*

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- (1) Introduction to alcohol, tobacco and other drugs
- (2) Focus on a particular drug/s. Please state:
- (3) Alcohol, tobacco and other drug policies in the ACT and Australia
- (4) How alcohol, tobacco and other drugs are used
- (5) Tobacco, alcohol and/or other drug data and statistics
- (6) Introduction to harm minimisation
- (7) ACT alcohol, tobacco and other drug sector orientation and referrals, Brief Intervention and referrals
- (8) Evidence for and introduction to alcohol, tobacco and other drug screening
- (9) Training in the ACT eASSIST
- (10) Introduction to brief intervention
- (11) De-escalation related to alcohol, tobacco and other drug use
- (12) Working with people who are intoxicated
- (13) Alcohol, tobacco and other drugs First Aid (and/or CPR)
- (14) Blood born viruses
- (15) Overdose prevention and management

## E. Evaluation

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Pre- and post-training evaluation can be chosen to allow your organisation to identify changes in participant skill, confidence as well as being able to assess readiness and intention to learn. This evaluation is in addition to feedback forms provided to the training provider and host agency.

Please indicate below if your organisation would be interested in pre-training and/or post-training evaluation and this will be added to the cost of the training accordingly.

Pre-program evaluation

Post-program evaluation

Both

Please complete the form and email back to [info@atoda.org.au](mailto:info@atoda.org.au). Once a suitable training option has been identified, a quotation will be sent to the host agency followed by a training confirmation agreement.

## Further information

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**Email:** [info@atoda.org.au](mailto:info@atoda.org.au)

**Fax:** (02) 6230 0919

**Phone:** (02) 6249 6358

**Web:** [www.atoda.org.au](http://www.atoda.org.au)

ATODA is the peak body representing the non-government and government alcohol, tobacco and other drug sector in the ACT. ATODA's vision is an ACT community with the lowest possible levels of alcohol, tobacco and other drug (ATOD) related harm, as a result of the ATOD and related sectors evidence-informed prevention, treatment and harm reduction policies and services. ATODA works collaboratively to provide expertise and leadership in the areas of social policy, sector and workforce development, research, coordination, partnerships, communication, education, information and resources. ATODA is an evidence-informed organisation. The ways we work, and the outcomes we strive to achieve, reflect our commitment to the values of population health, human rights, social justice and reconciliation between Aboriginal and Torres Strait Islander people and other Australians.