

Online FRIENDS Training

Online training is delivered in an interactive, online format using GoToMeeting software. During the training, participants are able to communicate with the trainer using microphones, webcams, screen-sharing or instant messaging. Participants will have the opportunity to have questions answered in real-time from a conveniently located computer.

What do I need in order to attend online training?

We require that each participant have access to a computer with:

- Broadband internet access
- A webcam
- A projector if you are planning on holding online training for a group
- Speakers and a microphone (or a phone can be used as a substitute)
- GoToMeeting Software (freely available from gotomeeting.com)

You are responsible for ensuring that your hardware and software meet the minimum requirements for the training. The trainer will organise a brief test session with all participants the week prior to the training so that you can test your equipment.

What Are Participants Required To Do In Order To Become Accredited?

- Attend 8 hours of FRIENDS training run by an accredited Trainer.
- Complete pre-course material (forwarded via email at least one week prior to training day)
- Complete Facilitator Accreditation Application and sign a Confidentiality Agreement.

Please note: due to the mode of delivery of this training, participants must complete training in at least 2 programs (Fun Friends + Friends For Life/My Friends Youth + Adult Resilience).

What are the costs associated with the online program?

- \$150.00 per Program (plus postage cost of books).

Please note participants will be provided with one group leader manual and workbook for each FRIENDS program trained in. **YOU MUST SUPPLY A POSTAL ADDRESS SO THAT WE CAN DISPATCH RESOURCES TO YOU PRIOR TO THE TRAINING – ALLOW TWO WEEKS FOR THIS.**

Sign me up!

PLEASE COMPLETE THE BELOW FORM, SIGN THE UNDERTAKING AND COMPLETE THE FOUNDATIONS COURSE

Applicant Details

Full Name:
Name of Organisation/School/Business/Other:
How did you hear about FRIENDS programs?
DATE OF BIRTH (optional)

Contact Details

Phone:
Mobile:
Email:

Postal address (please print in block capitals):

Training to be Attended - please tick

- ☐ FUN FRIENDS + FRIENDS FOR LIFE (4-7 YEARS + 8-11 YEARS)
- ☐ MY FRIENDS YOUTH + ADULT RESILIENCE (12-15 + 16-Adult)

Payment Options

- ☐ **Electronic transfer:** National Australia Bank, 115 Boundary Street, West End QLD 4101, Australia
[BSB 084-447 / Account number 55-904-0652 / SWIFT Code NAT AAV 330 25]
- ☐ **Credit Card** [please circle]: VISA MASTERCARD BANKCARD
Card Number: [_ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _]
Expiry Date: [_ _ / _ _]
Cardholder name:
Cardholder signature:
Amount:(postage will be added to the total)

Cancellation Policy (for Training Events at THE FRIENDS FOUNDATION ONLY)

Notifications of cancellations must be emailed to the Training Coordinator at THE FRIENDS PROGRAMS INTERNATIONAL FOUNDATION PTY LTD (director@friendsprograms.com) at least two weeks prior to the Training Event date. Refunds will be given less an administration fee of \$100.00 per person. Please note that no refunds will be given less than two weeks before the Training Event is scheduled to begin. Registrations are transferable to another person on notification to THE FRIENDS FOUNDATION. THE FRIENDS FOUNDATION reserves the right to reschedule or cancel Training Events if there are insufficient participant numbers. THE FRIENDS FOUNDATION will notify participants if this decision is made and a full refund or alternative workshop date will be offered.

Keep Up-to-Date with FRIENDS

Would you like to receive e-mail updates about upcoming professional development opportunities regarding the FRIENDS Programs? **YES / NO** [This information will not be shared with other organisations]

Agreement

I agree to the terms and conditions set out in this Training Information Package.

Signed:

Name:.....

Date:

PLEASE NOTE

- An invoice for payment will be forwarded upon receipt of this Registration Form;
- Payment must be received IN FULL prior to the Training Event;
- Your registration is only confirmed and reserved once FULL PAYMENT has been received;
- All communication will be via email.

Sometimes we like to video and photograph the Training Events to show others what we offer. If you have any questions or concerns about being filmed or photographed, please make your concerns known to our staff at the Training Event and we will accommodate your requests. None of our training participants' details or names will ever be shared to any other party without your express permission.

Please Complete the Undertaking Located on the Next Page and Scan a copy to training@friendsprograms.com

UNDERTAKING FOR FRIENDS FACILITATORS AND TRAINERS

I _____

OF _____

Undertake to Barrett Research Resources Pty Ltd ACN 112 233 566 (“BRR”) that:

1. I will, in good faith, comply with all terms and conditions imposed upon me by BRR in relation to the Programs including but not limited to the terms set out in this document.
2. I will adhere to the structure of the FRIENDS Programs (including but not limited to Fun FRIENDS, FRIENDS For Life, My FRIENDS Youth and Adult Resilience) (“Programs”) and that I will deliver each of the Programs in sequence, from the first to the final session in full.
3. I will lawfully obtain and access only authorised versions of the FRIENDS Resources* including manuals and workbooks, digital applications, digital media and any other primary or auxiliary material.
4. As a FRIENDS Facilitator, I will acquire an authorised copy of the FRIENDS Manual from an authorised FRIENDS Licensor for the Program(s) I am delivering.
5. I undertake that each Program participant will obtain an authorised copy of the workbook for the Program in which they are participating. **The workbook is not to be reused** and is to be kept by the participant as a private record of their work in the Programs.
6. I acknowledge that I, as a FRIENDS Facilitator, am fully responsible for ensuring that each Program participant is using the workbook in the authorised way.
7. I acknowledge that I am accredited to deliver the FRIENDS Programs for a period of three years from the date that I am trained as a Facilitator.
8. I acknowledge that I am only accredited to deliver the Programs in which I am trained.
9. I will not make any unauthorised modifications to the FRIENDS Resources including the Facilitator Manuals, Workbooks, be they digital, hardcopy or in any other format, for all Programs.
10. I will not utilise the FRIENDS Resources including both the hardcopy and digital versions of the Facilitator Manuals and Workbooks for any purpose other than the intended purpose.
11. I will not unlawfully distribute or copy the FRIENDS Resources or access to the FRIENDS Resources under any circumstances.
12. I will not disclose any information obtained during the course of my training in the Programs other than is reasonably necessary to deliver the Programs to end recipients or as required of me by law.

13. I will not video, film or otherwise record the FRIENDS Training, slides and/or presentation without the prior written permission of BRR's Director.
14. If I become aware of any unauthorised FRIENDS Resources and/or FRIENDS Training then I will immediately alert BRR in writing by email to info@friendsprograms.com.
15. I understand and agree that Facilitator Training does not give me the right nor ability to conduct any of the FRIENDS Programs for commercial purposes and that I require a grant of right under licence by BRR in order to charge participants for attending any FRIENDS Programs that I conduct.
16. I understand that I require a licence agreement with BRR prior to training facilitators AND/OR delivering the FRIENDS Programs on a commercial basis.
17. I understand that I will require a licence agreement with BRR prior to conducting any research using the FRIENDS Programs.
18. You agree to this document being kept by BRR for an indefinite period of time and understand that it may be adduced as evidence of your commitment to BRR and correct delivery of the FRIENDS Programs.
19. You agree that any breach of this of this undertaking will incur legal penalties and that you may be pursued by BRR for damages as a result.

TRAINERS

20. I will inform each Facilitator that it is a condition of running the Programs that each and every Program participant acquires a new authorised copy of the activity workbook.
21. I will inform each Facilitator that it is a condition of running the Programs that they must use an authorised copy of the Facilitator manual.
22. I will ensure that only participants who have agreed to this undertaking will obtain a certificate of accreditation in the Programs.

I acknowledge that BRR retains, and nothing in this document is intended to give or confers upon me, intellectual property rights in and in connection with the Programs and/or the FRIENDS Resources. I understand that I may be prevented from delivering the FRIENDS Programs should I fail to adhere to my undertakings as above.

SIGNATURE _____ **DATE** _____

**For the purposes of this Agreement, the phrase "FRIENDS Resources" includes and is not limited to the Facilitator Guide and Workbook for Fun FRIENDS, FRIENDS For Life, My FRIENDS Youth and Adult Resilience in both manuscript and digital format, as well as any auxiliary PowerPoint Slides, resources and materials.*

Barrett Research Resources PTY LTD ACN 112 233 566
PO BOX 5699, West End, QLD 4101, Australia

For more information visit www.friendsprograms.com or email director@friendsprograms.com

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