Training Others

What are the expectations of me now I’ve completed the TTT session? Within three months of attending the TTT workshop, you are asked to use the comprehensive training materials provided to deliver a minimum of two information sessions to groups of up to 30 early childhood professionals. These sessions may take place within your organisation, networks or across services as appropriate.

How am I expected to make contact with up to 30 participants?

How do I reach early childhood services near me to invite them to the information sessions?

Where will I hold the information sessions?

What if I can’t run information sessions in the next three months?

Am I expected to train others to become trainers, or am I just training them in the Protecting Children material?

Can I split the content over multiple sessions?

Do I have to deliver the information session on my own?

Can I reproduce the training materials for participants of my information sessions?

Do I need to ask participants to complete an evaluation at the end of an information session?

Can I charge people to attend the information sessions?

Do I have to provide catering at the information sessions?

When I deliver an information session, what do I do if there are questions I can’t answer?

What if someone asks me: I’ve completed the eModule, how is the content of the information session different?

How do the TTT workshops and the information sessions contribute to the professional development requirement as part of annual registration with the Victorian Institute of Teaching (VIT)?

Where can I find out more information about the Victorian Child Safe Standards?

Where can I find out more information about ‘Grooming’?

Further Support and Resources
The name of your organisation will be published on the Department of Education and Training’s website in order to help others locate possible information sessions on this important topic. If you are contacted by another organisation, it would be great if you could share any details of planned sessions in order to enable a wider audience to attend. However, you are not expected to run a session for every service that contacts you.

In the coming months, you will be contacted by a representative of the Department of Education and Training to follow up on the success of the TTT program and find out about:

- dates and locations of information sessions that are planned or have taken place
- number of participants at each information session
- organisations represented by participants (i.e. just within your organisation or others outside of your service).

As such, when you hold an information session, please capture the number of participants as well as their organisation details so you are able to answer these questions. These details should also be captured via the evaluation survey that you are asked to direct participants to on completing the information session.

How am I expected to make contact with up to 30 participants?

You are not expected to coordinate contacting 30 participants to invite them to an information session. As outlined in the previous question, the idea behind the TTT model is to disseminate the information as widely as possible. If you are running a session for staff in your service, you may wish to invite other services in your local area to attend. Even if you are in a large service and plan to focus on running sessions for your staff, please think about who else might like to attend from neighbouring services.

Also, by sharing your organisation’s details on the Department of Education and Training’s website, your organisation may be contacted by other early childhood professionals wanting to attend a session you are running, or asking you to present a session for their staff. This is at your discretion, and obviously depends on your capacity. You are not obliged to run sessions for all those who ask, though you may have capacity to invite them along to a session you already have planned.

How do I reach early childhood services near me to invite them to the information sessions?

If you have scheduled a session and would like to invite other services in your area to attend, you may not always have their contact details. Mychild.gov.au provides service details based on location which may be useful in reaching out to your local early childhood professionals for whom this content is relevant.

Where will I hold the information sessions?

You can hold information sessions wherever is practical for you and those attending. Your organisation may have a suitable venue that you can utilise, or you may wish to hire a venue for this specific purpose. If you do intend to hire a venue, it is considered reasonable that you charge a small amount to participants in order to cover venue hire costs, so long as the session overall remains cost neutral (i.e. you or your organisation do not profit from running these sessions). For further cost related questions, see below.

What if I can’t run information sessions in the next three months?

If you can’t run information sessions in the next three months, you can run them at a time that suits you. It is preferred that you run the sessions as close to attending the TTT workshop as possible, however we realise this may not be possible for everyone. As mentioned above, the Department of Education and Training will check in with you after three months to determine how many people the training has reached, and if you have further sessions planned. This assists with determining how successful the train the trainer model has been in disseminating the content across the early childhood sector.
Am I expected to train others to become trainers, or am I just training them in the Protecting Children material?

The TTT workshop was designed to enable you to become a facilitator of information sessions that provide early childhood professionals with an understanding of the roles and responsibilities for protecting the safety, health and wellbeing of children. It is not expected that you will train others in how to be trainers in this material.

Can I split the content over multiple sessions?

Yes. You can split the content in the Training Program Facilitator's Manual into a number of smaller sessions when delivering to a wider group if you choose. We understand it may be difficult to allocate time for a longer session, so do what works for you and your organisation. In the Training Program Facilitator’s Manual you received at the TTT workshop, the content is spread across eight modules, so you can divide and deliver these as appropriate for the information sessions you plan to deliver.

Do I have to deliver the information session on my own?

No. You are welcome to team up with another early childhood professional who has completed the TTT workshop and deliver further sessions together. Organising this is up to you and your organisation, noting that organisational details relevant to all participants from the TTT workshop will be shared on the Department of Education and Training’s website. This is to enable contact to be made by those interested in attending an information session.

Can I reproduce the training materials for participants of my information sessions?

Yes. You and your organisation may display, print and reproduce any of this training program and resource material in unaltered form for non-commercial use only. Whenever material is printed and given to participants, resources must not be altered or edited in any way.

Do I need to ask participants to complete an evaluation at the end of an information session?

Yes please. After delivering an information session, you are asked to direct participants to the online evaluation survey at: www.surveymonkey.com/r/ECprotect

This survey is an electronic version of the Participant Evaluation Form in the back of the Training Program Facilitator’s Manual given to you at the TTT workshop. Where there is limited internet access, completed hardcopy Participant Evaluation Forms may be posted to: Early Learning Policy and Partnerships Unit, Department of Education and Training, GPO Box 4367 Melbourne VIC 3001.

Can I charge people to attend the information sessions?

Whilst the Department of Education and Training is providing you with the content without charge, we acknowledge that you may incur costs to run the information sessions. This may include cost of printing of any handouts, venue hire (if required), and catering costs if applicable. Based on this, it is considered reasonable that you charge a small amount to cover any costs associated with running the information sessions as long as it remains cost neutral and does not make a profit for your organisation.

If facilitating sessions requires your organisation to backfill your position, you can also charge to cover those costs. This does not extend to covering backfill for participants at the information sessions, but may be applicable for you as facilitator either within or outside of your organisation.
Do I have to provide catering at the information sessions?

No. You do not have to provide catering at the information sessions you deliver – this is at your discretion, and may incur costs. Please consider if catering is really necessary, particularly if you are splitting the content over multiple sessions. You may encourage participants to bring along their own food if sessions are held around meal times, or choose to provide catering. As outlined above, if you do choose to provide catering at your sessions, it is considered reasonable that you charge a small amount to cover any costs associated with running the information sessions as long as it remains cost neutral and does not make a profit for your organisation.

When I deliver an information session, what do I do if there are questions I can’t answer?

Please take note of any questions you are unsure of and the email addresses of participants at the information session so that they can be contacted with an answer when available.

Any questions that facilitators and participants may have about the training program may be sent to early.years.workforce@edumail.vic.gov.au with Protecting Children in the subject please. If there are a number of similar questions from participants, this FAQ document may be expanded to cover questions as they arise.

What if someone asks me: I’ve completed the eModule, how is the content of the information session different?

The Protecting Children information sessions build on the content of the eLearning Module on mandatory reporting, but also cover other obligations in relation to child abuse, such as:

- the Child Safe Standards that were introduced from 1 January 2016, which apply to all early childhood sector organisations
- the duty of care obligation of all adults
- information on new criminal offences of ‘Grooming’, ‘Failure to disclose’, and ‘Failure to protect’ that have been introduced for the protection of children as a result of the Betrayal of Trust (2013) report. These criminal offences apply to all adults, not just mandatory reporters
- the ‘Four Critical Actions for Early Childhood Services’ which outlines how to respond to incidents, disclosures and suspicions of abuse or neglect and who to contact.

The information session also provides an opportunity for group discussion and activities, presenting real life case scenarios to assist with thorough understanding of roles and responsibilities, and how to identify and report abuse of children.

How do the TTT workshops and the information sessions contribute to the professional development requirement as part of annual registration with the Victorian Institute of Teaching (VIT)?

Participation in the TTT workshop contributes to the professional development requirement for Victorian early childhood teachers seeking annual renewal of registration with VIT. It relates to the following three Australian Professional Standards for Teachers: Standard Four-Creating and maintaining supportive and safe learning environments; Standard Six-Engage in professional learning; and Standard Seven-Engage professionally with colleagues, parents/carers and the community.

Participants of your information sessions seeking annual renewal of registration with VIT may also include the hours as part of the professional development requirement in the registration process.
Where can I find out more information about the Victorian Child Safe Standards?

From 1 January 2016, the Child Safe Standards (the Standards) are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect. The Standards form part of the Victorian Government’s response to the Betrayal of Trust Inquiry. For information about the Standards please refer to the Protect Portal.


Where can I find out more information about ‘Grooming’?

‘Grooming’ is now a criminal offence under the Crimes Act 1958. This new offence targets predatory conduct undertaken to prepare a child for sexual activity a later time. The Protect Portal provides more information, specifically at: www.education.vic.gov.au/about/programs/health/protect/Pages/schidgrooming.aspx.

FURTHER SUPPORT AND RESOURCES

For further resources on Protecting Children, please refer to the Protect portal.

Any questions that facilitators and participants may have about the training program may be sent to early.years.workforce@edumail.vic.gov.au with Protecting Children in the subject please.