

What is Involved in Requesting and Coordinating an ECAV course?

Covid-19

ECAV will provide Covid-19 safety information sheets and a checklist for all requestors, local coordinators and participants prior to attending any face-to-face training to ensure appropriate physical distancing and WHS measures are implemented to guarantee the safety and wellbeing of all participants and trainers.

Responsibilities of ECAV and Local Coordinator

When requesting an ECAV course, a Local Coordinator needs to be identified to liaise with the designated ECAV Coordinator. Following are the responsibilities of ECAV and the requesting organisation for the delivery of all ECAV training.

ECAV's responsibilities:

- Schedule dates and trainers
- Develop the workshop flyer and provide to Local Coordinator for promotion
- Email the Local Coordinator with workshop link on the ECAV website for participants to apply
- Manage application form and course registrations
- Supply all training materials and participant resources
- Delivery of the training

The Local Coordinator's responsibilities:

- Inform their Line Manager of the training
- Contact and liaise with the ECAV Coordinator
- Advertise and promote the workshop locally, including flyer distribution
- Provide a wheelchair accessible venue
- Provide necessary training equipment (liaise with ECAV Coordinator)
- Provide and fund tea and coffee on arrival, morning and afternoon tea for each day of the workshop
- **Complete ECAV Training Venue Checklist and return to wslhd-ecav@health.nsw.gov.au as soon as possible or no later than 6 weeks prior to commencement of the workshop. For a copy of the ECAV Training Venue Checklist, [click here](#).**

Note: ECAV Aboriginal community development programs are held in partnership with and require support from a local agency. This involves assistance with the promotion of workshops, organising transport and child care and covering costs of venue and catering. ECAV does not pay a fee to local coordinators.

Closing date

Each workshop is assigned a closing date (4 weeks prior to the course). The Local Coordinator is required to make contact with the ECAV Coordinator at least 3 months prior to this date so that they can distribute the workshop flyer through their networks and ensure there will be enough participants to run the training. **Please do not make any changes to the workshop flyer and application form.**

The ECAV Coordinator will liaise with the Local Coordinator via telephone on the closing date to discuss the selection of participants and administration of confirmation letters to applicants. Once the course has closed, the ECAV Coordinator will arrange to send out course acceptance, non-acceptance and waiting list letters.

Course Acceptance Criteria

ECAV uses a range of criteria to decide which applicants can attend our courses, especially if there is an oversubscription of participants to the course. These criteria include whether the worker is part of the target group listed for the course; whether they work for NSW Health or for another organisation; the location of their workplace in relation to the course locations; the date of their application and ensuring a balance between job roles and agency representation within the course. For NSW Health specific courses, this can also include whether the participant is a sole worker or part of a team.

Participant numbers

ECAV usually requires a minimum of 12 participants and a maximum of 25 participants.

Course fees

Please note where course fees apply, the Requestor / Local Coordinator of an ECAV course can negotiate with the ECAV Coordinator for 5 free spaces in the workshop. However, this does not apply to single-agency training requests.

ECAV's workshop fee structure is heavily subsidised by NSW Health and minimal compared to industry standard. Fees are applied by the participant's organisation type and not the funding source. For example, NGO fees apply (not NSW Health fees) for workers employed in an NGO even if their organisation receives NSW Health funding.

Venue

It is important that ECAV training venues are comfortable to promote a safe learning environment.

- The Local Coordinator is responsible to secure a venue well in advance and ensure it is a quiet, private room that comfortably holds 20 - 25 people in a horseshoe or semi-circular arrangement, ideally with additional space for small group work.
- The venue is to be suitable for interactive workshops rather than lecture style.
- Adequate heating and ventilation is required.
- It is essential that one venue is organised for the duration of the course. ECAV requests that the training venue complies with WHS requirements and is wheelchair accessible.
- The Local Coordinator needs to complete the ECAV Training Venue Checklist and return it to the wslhd-ecav@health.nsw.gov.au no later than 6 weeks prior to commencement of the workshop.
- **ECAV will provide Covid-19 safety information sheets and a checklist for all requestors, local coordinators and participants prior to attending any face-to-face training to ensure appropriate physical distancing and WHS measures are implemented to guarantee the safety and wellbeing of all participants and trainers.**

Training Equipment

The Local Coordinator, in consultation with the ECAV Coordinator, is responsible for organising the following:

1. 2 chairs and a table for trainers
2. 20 - 25 chairs for participants
3. Table to display resources
4. Whiteboard
5. Data projector and capacity to play DVD's

Catering

Tea and coffee is to be ready on arrival, the tea and coffee making facilities should be slightly separate from the main training area. Organising a substantial morning and afternoon tea for each day of the training is also important. Courses run in rural areas may charge a small fee to participants to cover the costs of the venue, morning and afternoon tea. This is to be negotiated via the ECAV Coordinator. The Local Coordinator would be responsible for the collection and receipt of this money as this is a local issue unrelated to the training offered by ECAV.

If the Local Coordinator experiences difficulty with any of these tasks, or if there is a change in the designated person allocated to these duties, the ECAV Coordinator is to be informed as soon as possible so they can ensure the necessary planning takes place.

For all queries about requesting ECAV training in your area please contact, ECAV Project Coordinator, via WSLHD-ECAVTraining@health.nsw.gov.au.

Phone: 02-9840-3735 | Fax: 02-9840-3754 | Locked Bag 7118 Parramatta CBD NSW 2124