

## National Comorbidity Guidelines Train-the-Trainer Program: Frequently Asked Questions

### I want to be a trainer! What do I need to do?

Great! To be a registered trainer of the Comorbidity Guidelines face-to-face program, you need to have completed the train-the-trainer workshop, either online or in person. To be eligible to enroll in a train-the-trainer workshop, you will need to have met the following 'Eligibility Criteria':

- Successfully completed tertiary training in a relevant field (and provide proof, if requested);
- Comprehensive knowledge of, and/or experience, working with people with co-occurring mental and substance use disorders;
- Skills in delivering interventions for people experiencing mental health and substance use; and
- Sound training skills and the capacity to deliver workplace training.

Once you've completed the train-the-trainer workshop, you'll be provided with access to the Comorbidity Guidelines training materials. The Train-the-Trainer Terms and Conditions (available [here](#)) set out how you can (and cannot!) use the training materials.

### I want to sign up to attend a training workshop near me! How can I find out what training is available?

Information about upcoming train-the-trainer workshops can be found through our training page. You can also email us for more information at [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au)

### How do I sign up for a train-the-trainer workshop?

You can register an expression of interest ('EOI') for a train-the-trainer workshop through our training page (click [here](#)). We will review your EOI and, subject to availability and you meeting the Eligibility Criteria, notify you that you can officially enroll in a train-the-trainer workshop. We will send you a link to make a secure payment, which will secure your place in the workshop. You will also be asked to review and agree to the Train-the-Trainer Terms

and Conditions (available [here](#)) at the time of making your payment. You'll receive all the materials you need for the train-the-trainer workshop by email before your workshop.

### **I can't attend an in-person face-to-face train-the-trainer workshop - do you have online workshops or is all your training conducted in person?**

Our train-the-trainer workshops are currently only available online. Watch this space for updates, or you can email [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au) to be notified of any changes.

### **I live in a remote area – can I attend a train-the-trainer workshop remotely?**

You can attend one of our online workshops remotely! To find out when these are scheduled, keep an eye on our training page, or email [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au).

### **What are the Train-the-Trainer Terms and Conditions?**

All trainers who wish to attend the train-the-trainer workshop will be asked to review and agree to the Train-the-Trainer Terms and Conditions ("Terms") at the time of securing their enrollment. The Terms outline details about:

- the workshops (including instructions about finalising your enrollment, paying for the workshop; information about changes or cancellation of the workshop, details about the workshop structure and our facilitators, etc.);
- how the University will collect, use, store and share any personal information you provide to us in connection with your expression of interest and enrolment;
- how the training materials can (and cannot) be used by you under your licence and your responsibilities in using the training materials; and
- other relevant information and your responsibilities in attending the workshop and using the training materials.

A copy of the Terms is available [here](#).

### **Can I charge for providing the face-to-face training program?**

Once you have completed a train-the-trainer workshop and have been provided with the Comorbidity Guidelines training materials, you will be able to provide the face-to-face training program to others, and charge for your workshops, in accordance with the Train-

the-Trainer Terms and Conditions (“Terms”). To ensure the training program is achieving its key objectives of building workforce capacity in relation to co-occurring mental health conditions in alcohol and other drug workers, we would like to evaluate the face-to-face training workshops (as outlined in the Terms). A slide with a link to the evaluation survey is included in your training materials, and we ask that you encourage your training participants to complete the surveys. Please refer to the Terms for more detail about your responsibilities in using the training materials.

### What about the privacy of my training participants?

You will be responsible for ensuring you obtain appropriate consents from the participants in your workshops to enable you and the University of Sydney to use their personal information to contact them in connection with the training program and the training materials, as set out in the Train-the-Trainer Terms and Conditions.

We ask that you encourage your participants to take part in the evaluation of the face-to-face program by providing consent to share their personal information with the University of Sydney for the purposes of evaluating the training program and the training materials. This consent will allow researchers at the Matilda Centre to contact workshop participants with the follow-up survey.

### I was part of the pilot train-the-trainer workshops that were run in 2021 and my license has expired. Can I keep training using the training materials?

If your training license has expired, you can simply renew it on a perpetual basis by paying a nominal renewal fee and agreeing to the renewal Train-the-Trainer Training Materials Terms and Conditions (“Terms”) (available [here](#)). We will send you a link to make a secure payment, which will secure your renewal to use the training materials. You will be asked to review and agree to the Terms at the time of making your payment.

Alternatively, you can contact us at [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au) and we will organise your renewal by sending you a link.

Please note that you will not be able to keep training using the training materials unless you renew your licence.

### How can I use the training materials?

You will be provided with training materials to use in the delivery of your face-to-face training workshops, which have been developed for in-person or online methods. You can

use these materials for training purposes as set out in the Terms and Conditions available [here](#).

### **Will I receive a completion certificate after the train-the-trainer workshop? Do I need to provide one to my training participants?**

If you would like a completion certificate after you finish the train-the-trainer workshop, please contact your trainer at the end of the day, or follow-up our trainers via the email you receive with your training materials (prior to the workshop). It is up to you whether you would like to provide a completion certificate to your training participants. Suggested wording to include is in the facilitator's manual.

### **How can I be listed as a trainer on the Comorbidity website?**

After completing the train-the-trainer workshop, you can choose to be included in our list of registered trainers on the training section of our website. Doing so will make it easier for those who are looking to receive training in their local service/area locate and contact registered trainers.

Trainers who are only providing training within their workplace can choose to not be included in our list.