

PRACTICE NOTE 12/003

Training for Group Work Facilitation

ISSUE

Commissioner's Instruction 38/2005 indicates that all PPO staff who facilitate programs must do course **CHCGROUP403D Plan and conduct group activities**. Since that Instruction was issued, many more staff in CSNSW facilitate programs including Probation and Parole Officers, Services and Programs Officers, Alcohol and Drug Workers, Welfare Officers, psychologists and residential support workers in COSPs. Additionally, a new role of Program Facilitator has been created, and the Strategic Accreditation Framework has articulated more clearly how groups are to be run.

This Practice Note updates the requirements for training of staff who facilitate programs. It covers: 1) group facilitation training; 2) program-specific training, and 3) other training.

1. REQUIREMENTS FOR GROUP FACILITATION TRAINING

Group work training in CSNSW has four components:

1.1 Basic Group Work Training – Level 1

All staff who facilitate or co-facilitate group programs in CSNSW must have a basic training in group work such as is provided by the **Plan and conduct group activities course (CHCGROUP403D)**. This is a competency-based course conducted by the Offender Programs Training Unit (OPTU) at the Brush Farm Corrective Services Academy. This offers an introduction to working with groups and is obligatory for all Probation and Parole staff preparing to run groups.

Many staff have been recruited who have training equivalent to **CHCGROUP403D**. These staff can either apply to OPTU for Recognition of Prior Learning (RPL) or they can apply to the Offender Programs Unit for admission to Level 2 Training, the *Creative Group Work Skills Course* described below.

1.2 Intermediate Group Work Training - Level 2

This is the *Creative Group Work Skills* package which is provided in two blocks of three days each, which works more with the knowledge and skills relating to use of 'immediacy' and 'process' than does the Level 1 course. This package is provided by staff of the Offender Programs Unit. It is mandatory for all staff who deliver Compendium programs such as the Domestic Abuse Program, CALM, Getting SMART etc.

Successful completion of this training program admits the staff member to the fast-track 'familiarisation' process which will equip them to conduct several other programs. In this process, staff are sent the materials for the fast-track programs (see section 2.3 below) and spend time in the workplace familiarising themselves with the manual and other materials. Following this, an interview takes place with a staff member of the OPU who will confirm that that the candidate is deemed eligible to run the program.

An evaluation of the efficacy of this training program has been undertaken and the results will be released in due course.

1.3 Advanced Group Work Training - Level 3

The *Advanced Group Process* package is certificated by Macquarie University. Since 2008 this has been delivered by staff of the Offender Programs Unit. The program lasts around eight months in all, with ten face-to-face teaching days, workplace supervision and assignments. There are ten training places in each cohort.

Successful completion of this training is mandatory for the confirmation of newly-appointment Program Facilitators and is open to all staff who regularly facilitate groups.

2. Training in Program Content

Program specific training is provided by staff from a number of areas and in several ways. This can be by face-to-face, by e-learning or by distance familiarisation.

2.1 **Face-to-face training** is required for the following programs:

Program	Provided by / consists of
<p>Domestic Abuse Program</p>	<p><i>DAP materials and program training</i> Two day training by staff of Offender Programs Unit</p> <p>AND</p> <p><i>Working with DV Offenders</i> Two day training by Staff of Brush Farm Academy</p> <p>AND</p> <p>Statement of Attainment in CHCDFV1B (<i>Recognise and respond to domestic and family violence</i>), CHCDFV9B (<i>Work with users of violence to effect change</i>) and CHCDFV2B (<i>Manage own Professional Development in responding to domestic and family violence</i>), from the Certificate IV in Correctional Practice.</p>
<p>Sober Driver Program</p>	<p>Provided by staff of Freebot Ltd.</p> <p>Three days (Note that the refresher training has been discontinued.)</p>
<p>Out of the Dark</p>	<p>Training by staff of Offender Programs Unit (one day)</p> <p>AND</p> <p>Training by Staff of Brush Farm Academy: Working with DV Offenders (two days):</p> <p>AND</p> <p>Statement of Attainment in CHCDFV1B (<i>Recognise and respond to domestic and family violence</i>), CHCDFV9B (<i>Work with users of violence to effect change</i>) and CHCDFV2B (<i>Manage own Professional Development in responding to domestic and family violence</i>), from the Certificate IV in Correctional Practice.</p>

2.2 **E-learning** is required for the following program:

Program	Provided by / consists of
Controlling Anger and Learning to Manage it (CALM)	<p>DVD provided by staff of Offender Programs Unit</p> <p>Self-paced learning package on DVD. Can also be done online, if the staff member has full internet access</p> <p>Requires successful completion of Creative Group Work Skills course</p>

2.3 Distance familiarisation

This process is designed to streamline training requirements while maintaining quality. It requires successful completion of the Creative Group Work Skills course

Program	Provided by / consists of
<ul style="list-style-type: none"> • Getting SMART • Managing Emotions • The Best Bet... • The Impact of Dependence • Offender Induction Program 	<p>Relevant Manual / materials are provided by staff from Offender Programs Unit</p> <p>Self-paced review of materials supported by local operational manager</p> <p>Confirmation interview can be conducted by phone, video link or in person</p>
Criminal Conduct and Substance Abuse ("Pathways")	<p>Participation in Pathways mentoring and support group conducted by OPU staff</p> <p>See "Who to contact" on the Customer Service page of the OPU intranet site</p>

3. Other Training

Program	Provided by / consists of
Motivational Interviewing	Delivered by OPTU staff at the Brush Farm Academy
Introduction to CBT concepts	One-day course delivered by staff of the Offender Programs Unit. This program is delivered approximately once per month at locations across the state.

As programs develop and change, always consult the Brush Farm Academy and OPU websites for up to date information. The current OPU training calendar is also published on the intranet site.

Who to contact for advice

If you are uncertain how this memorandum applies to you, you can contact OPU at [Offender Programs Unit](#) or on 8346 1002.

Contact

Executive Director
Offender Services and Programs Branch
Division of Offender Management and Policy