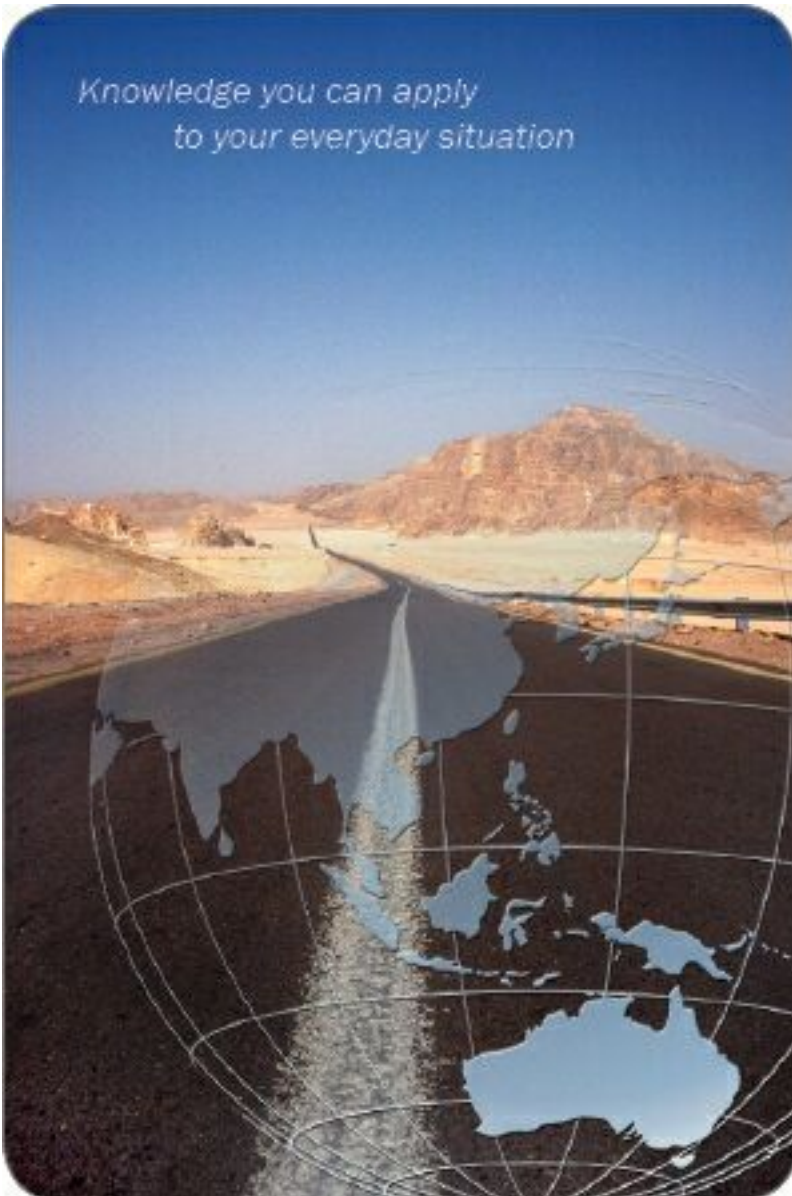




# Facilitation Training

*Knowledge you can apply  
to your everyday situation*



Lifestyle Training **School**

**COURSE OUTLINE**



## COURSE TITLE – FACILITATION TRAINING

### 1. Aims

This course has been designed to develop training for a Foundation certification in Facilitation and to assist in the knowledge and understanding of the Facilitation Methodology to be able to effectively facilitate workshops and small groups.

This qualification reflects the role of personnel working in community coordination and facilitation, which focuses on fostering, promoting and supporting community development, particularly in rural communities that are engaged in small group management activities.

### 2. Ministry/Employment Outcomes

This course will provide training in the background knowledge and practical skills required for both paid and voluntary workers employed in professional and Para-professional work that involves facilitation of workshops and small groups within a training organisation.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Volunteer Projects
- Manager Community training
- Group leader/coordinator

#### **More specifically, these courses will give students:**

- Understand the role and purpose of facilitating.
- Understand the qualities of effective facilitation.
- Recognise group behaviours and know how to respond.
- Understand the five P's when preparing to facilitate: purpose, products, participants, probable issues and process.
- Understand the do's and do not's of effective facilitation.
- Understand the decision-making process.
- Understand convergent and divergent thinking and when to encourage each participant.
- Understand how to exercise control when facilitating and how to deal with challenges.

#### **Participants will also gain knowledge on some key responsibilities, which include:**

- Assisting in small group facilitation.
- Practice opportunities, which are provided to ensure that the participant achieves the components of competency.
- Various methods for encouraging learning are implemented to offer diverse approaches to meet the individual needs of the participant.
- Communication skills appropriate to the culture of the workplace, appropriate personnel and training participants.

### 3. Overview

Qualification is fully competency-based, and while knowledge and some aspects of competency are assessed within the realms of each subject, completion of a facilitation project demonstrating all areas of competency will need to be completed to graduate.

The student will obtain practical experience by undertaking field placements at their local organisation, with a community service organisation or employer. This practical experience is to be gained in an area that complements the assessment project and the immediate goals of the student.

A full-time student would generally undertake a study load of 2 subjects at any one time. Individual subjects may be delivered on a week by week basis or by intensives.

## 4. Duration

The Certificate course can be completed in a minimum of ten weeks when studied Part-time.

## 5. Costs for 2019

**Application Fee** (non-refundable) \$50.00

### Academic Fees

Tuition \$140.00

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Total cost per student \$190.00

## 6. Entry Requirements

For entry into this course it is expected that the student is a committed Christian and actively involved in a local church, Christian community or have a leadership position within their own workforce.

### General requirements for entry are:

- A completed student application form and payment of the application fee.
- Adult learners with appropriate adult language, literacy and numeracy skills.
- Adult learners with a desire to obtain a more in-depth understanding of facilitation.
- A successful interview with the Principal or representative (where physically possible).
- Students should have basic computing skills, including the ability to use a word processing package at an elementary level and be able to access the internet.
- Satisfactory English language skills. International students are required to have English language skills to at least the level of IELTS 5.5. If students do not have adequate English language skills Lifestyle Training School has English language courses available to enable the student to reach the required entry-level.
- You will need to complete a language, literacy and numeracy (LLN) skills test which a necessary ACSF standard.

## 7. Training Process

The course entails an average of 4 hours per week of class contact and private study time for each subject. College obligations, which include college community participation, are additional.

Lifestyle Training School uses a wide variety of training methods. Training may be conducted through:

- lectures, presentations and demonstrations
- interactive discussions
- group participation
- individual tutorials
- practical skills exercises
- personal projects
- research into literature and other resources
- audio/visual presentations

- visits to local Community care centres
- use of guest speakers
- role-plays and simulations

Actual delivery modes, training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. Once we have identified the need for contextualisation, we will implement adjustments or modify the existing assessment tools, or even create new ones that address the requirements or conditions of the participant without changing the integrity of the unit of competency. This will be done on a subject by subject basis in consultation with the trainer.

Lifestyle Training School adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend appropriate classes and activities and complete all work required for assessments.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

## 8. Course Competencies

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them. All elective competencies fall into this category.



There are no nationally recognised competencies developed for facilitation at this point in time. This course, however, is common to more Community groups than any other accredited course in Australia and as such relevant units would have automatic recognition. The 6 core units of competency fall into this category.

The following core competencies are achieved through completion of the core units from the Facilitation Training program.

National Code	Competency - Elective
CHCMGT005	Facilitate workplace debriefing and support processes
CHCCDE009	Develop and support community leadership
CHCADV001	Facilitate the interests and rights of clients

Also, a selection of the following nationally recognised competencies are achieved on completion of this course. These competencies are from national training packages.

National Code	Competency - Core
TLIM4004	Mentor individuals or small groups.
TAEASS401	Plan assessment activity and processes.
TAEASS403	Participate in assessment validation.
BSBWOR404	Develop work priorities

## 9. Course Structure

Total course requirements for the Certificate in this Facilitation Training course is the equivalent of 16 term subjects.

The following breakdown of these subjects will apply.

Subject code	Subject	Subject Length	Core / Elective	Competency Code
101-1	Facilitation Skills	2 hour	Core	TLIM4004, TAEASS401, TAEASS403, BSBWOR404
101-2	Discovering the Art of Facilitation	2 hour	Core Elective	TAEASS403, BSBWOR404 CHCADV001
101-3	Assisting group participants to discover the answer to questions asked	2 hour	Core Elective	TLIM4004, TAEASS401, TAEASS403, BSBWOR404 CHCMGT005, CHCADV001
101-4	How much knowledge of the subject being covered do I need to know to facilitate a small group effectively?	2 hour	Core Elective	TAEASS403, BSBWOR404 CHCCDE009
101-5	Leading a small group	2 hour	Core Elective	TLIM4004, TAEASS401, TAEASS403, BSBWOR404 CHCMGT005, CHCCDE009, CHCADV001

## 10. Assessment overview

Assessment in each subject involves:

- attendance and participation
- practical fieldwork as applicable
- written assignments, exercises, tutorial/seminar presentations
- journal/process diary completion as applicable

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each subject.

**C** Competent

**NYC** Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Lifestyle Training School
- Return of all college resources including library books
- Maintained a satisfactory level of conduct during their time at Lifestyle Training School
- Completion of co-curricular requirements including student/community participation

## 11. RPL and Recognition of Past Studies

Students may apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience. The student must:

- complete an 'RPL Request' form
- pay the request fee

- attend a preliminary interview to receive the appropriate 'Proof of Evidence' forms and an RPL processing quote.
- accept and pay the quoted RPL processing fee.
- provide adequate supporting documentation (academic transcripts, certificates/diplomas, copies of achieved learning outcomes, course components and assignments).

It is the student's responsibility to outline the individual learning outcomes or skills they have acquired against the prescribed assessment criteria of the relevant subject(s). An RPL Information Kit is available from the campus office.

Relevant qualifications or units of competency studied at other Registered Training Organisations will be automatically recognised at no cost to the student.

## 12. Refund Policy

If you have already paid your tuition fees, Lifestyle Training School will refund all or part of your fees on the following basis.

Firstly, where a student wishes to withdraw from a subject of study or a course, a 'Notification of Withdrawal' form must be completed and submitted to the Lifestyle Training School office linked to your study program. The date of withdrawal is the date in which written notification is received by the Lifestyle Training School office.

Once initial payment has been made the amount of \$50.00 is non-refundable. This is to take account of the commitment the college has to make to trainers in deciding if subjects have sufficient numbers of students enrolled to proceed.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements. No refunds will be provided in relation to application fees or retreat fees.

Otherwise, refunds will be made less the following withdrawal costs:

- Prior to the cut-off enrolment date for each Subject – 10% of subject fees if payment has already been made.
- Up to the first teaching week of term – 25% of the subject fee except where you have already been notified that a class for an optional subject will be running. In this case the full fee is payable.
- After the first teaching week – no refund is payable.

The Principal of the local campus of Lifestyle Training School will make the final decision about refunds. Refunds will usually be made in Australian dollars even if the initial payment was made in another currency. The student is responsible for any currency conversion costs.

Full refunds of all relevant fees will be paid where the organisation defaults in its delivery (eg where a course doesn't run) in line with the provisions of the ESOS Act 2000 and the ESOS regulations 2001.

## 13. Other Courses

Lifestyle Training School offers a wide range of different courses, including areas such as Anger management, Substance Abuse, Understanding domestic violence, understanding male Anxiety and English as a Second Language.

### **Evidence Guide**

#### ***Critical aspects of assessment:***

- Support group activities for formal and informal groups
- Participate in a variety of the group activity types identified in the Range Statement
- Provide support for an appropriate target group, defined by factors as listed in the range statement

#### ***Essential knowledge:***

- Dynamics of groups
- Different styles of group leadership and decision
- Effective communication strategies
- Organisation's policies, principles and procedures
- Organisation's and community resources
- Relevant models such as stages of group development and stages of change

#### ***Essential skills learnt:***

- Conflict management
- Developing and maintaining positive relationships
- Effective group management

#### ***Resource implications:***

- Access to an appropriate workplace or community setting where assessment can take place, or
- Simulation of realistic workplace setting for assessment

#### ***Consistency in performance:***

- Assessment may include observations, questioning or evidence gathered from the workplace, e.g. testimonials from group members, portfolios
- It is recommended that evaluation may take place on one occasion to enable assessment in a variety of settings with a range of both formal and informal groups