

SECRET **agent** *SOCIETY* **PROFESSIONAL TRAINING**

Secret Agent Society (SAS) Facilitator Training Course

SAS Small Group Program

Europe & Ireland

Valid to 30 June 2020



Application Pack

CONTENTS

| | |
|--|----|
| SECRET AGENT SOCIETY (SAS) FACILITATOR TRAINING COURSE | 3 |
| THE SOCIAL SKILLS TRAINING INSTITUTE | 4 |
| TRAINING | 4 |
| Eligibility | 4 |
| Training Structure and Content..... | 4 |
| APPLICATION FORM | 5 |
| SAS Facilitator Training Course | 6 |
| Order Details | 7 |
| PREPARING FOR DELIVERING SAS | 10 |
| Checklist 1 – Capacities and Resources | 10 |
| Checklist 2 – Organisational Fit..... | 12 |
| PAYMENT..... | 13 |
| SAS PROVIDER AGREEMENT..... | 14 |

SECRET AGENT SOCIETY (SAS) FACILITATOR TRAINING COURSE

The 14-hour SAS Facilitator Training Course provides professionals with the knowledge and skills necessary to effectively deliver the SAS Small Group program. To be an approved provider of the SAS Small Group program in the community, professionals must complete the SAS Facilitator Training Course.

During the training, professionals gain the knowledge and skills to:

- Assess the social functioning of children with social and emotional challenges,
- Deliver a comprehensive social and emotional skills program to children and their parents,
- Promote the generalisation and maintenance of children’s emotional regulation and friendship skills at home and at school,
- Manage common process issues that arise when facilitating group programs for children with social and emotional challenges and their parents, and
- Identify indicators that a child and/or family require additional support.

Follow-up support is provided by the SST to help SAS Facilitators tailor the program to meet individual client or service model needs.

SAS SMALL GROUP PROGRAM

Secret Agent Society (SAS) Small Group program consists of small group child sessions, parent and teacher information sessions and resources, real-life practice missions and a system to monitor and reward skill development at home and at school. Initially created by Clinical Psychologist, Dr Renae Beaumont through the University of Queensland, SAS is an evidence-based framework combining theories of cognitive function and behaviour change. For over 10 years, thousands of SAS Cadets have graduated as SAS Junior Detectives! In 2014, SAS was awarded the Autism Spectrum Australia National Recognition Award for advancement to acknowledge the significant, positive impact the program has on children’s and families’ lives.



The evidence-based curriculum captivates children with its espionage-themed games and activities including multi-level gamified learning through the SAS Digital Headquarters (SAS Digital HQ), Helpful Thought Missile Action Game, Challenger Board Game and Secret Message Transmission Device Walkie-Talkie Game.

Professionals learn to deliver SAS Small Group program aligned with evidence-base and clinical best practice in a 14 hour SAS Facilitator Training Course.

THE SOCIAL SKILLS TRAINING INSTITUTE

The Social Skills Training Institute (SST) is the organisation that publishes the Secret Agent Society, making it available worldwide to children, parents and professionals. Social Skills Training Pty Ltd (trading as SST) is a subsidiary of the not-for-profit Autism CRC Ltd (Cooperative Research Centre for Living with Autism; Autism CRC) which is a world-first research collaboration. SST's mission is to develop and deliver evidence-based resources for professionals and families worldwide to assist young people to build personal and social responsibility to find their pathway.

TRAINING

Eligibility

Eligibility requirements ensure that staff benefit from the SAS Facilitator Training Course and have the capacity to successfully delivery the program.

To apply for training, staff need:

- A minimum of a Diploma level qualification in an allied health or teaching profession (including, but not limited to, psychology, social work, psychiatry, counselling, occupational therapy, speech pathology, education, teacher's aide certificate), and
- A minimum of six months professional experience working with children with Autism and/or other social and emotional challenges.

Training Structure and Content

Training involves a mix of didactic and multimedia presentations, small and large group discussions, exercises involving program resources and opportunities for participants to practise delivering program content. Face-to-face training is limited to 20 participants to facilitate interactive activities and to allow for the provision of individualised feedback. **Staff are required to attend at least 75% of the training course to fulfil program delivery requirements.**

APPLICATION FORM (Downloadable Digital Form)

Each professional applying to attend Secret Agent Society (SAS) Facilitator Training, are encouraged to complete the application form (p5-15) in conjunction with their organisational leader (e.g. team leader, manager, director or school principal). Please answer all questions and **submit all pages** of the application to the Program Coordinator at the Social Skills Training Institute. **Please duplicate and complete the Application Form (pages 5 and 6) for each additional attending professional.**

| | | | | | |
|--------------------------------|--|--------|------------|-----------|--|
| Full name: | | | | | |
| Organisation name: | | | Position: | | |
| Postal Address: | | | | | |
| City/suburb: | | State: | | Postcode: | |
| Country: | | | | | |
| Telephone Primary: | | | Secondary: | | |
| Email: | | | | | |
| Name to appear on certificate: | | | | | |

Qualifications and Experience

| | |
|---|--|
| Relevant qualifications: | |
| | |
| Briefly describe your professional experience working with children with Autism Spectrum Disorder (ASD) and/or other social-emotional challenges: | |
| | |
| Number of years' professional experience in the field: | |

Disclosure of Difficulty or Disability

Does the Attendee have a disability which might affect participation in the training or their work as a professional? If so, they are to notify SST to enable adequate accommodations to be made for the course participant where possible. The disability could include, but not be limited to, epilepsy, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment. Please ensure a box is checked before returning the form.

Yes.

No.

If "yes" please provide details:

SAS Facilitator Training Course

Please indicate below the SAS Interactive Online Facilitator training course you would like to attend. Courses are offered conditional on a minimum number of professionals registering to attend. **Training courses are confirmed approximately three weeks prior to the scheduled date.**

***To be eligible for Early Bird pricing, applications must be received prior to or on the Early Bird closing date listed in the below table.**

| Tick | Location | Dates | Time | Registration Closes | Early Bird Close |
|--------------------------|-------------------------------|----------------------|---|---------------------|------------------|
| <input type="checkbox"/> | Online Interactive 4 Units | Unit 1 May 18 | Each Unit: 7.30am-12.00pm (IST/ BST) | April 20 | 30 March* |
| | | Unit 2 May 19 | | | |
| | | Unit 3 May 25 | | | |
| | | Unit 4 May 26 | | | |

Please note: Day 1 & Day 2 or all four units are required to complete the training to become an SAS Small Group Program Facilitator.

Order Details

Each place in the training course includes a half hour clinical support call, digital SAS Facilitator Manual and SAS Facilitator Portal access, SAS Facilitator Family Kit and an SAS Digital HQ Product Key. Services are required to purchase or have existing access to an **SAS Session Resources Kit**. If you already own a SAS Challenger Board Game, you can purchase the SAS Session Resources Kit without this item.

Each child and family who participates in the SAS Small Group program will require a SAS Family Kit. The Family Kit contains all of the take-home and in-session resources children, parents and teachers need to benefit from the intervention. Each Family Kit includes access for one child to enter the online SAS Digital HQ for 12 months. Without these resources, the effectiveness of the program is likely to be significantly compromised and

As part of the application process, please complete **one** of the training tables provided below-

- Option 1** New SAS Provider – First team member attending training
- Option 2** Existing SAS Provider Service – Expanding your team

Early Bird

If you wish to take advantage of our Early Bird pricing, please refer to the training schedule on page 6 for Early Bird closing dates.

Early Bird Training Fee Price €630.00

General Training Fee Price €680.00

*Early Bird pricing does not apply to resources outside of the training fee inclusions.

All prices listed below are in **Euro's** inclusive postage and handling, **exclusive of local duties & taxes** and are valid until 30 June 2020.

Refund and Cancellation Policy

All refund and cancellation requests must be made in writing to the Social Skills Training Institute (SST) Program Coordinator at training@sst-institute.net. If you cancel your enrolment before the close of registration for the course, no costs will be incurred. If you cancel your enrolment after the close of registration for the course a cancellation fee equivalent to 50% of the training course will be incurred. If additional resources have been ordered, a 10% cancellation fee will be incurred. SST reserves the right to cancel a course if numbers are insufficient at the close of registration. SST also reserves the right to change its fees and conditions, cancel or defer courses and to alter course timetables and locations at any time without notice. If a course is cancelled by SST after the close of registration for the course, a full refund of the training course cost and resources will be made.

- I have read and agree to the refund and cancellation policy**

Option 1: New SAS Provider - First time training

| Details | TOTAL Quantity Ordered | Unit Price (excluding EU/ Irish duties & taxes) | Total (excluding EU/Irish duties & taxes) |
|--|------------------------------|--|---|
| SAS Facilitator Training Fees & Facilitator Resources | | | |
| Required | | | |
| Your training fee includes: <ul style="list-style-type: none"> • 14 hour training course • Access to the digital SAS Facilitator Manual and SAS Facilitator Portal, SAS Facilitator Family Kit, and an SAS Digital HQ Product Key. ½ hour clinical support | | €680.00 (Regular) €630.00* (Early Bird) | € |
| SAS Session Resource Kit (min, 1 among 4 SAS Facilitators at a service delivery site) | | €500.00 | € |
| Optional | | | |
| Additional SAS Poster Set | | €81.00 | € |
| Additional SAS Challenger Board Game | | €116.00 | € |
| 1 x hour Additional Clinical Support | | €160.00 | € |
| 3 x hours Additional Clinical Support | | €425.00 | € |
| SAS Family Kit Special Offers Please indicate exactly how many kits you require | | | |
| SAS Family Kit Small Set (orders of 1-5 kits)) | | €201.00 | € |
| SAS Family Kit Medium Set (orders of 6+ kits) | | €180.90 | € |
| SAS Family Kit Standard Set (orders of 24+ kits) | | €170.85 | € |
| SAS Family Kit Large Set (orders of 100+ kits) | | €150.75 | € |
| Total Order (excluding Irish duties & taxes) | | € | |

Option 2: Existing SAS Provider Service – Expanding your team

| Details | TOTAL Quantity Ordered | Unit Price (excluding EU/ Irish duties & taxes) | Total (excluding EU Irish duties & taxes) |
|---|------------------------|---|---|
| SAS Facilitator Training Fees & Facilitator Resources | | | |
| Required | | | |
| Your training fee includes: | | | |
| <ul style="list-style-type: none"> • 14 hour training course • Access to the digital SAS Facilitator Manual and SAS Facilitator Portal, SAS Facilitator Family Kit, and an SAS Digital HQ Product Key. • ½ hour clinical support | | €680.00 (Regular) | € |
| | | €630.00* (Early Bird) | |
| Optional | | | |
| SAS Session Resource Kit* | | €500.00 | € |
| *(min 1 among 4 SAS Facilitators at a service delivery site) | | | |
| Additional SAS Poster Set | | €81.00 | € |
| Additional SAS Challenger Board Game | | €116.00 | € |
| 1 x hour Additional Clinical Support | | €160.00 | € |
| 3 x hours Additional Clinical Support | | €425.00 | € |
| SAS Family Kit Special Offers Please indicate exactly how many kits you require | | | |
| SAS Family Kit Small Set (orders of 1-5 kits)) | | €201.00 | € |
| SAS Family Kit Medium Set (orders of 6+ kits) | | €180.90 | € |
| SAS Family Kit Standard Set (orders of 24+ kits) | | €170.85 | € |
| SAS Family Kit Large Set (orders of 100+ kits) | | €150.75 | € |
| Total Order (excluding Irish duties & taxes) | | € | |

Please see the SAS Guide for Professionals for more information on the range of SAS Resources.

PREPARING FOR DELIVERING SAS

To support effective program planning and implementation, organisational leaders (e.g. directors, managers, department heads and/or school principals) are asked to collaboratively complete and submit the below checklists with the staff they envisage delivering the Secret Agent Society (SAS) Program.

Checklist 1 - Capacities and Resources

This checklist will help you to understand your organisation’s current capacity to deliver the program, including strengths and areas that may require further attention. Please contact SST on training@sst-institute.net to discuss any questions or concerns that arise when completing the checklist.

| Capacities and Resources | Is this in place? (Y/N) | Comments <i>(How can this objective be achieved?)</i> |
|---|----------------------------|--|
| Are the key decision makers within your organisation informed about the program and supportive of its implementation? | | |
| Have all staff who will be attending the training course been briefed about SAS and how it meets organisational objectives? | | |
| Does your organisation have access to appropriate children to deliver the program to (i.e. 8 to 12 year-old children with social-emotional challenges, IQ close to or within average range), and capacity to engage parents and teachers? | | |
| Do you and/or your staff meet the eligibility requirements for attending the SAS Facilitator Training Course (see 'Training Eligibility' on page 4 of this SAS Training Application Pack)? | | |
| Have you planned: <ul style="list-style-type: none"> >How you will recruit families to attend SAS groups? >How many SAS groups your organisation intends to deliver and over what time frame? >How many children will participate in each group? > How many facilitators will need to be trained to maintain a maximum ratio of 1 facilitator per 3 children? | | |

| Capacities and Resources | Is this in place? (Y/N) | Comments <i>(How can this objective be achieved?)</i> |
|---|----------------------------|--|
| <p>Will staff have sufficient time, space and equipment available to effectively deliver SAS in the 12 or 23 session format (including booster sessions) with child, parent and teacher components (see 'Program Preparation and Delivery' section and Appendix A of SAS Guide For Professionals)?</p> | | |
| <p>Is there a plan for supporting ongoing quality-assured SAS program delivery (see 'Implementation Support' section of SAS Guide For Professionals)?</p> | | |
| <p>Are you aware of available funding options for your organisation to deliver SAS?</p> | | |
| <p>Have you planned for the provision of Family Kits for each family participating in SAS groups? Including:</p> <ul style="list-style-type: none"> • Responsibilities for ordering, timing & payment • Individual versus bulk discount orders of kits <p>(see 'Family Resources' section of SAS Guide For Professionals)</p> | | |
| <p>Have you planned how families will be informed about SAS and how program enrolments will be managed?</p> | | |
| <p>Have you considered workforce attrition (of trained SAS Facilitators) or increased program demand in your preparation?</p> | | |

Objectives

| |
|---|
| <p>How does offering the SAS Program meet your organisation's objectives?</p> |
| Empty space for user input |

Checklist 2 – Organisational Fit

To ensure that SAS fits with your organisation’s philosophies and objectives, please answer the questions below.

Philosophies

| | | | | | | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Completing home practice tasks can be highly beneficial for transferring skills learned in session to real-life environments. | | | | | | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
| Strongly Disagree | Moderately Disagree | Slightly Disagree | Unsure | Slightly Agree | Moderately Agree | Strongly Agree |
| Using reward systems can be a very effective and appropriate method for promoting children’s skill use. | | | | | | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
| Strongly Disagree | Moderately Disagree | Slightly Disagree | Unsure | Slightly Agree | Moderately Agree | Strongly Agree |
| Parents and teachers play an important role in supporting children’s social skill development. | | | | | | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
| Strongly Disagree | Moderately Disagree | Slightly Disagree | Unsure | Slightly Agree | Moderately Agree | Strongly Agree |
| Regular communication between caregivers and school support staff is important for improving the social functioning of children. | | | | | | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
| Strongly Disagree | Moderately Disagree | Slightly Disagree | Unsure | Slightly Agree | Moderately Agree | Strongly Agree |

PAYMENT

Payment Details

Please print full and correct details of the organisation or individual **responsible for payment**.

| | | | |
|-------------------------------|--------|-----------------|--|
| Full name: | | | |
| Organisation name: | | | |
| Position within organisation: | | | |
| Postal address: | | | |
| City/suburb: | State: | Post/ Zip Code: | |
| Country: | | | |
| Email: | | | |
| Phone: | | | |

Payment Method

Please choose an option. **Invoices and PayPal payment requests will be processed on training registration confirmation.**

| | | | |
|--------------------------|---------------------|---|---|
| <input type="checkbox"/> | Invoice | Purchase order number: | |
| <input type="checkbox"/> | Credit Card | If you wish to pay by credit card you will receive a Request for Payment email from PayPal. Please note you don't need to have a PayPal account to use this service. | |
| <input type="checkbox"/> | Electronic Transfer | Electronic transfer details: | Details will be provided on your SST training invoice. Please refer to your invoice for bank account information. |

SAS PROVIDER AGREEMENT

To ensure the Secret Agent Society Program is promoted and delivered in an accurate and quality-assured manner, our organisation and all of its nominated SAS group facilitators agree to **(please tick and sign below)**:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Attend at least 75% of the SAS Facilitator training course. |
| <input type="checkbox"/> | Deliver the program in its entirety (including Child Group Meetings, Parent Group Meetings/Information Sessions, Teacher Tip Sheets and assessment measures). |
| <input type="checkbox"/> | Deliver the group program with a maximum of three children per trained SAS Facilitator and a maximum of six children in a group with two facilitators. |
| <input type="checkbox"/> | Ensure that all families have access to the SAS Family Kit. |
| <input type="checkbox"/> | Engage in consultative support to monitor and develop professional practice and effective delivery of the SAS Program. |
| <input type="checkbox"/> | Only allow trained SAS Facilitators to deliver the intervention. |
| <input type="checkbox"/> | Ensure program facilitators have access to a SAS Facilitator Kit and Session Resource Kit. |

Signed

Organisational Leader

| | |
|------------|--|
| Name: | |
| Signature: | |

Attendee 1

| | |
|-----------------------------|--|
| Name: | |
| Role in SAS implementation: | |
| Signature: | |

Attendee 2

| | |
|-----------------------------|--|
| Name: | |
| Role in SAS implementation: | |
| Signature: | |

Attendee 3

| | |
|-----------------------------|--|
| Name: | |
| Role in SAS implementation: | |
| Signature: | |

Attendee 4

| | |
|-----------------------------|--|
| Name: | |
| Role in SAS implementation: | |
| Signature: | |

REFERRAL

How did you find out about the Secret Agent Society Program?

| | Please provide detail/name |
|---|----------------------------|
| <input type="checkbox"/> Professional Publication | |
| <input type="checkbox"/> Conference/Information Session | |
| <input type="checkbox"/> Internet/Website | |
| <input type="checkbox"/> Word of mouth | |
| <input type="checkbox"/> Email | |
| <input type="checkbox"/> SAS Team Member | |
| <input type="checkbox"/> Other | |

Please complete and send pages 5-14 of the Application Pack to the Program Coordinator at the SST:

Mail: PO Box 6068, St Lucia, QLD, 4067

Email: training@sst-institute.net

Fax: +61 7 3870 0798